



**Secretary of State
Office of Professional Regulation**

**FUNERAL SERVICE
Application Instructions for Embalmer Licensure**

LICENSE BY EXAMINATION: First-time applicants

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 State Board Practical Examination. The passing of the “State Board Practical Examination” qualifies you to practice ONLY in the State of Vermont.
3. Complete a 12-month traineeship (or its equivalent) which includes 30 funerals. Upload the “Affidavit of Experience” with your application.
4. National Conference Board Examination Scores for the national and State exam. Scores must be sent directly from the examining agency to the Office.
5. 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
6. Request official transcripts be sent to the Office directly from the institution by US mail or email to SOS.OPRLicensing3@vermont.gov. If the school provides you with your transcript, it will only be accepted if they are in a sealed envelope from the school. Education must be accredited or approved by the American Board of Funeral Service Education. The “Verification of Education” form is not required if official transcripts are sent.

LICENSE BY ENDORSEMENT: Applicants licensed in another state

To qualify to be licensed, an applicant must be licensed or certified in good standing in another jurisdiction in which the standards and qualifications required for regulation in that jurisdiction are substantially equivalent to Vermont's.

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 State Board Practical Examination. The passing of the “State Board Practical Examination” qualifies you to practice ONLY in the State of Vermont.
3. Request official transcripts be sent to the Office directly from the institution by US mail or email to SOS.OPRLicensing3@vermont.gov. If the school provides you with your transcript, it will only be accepted if they are in a sealed envelope from the school. Education must be accredited or approved by the American Board of Funeral Service Education. The “Verification of Education” form is not required if official transcripts are sent.
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. 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.

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:

To qualify to be licensed, an applicant must be actively licensed or certified in good standing in another jurisdiction for three or more years preceding this application.

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 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.

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.