



The Louisiana State Board of Embalmers and Funeral Directors

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Internship Outline

- 1 Employment must be with a Louisiana licensed funeral home
- 2 Complete an internship application; one of the following;
 - a. Embalmer and Funeral director – See 3; a-g
 - b. Funeral director – See 4; a-h
- 3 Embalmer and Funeral Director**
 - a. Enrolled or plan to enroll in an ABFSE accredited mortuary school/program or submit a completed educational transcript, MUST be certified.
 - b. May start internship prior to taking courses or while taking courses
 - c. May work part time or full time
1560 hours are required for completion of internship – these hours are the equivalent to; a minimum of 15 hours per week for 24 months or a maximum of 40 hours per week for 9 months.
 - d. Two-thirds of the hours may be fulfilled prior to completing the courses – once the two-thirds of the hours have been reached the internship will cease until courses have been completed and a certified transcript has been received. Once the courses have been verified as completed by the certified transcript, the internship can resume for the remaining two-thirds of the hours and credit will be applied. $2/3$ of 1560 = 1170 which leaves the remaining $1/3$ of 1560 = 390.
 - e. 30 cases MUST be documented.
 - f. Reports are required to be submitted monthly, reports are available upon the website under forms/internship. These reports outline cases and hours that are required to be submitted. Reports are required to be submitted no later than the 10th day following the previous month, example; July report is due to be submitted by August 10th.
 - g. If courses have been completed as verified by a certified transcript before the start of an internship, the internship will not be interrupted by the two-thirds requirement.

4 Funeral Director

- a. Enrolled or plan to enroll in a SACS or equivalent accredited institution or an ABFSE accredited school offering a funeral directing certificate program or submit a completed educational transcript, **MUST** be certified.
- b. May start internship prior to taking courses or while taking courses
- c. May work part time or full time
1560 hours are required for completion of internship – these hours are the equivalent to; a minimum of 15 hours per week for 24 months or a maximum of 40 hours per week for 9 months.
- d. Two-thirds of the hours may be fulfilled prior to completing the courses – once the two-thirds of the hours have been reached the internship will cease until courses have been completed and a certified transcript has been received. Once the courses have been verified as completed by the certified transcript, the internship can resume for the remaining two-thirds of the hours and credit will be applied. $2/3$ of 1560 = 1170 which leaves the remaining $1/3$ of 1560 = 390 to be completed after verification of transcript.
- e. 30 cases **MUST** be documented.
- f. Reports are required to be submitted monthly, reports are available upon the website under forms/internship. These reports outline cases and hours that are required to be submitted. Reports are required to be submitted no later than the 10th day following the previous month, example; July report is due to be submitted by August 10th.
- g. If courses have been completed as verified by a certified transcript before the start of an internship, the internship will not be interrupted by the two-thirds requirement.
- h. Once an internship has been registered, The Conference will be immediately notified of your eligibility to take the SBE examination. You will be able to take this exam when you are ready to do so.

PLEASE NOTE: FOR ALL INTERSHIPS

A certified/official transcript is required. A copy of a transcript(s) can be reviewed for acceptable courses however, those courses will not be confirmed in lieu of an official certified transcript.

Prior work history at a funeral home before applying for an internship will not be accepted. An internship application **MUST** be submitted prior to the start of an internship.

Please review the FAQs, below, for educational requirements and explanation of accreditation.

It is advised that you contact this office for verification of an acceptable educational program prior to starting the program to ensure that it will be accepted. There are many programs/courses available that are for continuing educational purposes only and those program coordinators will not guide you to a specific state's regulations/requirements. **CONTACT THE STATE BOARD FOR PROPER INFORMATION.**

A supervisor must be named on the application. A verification will be required by the supervisor.

An intern may change employment from one funeral home to another but a notification **MUST** be sent to this office in writing with the date of leave, date of start at new employment and the name of the new supervisor.

All internships are monitored, check listed and notes made to the files.

Reports are required to be submitted monthly. Any report that is delinquent, the intern will receive a warning letter. Should another report be delinquent, no credit will be issued for that month.

It is the responsibility of the intern to ensure that reports are sent timely. It is NOT the supervisor's responsibility to send in reports.

Failure to submit a report timely because of a vacation schedule is unacceptable. Failure to submit a report because of a supervisor is unacceptable.

REMEMBER: IT IS YOUR INTERNSHIP – not your supervisor's

As a future licensee, it is your responsibility to read and review the regulations thoroughly and frequently for compliance.

If there are any questions or concerns, please do not hesitate to contact this office.

PLEASE NOTE:

*** A REGISTERED INTERN IS NOT ALLOWED TO SIGN A DEATH CERTIFICATE***

**ONLY A LICENSEE THAT HOLDS AN "E" OR A "U" NUMBER IS ALLOWED TO SIGN
A DEATH CERTIFICATE**

