



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 carry the appropriate accreditation that is 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's eligibility 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 an optional requirement for a funeral director only license. *This Board is able to notify The Conference with authorization for an individual for this exam when an 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 the LSBEFD. This exam is required for reciprocal licensees who have or will be applying for a temporary license in Louisiana. This exam is an optional requirement for a funeral director only license. 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 and/or an internship.*

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 take 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).