

MONTANA BOARD OF FUNERAL SERVICE
PO BOX 200513
301 S PARK, 4TH FLOOR
Helena, MT 59620-0512
Licensing Phone: 406-444-5711
Email: UnitB@mt.gov Website: www.funeral.mt.gov

MORTICIAN INTERN LICENSE APPLICATION

LICENSE REQUIREMENTS

- Applicants must meet the requirements in [ARM 24.147.504\(1\)](#) and [37-19-101\(24\)](#), MCA. See below for a general summary checklist of requirements.

APPLY FOR LICENSURE - CHECKLIST

The following must accompany an application for mortician intern:

- \$330 application fee;
- proof applicant is at least 18 years of age;
- certified transcript(s) sent directly to the board office from an accredited funeral service or mortuary science education program verifying graduation.
 - ◆ Graduates from a baccalaureate program do not need further education.
 - ◆ Graduates from an associate program must submit, in addition to the degree transcript, a certified transcript proving an additional 30 semester or 45 quarter credits from an accredited college or university in the following subjects: accounting, business, computer applications, communications/speech, English, history, mathematics, psychology, religion, sociology, education, biological sciences; or other subjects germane to the practice of mortuary science;
- mortician intern supervision form (see form included with this application); and
- license verification from states in which the applicant holds or has ever held a professional license of any type. License verifications must be requested by the applicant and sent directly to the board office from each state or jurisdiction.

The applicant must pass the following examinations:

- International Conference of Funeral Examining Boards (The Conference) national exam at or above the designated national standard. Results must be sent directly to the board from The Conference; and
- open book Montana Board of Funeral Service jurisprudence examination included with this application (passing score is 76% or higher).

APPLICATION AND PROCESSING PROCEDURES

- When the application file is complete, it will be processed and considered by board staff. The applicant will be notified of any deficient or missing items from the application file.
- Once a routine application is complete, the application takes up to 30 days to process. Once a routine application is processed and approved a license will be issued.
- If the application is considered non-routine there may be a delay in processing the application. Additional information may be requested from the applicant. If an application is considered non-routine it must be reviewed by the board at a board meeting.
- Applicants must keep the board office informed of any address changes, changes in license status and complaints or proposed disciplinary action. This is essential for timely processing of applications and subsequent licensure.

For information with regard to the processing of this application or other concerns please contact board licensing staff at 406-444-5711 or email UnitB@mt.gov.

Applicants must be aware of the Montana laws and rules for funeral service, which can be found at www.funeral.mt.gov.