

Department of Funeral Service Education University of Central Oklahoma

Helpful Hints On Obtaining Funeral Directors & Embalmers Licenses From The Oklahoma Funeral Board

As a rule, this process takes two to three weeks **after** a student successfully completes the National Board Examinations. Student applicants must meet the requirements of the Department of Funeral Service Education, the University of Central Oklahoma, the Oklahoma Funeral Board, and the International Conference of Funeral Service Examining Boards (ICFSEB).

Suggested steps to expedite the process:

1. Take both national board exams prior to the end of the semester. According to the ICFSEB, a student may take the exams 45 days prior to graduation.
 - a. Complete the Practicum FNRL 4118 board review component as soon as possible during the semester.
 - b. Apply for graduation at the earliest time allowed. Students must pay a graduation fee to UCO.
 - c. Once a student has completed these requirements, the UCO Department of Funeral Service Education will notify the ICFSEB that he/she is eligible to take the national board examinations.
 - d. It is the duty of the student to contact the ICFSEB (<http://www.theconferenceonline.org/>) and make application to take the exams. The student is financially responsible for examination fees.
 - e. Once the student has successfully completed the board exams, the ICFSEB will forward official exam scores via e-mail transmission to the UCO Department of Funeral Service Education. This could take a week or two following the exam completion.
 - f. Assuming all other course requirements are complete, the student will receive a passing grade for Practicum FNRL 4118. Assuming all program requirements are complete, a student will be eligible for graduation. For students applying for a Certificate of Completion, be sure you have fulfilled the additional 60 college credit hours requirement, as per Oklahoma Funeral Board rules.
 - g. The UCO Department of Funeral Service Education will notify the ICFSEB to release the board exams scores to the Oklahoma Funeral Board. The ICFSEB will send out notices twice per week to the Oklahoma Funeral Board. The Oklahoma Funeral Board must have in possession a hard copy of the board exams results before an application process for licensure is complete.

- h. The student should visit the UCO campus and secure a hard copy of his/her transcripts.
 2. As soon as possible, complete the licensure application process with the Oklahoma Funeral Board. The applicant will apply to take the Oklahoma Law Exam, as well. The applicant should provide a hard copy of the official transcripts from UCO.
 3. The applicant should have previously completed his/her apprenticeship requirement, as per Oklahoma Funeral Board rules. No applicant can take the Oklahoma law exam without first completing the apprenticeship.
 4. For a list of steps, please refer to okfuneral.com, under licenses, original Funeral Director /Embalmer license application. The list of steps is included below. ("Original Licenses")
 5. The successful applicant for licensure will receive his/her licenses during a monthly Oklahoma Funeral Board meeting. The applicant should check the Oklahoma Funeral Board website to determine the dates and times of said meetings. <http://www.okfuneral.com/>
 6. Depending upon the circumstances, a student may expect delays. The student must know the following and plan his/her actions in advance:
 - a. Normally, the UCO campus is closed for two weeks following the fall semester. This is a normal break that occurs during the last week in December and the first week in January. No paperwork flows through the Department of Funeral Service Education or the UCO campus during that time. The applicant should check with the ICFSEB to determine their schedule during that time.
 - b. The ICFSEB requires some time to process paperwork and release examination scores.
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Original Licenses – From the Oklahoma Funeral Board
(Original Funeral Director and/or Embalmer License Application)
(revised November 29, 2006)

Application process

- 1. From the Oklahoma Funeral Board website, print and complete application for original license.**
- 2. Be sure you have completed the apprenticeship requirements of 12 monthly reports detailing completion of assisting with 25 embalming cases and assisting with 25 funerals**
- 3. Attach or have official transcripts forwarded to the Board verifying graduation from an American Board of Funeral Service Education accredited mortuary college plus an additional 60 semester hours of college from a regionally accredited college or university.**
For students with a Bachelor of Science degree from UC,O the transcript will state Degree Awarded: Bachelor of Science (date conferred) and major in

Funeral Service on the upper left hand corner of the transcript.

- 4. Successfully complete the arts & science portion of the National Board examination and have the International Conference of Funeral Service Examining Boards send the official results directly to the Oklahoma Board office.**
- 5. Submit a check or money order for the current calendar year original licenses (\$75 for funeral directors, \$75 for embalmers). The license fee is prorated for licenses approved after July 1 (\$37.50 for funeral directors, \$37.50 for embalmers) plus \$100 for the Oklahoma Law Examination.**
- 6. After the Board has verified your credentials and has received your official scores from the International Conference of Funeral Service Examining Boards you will be mailed an admittance letter take the Oklahoma Law Examination.**
- 7. After receipt of your admittance letter contact the University of Central Oklahoma testing service at (405) 974-2388 to schedule your law examination. It is generally available weekdays during periods the university is in session.**
- 8. Upon successful completion of the Oklahoma law exam the testing service will notify the Board.**
- 9. Your name will appear on the Board's agenda for the next regularly scheduled Board meeting. Check the agenda on the Board's web page, which is posted twenty-four (24) hours prior to the meeting. The Board's meetings are open to the public and you are welcome to attend.**
- 10. Following the meeting check the meeting Notes on the web site to see if your license was approved. If approved, you will receive your licenses in about a week.**