



**Secretary of State
Office of Professional Regulation**

FUNERAL SERVICE

Application Instructions for Funeral Director Apprentice & Funeral Embalmer Apprentice

Funeral Director Apprentice

1. Complete Online Application
2. Pay the non-refundable fee
3. Submit a completed and signed "Apprenticeship Plan/Verification of Supervision for Apprentices"

The following must be completed during your apprenticeship to qualify for the funeral director license:

- 50 Dispositions
- 26 CLEP credits
- 10 Hours of approved CE
- VT Jurisprudence Exam

You will need to add the Supervising Funeral Director and Funeral Establishment where the apprenticeship will take place on the *qualifications screen* within the online application.

Funeral Embalmer Apprentice

1. Complete Online Application
2. Pay the non-refundable fee
3. Submit a completed and signed "Apprenticeship Plan/Verification of Supervision for Apprentices"

The following must be completed during your apprenticeship to qualify for the embalmer license:

- 20 Embalmings of human bodies
- 18 CLEP credits
- 10 Hours of approved CE
- VT Jurisprudence Exam
- Other Exam (if applicable)

You will need to add the Supervising Funeral Embalmer and Funeral Establishment where the apprenticeship will take place on the *qualifications screen* within the online application.

NOTE: Any change of address or other contact information, by an applicant or licensee, must be forwarded to this office no later than thirty (30) days after change occurs.