

STATE OF NEBRASKA



Department of Health and Human Services
Regulation and Licensure

Funeral Directing and Embalming

LICENSING REQUIREMENTS

DEPARTMENT OF HEALTH AND HUMAN SERVICES
REGULATION AND LICENSURE
Credentialing Division
P.O. Box 94986
Lincoln, Nebraska 68509-4986



**If you have questions regarding
the following information:**

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E-Mail: rita.watson@hss.ne.gov

Or Kris Chiles, Section Administrator
kris.chiles@hss.ne.gov

Thursday, October 12, 2006

Application Requirements & Instructions



No person **shall** represent himself or herself as a Funeral Director and Embalmer unless licensed. You must take the National Board Examination for Funeral Service (both Arts and Science sections), the Nebraska Written Jurisprudence and Vital Statistics Examination, and meet all the educational and experience requirements specified in Neb. Rev. Stat. 71-1302.

Funeral Directing is: (a) counseling families or next of kin in regard to the conduct of a funeral service for a dead human body for burial, disposition, or cremation or directing or supervising burial, disposition, or cremation of dead human bodies. Cremation shall be considered as a final disposition of a dead human body the same as interment, (b) providing for or maintaining a funeral establishment, or (c) the act of representing oneself as or using in connection with one's name the title of funeral director, mortician, or any other title implying that he or she is engaged in the business of funeral directing;

Embalming is: the practice of preparing a dead human body for burial or other final disposal by a licensed funeral director and embalmer or an apprentice, requesting and obtaining burial or removal permits, or assuming any of the other duties incident to the practice of embalming. Any person who publicly professes to be a funeral director and embalmer or an apprentice shall be deemed to be practicing embalming. The performance of the following acts shall also be deemed the practice of embalming: (a) The disinfection and preservation of dead human beings, entire or in part; and (b) the attempted disinfection and preservation thereof by the use or application of chemical substances, fluids, or gases ordinarily used, prepared, or intended for such purposes, either by outward application of such chemical substances, fluids, or gases on the body or by introducing them into the body, by vascular or hypodermic injection, or by direct introduction into the organs or cavities;

SECTION A - Apprenticeship Requirements: Before a person can become licensed as a Funeral Director and Embalmer, he/she must complete an apprenticeship and submit the appropriate application. The apprentice requirements include:

1. 12 months of supervised service as a funeral director and embalmer apprentice served in one of the two methods as follows:
 - a) Consecutive 12 month apprenticeship. The applicant must meet the following before beginning service:
 - Completion of at least 39 semester hours of the required 60 semester hours of college credit (see section B of this memo)
 - Successful passage of the National Board Examination for Funeral Service
 - Graduation from an accredited school of mortuary science. A listing of accredited programs can be viewed at the following web-site: <http://www.abfse.org/html/dir-listing.html>; and
 - Submission of an apprentice application and fee.

OR

- b) A 12 month split apprenticeship - Serving 6 months of the supervised service as an apprentice prior to attending an accredited school of mortuary science and then completing the final 6 months following graduation from a school of mortuary science. The applicant must meet the following before beginning the first six months of service:
 - Completion of at least 39 semester hours of the required 60 semester hours of college credit (see section B of this memo)
 - Submission of an apprentice application and fee; **AND**

The applicant must meet the following before beginning the final 6 months of supervised service;

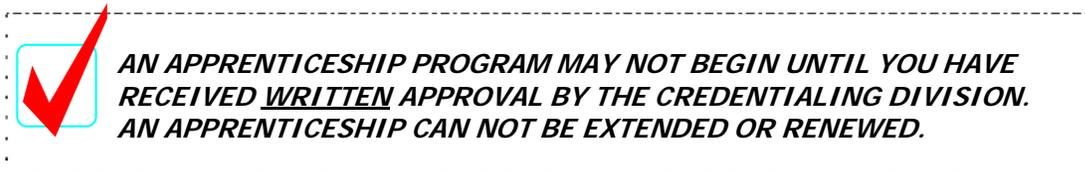
- Graduation from an accredited school of mortuary science. A listing of accredited programs can be viewed at the following web-site: <http://www.abfse.org/html/dir-listing.html>;
- Successful passage of the National Board Examination for Funeral Service; and

- Submit an apprentice re-registration application to the Credentialing Division (no additional fee is required to re-register).
2. Must arterially embalm 25 bodies during the 12 months of supervised service and properly record such on forms provided by the Credentialing Division. These reports must be submitted to the Division on or before the expiration of the apprenticeship, completed on the licensure application.
 3. Must assist with not less than 25 funerals during the 12 months of supervised service. An affidavit of completion of at least 25 funeral assists must be completed by the supervising Funeral Director and Embalmer.

An apprenticeship must occur in a funeral establishment licensed in Nebraska and under a Nebraska licensed Funeral Director and Embalmer.

Supervised service shall mean: The 12 months of service as an apprentice must be served under the instruction and supervision of a funeral director and embalmer licensed and practicing in the State of Nebraska. Supervision means the direct oversight or the easy availability of the supervising funeral director and embalmer. The first 25 funeral assists and embalmings must be completed under direct onsite supervision of the supervising funeral director and embalmer.

After your completed application is received in our office, you will receive written confirmation of its approval or denial within approximately 30 working days.



SECTION B – WHAT ARE THE REQUIREMENTS FOR A LICENSE AS A FUNERAL DIRECTOR AND EMBALMER?

Providing you have met the required education, and upon completion of the apprenticeship, you must:

1. Have earned the equivalent of 60 semester hours of college credit, which shall include the following:
 - a. six semester hours of English
 - b. six semester hours of Accounting
 - c. eight semester hours of Chemistry
 - d. twelve semester hours of Biological Science **relating to the human body.**
 - e. six semester hours of Psychology or Counseling

NOTE: Quarter hours are calculated into semester hours as follows: # of quarter hours x .666 = # of semester hours

These hours must be earned in addition to a full course of instruction in a school of mortuary science;

2. Have completed a full course of instruction in an accredited mortuary science school. Programs must be accredited by the American Board of Funeral Service Education (ABFSE). A listing can be viewed at the following web-site: <http://www.abfse.org/html/dir-listing.html>
3. Have completed 12 months of service as an apprentice under the instruction and supervision of a duly licensed funeral director and embalmer practicing in the State of Nebraska (refer to Section 'A' for apprentice requirements);

4. Have attained at least the age of majority;
5. Have good moral character;
6. Receive a 75% or above on the National Board examination for Funeral Service administered at accredited schools of mortuary science. The Nebraska Board does not administer this examination. Certification of the examination results should be submitted directly to the Credentialing Division by The Conference of Funeral Service Examining Boards. (Address for the Conference is located on the final page of this memorandum.)
7. Successfully pass the written jurisprudence and vital statistics examinations administered by the Nebraska Board of Examiners in Funeral Directing and Embalming. Nebraska requires a score of 75% or above on each examination. The examinations are administered 4 times during the year: January, April, July and October. Notice of Examination and the exam application will be mailed to applicants notifying them of their eligibility to sit for a regularly scheduled exam.

SECTION C – HOW DO I APPLY FOR A LICENSE? - You must submit the following:

1. A completed application for Funeral Directing and Embalming with the required fee of \$25 plus the licensee assistance fee of \$1 per year. This application must be requested from the Division upon completion of 12 month apprenticeship or final 6 month apprenticeship.
2. Evidence of attaining the age of majority. If your official transcript indicates your date of birth, this documentation will be acceptable as evidence of attaining the age of majority. If not indicated on your transcript, you may submit a copy of your birth certificate, a copy of your marriage license, or similar documentation.
3. An official transcript which verifies the date of graduation from the school of mortuary science. The transcript must be issued by the educational institution and stamped with an original school seal. Photocopies or notarized photocopies will not be accepted.
4. Verification of completion of 12 months of service as an apprentice (this is part of the application).
5. Official college transcripts verifying successful completion of the educational requirements outlined in Section B above. (The Board has recommended college transcripts be submitted along with Attachment A2 completed in its entirety, for evaluation of the required pre-mortuary courses prior to attendance at a school of mortuary science. Applicants will be notified of the unofficial evaluation results.)
6. Certification of the National Board Examination for Funeral Service. Certification of the examination results should be submitted directly to the Credentialing Division by the Conference of Funeral Service Examining Boards. (The address for the Conference is located on page six (6) of this memorandum.)

SECTION D – RECIPROcity, HOW DO I APPLY FOR A LICENSE BASED ON RECIPROcity (holding a license in another state) You must submit the following:

1. Application: The completed application must be submitted on Attachment A;
2. Official Transcript: An official transcript showing completion of:
 - A. 60 semester hours of college credit **AND** have either coursework or practice as follows:
 - Coursework:
 - (1) 6 semester hours of English;
 - (2) 6 semester hours of accounting;
 - (3) 8 semester hours of chemistry;

- (4) 12 semester hours of biological science relating to the human body; and
- (5) 6 semester hours of psychology or counseling; or

- Practice: 5 years of practice as licensed or credentialed under a similar name as Funeral Director and Embalmer in another state immediately prior to application. A year of apprenticeship does not constitute licensure/certification in this case. It must be 5 years of practice beyond the year of apprenticeship.

- B. A full course of instruction in an accredited school of mortuary science. A listing of accredited programs can be viewed at the following web-site: <http://www.abfse.org/html/dir-listing.html>; Hours earned in a school of mortuary science as part of the mortuary program may not be used for the 60 semester hours;

3. Conviction and Licensure Information:

- a. If the applicant has been convicted of a misdemeanor or felony:
 - (1) Official Court Record, which includes charges and disposition;
 - (2) Copies of arrest records;
 - (3) A letter from the applicant explaining the nature of the conviction;
 - (4) All addiction/mental health evaluations and proof of treatment; and
 - (5) A letter from the probation officer addressing probationary conditions and current status, if the applicant is currently on probation;

- a. The name of the state(s) in which the applicant holds a license(s)/credential(s);

- b. If any disciplinary action was taken against the applicant's license/credential by another state, an official copy of the disciplinary action, including charges and disposition;

4. Certification of Licensure: Have the licensing or certifying agency submit to the Department a certification of licensure/credential. The certification must certify:

- a. That the applicant is duly licensed or credentialed, that his/her license or credential has never been suspended or revoked, and that so far as the record of the agency is concerned, the applicant is entitled to its endorsement;
- b. The nature of disciplinary actions, if any, taken against the applicant's license or credential;
 - (1) The date of the applicant's license/credential;
 - (2) The score attained on the examination; and
 - (3) Documentation of the requirements for licensure/credential in the other jurisdiction which are currently in effect and which were in effect at the time the license/credential was issued;

5. Examination: An official score report from the International Conference of Funeral Service Examining Boards, Inc.

6. Age of Majority: Evidence that s/he is at least the age of majority, such as:

- a. Driver's license;
- b. Birth certificate;
- c. Marriage license; or
- d. Other similar documentation;

7. Attestation by the applicant:

- a. That s/he has not practiced in Nebraska prior to the application for a license; or
- b. To the actual number of days practiced in Nebraska prior to the application for a license; and

8. Fee: The required license fee.

Pro-rated Fee: When a license will expire within 180 days after its initial issuance date, the Department will collect \$25, the Licensee Assistance Program fee of \$1, and the license will be valid until the next subsequent renewal date.

Administrative Penalty/Other Action: An individual who practices prior to issuance of a credential, is subject to assessment of an Administrative Penalty pursuant to 172 NAC 67-014, or such other action as provided in the statutes and regulations governing the credential.

Application Processing Time: The Department will act within 150 days upon all completed applications for a license.

SECTION E - Other Information:

National Standardized Examination: contact the following address:

The International Conference of Funeral Service Examining Boards, Inc.
1885 Shelby Lane
Fayetteville, AR 72704
(479) 442-7076

License Display: Every licensee shall keep such license displayed in the office or in the place where he or she practices.

Expiration Date: All licenses expire February 1st of each even-numbered year.

Continuing Education: All licensees who hold active licenses, are required to attend at least 16 hours every 2 years. Hours shall be earned only during the renewal period and may not be carried over to the next renewal period.

CE requirements: Continuing Competency may be obtained through the following activities:

1. Academic Coursework;
2. Home Study;
3. Jurisprudence Examination;
4. Tours;
5. District/State/National Business Meetings;
6. Exhibits; and/or
7. Continuing Education Programs (Workshops/Lectures).

Acceptable Continuing Competency Topic Areas: The Board does not approve continuing competency programs/activities. In order for a continuing competency activity/program to be accepted for renewal or reinstatement of a license, the activity must include one or a combination of the following topic areas:

1. Communication/Media;
2. Counseling/Arbitration;
3. Customer relations;
4. Disaster training;
5. Embalming practice;
6. Funeral directing practice;
7. Management (stress/personnel/business);
8. Marketing/advertising;
9. Personal development; or
10. Pre-need.

Continuing Competency Hour or Credit means:

1. **Academic Credit:**
 - a. One semester hour of academic credit equals 15 continuing competency credit hours.
 - b. One-quarter hour of academic credit equals 10 continuing competency credit hours.

2. Home Study: A maximum of 8 hours of credit per a biennial renewal period may be obtained through home study programs;
3. Jurisprudence Examination: 4 hours will be granted for licensees who complete the Jurisprudence Examination, the examination must be taken at least 1 time every 10 years;
4. Tours: 1 hour will be granted for each 60 minutes of participation. A licensee may earn up to 4 hours per biennium renewal period;
5. District/State/National Association Meetings: 1 hour will be granted for attending a District, State, and/or National Meeting. A licensee may earn up to 8 hours per biennium renewal period;
6. Exhibits/Displays: 1 hour per program will be granted for viewing exhibits/displays. A licensee may earn up to 4 hours per biennium renewal period;
7. Continuing Education Programs (Workshops/Lectures): 60 minutes of participation equals 1 continuing competency hour.

Exemptions from the Continuing Education Requirements include any of the following reasons:

- The licensee served in the regular armed forces of the United States during any part of the twenty-four months immediately preceding the Nebraska license renewal date;
- The licensee submits proof that he or she was suffering from a serious or disabling illness or physical disability which prevented his or her attendance at any approved school, clinic, forum, lecture, or educational seminar within the State of Nebraska or any other state or territory or the District of Columbia during the twenty-four months immediately preceding the Nebraska license renewal date;
- The licensee was first licensed within the twenty-four months immediately preceding the Nebraska license renewal date; or
- The licensee did not reside in Nebraska during the twenty-four months immediately preceding the Nebraska license renewal date.

Who keeps track of my continuing Education? Each licensee shall be responsible for maintaining in his or her personal files such certificates of credit from continuing education activities received from approved providers; the State does NOT maintain a record of your continuing education.

Renewal: The Department will forward a notice of renewal, which includes a request to list the continuing education attended during the renewal period. Renewal notices and the renewal fee (\$27) must be postmarked on or before February 1st of each even-numbered year. IF YOU FAIL TO RENEW YOUR LICENSE BY FEBRUARY 1ST, YOUR LICENSE IS EXPIRED; IF YOU CONTINUE TO PRACTICE, YOU WILL BE CHARGED \$10.00 PER DAY UP TO \$1,000 FOR PRACTICING ON AN EXPIRED LICENSE. If you fail to renew the license by 2-1, a second notice (with a LATE fee of \$25 and questions relating to practice on an expired license) will be sent. The second notice must be postmarked on or before March 1st in order to avoid revocation of your license.

Inactive License: A licensee may request to have his or her license placed on inactive status upon its expiration. To request inactive status, you must:

- Mark the appropriate box on the renewal form (you can only request inactive at the time of the license expiration)
- Submit the fee of \$25.00

If placed on inactive status, the license may remain in such status for an indefinite period of time. While holding an inactive license, you can not practice funeral directing or embalming. You may request active status by completing the required continuing education in effect at the time of such request, paying the license renewal fee then due, and submitting the appropriate application for re-activation.

Documents Should be Submitted to:

Credentialing Division
P.O. Box 94986
Lincoln, Nebraska 68509-4986

Fee made payable to:

Credentialing Division