

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OCCUPATIONAL AND PROFESSIONAL LICENSING ADMINISTRATION  
BOARD OF FUNERAL DIRECTORS



**APPLICATION INSTRUCTIONS AND FORMS  
FOR A FUNERAL DIRECTOR  
OR APPRENTICE FUNERAL DIRECTOR LICENSE  
IN THE DISTRICT OF COLUMBIA**

Your interest in becoming licensed as a funeral director or apprentice funeral director in the District of Columbia is welcome. We look forward to providing expedient and professional service. However, the quality of our service is dependent on the completeness of your application. Please read the instructions carefully. All fees are earned when paid, and cannot be transferred or refunded except as specified in these instructions.

This package contains the forms to apply for a Funeral Director or Apprentice Funeral Director license in the District of Columbia. Follow the instructions provided below and complete all sections. If you require more space for work experience or need to provide explanations for screening questions, attach typed responses to the form.

### **THE APPLICATION PROCESS**

Upon submission of the required application documents, the DC Board of Funeral Directors will review your application. The Board of Funeral Directors normally meets once each month. You should have successfully completed the national examination prior to submitting your license application. Upon final Board approval you will be issued a license to practice in the District of Columbia.

If you submit an application that is incomplete or otherwise deficient, Pearson VUE's processing staff will notify you of the deficiencies. If the Board has questions or concerns, they will contact you directly.

### **WHERE TO FILE**

All license applications, supporting documents for licensure, and licensing fees should be sent to the following address:

**Pearson VUE  
Dept. DC- FN  
8201 Corporate Drive  
Metro-Plex II, Suite 400  
Landover, MD 20785**

If you have any questions, call Pearson VUE's **toll-free** Customer Service line at 1-877-374-1158 between 8:00 a.m. and 5:00 p.m. EST Monday through Friday. Please read these instructions carefully to facilitate prompt processing of your application. Illegible applications and applications submitted without required notarization or with incorrect payment will be returned in their entirety, including payment. Please print or type all information except signatures.

### **EXAMINATIONS AND FILING DEADLINES**

#### National Examination

All **Funeral Director applicants** must have taken and received a passing score on the National Examination as determined by the Conference of Funeral Service Examining Boards. Applicants must arrange for the testing service to forward scores directly to Pearson VUE.

In addition to the national examination, all applicants shall also be required to pass an oral/written examination and a practical demonstration administered by the District of Columbia Board.

The Board shall conduct the oral/written examination and practical demonstration parts of the examination during the second weeks of April and November of each year. **First time applications must be submitted ninety (90) days prior to examination dates for the April and the November examinations. The submission deadline is sixty (60) days prior to exam dates for other applications. Applications received after each exam deadline will be returned to the applicant without action. NO EXCEPTIONS.**

A Funeral Director applicant, who fails to pass of the district examination, shall file a new application with the Board and pay the required fee. An applicant shall not submit a new application within six (6) months of the date of the examination part failed.

**Apprentice Funeral Director applicants** do not have to take the National Exam, but are required to take the DC oral/written examination. An Apprentice Funeral Director applicant, who fails to pass the examination, shall file a new application with the Board and pay the required fee.

### Pending License Applications

Pending license applications will become invalid after ninety (90) days if the application has not been completed due to failure to submit required materials. Should the applicant wish to pursue licensure after that time, she/he must submit and pay the required fee once again.

## **GENERAL REQUIREMENTS FOR ALL APPLICANTS**

All applicants in the District of Columbia shall meet the following requirements:

1. Applicant must be at least 18 years of age; and
2. Applicant must not have been convicted of a crime or moral turpitude which bears directly on the applicant's fitness to be licensed; and

All applicants must submit the following in order to be considered for licensure:

1. A complete and notarized application, including required supporting documents; and
2. Two recent passport-type photos of the applicant's face, measuring approximately 2" x 2" with the applicant's name printed on the back. Home snapshots or computer photographs are not acceptable.

## **LICENSURE AS AN FUNERAL DIRECTOR BY EXAMINATION**

- a. Is a graduate of high school, by arranging for a certified transcript to be sent directly to Pearson VUE from the applicant's high school; and
- b. Is a graduate of an accredited school or college of mortuary science whose course of instruction is not less than twelve (12) months in duration, or is composed of not less than eight hundred and forty (840) hours study, or has successfully completed a two (2) year course of study leading to an associate degree in mortuary science, by arranging for a complete, certified transcript of their educational program to be sent directly to Pearson VUE from the applicant's school or college of mortuary science; or

Has had at least two (2) years of practical experience as an apprentice funeral director if he or she is a graduate of a school or college of mortuary science, has actually embalmed at least twenty-five (25) human remains, or at least one (1) year of practical experience if he/she possessed an associate degree in mortuary science has actually conducted or directed at least twenty-five (25) funerals and has performed at a satisfactory level, by submitting with the application a signed statement (Supervision Verification Form) from each funeral director under whose immediate supervision the apprentice funeral director's duties were performed, indicating the number of human remains embalmed by the applicant, the number of funerals conducted or directed during the period of apprenticeship served under the supervision of the funeral director, and a professional evaluation of the applicant's performance.

- c. Score Report reflecting passing exam results from the national examination.

## **LICENSURE AS AN APPRENTICE FUNERAL DIRECTOR BY EXAMINATION**

An applicant for license under this section shall furnish proof to the Board that the applicant:

- a. Is a graduate of a high school, by arranging for a certified transcript to be sent directly to Pearson VUE on behalf of the board from the applicant's high school;
- b. Is a graduate of or is currently enrolled in an accredited school or college of mortuary science whose course of instruction is not less than twelve (12) months in duration or is composed of not less than eight hundred and forty (840) hours of study, or has successfully completed or is enrolled in a two (2) year course of study leading to an associate degree in mortuary science. You must arrange for a complete, certified transcript, or certificate of enrollment, to be sent directly to Pearson VUE on behalf of the board from the applicant's school or college of mortuary science.

To be licensed under this section, an applicant shall achieve a passing grade, as determined by the Board, on the oral part of the examination administered by the Board pursuant to §3002.

## **LICENSURE AS A FUNERAL DIRECTOR BY RECIPROCITY**

An applicant for license under this section shall furnish proof to the Board that the applicant:

- a. Is a graduate of a high school, by arranging for a certified transcript to be sent directly to Pearson VUE on behalf of the board from the applicant's high school;
- b. Is a graduate of or is currently enrolled in an accredited school or college of mortuary science whose course of instruction is not less than twelve (12) months in duration or is composed of not less than eight hundred and forty (840) hours of study, or has successfully completed or is enrolled in a two (2) year course of study leading to an associate degree in mortuary science. You must arrange for a complete, certified transcript, or certificate of enrollment, to be sent directly to Pearson VUE on behalf of the board from the applicant's school or college of mortuary science.
- c. Is currently licensed and in good standing as a funeral director in a state or territory of the United States. Wherein the requirements for licensure are substantially equal to or exceed those in effect in the District, and which state or territory admits funeral directors licensed by the District in a like manner, by submitting from the state or territory a current certificate of licensure in good standing and a certificate which verifies that the state or territory admits funeral director licensed in the District in a like manner.

To be licensed under this section, an applicant is required to achieve a passing grade, as determined by the Board, on the oral part of the examination administered by the Board pursuant to §3002.

## **COURTESY CARD ONLY**

### **PERMISSIBLE ACTIVITIES IN THE DISTRICT OF COLUMBIA OF FUNERAL DIRECTORS LICENSED IN MARYLAND AND VIRGINIA – COURTESY CARDS**

A person licensed as a funeral director in the state of Maryland or Virginia who is not licensed as a funeral director in the District may, in compliance with the requirements of this section, be issued a courtesy card by the Board, which authorizes that person to:

- a. File in the District a death certificate of a person deceased in the District; and
- b. Transport human remains to the state where the funeral director is licensed to perform funeral services.

A funeral director authorized to transport human remains from the District under this section shall notify the Board in writing within five (5) days of the date the remains were transported. The notice shall state the following:

- a. The name of the decedent;
- b. The date of death;
- c. The date the remains were transported;
- d. The address in the District, and the name of the hospital or funereal services establishment, if any, from which the remains were transported; and
- e. The address in Maryland or Virginia to which the remains were transported.

## COMPLETING THE LICENSE APPLICATION

### Section 1. Requested License Type / Fees

- a. The methods for becoming licensed in the District of Columbia are outlined below. The one letter code/abbreviation for each origin is indicated below. Write the correct origin code/method and description on the "Method (Origin) of Application" line in section one of your new license application.

Examination (E)	Prior successful completion of the National Examination (Conference of Funeral Service Examining Boards) on the first attempt, and application to take DC Board administered oral/written and practical examination and meet other requirements.
Re- Examination (R)	Prior successful completion of the National Examination (Conference of Funeral Service Examining Boards) and application to take the DC Board administered oral/written examination and practical demonstration on a second or a later attempt and meet other requirements.
Reciprocity (N)	Hold a license in good standing in another state or territory of the United States with standards which are comparable to DC's requirements.
Other (O)	Licensed as a funeral director in the state of Maryland or Virginia who is not license as a funeral director in the District.

- b. Write the abbreviation for the license type for which you are applying on the "Prefix" line provided on the application. Write the corresponding license description on the "License Description" line. The following license types are available under the Board of Funeral Directors:

License Abbreviation	License Description
FD	Funeral Director
FA	Apprentice Funeral Director

  

Status Abbreviation	Status Description
FC	Funeral Courtesy Card

- c. There are no Funeral Director licenses that require a specialty code. If not already indicated on your application form, please enter "N/A" for the specialty code and "Not Applicable" for the specialty description in this space.
- c. Should you need to obtain additional copies of your license to comply with laws and regulations pertaining to displaying your license at each office where you conduct business, you may order duplicate licenses (for a \$30 fee each, etc.). Mark the "duplicate licenses" box and indicate the number of duplicates needed on the line provided. Indicate the total amount due for duplicates on the line to the right.

You may pay the application, license and examination fees by a single check or money order. It is recommended that you pay by check, so that you have ready proof of payment. Checks or money orders should be made payable to **Pearson VUE** and submitted with your license application packet. Do **NOT** send cash. Please print your name on your check, if it is not pre-printed.

The application portion of the fee is **NOT** refundable. The license fee portion of the payment is refundable in the event of final denial of a license or a request from an applicant to close the application request. In the latter event, you will have to file all documents again, should you subsequently decide to apply for licensure. It will take approximately six (6) weeks after denial or withdrawal for you to receive your refund. For your information, the application, license, and exam fee portions of each application method are listed below.

If Pearson VUE is unable to process your application because you have failed the exam, you will not automatically receive a refund. Instead, your license fee and all supporting documents will be retained and applied to your next application by Re-Examination. You have three (3) years from the time of the last application submission to meet the licensing requirements or you will have to re-apply as a new applicant.

## FEE MATRIX

License Status Type	Application Method	Application Fee	License Fee	Exam Fee	Total Due <sup>1</sup>
FD	Examination (E)	\$65	\$120	\$40	\$225
FD	Re- Examination (R)	\$65	\$ 0	\$40	\$105
FD	Reciprocity (N)	\$65	\$120	\$20	\$205
FA	Examination (E)	\$65	\$110	\$20	\$195
FA	Re- Examination (R)	\$65	\$ 0	\$20	\$ 85
FC	Other (O)	\$65	\$100	N/A	\$165

<sup>1</sup> The **Total Due** amount is the fee that must be paid for your DC license to be processed. Your new license fee includes one new license print showing the new effective date and expiration date. A charge of \$65.00 will be imposed for dishonored checks (Public Law 89-208).

DC Funeral Director licenses and DC Funeral Courtesy Cards expire on December 31 of odd numbered years. Your initial license will be valid for the balance of the current renewal cycle. Apprentice Funeral Director licenses are valid for 4 years from initial date of issuance and are non-renewable.

Funeral Director licensees and DC Funeral Courtesy Card holders will be mailed a renewal notice (to your address of record) approximately three (3) months before the expiration of your license/certification. Upon completion of the renewal questionnaire and payment of the renewal fee, your license will be renewed for a two-year period.

You should know that you are required by regulation to report all changes of your business or residence address to Pearson VUE on behalf of the Board within five (5) days of the change. Pearson VUE will update the address change in your database record. Requests for address change should be made via a letter. Send the letter to Pearson VUE at the address noted on page 1. Without an updated address, you may not receive your renewal notice.

### **Section 2. Applicant Name / Demographic Information**

Enter your full legal name exactly as it should appear on the license. Due to an amendment to the D.C. laws (DC Law 13-269 – “Child Support and Welfare Reform Compliance Amendment Act of 2000,” effective March 31, 2001), the Department of Consumer and Regulatory Affairs is now required to collect and maintain Social Security Numbers in licensee files. All applicants must be at least 18 years of age.

### **Section 3. Previous Names**

List any other names you have used in the past on the lines provided. If your name has changed at any point since you first attended a college or university, you must provide a copy of a legal name change document for EACH time that it has changed. Acceptable documents include a marriage certificate, divorce decree, court order or spouse’s death certificate.

### **Sections 4A. & B. Home Address / Business Address**

Include both your home and business addresses in the sections provided. P.O box addresses are not acceptable. You are required by regulation to report all changes of your business or residence address to Pearson VUE on behalf of the Board within five (5) days of the change. Should you fail to advise Pearson VUE of your current addresses, you may not receive your renewal notice.

**Section 4C. Preferred Mailing Address**

Place an "X" in the appropriate box to indicate your preferred mailing address. This will be the address to which all future licensing documents will be mailed. Your business address will appear on your license regardless of your mailing address preference.

**Section 5A. Professional Schools Attended**

List all schools that you have attended in reverse chronological order, beginning with the most recent at the top.

All applicants must demonstrate educational qualifications by arranging for the educational institution from which the applicant received a degree to send an official transcript to the applicant. The applicant should then submit the transcript in the original sealed envelope with the license application to Pearson VUE on behalf of the Board. Some universities' policies may require sending the transcript directly to Pearson VUE, but it is preferred that it accompany the license application.

**Section 5B. Work Experience**

List all work experience since graduation from the education program required for the license for which you are applying. List in reverse chronological order, beginning with the most recent.

**Section 5C. Professional Licenses in Other States / Jurisdictions**

If you **have ever been or are currently** licenses in another jurisdiction(s), please submit the enclosed form to the jurisdiction(s) (with fee, if required). This form should be completed by the jurisdiction(s) and sent directly to Pearson VUE.

**Section 6. Screening Questions**

If you answer "no" to question A or "yes" to questions B through J, please provide a complete explanation on a separate sheet of paper. If more space is required to fully answer questions, attach additional sheets with typed responses. False or misleading statements will be cause for disciplinary action and could be cause for criminal prosecution pursuant to DC Code 22-2514.

**Section 7. Applicant Affidavit**

Your application must be notarized; however, the notary does not have to be a District of Columbia notary.

**Section 8. Sponsor's Affidavit**

This section is not applicable for any Board of Funeral Directors license types.

**Section 9. Supporting Documents Required**

The required supporting documents are listed in this section. Place an "X" in the "YES" box for each item you have included with your application package **or** requested to be sent under separate cover to Pearson VUE on behalf of the Board of Funeral Directors.

Place an "X" in the "NO" box for each item that does not apply for the license type (or licensure method) for which you are applying. Keep a photocopy of all supporting documents for your records.

## ADDITIONAL APPLICATION FORMS

If you need additional copies of this application package you may visit Pearson VUE's website at [www.pearsonvue.com](http://www.pearsonvue.com) or call Pearson VUE's Customer Service at (877) 374-1158. The form numbers that make up this package are:

6709-77	Funeral Directors, Regulations (Chapter 30)
6709-82	Funeral Directors, General Rules (Chapter 33)
6809-33	Funeral Directors, New License Application
6809-23	Funeral Directors, New License Instructions
6809-25	Funeral Courtesy Card Supplemental Form
6809-28	State Board Certification for Reciprocity
6809-26	Supervision Verification Form - Funeral Director
6809-27	Supervision Verification Form - Apprentice Funeral Director
6809-24	Verification of State Licensure Form (Courtesy Card Holders Only)

## SUMMARY OF LICENSURE REQUIREMENTS

The following chart shows the licensure requirements for all application methods. The law governing professional counseling licensure in the District of Columbia is *D. C. Law 6-99, the Health Occupations Revision Act of 1985*. The regulations governing funeral director licensure are included in *DC Municipal Regulations Title 17, Chapters 30 and 33*. Any conflict between these instructions and the law and regulations is inadvertent. The law and the regulations take precedence in the event of any inadvertent conflict. Please contact the Occupational and Professional Licensing Administration/Board of Funeral Directors, (202) 442-4320, if you have any questions regarding the interpretation of these laws as they pertain to your particular situation.

### SUMMARY OF FUNERAL DIRECTOR LICENSURE REQUIREMENTS

License/Status Type	Application Method	Notarized Application for License	Two 2" x 2" Photos	Copy of Current Government Issued I.D.	College Transcript or Currently Enrolled in Mortuary Science <sup>1</sup>	High School Transcript	National Exam Results	Supervision Verification Form <sup>2</sup>	Verification of State Licensure	State Board Certification for Reciprocity <sup>3</sup>	Supplemental Information Form for Courtesy Card Applicant	Check or Money Order <sup>4</sup>
FD	Examination	X	X	X	X	X	X	X	O	O	O	\$225
FD	Re-Examination	X	X	X	O	O	O	O	O	O	O	\$105
FD	Reciprocity	X	X	X	X	X	X	O	O	X	O	\$205
FA	Examination	X	X	X	X	X	O	X	O	O	O	\$195
FA	Re-Examination	X	X	X	O	O	O	O	O	O	O	\$ 85
FC	Other	X	X	X	O	O	O	O	X	O	X	\$165

**X = Required**

**O = Not required**

<sup>1</sup> Please refer to page 3, Additional Licensure requirements.

<sup>2</sup> Please refer to page 2, General requirements for all Applicants Funeral Director only, item #b for further details.

<sup>3</sup> If you are licensed in another jurisdiction, please provide a State Board Certification for Reciprocity Form from the current state(s) of licensure submitted directly by the applicable state board(s) to Pearson VUE on behalf of the DC Board of Funeral Directors by the applicable state boards.

<sup>4</sup> Check or money order MUST be made payable to **Pearson VUE**.