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-h
   b. Funeral director – See 4; a-i

3 **Embalmer and Funeral Director**

   a. Enrolled or plan to enroll in an ABFSE accredited mortuary school/program
   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 approximately 6.5 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. 60 cases MUST be documented = 30 embalming and 30 funeral directing
   f. Reports are required to be submitted monthly, reports are available upon the website under forms/miscellaneous. 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. A student internship can be granted when the two-thirds (1170) of the hours have been reached; this will allow for a continuation of practice and acquiring experience while the remaining educational requirement is achieved; but no credit will be given towards the

completion of the licensing internship during a student internship. A student internship requires proof that an individual is still enrolled in a program each semester or period.

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 certified transcript which document courses taken. NOTE: Courses MUST be verified for acceptance by the LSBEFD office.
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 6.5 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/miscellaneous. 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. A student internship can be granted when the two-thirds (1170) of the hours have been reached; this will allow for a continuation of practice and acquiring experience while the remaining educational requirement is achieved; but no credit will be given towards the completion of the licensing internship during a student internship. A student internship requires proof that an individual is still enrolled in a program each semester or period.
i. 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 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.

RS 37:842

§842. Minimum qualifications for license

A. Qualifications for a funeral director license. Any applicant is qualified for a license as a funeral director if he meets all of the following requirements:

(1) Is at least eighteen years of age.

(2) Has obtained a high school diploma or its equivalent.

(3) Is found by the board to be of good moral character and temperate habits.

(4) Has successfully completed a minimum of thirty semester hours in an accredited college or university as evidenced by a certified copy of the transcript of the college or university. The minimum subject hours shall include twenty-one semester hours of the basic freshman courses, which include but are not limited to the following: English, mathematics, bookkeeping, accounting, business mathematics, psychology, history, science, business administration, biology, economics, chemistry, and marketing or such other minimum hours as the law may provide. Remedial classes and courses such as music, the arts, physical education, and sports shall not be considered as accepted courses.

(5) Has served an internship in the state of Louisiana for a period of not less than nine months, or thirty-nine weeks, and not more than forty-eight months, or two hundred eight weeks, has actively assisted in at least thirty funerals, and has completed at least one thousand five hundred sixty contact hours during the internship period. A funeral director intern may receive credit for up to two-thirds of the internship requirement prior to the completion of thirty semester hours.

(6) Has paid the application fee required by R.S. 37:845.

(7) Passes satisfactorily an examination conducted by the board relative to the practice of the profession of funeral directing as defined in R.S. 37:831.

B. Qualifications for an embalmer and funeral director license. Any applicant is qualified for license as an embalmer and funeral director if he meets all of the following requirements:

(1) Meets the requirements set forth in Paragraphs (A)(1), (2), (3), and (6) of this Section for funeral directors.

(2) Has successfully completed a full course in the science of embalming and the profession of funeral directing at an accredited school recognized by the board.

(3) Passes satisfactorily an examination conducted by the board relative to the practice of the science of embalming and the profession of funeral directing as defined in R.S. 37:831.

(4) Has served an internship in the state of Louisiana for a period of not less than nine months, or thirty-nine weeks, and not more than forty-eight months, or two hundred eight weeks, actively assisted in at least thirty embalming operations and thirty funerals and completed at least one thousand five hundred sixty contact hours during the internship period. An embalmer and funeral director intern may receive credit for up to two-thirds of the internship requirement prior to graduating from an accredited school recognized by the board.

C. Licensure by endorsement. Any applicant is qualified for license as an embalmer and funeral director or funeral director by endorsement in this state if he meets all of the following requirements:

(1) Holds a license in good standing issued by another state, province, or jurisdiction recognized by the board that is substantially equivalent to the requirements of this state and who meets the requirements of this Chapter.

(2) Meets all of the requirements of Paragraphs (A)(1), (2), (3), and (6) of this Section for an embalmer and funeral director or funeral director license.

(3) Has worked for a period of not less than three months within the state of Louisiana under the authority of a temporary license.

D. Qualifications for an embalmer and funeral director temporary license. Any applicant is qualified for an embalmer and funeral director temporary license by endorsement in this state if he meets the requirements of Paragraphs (A)(1), (2), (3), and (6) of this Section and furnishes the board with all of the following:

(1) Proof that he holds a valid embalmer and funeral director license in good standing from another state, province, or jurisdiction recognized by the board. The board may waive this requirement in those cases where the recognized state, province, or jurisdiction does not license embalmers or funeral directors.

(2) Proof that he has graduated from an accredited program in mortuary science recognized by the board.

(3) Proof that he has passed a nationally recognized examination.

(4) Proof that he has practiced the science of embalming and the profession of funeral directing for a period of not less than one year during the prior three-year period.

(5) Proof in the form of a statement that all of the following are true:

(a) No proceeding has been instituted against the applicant for the cancellation, suspension, or revocation of the license in the state, province, or jurisdiction that issued the license.

(b) No prosecution is pending against the applicant in a state or federal court for an offense that, under the laws of this state, is a felony or is a misdemeanor related to the science of embalming or the profession of funeral directing.

(c) The qualifications made in the application for licensure in this state are correct.

E. Qualifications for a funeral director temporary license. Any applicant is qualified for a funeral director temporary license by endorsement in this state if he meets the requirements of Paragraphs (A)(1), (2), (3), and (6) of this Section and furnishes the board with all of the following:

(1) Proof that he holds a valid funeral director license in good standing from another state, province, or jurisdiction recognized by the board. The board may waive this requirement in those cases where the recognized state, province, or jurisdiction does not license funeral directors.

(2) Proof that he has passed a recognized examination.

(3) Proof that he has practiced the profession of funeral directing for a period of not less than one year during the prior three-year period.

(4) Proof in the form of a statement that all of the following are true:

(a) No proceeding has been instituted against the applicant for the cancellation, suspension, or revocation of the license in the state, province, or jurisdiction that issued the license.

(b) No prosecution is pending against the applicant in a state or federal court for an offense that, under the laws of this state, is a felony or is a misdemeanor related to the science of embalming or the profession of funeral directing.

(c) The qualifications made in the application for licensure in this state are correct.

F. Any establishment where the business of funeral directing or embalming as defined in R.S. 37:831 is conducted within this state shall be duly licensed. An establishment shall be qualified to be licensed to operate as such if it meets all of the following requirements:

(1) It is managed or is to be managed by a funeral director holding a valid license, other than a temporary license, from the state of Louisiana. The funeral director shall manage the establishment on a full-time basis and funeral directing shall be his principal occupation.

(2) Embalming is performed only by an embalmer and funeral director holding a valid license from the state of Louisiana or a registered intern under the supervision of a state-licensed embalmer and funeral director.

(3)(a) It is found, after proper investigation to meet the requirements established by the board with respect to all of the following:

(i) Licensed personnel, including those working under the authority of a temporary license.

(ii) Registered interns.

(iii) Embalming facilities for the sanitation, disinfection, and preparation of a human body.

(iv) Adequate buildings.

(v) Display rooms for displaying funeral merchandise consisting of, but not limited to a minimum of six adult caskets of a variety of styles and quality.

(vi) Other necessary facilities, furnishings, and equipment to adequately serve the public.

(b) The embalming facilities and display rooms described in this Paragraph are required in every funeral establishment that is not a branch establishment.

(4) Furnishes such further information as the board may require regarding its qualifications and operations.

(5) Makes payment to the board of the fee required by R.S. 37:845.

G. Licenses issued pursuant to Subsection F of this Section shall be for a specific name and location, and amended from time to time to show any change of name or location upon the payment of a charge equaling a license renewal fee.

H. Every license issued hereunder shall be signed by the president and secretary of the board, and bear the imprint of the board's seal. The board shall register each license holder as being duly licensed for the purpose covered by such license.

Acts 1958, No. 28, §1; Acts 1963, No. 12, §1; Acts 1966, No. 19, §1, eff. June 15, 1966 at 10:30 A.M.; Acts 1974, No. 3, §2; Acts 1977, No. 283, §2; Acts 1990, No. 415, §1, eff. Sept. 1, 1990; Acts 2010, No. 372, §1; Acts 2014, No. 264, §1; Acts 2015, No. 25, §1; Acts 2020, No. 329, §1, eff. June 12, 2020.

Chapter 9. Internship

§901. Requirements for an Embalmer and Funeral Director License

A. Any person desiring to engage in the practice of embalming and funeral directing in this state, except those holding a temporary license, shall serve as an intern within the state of Louisiana.

1. The employment of the intern at the funeral home may be verified by the board. Verification of employment will be made by presenting the quarterly returns submitted either to the Internal Revenue Service or the Louisiana Department of Revenue, or, alternatively, some other official form used to verify employment which is acceptable to the board.

2. Any internship shall be considered stale/null and void and unavailable for consideration after the passage of 10 years.

3. The board-registered supervisor shall certify or verify the cases and the contact hours that the intern worked during the month.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:840.
HISTORICAL NOTE: Adopted by the Department of Health and Human Resources, Board of Embalmers and Funeral Directors, August 1966, promulgated LR 5:277 (September 1979), amended by the Department of Health and Hospitals, Board of Embalmers and Funeral Directors, LR 15:10 (January 1989), LR 16:769 (September 1990), amended LR 30:2823 (December 2004), LR 34:2400 (November 2008), LR 42:404 (March 2016), repromulgated by the Department of Health, Board of Embalmers and Funeral Directors, LR 43:1537 (August 2017).

§903. Requirements for Funeral Director License

A. Any person desiring to engage in the practice of funeral directing within this state, except those holding a temporary license, shall serve as an intern within the state of Louisiana.

1. The employment of the intern at the funeral home may be verified by the board. Verification of employment will be made by presenting the quarterly returns submitted either to the Internal Revenue Service or the Louisiana Department of Revenue and Taxation, or, alternatively, some other official form used to verify employment which is acceptable to the board.

2. Any internship shall be considered stale/null and void and unavailable for consideration after the passage of 10 years.

3. The board-registered supervisor shall certify or verify the cases and the contact hours that the intern worked during the month.

AUTHORITY NOTE: Adopted in accordance with R.S. 37:840.
HISTORICAL NOTE: Adopted by the Department of Health and Human Resources, Board of Embalmers and Funeral Directors, August 1966, amended March 1974, promulgated LR 5:278 (September 1979), amended by the Department of Health and Hospitals, Board of Embalmers and Funeral Directors, LR 15:10 (January 1989), LR 19:744 (June 1993), LR 30:2823 (December 2004), LR 34:2400 (November 2008), LR 42:404 (March 2016).

§905. Application; Fee

A. Each intern shall make application to the board on prescribed forms, accompanied by a fee as established by the board and if found acceptable shall be registered as such and given an identification slip.

AUTHORITY NOTE: Adopted in accordance with R.S. 37:840.
HISTORICAL NOTE: Adopted by the Department of Health and Human Resources, Board of Embalmers and Funeral Directors, August 1966, amended March 1974, promulgated LR 5:278 (September 1979), amended LR 11:687 (July 1985), amended by the Department of Health and Hospitals, Board of Embalmers and Funeral Directors, LR 30:2824 (December 2004), LR 42:405 (March 2016).

§907. Affidavits Required

A. When tenure of internship is completed, an affidavit by both the intern and the person under whose supervision he or she served, shall be filed not later than 15 days with the board. Said affidavit shall list the number of bodies embalmed and/or funerals assisted in and the contact hours served.

AUTHORITY NOTE: Adopted in accordance with R.S. 37:840.
HISTORICAL NOTE: Adopted by the Department of Health and Human Resources, Board of Embalmers and Funeral Directors, August 1966, amended March 1974, promulgated LR 5:278 (September 1979), repromulgated by the Department of Health and Hospitals, Board of Embalmers and Funeral Directors, LR 30:2824 (December 2004), amended LR 42:405 (March 2016).

§909. Notification to Licensed Person

A. The secretary of the board, upon notification by the applicant, will inform the licensed person responsible for the supervision and the training of the intern of the rules and regulations concerning the internship and that he will be responsible to the board for the application and enforcement of these rules and regulations.

B. Each intern is required to file a complete case report for each individual case handled during the internship which must be signed by the individual licensee who was supervisor of that case and must also file a monthly report providing the board with a summary of the cases worked during that period which shall be signed by the licensee designated as the supervisor of the intern.

The report is due on the tenth day of the month and delinquent on the fifteenth day. Delinquent reports may result in the loss of credit for that month.

1. It shall be a requirement and responsibility of the intern to make these reports monthly and to have them in the Office of the Secretary on the date specified. Failure of the licensed supervisor to perform as agreed or to in any way falsify the records of the internship will cause a fine to be levied in accordance with the provisions of R.S. 37:850 for said violation.

AUTHORITY NOTE: Adopted in accordance with R.S. 37:840.

HISTORICAL NOTE: Adopted by the Department of Health and Human Resources, Board of Embalmers and Funeral Directors, August 1966, promulgated LR 5:278 (September 1979), amended LR 11:946 (October 1985), amended by the Department of Health and Hospitals, Board of Embalmers and Funeral Directors, LR 15:11 (January 1989), LR 30:2824 (December 2004), LR 42:405 (March 2016).

Educational requirements for licensure

You may refer to the regulations section of the website – LA R.S. 37:842 – Minimum Qualifications for License and under the regulations tab for Internships

The LSBEFD does not participate in scholarships, funding, or assistance with tuition for education.

INTERNSHIPS MUST be registered with the LSBEFD before credit will be given for any practice. PRIOR work history at a funeral home will NOT be considered for an internship.

What are the recognized accreditation credentials accepted by the LSBEFD?

Mortuary Colleges/Schools/Programs must be accredited by the following;
ABFSE – American Board of Funeral Service Education

Colleges/Universities/Institutions must be accredited by the following;
SACS - Southern Association of Colleges and Schools, Commission on Colleges

Equivalent to SACS:
MSA – Middle States Association of Colleges and Schools, Commission on Higher Education
NWCCU – Northwest Commission on Colleges and Universities
NCA-HLC – North Central Association of Colleges and Schools, Higher Learning Commission
NCA-CASI – North Central Association of Colleges and Schools, Commission on Accreditation and School Improvement, Board of Trustees
NEASC-CIHE - New England Association of Schools and Colleges, Inc., Commission on Institutions of Higher Education
NEASC-CTCI – New England Association of Schools and Colleges, Inc., Commission on Technical and Career Institutions
WASC-ACCJU – Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges
WASC-ACSCU – Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities

Please contact this office if you have a question regarding the accreditation of a school/program. A school/program may be accredited, but it may not be accredited by the above associations. Schools/programs that do not carry the credentials listed above cannot be accepted by this Board.

For a funeral director only license, what are the minimum course requirements from a SACS accredited or equivalent university?

The minimum subject hours shall include twenty-one semester hours of the basic freshman courses which include but are not limited to the following: English, mathematics, accounting, bookkeeping, business mathematics, psychology, history, science, business administration, biology, chemistry, economics, and

marketing or such other hours as the law may require. *Remedial classes and courses such as music, the arts, physical education, and sports shall not be considered as accepted courses.* **LA R.S. 37:842 (A)(4).**

Can a funeral directing certificate course/program be accepted in lieu of the SACS accreditation or equivalent university as outlined above?

Yes, but the funeral directing certificate MUST be acquired from an ABFSE accredited mortuary school/program and the hours for the funeral directing certificate MUST total the minimum of 30 semester hours. If the ABFSE accredited mortuary school/program hours are calculated by quarter hours, then the quarter hours will need to be converted to semester hours for determination. An example of quarter hour conversion is as follows; 45 quarter hours ÷ 3 = 15 x 2 = 30 = the 30 hour requirement.

What are the types of tests required and which one do I schedule?

NBE – National Board Exam - consists of 2 parts, an Arts section and a Science section. This exam is required for an embalmer and funeral director (dual) license. This exam is authorized by an ABFSE accredited mortuary school/program. This Board cannot authorize an individual to sit for this exam. This MUST be handled through the ABFSE accredited mortuary school/program. A study guide may be available through the school/program or The Conference.

SBE – State Board Exam – consists of an Arts section only which is a general state exam and is not state specific. This exam is required for a funeral director only license. *This Board will notify The Conference to authorize an individual for this exam when their internship has been registered.* A study guide may be available through The Conference.

LRR – Louisiana Rules and Regulations (exam) – consists of State specific questions relating to the Laws and Rules of Louisiana. This exam is required for reciprocal licensees who have or will be applying for a temporary license in Louisiana. The study guide for the LRR will be the regulations page located on the website. The links relating to each regulation should be reviewed, specifically LA R.S. 37:831 through LA R.S. 37:885 and Title 46, Chapters 1 through 23. *This Board will notify The Conference to authorize an individual for this exam when their temporary license has been registered.*

Additionally:

Please refer to the instructions for the SBE and LRR which are listed upon the LSBEFD home webpage, under the notifications page and the fees and forms page, internship section of applications.

The Conference will email a certified certificate of the passing of any one of these examinations to this office. Before a license will be issued, this certification MUST be received by this office. We cannot accept a copy from an individual.

The Board is NOT involved with the examination process other than authorizing an individual's eligibility to take either the SBE or the LRR exams.

Who do I contact and how do I schedule the SBE or the LRR exam?

The Conference of Funeral Service Examining Boards (ICFSEB) – The Conference: 479.442.7076 or www.theconferenceonline.org. *An internship or a temporary license MUST be registered with this Board in order for this office to notify The Conference of an individual's eligibility to sit for the SBE or the LRR exam.*

Where can I get a study guide or study materials for the SBE or the LRR exam?

The SBE, contact The Conference of Funeral Service Examining Boards (ICFSEB) at: 479.442.7076 or www.theconferenceonline.org – The study guide for the LRR will be the regulations page located on the website. The links relating to each regulation should be reviewed, specifically LA R.S. 37:831 through LA R.S. 37:885 and Title 46, Chapters 1 through 23.

Are there any practice tests that I can review or take for any of the exams?

The Conference of Funeral Service Examining Boards (ICFSEB) – The Conference: 479.442.7076 or www.theconferenceonline.org , you may also check with mortuary schools to see if they have any tutoring, or classes, or practice exams available. *This Board does not offer any training/practice tests or study tests. However, the study guide for the LRR will be the regulations page located on the website. The links relating to each regulation should be reviewed, specifically LA R.S. 37:831 through LA R.S. 37:885 and Title 46, Chapters 1 through 23.*

Where can I find ABFSE accredited mortuary schools/programs?

The American Board of Funeral Service Education - www.abfse.org or
The Conference of Funeral Service Examining Boards (ICFSEB) – 479.442.7076 or www.theconferenceonline.org

Is it necessary to submit a certified/original transcript of courses from the college/university or mortuary school?

Yes. The transcript may be submitted by mail or email. If the transcript will be forwarded by email from the school, then it must be sent directly to the email of the Executive Director of this office to be opened. A copy will NOT be acceptable. The email for the Executive Director is: kmichel@lsbefd.state.la.us : **LA R.S. 37:842 (A)(4), (B)(2).**