

APPLICATION FOR LICENSING TO PRACTICE FUNERAL DIRECTING/EMBALMING BY RECIPROCITY

This document presents the usual and applicable requirements for licensure by reciprocity and the steps in the order applicants should take them.

THE BOARD

“Board” refers to the Alabama Board of Funeral Service. The Board enforces Title 34, Chapter 13 of the Code of Alabama. All applicants require Board approval prior to a license being issued.

LICENSING REQUIREMENTS

Applicants for Alabama funeral director/embalmer license by reciprocity should apply to the Board using the Alabama Board of Funeral Service form APPLICATION FOR LICENSING TO PRACTICE FUNERAL DIRECTING/EMBALMING BY RECIPROCITY, available at www.fsb.alabama.gov.

Applicants must meet the following requirements in order to be approved for licensure by reciprocity:

1. Applicant is at least 18 years of age
2. Applicant holds a valid and current funeral director/embalmer license in jurisdictions whose requirements for licensure as a funeral director/embalmer meet or exceed the requirements for licensure in the State of Alabama.
3. Application is made on forms prescribed by the Board and appropriate fees have been received.
 - a) Copy of diploma or transcript from a mortuary science program accredited by the American Board of Funeral Service Education (ABFSE).
 - b) If applicant indicates “yes” on the conviction question, certified documentation will be required. Such documentation includes, but is not limited to, certified court disposition that detail the charges and the final outcome of the cases(s); certified copies of discharge orders; notarized letters on agency letterhead from probation officers regarding the probationary status.
4. Applicant is a United States citizen and has submitted supporting documentation required by the Beason-Hammon Act, ALABAMA COMPLIANCE REGULATION, IMMIGRATION.
5. Applicant must pass the Alabama State Law exam, with a score of at least 75% correct answers.
6. Applicant must submit to a personal interview before the Board prior to licensing.

EXAMINATION

The Alabama State Law Exam

An applicant cannot take the Alabama State Law Exam until all other application requirements for Licensing to Practice Funeral Director/Embalmer by Reciprocity have been met. Once your application is submitted the Board will review it, and assuming the Board finds it complete and in order, the applicant and The Conference will be notified by the Board that the applicant is certified to take the Alabama State Law Exam.

The applicant must first register with The Conference, only then will the applicant be able to schedule the Alabama State Law exam with testing vendor (Pearson VUE). See the Pearson VUE website for locations and how to contact Pearson VUE –www.pearsonvue.com. A study guide for the Alabama Law Exam is available on the Board’s website (www.fsb.alabama.gov).

If the applicant takes and passes (with a score of 75% or better) the Alabama Law Exam, the applicant must present themselves to the Board for a personal interview. This interview will be at the next scheduled Board meeting in Montgomery, AL. The applicant will be notified of the date and time to appear. If approved by the Board the applicant will be issued a license to practice funeral directing/embalming by reciprocity.

SPECIAL WORK PERMIT

Alabama statute allows for the issue of a special work permit to qualified funeral directors or embalmers when it is determined that the applicant satisfies all requirements for reciprocity. This permit allows qualified funeral directors or embalmers to work in the State of Alabama prior to a license being issued.

A special work permit shall expire on the date of the next regular Board meeting occurring after its issuance. The Alabama Board of Funeral Service meets quarterly. During the period covered under the special work permit, the applicant for reciprocity is expected to take and pass the Alabama Law Exam and obtain their license to practice funeral directing/embalming by reciprocity.

Once the applicant files a Special Work Permit application and submits the required fees, the application will be reviewed and as soon as it is determined that all requirements for license by reciprocity have been met except for having taken and passed the Alabama Law Exam and submitted to the personal interview, a Special Work Permit will be issued .

FORMS

Forms associated with Application for licensing to practice funeral directing/embalming by reciprocity are available on the Forms page on website of the Board (www.fsb.alabama.gov).

- APPLICATION FOR LICENSING TO PRACTICE FUNERAL DIRECTING/EMBALMING BY RECIPROCITY
- CERTIFICATION
- IMMIGRATION
- SPECIAL WORK PERMIT