

**MORTUARY SCIENCE LICENSE
APPLICATION CHECKLIST AND LICENSEE INFORMATION**

How to use the checklist: Use this checklist as a guide when making application for a Mortuary Science 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 Mortuary Science license.

Visit the Department's Mortuary Science web page for important updates, forms, and publications at 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	<ol style="list-style-type: none"> 1. Complete educational requirements. http://www.michigan.gov/documents/dleg/Mortuary_Science_license_education_requirements_336110_7.pdf Submit official transcripts to the Department as proof of completion. 2. Complete the Resident Trainee requirements. http://www.michigan.gov/documents/dleg/Mortuary_Science_Resident_Trainee_336111_7.pdf Ensure all Embalming and Resident Trainee reports have been submitted and meet the time and services requirements (see Embalming and Resident Trainee Report BCS/LMS-600). 3. Pass the National Exams (see http://www.theconferenceonline.org). 	<p>An applicant for a Mortuary Science License is required to have completed, under the instruction and personal supervision of a mortuary science licensee, one year of resident training, 25 embalmings and a variety of practical applications associated with funeral service.</p> <p>http://www.michigan.gov/documents/dleg/Mortuary_Science_Resident_Trainee_336111_7.pdf</p>

<p>□ Submit Mortuary Science License Application (BCS/LMS-060) and license fee</p>	<p>If the Mortuary Science Licensee applicant has:</p> <ol style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> 1. Application review may take approximately 30 days. 2. The Department will contact the applicant regarding any incomplete application items. 3. Upon approval of the application, an Authorization to Test Letter (ATT) including instructions on how to register for the Michigan exam will be sent to the applicant's home address on file with the Department. <u>LARA - Funeral Directors, (Mortuary Science)</u>
<p>□ Register for the Michigan Board Exam with PSI Services, LLC.</p>	<p>1. Two business days after the receipt of the Authorization to Test Letter (ATT) from the Department the applicant may register for the exam with PSI Services, LLC. The exam fee is \$50. To register, pay for and schedule an examination, contact PSI at 800-733-9267 or visit their online scheduling service at <u>www.psiexams.com</u></p>	

<p><input type="checkbox"/> License Issuance</p>		<p>1. Upon completion of the examination, applicants will receive a score report at the test site. When the examination is passed, the State of Michigan will be electronically notified. If all other license requirements have been met, the license will be issued and mailed to the applicant.</p> <p>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.</p>
<p><input type="checkbox"/> Reactivate License</p>	<p>1. If the Mortuary Science license has lapsed for more than 60 days a Relicensure Application must be submitted to reactivate the license.</p> <p>2. The Mortuary Science Relicensure Application (BCS/LMS-800) must be filled out completely and mailed with the fee to the Department.</p>	<p>1. Application review may take approximately 30 days.</p> <p>2. The Department will contact the applicant regarding any incomplete application items.</p> <p>3. A person with a lapsed or expired license and seeks relicensure more than 3 years from the expiration date shall meet current educational requirements and pass the</p>

		current written examination.
<input type="checkbox"/> Renew the Mortuary Science License	<ol style="list-style-type: none">1. The Mortuary Science License expires on October 31st of every odd-numbered year.2. The renewal form will be sent to the home address 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 \$80.	The new license will be mailed to the applicant's home address on file with the Department.