



Pathway to Licensure Checklist for Funeral Directors or Embalmers

Steps to Initiating a *Pathway to Licensure*

In order to obtain licensure as Funeral Director or Embalmer, applicants must:

Step 1. Determine your Pathway.

- **Pathway 1:** The applicant is enrolled in an accredited or provisionally accredited school of mortuary science and will be assisting in embalming dead human bodies under the direct supervision of a licensed embalmer or assisting in arranging and directing funerals.
- **Pathway 2:** The applicant has graduated from an accredited or provisionally accredited school of mortuary science and passed the national board examination and will be assisting in embalming dead human bodies under the direct supervision of a licensed embalmer or assisting in arranging and directing funerals.

Step 2. Ensure you have an account in the Arizona Department of Health (ADHS) Licensing Management System (LMS).

Do not create a new account if you already have an existing ADHS LMS account.

An individual may already have an existing login account for another program, i.e., Marijuana Patient Card. The same login information for the Individual Licensing Portal will be used.

- If you do not have an existing account, navigate to the [ADHS Individual Licensing Management System](#) and select *Don't have an account? Sign up here*.
- Use a **personal email address** when creating your account.
 - Professional or business email addresses are not recommended, as changes in employment may prevent future access.
- Enter the required information and select *Create an Account*.
- For additional support, watch [this step-by-step video guide](#) and/or reference Step 8 for existing account access trouble-shooting.

If you are utilizing Pathway 1, proceed to Step 5. If you are utilizing Pathway 2, proceed to Step 3.

Step 3. Request to take the Funeral Services Licensing (FSL) State Laws and Rules Exam.

- Request authorization to take the Embalmer or Funeral Director State Laws and Rules Exam by filling out the [Request to Test form linked here](#). Please allow 3 business days for processing.
- The Department will email the applicant a link for taking the exam. Do not share the link.

Step 4. Take and pass the exam.

- After taking the exam, please allow 3 business days for processing. The Department will email the applicant with pass or fail results. After receiving notice of a *PASSED* result, proceed to the next step.



Step 5. Submit proof of qualifications.

- The Department will require the applicant to provide documentation via email (blpofuneral@azdhs.gov) demonstrating the applicant is either:
 - Currently enrolled in an accredited or provisionally accredited school of mortuary science (Pathway 1),
- OR**
- Has graduated from an accredited or provisionally accredited school of mortuary science and passed the national board examination in the requested licensure field (Pathway 2).

Step 6. Submit the Pathway to Licensure form.

- Request to begin your pathway to licensure by submitting the [Pathway to Licensure form linked here](#).
 - Submission of this form **does not** establish the start date for the Pathway to Licensure.
- The Department will review your submission and issue an approval or denial letter.
- The approval letter will provide a start date for your Pathway to Licensure.
 - Pursuant to A.R.S. § 32-1361(D), “the pathway to licensure **may not exceed three years...**”
- After receiving your Pathway to Licensure approval letter, proceed to the next step.

Step 7. Complete your Pathway to Licensure.

- Finish all steps required as they relate to completing your selected Pathway to Licensure.
 - If seeking licensure as an embalmer: assisting in embalming at least twenty-five dead human bodies. Utilize the [Embalmer Case Report](#) to log these embalming. The Embalmer Case Report will be required when applying for licensure.
 - If seeking licensure as a funeral director: assisting in arranging and directing at least twenty-five funerals. Utilize the [Funeral Directing Report](#) to log these services. The Funeral Directing Report will be required when applying for licensure.

Step 8. Apply for licensure.

- Submit an application for the Embalmer or Funeral Director license. [Follow the link here to access the LMS](#). For additional support, reference the [FSL LMS Reference Guide linked here](#).
- If you believe you have an account and are having difficulty accessing your account:
 - Try resetting the username or password method. If this is unsuccessful, please contact our office for troubleshooting assistance at blpofuneral@azdhs.gov or by calling 602.364.2079. It could be something as simple as a typo in the registered email address.
- [Here is a link to the Initial Application Checklist for an Embalmer.](#)
- [Here is a link to the Initial Application Checklist for a Funeral Director.](#)