

## ARTICLE 3. EDUCATION, EXAMINATION AND LICENSURE

### Rule 1. Schools

#### 832 IAC 3-1-1 Approval of embalming schools; changes in curriculum

Authority: IC 25-15-9-8

Affected: IC 25-15-4-3

Sec. 1. In order for any accredited school or college or department of such accredited school or college to receive the acceptance and approval of the board so as to qualify students thereof for a license to practice funeral directing in the state of Indiana, such school, college or department shall meet all the requirements of law. Such school, college or department shall require each student to attend at least four (4) academic quarters. As a condition to any such approval, or continued approval, the said school, college, or department shall permit a board member, or members, to fully examine and inspect the facilities available for instruction, the instructors, the curriculum and the method of keeping attendance records for students.

If at any time there is a change in the curriculum of an approved school, college or department, notice of such change shall be forwarded to the board for approval in advance of such change. Any change in curriculum without the board's prior approval will result in the failure of the board to thereafter recognize said school, college or department as approved and no applications from students will be processed from any school, college or department which is not approved and in good standing with the board. (*State Board of Funeral and Cemetery Service; 832 IAC 3-1-1; filed Jan 30, 1986, 2:23 pm: 9 IR 1368; readopted filed May 10, 2001, 2:39 p.m.: 24 IR 3236; readopted filed Jul 19, 2007, 12:52 p.m.: 20070808-IR-832070048RFA*)

### Rule 2. Internships and Examinations

#### 832 IAC 3-2-1 Funeral director internships

Authority: IC 25-15-9-8

Affected: IC 25-15-4-2; IC 25-15-4-3

Sec. 1. (a) The one (1) year experience requirement for licensure as a funeral director provided for by IC 25-15-4-3(b)(6), may only be satisfied during the period of time that the applicant has been licensed as a funeral director intern.

(b) An applicant for a funeral director license shall be required to have done the following while a funeral director intern:

(1) Worked in a funeral home under the direct supervision of a funeral director for at least one thousand five hundred (1,500) hours over a period of at least one (1) year.

(2) Assisted in the embalming of at least twenty-four (24) bodies which requirement shall be met by at least six (6) embalmings per quarter during the obtaining of the required one (1) year experience.

(c) In addition to meeting the requirements contained in IC 25-15-4-2(a), an applicant for licensure as a funeral director intern must provide proof of the successful completion of an examination in the field of funeral service provided for in section 2 of this rule as a condition of licensure.

(d) Upon expiration of a funeral director intern license the holder thereof must pay the funeral director intern license fee and otherwise meet the requirements of IC 25-15-4-2 in order to qualify for an additional one (1) year license. (*State Board of Funeral and Cemetery Service; 832 IAC 3-2-1; filed Jan 30, 1986, 2:23 p.m.: 9 IR 1368; filed Mar 13, 1987, 8:30 a.m.: 10 IR 1701; filed Oct 12, 1988, 3:55 p.m.: 12 IR 589; filed Jan 8, 1989, 9:45 a.m.: 12 IR 1388; readopted filed May 10, 2001, 2:39 p.m.: 24 IR 3236; readopted filed Jul 19, 2007, 12:52 p.m.: 20070808-IR-832070048RFA*)

#### 832 IAC 3-2-2 Recognized funeral service intern examination

Authority: IC 25-15-9-9

Affected: IC 25-15-4-2

Sec. 2. (a) An examination conducted by a person other than the board may satisfy the funeral service intern examination requirement under section 1 of this rule, provided the examination is preapproved by the board and conducted by a nationally recognized testing service that is under contract with the boards of at least three (3) other states to provide testing and grading in the field of funeral service.

(b) The examination shall consist of two (2) parts, one concerning funeral service science and the other concerning funeral service arts. To pass the examination, an individual must obtain a score of seventy-five percent (75%) or higher for the total

examination. If, however, the individual scores less than seventy percent (70%) on either part of the examination, the individual will fail the examination. A score of at least seventy-five percent (75%) is required to pass a retake of either section of the examination. (*State Board of Funeral and Cemetery Service; 832 IAC 3-2-2; filed Mar 13, 1987, 8:30 a.m.: 10 IR 1701; filed Jun 8, 1989, 4:45 p.m.: 12 IR 1901; readopted filed Oct 3, 2001, 9:50 a.m.: 25 IR 520; readopted filed Jul 19, 2007, 12:52 p.m.: 20070808-IR-832070048RFA*)

**832 IAC 3-2-3 Funeral director intern case reports**

Authority: IC 25-15-9-8

Affected: IC 25-15-4-3

Sec. 3. (a) Funeral director interns shall submit to the board a total of four (4) funeral director intern case reports while obtaining the one (1) year experience required by IC 25-15-4-3(b)(5) and 832 IAC 3-2-1 [section 1 of this rule]. These reports shall be submitted on a quarterly basis with the year beginning on the date of the issuance of the funeral director intern license.

(b) The reports required under subsection (a) shall be submitted no later than thirty (30) days after the end of the quarter. An applicant for a funeral director license may not obtain issuance of the license until all case reports have been submitted.

(c) Funeral director intern case reports shall be on forms provided by the board and shall include a detailed reporting of the embalmings in which the intern assisted during the quarter which the report covers and an indication of the number of times the intern has assisted or participated in the following funeral directing services during the quarter:

- (1) first call;
- (2) assisting at funerals;
- (3) preparing death notices;
- (4) arranging church services;
- (5) rosary-lodge services;
- (6) arranging the funeral cars;
- (7) preparing death certificates;
- (8) arranging for organists, soloists, or beauticians;
- (9) ship-out detail;
- (10) veterans burials;
- (11) Social Security forms;
- (12) indigent funerals;
- (13) cemetery [*sic.*] details;
- (14) assisting in sales room;
- (15) maintenance of funeral establishment and all equipment;
- (16) preparation of sales tax for each individual service; and
- (17) compliance with Federal Trade Commission rulings.

(d) The funeral director intern case reports shall be signed by the intern and the sponsoring funeral director both of whom shall provide their license numbers. (*State Board of Funeral and Cemetery Service; 832 IAC 3-2-3; filed Oct 12, 1988, 3:55 p.m.: 12 IR 589; readopted filed May 10, 2001, 2:39 p.m.: 24 IR 3236; readopted filed Jul 19, 2007, 12:52 p.m.: 20070808-IR-832070048RFA*)

**832 IAC 3-2-4 Requirements for third and subsequent takings of funeral director license examination**

Authority: IC 25-15-9-8

Affected: IC 25-15-5-3

Sec. 4. (a) Subsequent to the second failure of the funeral director examination by an applicant for a funeral director license, said applicant must complete five (5) hours of instruction in continuing education courses approved under 832 IAC 4-1 before each additional taking of the examination.

(b) The continuing education required by subsection (a) must be obtained subsequent to the immediate previous taking of the examination.

(c) The continuing education required by subsection (a) shall be in Indiana law pertaining to funeral service.

(d) Subsection (b), (c), and (d) of 832 IAC 4-2-4 [832 IAC 4-2-4(b) through 832 IAC 4-2-4(d)] shall apply to continuing education required by this section except that references to funeral directors, embalmers, or licensees shall be deemed references to

the applicants for funeral director licenses described in subsection (a) of this section. (*State Board of Funeral and Cemetery Service; 832 IAC 3-2-4; filed Oct 12, 1988, 3:55 p.m.: 12 IR 590; readopted filed May 10, 2001, 2:39 p.m.: 24 IR 3236; readopted filed Jul 19, 2007, 12:52 p.m.: 20070808-IR-832070048RFA*)

**832 IAC 3-2-5 Funeral director examination; passing score**

Authority: IC 25-15-9-8

Affected: IC 25-15-4-3

Sec. 5. To pass the funeral director examination, an individual must obtain a score of seventy-five percent (75%) or higher. (*State Board of Funeral and Cemetery Service; 832 IAC 3-2-5; filed Jun 8, 1989, 4:45 p.m.: 12 IR 1902; readopted filed May 10, 2001, 2:39 p.m.: 24 IR 3236; readopted filed Jul 19, 2007, 12:52 p.m.: 20070808-IR-832070048RFA*)

**Rule 3. Licensure**

**832 IAC 3-3-1 Reciprocal licensing (Repealed)**

Sec. 1. (*Repealed by State Board of Funeral and Cemetery Service; filed Jan 8, 1989, 9:45 a.m.: 12 IR 1389*)

**832 IAC 3-3-2 Funeral director license; out of state applicants**

Authority: IC 25-15-9-8

Affected: IC 25-15-4-3; IC 25-15-4-5

Sec. 2. (a) An individual who is licensed in another state with requirements that are substantially equal to those contained in IC 25-15-4-3(b), and who meets the requirements of this section shall be entitled, upon application, to be licensed as a funeral director.

(b) An individual described in subsection (a) must meet the requirements of IC 25-15-4-3(b)(1) through IC 25-15-4-3(b)(4) and IC 25-15-4-3(b)(7).

(c) An individual described in subsection (a) need not meet the requirements of IC 25-15-4-3(b)(6). The individual must take and pass the funeral director examination.

(d) An individual described in subsection (a):

(1) whose out of state license has:

(A) been revoked or suspended by the licensing authority in the other state; or

(B) expired; or

(2) has been placed on probation by the licensing authority in the other state;

shall not qualify for a funeral director license. (*State Board of Funeral and Cemetery Service; 832 IAC 3-3-2; filed Jan 8, 1989, 9:45 a.m.: 12 IR 1388; filed Jun 8, 1989, 4:45 p.m.: 12 IR 1902; readopted filed May 10, 2001, 2:39 p.m.: 24 IR 3236; readopted filed Jul 19, 2007, 12:52 p.m.: 20070808-IR-832070048RFA*)

**832 IAC 3-3-3 Temporary permit exceptions (Repealed)**

Sec. 3. (*Repealed by State Board of Funeral and Cemetery Service; filed Feb 12, 2007, 3:53 p.m.: 20070314-IR-832060112FRA*)

**832 IAC 3-3-4 Substantially equal**

Authority: IC 25-15-9-8

Affected: IC 25-15-4-3; IC 25-15-4-5

Sec. 4. As used in this rule and IC 25-15-4-5, "requirements that are substantially equal" refers to the experience requirements contained in IC 25-15-4-3(b)(6) as implemented in 832 IAC 3-2-1 (including both the experience and the examination). (*State Board of Funeral and Cemetery Service; 832 IAC 3-3-4; filed Jan 8, 1989, 9:45 a.m.: 12 IR 1389; filed Jun 8, 1989, 4:45 p.m.: 12 IR 1902; readopted filed May 10, 2001, 2:39 p.m.: 24 IR 3236; readopted filed Jul 19, 2007, 12:52 p.m.: 20070808-IR-832070048RFA*)

**832 IAC 3-3-5 Effect of expired funeral director license**

Authority: IC 25-15-9-8

Affected: IC 25-15-4

Sec. 5. An individual who held an Indiana funeral director license which has expired shall not be entitled to a license under this rule. (*State Board of Funeral and Cemetery Service; 832 IAC 3-3-5; filed Jan 8, 1989, 9:45 a.m.: 12 IR 1389; readopted filed May 10, 2001, 2:39 p.m.: 24 IR 3236; readopted filed Jul 19, 2007, 12:52 p.m.: 20070808-IR-832070048RFA*)

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