



Montana Board of Funeral Service

PO Box 200513

301 S Park, 4th Floor

Helena, MT 59620-0513

Phone: 406-444-6880

Email: dlibsdfnr@mt.gov Website: www.funeral.mt.gov

**Licensing Requirements and Application Checklist
Mortician Intern**

License Requirements for Mortician Intern

1. Be currently enrolled in or have graduated from a mortuary science program accredited by the American Board of Funeral Service Education (ABFSE) with an associate's degree of no less than 60 semester credits or 90 quarter credits. MCA 37-19-304.
2. Be employed at a licensed mortuary under the supervision of a licensed mortician. [[ARM 24.147.504\(2\)](#)]

Checklist of Required Documents to Submit for Application for Mortician Intern

The following documents and additional forms are required in addition to the basic application. Some documents may be submitted directly by the applicant as part of the application. Others, such as transcripts, must be sent to the board directly from the source.

- Official license verification from states and jurisdictions in which you hold or have ever held a professional license of any type. Montana accepts whatever official form of verification is offered by other states or jurisdictions.
- Certified education transcripts or proof of enrollment sent directly to the department from the college or university.
- Signed [Mortician Intern Supervisor](#) form.
- If you answer yes to any of the personal history questions on the application, you must include a detailed explanation on the event(s) and documentation from the source (licensing board, federal agencies/programs, or civil/criminal court proceedings such as initiating/charging documents).

Application Fee(s) for Mortician (not currently licensed out-of-state)

The following fee must be submitted with your application. Applicants can pay using a credit card or a bank account. \$479 application fee

You can apply for a license online at <https://ebiz.mt.gov/POL/>

Please include a valid e-mail address with your application. E-mail is the department's primary form of communication.

If you have any questions about the application process or the licensing requirements please contact the Department of Labor and Industry Professional Licensing Bureau using the contact information at the top of this checklist.