



**Secretary of State
Office of Professional Regulation**

**FUNERAL SERVICE
Application Instructions for Funeral Director**

LICENSE BY EXAMINATION

(graduates of a conventional ABFSE funeral school)

1. Submit an online application and pay the non-refundable application fee. Applications are found within the online licensing system at:
https://secure.professionals.vermont.gov/prweb/PRServlet/app/default/ybVBlelGIHMIPa8qpM9BaiNEZfDPENuF*!STANDARD
2. Complete a 12-month traineeship (or its equivalent) which includes 30 funerals. Upload the "Affidavit of Experience" with your application.
3. National Conference Board Examination Scores for the national exam. Scores must be sent directly from the examining agency.
4. Complete the Vermont "Laws, Rules and Regulations" Examination. Scores must be sent directly from the examining agency. The office will approve you to take the exam once otherwise qualified.
5. If applicable, request an official verification of license be sent to OPR for your initial state of licensure and most recent state of licensure. This must be sent directly from the licensing authority and can be sent by email to SOS.OPRLicensing3@vermont.gov or by post office mail. It is not required that the other state complete the Vermont verification form.

APPRENTICESHIP - ALTERNATIVE PATH TO LICENSURE

(applicants with non-funeral school college credits who have registered and completed an apprenticeship)

1. Submit an online application and pay the non-refundable application fee. Applications are found within the online licensing system at:
https://secure.professionals.vermont.gov/prweb/PRServlet/app/default/ybVBlelGIHMIPa8qpM9BaiNEZfDPENuF*!STANDARD
2. Complete the Vermont "Laws, Rules and Regulations" Examination. Scores must be sent directly from the examining agency. The office will approve you to take the exam once otherwise qualified.
3. Upload with your application the "Funeral Affidavit of Apprenticeship Experience" showing the successful completion of your apprenticeship.
4. Submit a college transcript showing successful completion of the 26 CLEP/college credits if you completed a funeral director apprenticeship in VT. The transcript must be sent directly to the Office from the institution and can be sent by post office mail or by email to SOS.OPRLicensing3@vermont.gov.

LICENSE BY ENDORSEMENT

(applicants licensed or certified in good standing in another jurisdiction with standards and qualifications substantially equivalent to those of Vermont)

1. Submit an online application and pay the non-refundable application fee. Applications are found within the online licensing system at:
https://secure.professionals.vermont.gov/prweb/PRServlet/app/default/ybVBlelGIHMIPa8qpM9BaiNEZfDPENuF*!STANDARD

2. Complete the Vermont “Laws, Rules and Regulations” Examination. Scores must be sent directly from the examining agency. The office will approve you to take the exam once otherwise qualified.
3. Request an official verification of license be sent to OPR for your initial state of licensure and most recent state of licensure. This must be sent directly from the licensing authority and can be sent by email to SOS.OPRLicensing3@vermont.gov or by post office mail. It is not required that the other state complete the Vermont verification form.
4. “Verification of Education” or “Official Transcripts” submitted directly to our office by the institution. Education must be accredited or approved by the American Board of Funeral Service Education.

Provisional Licensure

If you are otherwise qualified for licensure **and** verification of licensure is the ONLY outstanding deficiency and all other licensing requirements are met including applicable education and exam requirements, you may be issued a 90-day provisional license while the Office awaits receipt of your license verification. If you wish to request a provisional license (if applicable), please indicate within the application.

FAST TRACK ENDORSEMENT

(applicants who have practiced for three or more years, in good standing, under the license or certification of another jurisdiction)

1. Submit an online application and pay the non-refundable application fee. Applications are found within the online licensing system at:
https://secure.professionals.vermont.gov/prweb/PRServlet/app/default/ybVBleIGHMIPa8qpM9BaiNEZfDPENuF*!STANDARD
2. Request an official verification of license be sent directly to the Office. Verification must show proof of continuous licensure in good standing for 3 years preceding the date of this application This must be sent directly from the licensing authority and can be sent by email to SOS.OPRLicensing3@vermont.gov or by post office mail. It is not required that the other state complete the Vermont verification form.
3. Complete the Vermont “Laws, Rules and Regulations” Examination. Scores must be sent directly from the examining agency. The office will approve you to take the exam once otherwise qualified.

Provisional Licensure

If you are otherwise qualified for licensure **and** verification of licensure is the ONLY outstanding deficiency and all other licensing requirements are met including applicable education and exam requirements, you may be issued a 90-day provisional license while the Office awaits receipt of your license verification. If you wish to request a provisional license (if applicable), please indicate within the application.

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