

**RESIDENT TRAINEE LICENSE  
APPLICATION CHECKLIST AND LICENSEE INFORMATION**

**How to use the checklist:** Use this checklist as a guide when making application for a Resident Trainee license. Checking off the items as they are complete should prove helpful to ensure that all license requirements are submitted or addressed.

After the license application and required documents are submitted, retain this form for future reference concerning information on various requirements for the Resident Training license.

Visit the Department's Mortuary Science web page for important updates, forms, and publications at [www.michigan.gov/mortuaryscience](http://www.michigan.gov/mortuaryscience) or call the Department at 517-373-8376.

Documents should be mailed to the Department at P.O. Box 30018 Lansing, MI 48909.

LICENSING CHECKLIST ITEMS	ACTION REQUIRED	ADDITIONAL INFORMATION
<input type="checkbox"/> Complete License Prerequisites	Graduate from high school or pass the GED. Include a copy of the applicant's high school Diploma, GED certificate, or college transcript with the application.	
<input type="checkbox"/> Submit Application for Licensure as Mortuary Science Resident Trainee (BCS/LMS-010) and license fee	If the Resident Trainee applicant has:  1. been convicted of a felony, the Request for Conviction History form (BCS/LCE-020) must be completed and submitted to the Department with the application.  2. had disciplinary action taken against any license, registration, or permit, the Request for Disciplinary Action form (BCS/LCE-021) must be completed and submitted to the Department with the application.	1. Application review may take approximately 30 days.  2. The Department will contact the applicant regarding any incomplete application items.

**License Issuance**

**1. Upon issuance of the license, the applicant will be sent a packet that includes instructions, one Embalming and Resident Trainee Rating Report BCS/LMS-600, and Excerpts from the Michigan Occupational Code.**

**2. The Funeral Establishment license and Mortuary Science and/or Resident Trainee license of each individual affiliated with a Funeral Establishment must be conspicuously displayed in the establishment building in a place accessible to the public.**

**3. To receive credit for resident training time, a Resident Trainee shall be employed on a full-time basis during establishment working hours and shall be under the supervision of his or her sponsor.**

**4. A Mortuary Science Licensee shall sponsor only one Resident Trainee at a time.**

<p><input type="checkbox"/> <b>Submit Embalming and Resident Trainee Rating Report (BCS/LMS-600)</b></p>	<p>The Resident Trainee must submit an Embalming and Resident Trainee Report signed by the Trainee's sponsor to the Department twice a year on January 15 and July 15 (BCS/LMS-600).  <a href="#">Document Management Results</a></p>	<p>Copies of the Embalming and Resident Trainee Reports should be retained by the Resident Trainee. Due to the Department's record retention schedule, the amount of years that the records can be accessed is limited.</p>
<p><input type="checkbox"/> <b>Relicense: If the Resident Trainee License has lapsed for more than 60 days, a new Resident Trainee application must be submitted to reactivate the license</b></p>	<p>Submit the completed Application for Licensure as Mortuary Science Resident Trainee (BCS/LMS-010) and license fee.</p>	<p>1. Application review may take approximately 30 days.  2. The Department will contact the applicant regarding any incomplete application items.</p>
<p><input type="checkbox"/> <b>Renew the Resident Trainee License</b></p>	<p>1. The Resident Trainee license expires on January 31<sup>st</sup> of every year.  2. The renewal form will be sent to the sponsor Funeral Establishment that is on file with the Department approximately 60 days prior to the date of renewal.  3. The license may be renewed online with a credit card or by mail with a check or money order.  4. The renewal fee is \$30.</p>	<p>The Resident Trainee license can only be renewed two times.</p>

<p><b>□ Completion of Resident Training</b></p>	<p><b>1. In order to obtain a Mortuary Science License, 12 months of resident training is required. Possession of a Baccalaureate Degree satisfies the Liberal Arts requirement and waives 6 months of resident training. Therefore, a Baccalaureate Degree in any area of study from an accredited institution requires only 6 months of resident training.</b></p> <p><b>2. The service requirements to be completed by the Resident Trainee can be found at: <a href="#">LARA - Resident Trainee License Requirements</a>.</b></p> <p><b>3. Once the Resident Trainee's time and services are met, a final Embalming and Resident Trainee Rating Report (BCS/LMS-600) must be submitted to the Department.</b></p>	
<p><b>□ Cancellation of Resident Trainee License</b></p>	<p><b>If the Resident Trainee and/or sponsor end the relationship prior to the expiration date of the license, the Resident Trainee must inform the Department in writing. The statement must be submitted to the Department along with an Embalming and Resident Trainee Rating Report (BCS/LMS-600).</b></p>	

<p><input type="checkbox"/> <b>Change of Sponsor</b></p>	<p><b>1. The Resident Trainee must submit an Embalming and Resident Trainee Rating Report (BCS/LMS-600) from the Trainee's previous sponsor indicating the length of the resident training, as well as the number of embalmings and services completed.</b></p> <p><b>2. In order to change sponsors, fill out a Change of Sponsor form which is available at (BCS/LMS-080) and submit the required fee and the previous Resident Trainee license.</b></p>	
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