



South Carolina Department of Labor, Licensing and Regulation
South Carolina Board of Funeral Service
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APPRENTICE FUNERAL DIRECTOR AND/OR EMBALMER CERTIFICATE REQUIREMENTS AND APPLICATION PROCESS OVERVIEW

Before calling in to the Board Office – You may check your application status online at: <https://llr.sc.gov/fs/>

CERTIFICATE REQUIREMENTS

A person is qualified to receive an **Apprentice Funeral Director** certificate when the following requirements are met:

1. Be at least 18 years of age or older.
2. Be a full-time employee in a Board approved facility, working under the direct supervision of a SC licensed Funeral Director.
3. Provide the Board with an official statewide criminal background check for every state you have resided in within the past 5 years.

A person is qualified to receive an **Apprentice Embalmer** certificate when the following requirements are met:

1. Be at least 18 years of age or older.
2. Be a full-time employee in a Board approved facility, working under the direct supervision of a SC licensed Embalmer.
3. Provide the Board with an official statewide criminal background check for every state you have resided in within the past 5 years.

A person is qualified to receive a dual **Apprentice Funeral Director and Embalmer** certificate when all of the above requirements have been met.

APPLICATION PROCESS OVERVIEW

Your application is good for one (1) year from the date of receipt. If all required information is not received within this one (1) year period; you must resubmit the application. This includes, but is not limited to, the application fee, transcripts, license verifications, etc.

1. **Application** – In addition to a completed application, the following must also be sent:
 - Application Fee: Checks or money orders should be made out to SC Board of Funeral Service. (Fees are non-refundable and non-transferable) A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds.
 - \$65 for Apprentice Funeral Director certificate only
 - \$65 for Apprentice Embalmer certificate only
 - \$130 for dual Apprentice Funeral Director and Embalmer certificate
 - Identification:
 - Copy of your valid driver's license, state issued ID, passport or military ID
 - Copy of signed Social Security card
 - Notarized Verification of Lawful Presence
 - Apprenticeship Supervision Attestation: Form must be completed and signed by supervising License(es) and Funeral Home Manager.
 - Legal documentation of name change (marriage certificate, divorce decree, etc.)

- **Background Check:** A statewide background check from the state(s) you have resided in for the past five (5) years is required. If a conviction(s) is reported, the applicant is to provide a written explanation on the matter. Applicants with prior criminal convictions will be reviewed on a case-by-case basis and may require an appearance before the Board.
- **Personal History Questions:** For any “Yes” answers in the Personal History Information, a written explanation must be provided. Additional information may be requested by the Board Office or an appearance before the Board may be necessary.

2. Documents to be sent directly to the Board from issuing agency/institution

- **Certification of Licensure:** Contact each state jurisdiction you are currently or have previously been licensed with and have the certificate of licensure sent directly to the Board office via email at contact.funeral@llr.sc.gov or mail.

3. Issuance of Certificate – Upon receipt of a complete application, the Board office will send notification of apprentice certification. A copy of the certificate may be printed from the Online Portal at <https://eservice.llr.sc.gov/SSO/Login/LoginPage?ReturnUrl=%2fSSO%2f>. A physical copy of the certificate will be mailed to the mailing address indicated on the application.

4. Apprenticeship Maintenance – In order to maintain an apprentice certification with the Board, review the [Apprenticeship Program Overview](#).