



## Montana Board of Funeral Service

PO Box 200513

301 S Park, 4<sup>th</sup> Floor

Helena, MT 59620-0513

Phone: 406-841-2300

Email: [dlibsdfnr@mt.gov](mailto:dlibsdfnr@mt.gov) Website: [www.funeral.mt.gov](http://www.funeral.mt.gov)

## Licensing Requirements and Application Checklist Mortician (not currently licensed out-of-state)

### License Requirements for Mortician (not currently licensed out-of-state)

Below are the minimum requirements you must meet in order to be licensed in the state of Montana.

1. Be at least 18 years of age [[MCA 37-19-302\(1\)](#)]
2. You must meet the education requirements as described in either Option 1, Option 2, **or** Option 3.
  - a. Option 1 – an associate's degree in funeral service or mortuary science from a program accredited by the American Board of Funeral Service Education (ABFSE) with no less than 60 semester credits or 90 quarter credits. [[MCA 37-19-302](#)]
  - b. Option 2 – If you attended a foreign school or university instead of obtaining education from an accredited U.S. school or university the board will evaluate that education on an individual basis [[ARM 24.147.504](#), [24.147.507\(3\)\(a\)](#)]
  - c. Option 3 – Relevant military training, service, or education in place of the education requirements listed in Options 1 and 2 will be evaluated by the board on an individual basis. [[ARM 24.147.504](#), [24.147.507\(3\)\(b\)](#), [24.147.508](#)]
3. Pass the National Board Examination administered by the International Conference of Funeral Service Examining Boards within 5 years of the date of application for this license. [[MCA 37-19-302\(2\)](#) and (3), [ARM 24.147.507\(4\)\(b\)](#), [24.147.509\(1\)\(a\)](#)]
4. Pass the open-book state jurisprudence examination which is included with the application. A passing score is 75% or greater [[MCA 37-19-302\(2\)](#) and (3), [ARM 24.147.507\(4\)\(b\)](#), [24.147.509\(1\)\(a\)](#)]
5. Completion of a 1-year mortician internship which meets the requirements as described in [MCA 37-19-302\(2\)\(e\)](#) and [ARM 24.147.504](#). [[ARM 24.147.507\(4\)\(a\)](#)]

### Checklist of Required Documents to Submit for Application for Mortician (not currently licensed out-of-state)

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, may need to 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. It is up to you to request official verification from those states and jurisdictions. Montana accepts whatever official form of verification is offered by other states or jurisdictions.
- Certified education transcripts as described in Options 1, 2 or 3. Transcripts must be sent directly to the department from the college or university. Or, if applying using Option 4 you must submit whatever official documentation from the source which shows the relevant military training, service, or education that you would like the board to consider.
- Results from the National Board Examination sent directly to the department from the International Conference of Funeral Examining Boards



- Completed, open-book [state jurisprudence exam](#) which will be graded by department staff. If you do not pass you will be contacted by department staff so you can retake the exam. There is a \$100 fee for each retake.
- Proof that you have completed a mortician internship.
  - If you completed the internship in Montana, the [Mortician Internship Completion Report](#) form must be completed and signed by you and the mortician that supervised you during the internship.
  - If you completed an internship in another state or jurisdiction you must submit whatever proof of completion was issued by that state or jurisdiction.
- If you answered yes to discipline questions, 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, final disposition/judgement documents, etc.).

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

The following fee(s) must be submitted with your application. Online applicants can pay using a credit card or a bank account. If you submit a paper application you must submit a check or money order. Do not mail cash.

- \$544 application fee

**You can apply for a license online at <https://ebiz.mt.gov/POL/> or download a paper application from the website. Online application is recommended.**

**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.**