

MICHIGAN MORTUARY SCIENCE LICENSEE LICENSING GUIDE

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1. HOW THE PROFESSION IS ORGANIZED IN MICHIGAN

OVERVIEW

This guide looks at things that you as a foreign-educated mortuary science licensee must do to become eligible for licensing in Michigan. Embalmer, funeral director, undertaker, and mortician are other names of occupations that would be regulated under this profession.

REGULATION OF THE MORTUARY SCIENCE PROFESSION IN MICHIGAN

The Bureau of Professional Licensing (BPL) within the Michigan Department of Licensing and Regulatory Affairs (LARA) regulates the practice of mortuary science in Michigan. Before you can be eligible for licensure, you must meet certain training requirements, pass a national examination, and pass a state board examination. The national examination is offered through The International Conference of Funeral Service Examining Boards. The state board examination is administered by PSI Services LLC (PSI) through testing centers in Michigan. **2. ELIGIBILITY FOR LICENSING**

The process for obtaining a license as a mortuary science licensee in Michigan is as follows:

I. TRAINING REQUIREMENTS IN MICHIGAN

To become a licensed mortuary science licensee in Michigan, a person must have met the following requirements:

- Served as a resident trainee for 1 year under the personal supervision and instruction of the holder of a license for the practice of mortuary science satisfying certain requirements during the program.
- Graduated from a 3-year course in mortuary science in an accredited school, college, or university.
- Satisfactorily passes the national arts and science examinations.
- Satisfactorily passes a state board examination.
- Is of good moral character.

To serve as a resident trainee in Michigan, a person must have met the following requirements:

- Possesses a high school diploma or its equivalent.
- Is of good moral character.

II. RESIDENT TRAINEE APPLICATION AND REQUIREMENTS

To begin your application, go to BPL's website at www.michigan.gov/mortuaryscience to download the [Resident Trainee Application](#). You may complete the application on our website; however, you will need to print the application and mail it to the address on the form with the required \$45 fee. The application must include the name and license number of your mortuary science sponsor who will help you learn the mortuary science profession.

The resident trainee program is one year in length unless a bachelor's degree is possessed. If you have a bachelor's degree, six months of the program can be waived. During the resident trainee program, all of the following services must be performed:

- (a) Not less than 25 embalmings.
- (b) All of the following services not less than 20 times each:
 - (i) Removing remains from the place of death.
 - (ii) Securing information for a death certificate and newspapers.
 - (iii) Completing and filing a death certificate and obtaining the burial transit permit. (iv) Contacting newspapers for placement of a death notice.
 - (v) Arranging for clergy.
 - (vi) Checking in and placing flowers.
 - (vii) Receiving visitors.
 - (viii) Assisting in selling funeral merchandise.
 - (ix) Assisting in making funeral arrangements.
 - (x) Arranging cemetery details.
 - (xi) Assisting at the funeral.
 - (xii) Applying cosmetics to, and arranging the hair of, a deceased person.
- (c) All of the following services not less than 3 times each:
 - (i) Arranging for or providing music.
 - (ii) Completing and filing social security forms.
 - (iii) Completing and filing veterans' forms.
 - (iv) Performing restorative work.
 - (v) Arranging the receiving or transferring of human remains by common carrier.
 - (vi) Contacting the deceased's lodge, club, or place of employment concerning the death.

III. MORTUARY SCIENCE APPLICATION AND REQUIREMENTS

A. EDUCATIONAL REQUIREMENTS

Any person possessing a foreign degree should have a course-by-course evaluation performed by an evaluation service to help in determining the educational requirements have been satisfied.

For education completed after January 1, 1 2002, the 3-year course in mortuary science shall consist of both of the following:

- (a) Completion, with not less than a 2.00 average, of not less than 60 semester or 90 quarter hours of non-remedial college level courses at an accredited college or university, which shall include all of the following:

Subject Minimum Hours

- (i) Public speaking/communications..... 3 semester or 3 quarter hours.
- (ii) Psychology/death and dying/gerontology. 6 semester or 8 quarter hours.
- (iii) Comparative religion or ethnic/multi-cultural studies.....3 semester or 4 quarter hours.

For education completed before January 1, 2002, the 3-year course in mortuary science education shall consist of both of the following:

- (a) Completion, with not less than a 2.00 average, of not less than 60 semester or 90 quarter hours of nonremedial college level courses at an accredited college or university, which shall include the following subjects:

Subject Credit Hours

- (i) Public speaking/communications.....3 semester or 3 quarter hours.
- (ii) Accounting..... 6 semester or 8 quarter hours.
- (iii) Psychology/gerontology/death and dying..... 6 semester or 8 quarter hours.
- (iv) Chemistry lecture and lab..... 8 semester or 10 quarter hours.
- (v) Biological science (biology/zoology/anatomy)..... 6 semester or 8 quarter hours.
- (vi) English composition/business writing..... 6 semester or 8 quarter hours. (vii) Computer science..... 3 semester or 4 quarter hours.

In addition, a person must complete, no matter when the other educational requirement was satisfied, with not less than a 2.00 average, 1 academic year of instruction in an accredited mortuary science program or a program deemed by the department to be equivalent to an accredited program.

B. EXAMINATIONS

Once you have satisfied the educational requirements, you will need to register to take the National Arts and National Science examinations through The International Conference of Funeral Service Examining Boards by visiting their website www.theconferenceonline.org.

Once you have satisfied the educational requirements, resident trainee requirements, have passed the National Arts and National Science examinations, and have received

approval by BPL, you will be required to take the state board examination administered by PSI Services, LLC (PSI).

Further information regarding all of these examinations will be explained in greater detail in the next section.

3. EXAMINATIONS

A. NATIONAL ARTS AND NATIONAL SCIENCE EXAMINATION

Each of the examinations is highly representative of the content/knowledge a person should possess after completing the required education.

Each examination is 3 hours in length consisting of 170 multiple-choice questions and are given yearround but must be taken on two different days. In order to pass the exam, you must achieve a minimum score of 75% on each part.

The National Arts examination covers the following categories:

- Funeral Directing
- Funeral Service Marketing/Merchandising
- Funeral Service Counseling
- Regulatory Complaint
- Cemetery and Crematory Operations

The National Science examination covers the following categories:

- Embalming
- Restorative Art
- Preparation for Disposition
- Funeral Service Sciences

Each section of national examination is \$250.

B. STATE BOARD EXAMINATION

Before being allowed to sit for the state board examination administered through PSI, you must submit a [Mortuary Science Licensee application](#) to our office along with the required fee (either \$60 or \$100). Upon receipt of the application, a determination will be made as to whether educational requirements, resident trainee requirements, and national examinations have all been satisfied. If so, approval of the examination will be sent to you providing the instructions of how to apply for the state board examination.

The state board examination is 90 minutes in length and provides 50 multiple-choice questions covering the following subjects:

- Mortuary Science Licensing and Registration

- Transportation and Disposition of Human Remains
- Preparation and Filing of Required Documents
- Handling of Human Remains and Medical Waste
- Prepaid Funeral Accounts and Their Funding
- Advertising and Marketing Rules
- Operations Standards for Funeral Establishments
- Special Considerations for Funerals of Veterans
- Additional Provisions of Michigan Law

The cost of the examination is \$56. In order to pass the exam, you must achieve a minimum score of 75%.

4. TIME AND COSTS

To be successfully licensed as a Mortuary Science licensee in Michigan depends on a number of factors, including:

- The completeness of your educational records
- Your performance on required examinations
- Your ability to find a sponsor in a licensed funeral establishment to train you
- Your free time and how much you can afford to spend

We provide two hypothetical scenarios to show just some of the variety of results that immigrant professionals may find when they seek to become licensed in Michigan. Please consider these scenarios as two examples out of many possibilities. Please understand that individual experiences may vary.

TWO HYPOTHETICAL SCENARIOS FOR OBTAINING A MORTUARY SCIENCE LICENSE:

Step	More Efficient Scenario <i>Approximate Time and Cost</i>	Less Efficient Scenario <i>Approximate Time and Cost</i>
1 Degree Evaluation	<ul style="list-style-type: none"> • Your university documents arrive to the credentialing organization within one month • The original documents are in English, so no translation is needed • 2 months + \$400 	<ul style="list-style-type: none"> • It takes 4 months for your documents to arrive at the evaluation service • Your documents must be translated • 6 months + \$650
2 Satisfy Education Deficiency	<ul style="list-style-type: none"> • You only have to take 3 university courses (9 credit hours) • You pass it on the first try • 6 months + \$2,700 	<ul style="list-style-type: none"> • Your degree equivalency lacks 12 courses (36 credit hours) • 3 years + \$10,000

3 Satisfy Resident Trainee Requirements	<ul style="list-style-type: none"> You possess a bachelor's degree 6 months 	<ul style="list-style-type: none"> You do not possess a bachelor's degree 1 year
4 Pass National Arts and National Science Exam	<ul style="list-style-type: none"> You pass both exams on the first try 6 months + \$500 	<ul style="list-style-type: none"> You have to retake both exams due to not passing the first time 1 year + \$1,000
5 Apply for a Mortuary Science application, pass state board examination, receive license	<ul style="list-style-type: none"> BPL approves your application within 1 month of receipt Your employer pays for the exam and license application Pass examination on first try 4 months 	<ul style="list-style-type: none"> BPL approves your application within 1 month of receipt You have to retake the examination 8 months + \$212
	More Efficient Total <i>About 2 years + \$3,600</i>	Less Efficient Total <i>About 6 years + \$11,862</i>

5. OTHER CAREERS AND CREDENTIALS

The practice of mortuary science must take place in a licensed funeral establishment. An individual whose name appears in connection with that of a funeral establishment shall be considered as actively engaged in the practice of funeral directing or the practice of mortuary science and shall be the holder of a license for the practice of mortuary science. If a funeral establishment is a corporation or partnership, each active member of the corporation or partnership, together with each individual whose name appears or is used in connection with the name of the corporation or partnership, shall be the holder of a license for the practice of mortuary science. To open a funeral establishment, a [Funeral Establishment application](#) and fee (\$170 or \$225) must be submitted to BPL for approval. An inspection of the facility must take place prior to the funeral establishment license being issued.

6. BEYOND LICENSING

MAINTAINING LICENSURE

A resident trainee license will expire January 31 of every year. The license can only be renewed up to two times.

All mortuary science licenses on October 31 of the odd-numbered years. Licensees will receive a renewal notice approximately 90 days prior to the expiration date. You must renew the license online. The cost to renew is \$80. If your license expires, you will be required to apply for relicensure to reactivate your license.

LICENSING MOBILITY (RECIPROCITY)

Michigan does not have a reciprocal agreement with any other state. However, a license may be granted to an applicant who has met substantially equal requirements in another state; otherwise, the applicant may have to obtain additional training or take an examination to meet requirements.

7. IMPORTANT LINKS

LICENSING AND REGULATION

- The [Bureau of Professional Licensing](#) is the state regulatory agency for the mortuary science profession in Michigan. The website specifically for the mortuary science profession is www.michigan.gov/mortuaryscience, which includes links to the mortuary science profession's law and administrative rules, applications, and frequently asked questions.
- Contact information: Department of Licensing and Regulatory Affairs, BPL-Licensing Division, PO Box 30670, Lansing MI 48909
- Telephone Number 517-241-9288; Fax: 517-373-7179 Email: bplhelp@michigan.gov

TESTING

Candidate Information Bulletins are available on PSI's website at www.psiexams.com and at The International Conference of Funeral Service Examining Boards website at www.theconferenceonline.org.