

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 LICENSE APPLICATION

LICENSE REQUIREMENTS

- Applicants not currently licensed in another state must meet the requirements in [ARM 24.147.402](#) and [37-19-302](#) and [37-19-303](#), MCA.
- Applicants currently licensed in another state must meet the requirements in [ARM 24.147.501](#) and [37-1-304](#) and [37-19-302](#), MCA.

APPLY FOR LICENSURE – CHECKLISTS

Applicants NOT Currently Licensed Out-of-State

The following must accompany an application for licensure:

- \$375 application fee;
- proof applicant is at least 18 years of age;
- certified transcript(s) sent directly to the board office from a an accredited funeral service or mortuary science education program verifying graduation.
 - ◆ Graduates from a baccalaureate program do no 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;
- proof of completion of a mortician internship; 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).

Applicants CURRENTLY Licensed Out-of-State

The following must accompany an application for licensure:

- \$375 application fee;
- proof applicant is at least 18 years of age;
- proof the applicant has been actively practicing as a mortician for five of the last seven years prior to the date of application. **Note:** If the applicant has not been actively practicing for five of the last seven years the applicant must provide proof of successful completion of The Conference national exam on a date within five years prior to the date of application;
- the most current version of the licensing laws and regulations from the original state licensed in which applicant is currently licensed so a determination can be made whether that state's laws are substantially equivalent to Montana's licensing requirements. *Note: if it determined that the laws and regulations are not substantially equivalent, an applicant can still qualify for licensure by meeting all the requirements for applicants who are not currently licensed out-of-state;* 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:

- open book Montana Board of Funeral Service jurisprudence examination included with this application (passing score is 76% or higher);
- The Conference national exam on a date within five years prior to the date of application unless the applicant has been actively practicing for five of the last seven years

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.