



IDFPR

Illinois Department of
Financial and Professional Regulation

Division of Professional Regulation

Qualifications for Licensure:

FUNERAL DIRECTOR & EMBALMER (034)

Effective: 12/2024
Revised: 12/2024

READ ME FIRST

The Division of Professional Regulation hopes that you will find the below useful in successfully applying for a license in the State of Illinois. Carefully review this information as it will assist you in applying for your license and eliminate any processing delays.

Important:

- An application is active for three years from the date of receipt by the Department.
- Before contacting the Department, please review our FAQs for answers to most questions. <http://www.idfpr.illinois.gov/About/FAQ.html>
- If your question is not addressed in our FAQ's, please contact the department at 1-800-560-6420.

LICENSE QUALIFICATIONS

Education:

- Initial licensure: An associate degree or bachelor's degree in mortuary science from and approved mortuary science program.
- Foreign Educated applicants:
 - All documents submitted in a foreign language must be accompanied by an original official, notarized translation that has been performed by a person, other than the applicant, who is fluent in both English and the language of the document(s).
 - The translator shall certify to the above requirements as well as to the accuracy of the translation.

Examination:

- Verification of successful completion of the International Conference of Funeral Service Examining Boards, Inc. (the Conference) National Board of examination. Verification of successful completion must be forwarded by the International Conference directly to the department.

Experience:

- Acceptance of Examination - Only those persons who have successfully completed a Funeral Director and Embalmer Internship in Illinois may apply for this licensure method.
- Endorsement - Original and current licensure where you have most recently been practicing. Must provide proof of active practice of Funeral Directing and Embalming for at least one year by two individuals who have personal knowledge of your active practice.

REQUIRED SUPPORTING DOCUMENTS

You must submit the following.

- A. Supporting Document [ED](#) must be submitted certifying your associate degree or bachelor's degree in mortuary science from an approved mortuary science program. An authorized school official must complete ED in entirety and affix school seal;

OR
- B. Official transcripts must be submitted showing proof of successful completion of at least 30 semester (45 quarter) hours of college credit which shall include at least 20 semester (30 quarter) hours of courses in liberal arts, physical, biological, and/or applied sciences; and Supporting Document [ED](#) must be submitted certifying your graduation from a 12-month course of study in an approved program of mortuary science.
- C. Supporting document [VE-FDE](#) form must be completed by the licensed Funeral Director and Embalmer under whose supervision your licensed internship was performed. (for Acceptance by Examination only).
- D. [CT](#) Official Certification — for original and current registration/license in another U.S. state/territory (for Endorsement applicants only).
- E. Supporting Document [AFF-FDE](#) must be completed by two persons having personal knowledge of your active practice as a funeral director and embalmer. The persons completing the forms must have personal knowledge of at least one year of active practice. (for Endorsement applicants only).
- F. Immunization supporting Document [HL](#) must be completed by a licensed healthcare provider (does not have to be by a physician) attesting that you have been immunized against diphtheria, Hepatitis B and tetanus.

IMPORTANT INFORMATION ONCE LICENSED

- All Funeral Director and Embalmer licenses expire on May 31st of each odd-numbered year, regardless of issuance date.
- It is your responsibility to update your contact information including email address with the Department to ensure that you receive all courtesy renewal email reminders and other notifications.