



## CHECKLIST AND INSTRUCTIONS FOR REGISTRATION FOR FUNERAL SERVICE INTERNSHIP PROGRAM

### SUBMIT THE FOLLOWING:

- ☐ APPLICATION – This application will not be considered until all sections have been completed. You may need to submit supporting documentation regarding your responses to the licensure questions. Please refer to the application for more information.
- ☐ FEE – All fees are non-refundable. **The fee for Funeral Service Intern is \$150.00.** Make check or money order payable to the Treasurer of Virginia.
- ☐ SCHOOL TRANSCRIPTS – Submit OFFICIAL transcript from your High School or General Equivalency Diploma (GED), and Mortuary School (if completed) to include school seal and date of graduation.
- ☐ REGISTRATION OF SUPERVISOR – Ensure that your supervisor is registered with the Board as a supervisor. Supervisors are required to submit the Funeral Supervisor Registration Application prior to the Registration for Funeral Service Internship Program application.

### GENERAL INFORMATION ABOUT THE APPLICATION PROCESS

1. It is unlawful to practice funeral services in Virginia until you have been issued a Virginia license or until you have been issued written authorization from the board office to serve in an internship program under the direct supervision of a licensed Funeral Service Licensee, Funeral Director, or Embalmer in Virginia.
2. Applications received without the required processing fee will be returned to the sender.
3. Faxed or emailed documents will not be accepted; only original documents will be accepted unless otherwise noted.
4. Once all documentation has been received, processing takes approximately 30 days. Board staff will contact you at the email address provided on your application with a status update.
5. Applications will remain on file with the Board for one year from the date of receipt. If, at the end of one (1) year, licensure/certification/registration is not issued, the applicant shall reapply in accordance with the requirements of the Regulations.

*Supervisor Qualifications Required:* The Board will approve only current/active Funeral Service Licensees, Funeral Directors, or Embalmers with full and unrestricted licenses with **at least two consecutive years in practice** and who are employed full time in or under contract with the establishment where training occurs to provide training. A supervisor licensed as an Embalmer or a Funeral Director shall provide supervision only in the areas of funeral practice for which they are licensed. Funeral Service Licensees may provide supervision of both embalming and funeral directing if it is in their area of funeral practice. Credit shall only be allowed for training under direct supervision.

*Training Site Qualifications Required:* The establishment shall have a full, unrestricted Virginia license and have complied in all respects with the Regulations of the Board of Funeral Directors and Embalmers, and have 50 or more funerals and 50 or more bodies for embalming over a 12-month period for each person to be trained. This total must be maintained throughout the period of training.