



South Carolina Department of Labor, Licensing and Regulation  
**South Carolina Board of Funeral Service**  
110 Centerview Dr. • Columbia • SC • 29210  
P.O. Box 11329 • Columbia • SC 29211-1329  
Phone: 803-896-4497 • Contact.Funeral@llr.sc.gov • Fax: 803-896-4554  
llr.sc.gov/fs

## **FUNERAL DIRECTOR AND/OR EMBALMER BY EXAM LICENSE 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/>*

### **LICENSURE REQUIREMENTS**

A person is qualified to receive a **Funeral Director** license by examination when the following requirements are met:

1. Be at least 18 years of age or older.
2. Have graduated high school or hold certificate of equivalency recognized by the United States Department of Education.
3. Have completed either:
  - 12 scholastic months at an accredited mortuary college; or
  - 2 years (60 semester hours) at an accredited college approved by the Board. Of the 60 hours, 24 semester hours must be in at least 4 of the following areas:
    - Psychological Science: general psychology, guidance/counseling, general sociology, or other psychological courses
    - Business: accounting, business law, math/logic, business management, or computer science
    - English: English, English literature, English composition
    - Sciences: chemistry, biology, pathology, microbiology, or physiology
    - Religion: religion, bible, bible history
4. Have completed a 24-month apprenticeship under the direct supervision of a licensed funeral director.
5. Complete a statewide background check from the state(s) of residences covering the past 5 years prior to application.
6. Successfully pass the International Conference's Arts examination.
7. Successfully pass the State Law examination.

A person is qualified to receive an **Embalmer** license by examination when the following requirements are met:

1. Be at least 18 years of age or older.
2. Have graduated high school or hold certificate of equivalency recognized by the United States Department of Education.
3. Have completed a course of study in an embalming college accredited by the American Board of Funeral Service Education.
4. Have completed a 24-month apprenticeship under the direct supervision of a licensed embalmer.
5. Complete a statewide background check from the state(s) of residences covering the past 5 years prior to application.
6. Successfully pass the International Conference's Science examination.
7. Successfully pass the State Law examination.

A person is qualified to receive a dual **Funeral Director and Embalmer** license by examination 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.
  - \$130 for Funeral Director only
  - \$130 for Embalmer only
  - \$195 for dual Funeral Director and Embalmer
- 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
- 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**

- Education Verification: Contact your college/university to request an official copy of your transcript be sent directly to the Board office. If the school is no longer in existence, contact the State Education Department for records.
- 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](mailto:contact.funeral@llr.sc.gov) or mail.
- National Exam: Contact the International Conference to have a copy of your Arts exam and/or Science exam(s) scores sent to the Board office. Contact information <https://theconferenceonline.org/> or (479) 442-7076.

**3. Examination** – Following processing of the application, you will be notified of your exam eligibility. Applicants needing to take the national exam, will need to register with The International Conference following exam eligibility notice by the Board.

For the state law exam, a link will be provided in the exam eligibility notification. The exam is based upon the [Funeral Service Law Title 40, Chapter 19](#); [Funeral Service Regulations Chapter 57](#); [Preneed Funeral Contracts Title 32, Chapter 7](#); and [Safe Cremation Act Title 32, Chapter 8](#). Additional examination information can be found on the Board website at <https://llr.sc.gov/fs/exam.aspx>. Results for the state law exam are reported directly to the Board office. Please do not send your score result to the Board office.

**4. Licensure** – Upon receipt of passed examination, the Board office will send notification of license issuance. A licensee may print a copy of their license from the Licensee Portal at <https://eservice.llr.sc.gov/SSO/Login/LoginPage?ReturnUrl=%2fSSO%2f>. A physical copy of the license card will be mailed to the mailing address indicated on the application.