

Mortuary Science

Resident Trainee License Requirements

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 services.

A Resident Trainee licensee is required to be employed in a licensed funeral establishment at least 40 hours per week between the hours of 8:00 a.m. and 10:00 p.m. A Resident Trainee may attend a college or university while serving his or her resident training, if the college or university is within a reasonable commuting time from the funeral establishment. The Resident Trainee's sponsor is required to notify the Department, in writing, that the Resident Trainee is attending school and that the Resident Trainee's course schedule will not interfere with the training program.

Not less than 20 times each, Resident Trainees are required to perform the following services:

- Removing remains from the place of death
- Securing information for death certificates and newspapers
- Completing and filing a death certificate and obtaining the burial transit permit
- Contacting newspapers for placement of death notices
- Arranging for clergy
- Checking in and placing flowers
- Receiving visitors
- Assisting in selling funeral merchandise
- Assisting in making funeral arrangements
- Arranging cemetery details
- Assisting at the funeral
- Applying cosmetics to, and arranging the hair of, a deceased person

Not less than 3 times each, the following services are required to be performed:

- Arranging for or providing music
- Completing and filing social security forms
- Completing and filing veterans' forms
- Performing restorative work
- Arranging the receiving and transferring of human remains by common carrier
- Contacting the deceased's lodge, club, or place of employment concerning the death

EMBALMING AND RESIDENT TRAINEE RATING REPORTS

A Resident Trainee is required to submit to the Department twice a year, January 15 and July 15, a report on the work the Resident Trainee has completed during the preceding six months. The Department may reject a report filed by a Resident Trainee if the report is inaccurate, incomplete, or it is filed after the due date. A Resident Trainee is required to report at least 5 embalmings during each six month reporting period. Each report must be certified by the Resident Trainee's sponsor.

SPONSOR REQUIREMENTS

A Mortuary Science licensee may be eligible to be a Resident Trainee sponsor after being licensed for five years. Only one Resident Trainee may be sponsored at a time.

CHANGE OF SPONSOR

A Resident Trainee who changes sponsors during his/her resident training period is required to submit a Change of Sponsor form ([BCS/LMS-080](#)) to the Department. The Resident Trainee should also submit an Embalming and Resident Trainee Report ([BCS/LMS-600](#)) signed by the Resident Trainee's previous sponsor, summarizing the work performed between the last report and the date of the sponsor change. Failure to submit the report may result in a loss of training time and services.

BACCALAUREATE DEGREE WAIVER

A Resident Trainee who possesses a baccalaureate degree may petition the Department for a waiver of a portion of his/her resident training. The Resident Trainee is required to submit an official transcript which indicates the baccalaureate degree has been granted. A maximum of six months may be waived.

RESIDENT TRAINEE LICENSE CHECKLIST

For a complete list of all items that must be completed prior, during and after licensure by Resident Trainees, review the following checklist:

[Resident Trainee License Checklist](#)