



**IDFPR**  
Illinois Department of  
Financial and Professional Regulation  
Division of Professional Regulation

# **Qualifications for Licensure: Funeral Director & Embalmer (034)**

**Effective: 12/2024**

**Revised: 02/2026**

# 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 Information:

- 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.](#)
- If your question is not addressed in our FAQ's or this document, please contact the department at 1-800-560-6420.

## LICENSE QUALIFICATIONS

### Licensure Method:

- 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 – Requires original and current licensure where you have most recently been practicing. Must submit affidavits completed by two actively licensed funeral directors and embalmers with personal knowledge of applicants experience and the applicant has been actively engaged in the practice of funeral directing and embalming for at least 12 months of the last 5 years prior to application in Illinois.
- **Education:** Must provide one of the following: (for Endorsement applicants only)
  - A. An official transcript showing proof of successful completion of at least 30semester hours or 45 quarter hours of college credit, not including remedial courses, from an accredited college or university which should include at least 20 semester hours or 30 quarter hours of liberal arts, physical, biological and/or applied sciences; and certification of graduation from a course of study of at least 12 months in an approved program of mortuary science.
  - B. Certification of an associate degree in mortuary science or an equivalent associate degree (i.e., applied science) from an approved program of mortuary science.
  - C. Certification of a baccalaureate degree in mortuary science from an approved program of mortuary science.
  - D. 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 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

- **Certification:** (for Endorsement applicants only).

A certification by the jurisdiction of original licensure, stating:

- A. The time during which the applicant was licensed in that jurisdiction.
- B. Whether the applicant has been the subject of any disciplinary actions or any disciplinary actions are pending; and
- C. A brief description of the examination and grades received

## **REQUIRED SUPPORTING DOCUMENTS**

This section details the necessary documentation you will be asked to provide during the application process. Please do not begin an application until you are prepared to submit all documentation.

- Official transcripts 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; (Endorsement applicants only).
- Certification of an associate degree in mortuary science or an equivalent associate degree (i.e., applied science) or baccalaureate degree in mortuary science from an approved program of mortuary science. An authorized school official may complete supporting Document [ED](#) and affix school seal;. (Endorsement applicants only).
- Certification of Licensure — If you are applying by Endorsement, a Certification of Licensure must be provided. Certification of Licensure is detailed information about the license such as status, issue and expiration date, and if the license has been disciplined. The other state board or agency provides the information and certifies that it is true and correct. You may use form [CT](#) to request Certification of Licensure from the other state board however most states have their own format for this information. IDFPR will accept other state's formats if it contains the required minimum information. If the Certification is only available online, you may print the online certification/verification and upload it. If the other state board will only send the certification directly to IDFPR, you will need to upload evidence of ordering the certification or confirmation of delivery to IDFPR. (Endorsement applicants only).

- 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. (Endorsement applicants only).
- Supporting document [VE-FDE](#) form must be completed by the licensed Funeral Director and Embalmer under whose supervision your licensed internship was performed. (Acceptance by Examination only).
- Immunization supporting Document [HL](#) must be completed by a licensed healthcare provider (does not have to be a physician) attesting that you have been immunized against diphtheria, Hepatitis B and tetanus. (Endorsement applicants only).

## **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.
- The Department posts profession specific notices, statements and other information to the IDFP website. Licensed professionals should visit the IDFP website frequently, and their profession specific pages, to stay informed about the latest information and developments