

# ARTICLE 3. EDUCATION, EXAMINATION AND LICENSURE

## Rule 1. Schools

### 832 IAC 3-1-1 Approved college, school, or department of mortuary science

Authority: IC 25-15-9-8

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

Sec. 1. (a) For purposes of qualifying for licensure under IC 25-15-4-2(a)(4) and IC 25-15-4-3(b)(4), "accredited college, school, or department of mortuary science approved by the board" means a course of study at a school or college accredited by the American Board of Funeral Service Education, regional association of colleges and schools recognized by the United States Department of Education, or other colleges and schools as approved by the board, which address the areas of the following:

- (1) Theory and practice of embalming.
- (2) Restorative art.
- (3) Pathology.
- (4) Anatomy.
- (5) Microbiology.
- (6) Chemistry.
- (7) Hygiene.
- (8) Public health and sanitation.
- (9) Ethics.

(b) Schools or colleges offering courses in mortuary science that do not meet the requirements of subsection (a) may be approved by the board upon a finding by the board that the institution substantially complies with the criteria for accreditation established by the American Board of Funeral Service Education. (*State Board of Funeral and Cemetery Service; 832 IAC 3-1-1; filed Jan 30, 1986, 2:23 p.m.: 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; filed Mar 11, 2013, 2:50 p.m.: 20130410-IR-832120198FRA; readopted filed Nov 25, 2013, 9:23 a.m.: 20131225-IR-832130288RFA*)

## 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) The successful completion of a funeral director internship must include the following:

- (1) Working in a funeral home under the direct supervision of a licensed funeral director for at least one thousand five hundred (1,500) hours over a period of at least one (1) year.
- (2) Assisting in the embalming of at least twenty-four (24) bodies.
- (3) Assisting in the arrangement, services, and disposition of at least twenty-four (24) bodies.

(c) Upon expiration of a funeral director intern license issued under IC 25-15-4-2, the holder may extend the license for an additional one (1) year by paying the funeral director intern license fee and otherwise meeting the requirements of IC 25-15-4-2. (*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; filed Mar 11, 2013, 2:50 p.m.: 20130410-IR-832120198FRA; readopted filed Nov 25, 2013, 9:23 a.m.: 20131225-IR-832130288RFA; filed Dec 22, 2014, 3:42 p.m.: 20150121-IR-832140182FRA*)

**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) In addition to meeting the requirements 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. An examination conducted by a person other than the board may satisfy the funeral service intern examination requirement 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; filed Mar 11, 2013, 2:50 p.m.: 20130410-IR-832120198FRA; readopted filed Nov 25, 2013, 9:23 a.m.: 20131225-IR-832130288RFA*)

**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. The reports shall be submitted on a quarterly basis after the date of the issuance of the funeral director intern license.

(b) The reports required under subsection (a) shall be submitted not later than thirty (30) days after the end of the quarter. Funeral director license applications will be considered incomplete until all case reports have been submitted.

(c) Funeral director intern quarterly case reports shall be on forms provided by the board and shall include a detailed report of any of the following funeral services in which the intern participated:

- (1) Embalmings.
- (2) First call.
- (3) Assisting at funerals.
- (4) Preparing death notices.
- (5) Arranging funeral or memorial services.
- (6) Rosary-lodge services.
- (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 details.
- (14) Assisting in the sale of merchandise.
- (15) Maintenance of funeral establishment and all equipment.
- (16) Preparation of sales tax for each individual service.
- (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; filed Mar 11, 2013, 2:50 p.m.: 20130410-IR-832120198FRA; readopted filed Nov 25, 2013, 9:23 a.m.: 20131225-*

IR-832130288RFA)

**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) Following the third failure of the funeral director examination by an applicant for a funeral director license, the applicant must provide proof of completion of five (5) hours of instruction in continuing education courses approved under 832 IAC 4-1 before each additional examination attempt.

(b) The continuing education required by subsection (a) must be obtained not earlier than ninety (90) days before the next examination attempt.

(c) The continuing education required by subsection (a) shall be directly related to Indiana funeral service law. (*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; filed Mar 11, 2013, 2:50 p.m.: 20130410-IR-832120198FRA; readopted filed Nov 25, 2013, 9:23 a.m.: 20131225-IR-832130288RFA; filed Dec 22, 2014, 3:42 p.m.: 20150121-IR-832140182FRA*)

**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; readopted filed Nov 25, 2013, 9:23 a.m.: 20131225-IR-832130288RFA*)

**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:

- (1) is licensed in another state with requirements that are substantially equal to those contained in IC 25-15-4-3(b); and
- (2) meets the requirements of this section;

shall be entitled, upon application, to be licensed as a funeral director.

(b) The individual must take and pass the funeral director examination.

(c) 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; filed Mar 11, 2013, 2:50 p.m.: 20130410-IR-832120198FRA;*

*readopted filed Nov 25, 2013, 9:23 a.m.: 20131225-IR-832130288RFA)*

**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 (Repealed)**

*Sec. 4. (Repealed by State Board of Funeral and Cemetery Service; filed Mar 11, 2013, 2:50 p.m.: 20130410-IR-832120198FRA)*

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

*Sec. 5. (Repealed by State Board of Funeral and Cemetery Service; filed Dec 22, 2014, 3:42 p.m.: 20150121-IR-832140182FRA)*

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