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## **APPLICATION CHECKLIST**

If you received education or practical training in BC, you are required to provide the following to be licensed.

- Step 1: Complete education program, supervised fieldwork, and training**  
You must complete a 2-year [BC Funeral Services Apprenticeship Program](#) offered by the BC Funeral Association. During your apprenticeship program, you must:
  - receive supervised fieldwork and practical training in BC
  - complete 3600 hours of supervised fieldwork and training
  - conduct 50 embalming operations
  - be directly involved in the process of making 50 funeral arrangements.
  
- Step 2: Meet education and training standards**  
Once you have completed your education, you must receive a passing grade for each subject taken or pass a final exam. For embalming and funeral service practicum courses, you must receive a passing grade for courses graded on a pass/fail basis.
  
- Step 3: Provide three letters of reference**  
You must include at least three letters of references from past employers, one of which must be from an employer or former employer who is a funeral provider and who can attest to your competency as a funeral director or embalmer.
  
- Step 4: Make sure you meet residence and language requirements**  
You are not required to be a Canadian citizen to be licensed as a funeral director or embalmer; However, you need to reside in BC and be proficient in English.
  
- Step 5: Complete a criminal record check**  
All funeral director and embalmer applicants must complete a criminal record check.  
For Canadian residents, get your criminal record check through our third-party supplier. The results will be sent directly to us.  
[Get a criminal record check.](#)  
For non-Canadian residents, a criminal record check from your home jurisdiction is required.
  
- Step 6: Apply for a licence**  
You must submit all supporting documents with your application. Each application may take up to two weeks to process.  
Review this [application checklist](#).  
Submit a [licence application form](#).
  
- Step 7: Read and understand your obligations**  
It is your responsibility to review all applicable laws pertaining to your industry and to understand your obligations.  
[Review your obligations.](#)  
If you are licensed or received education or practical training outside BC, you must meet our entrance requirements to get your funeral director and/or embalmer licence in BC.  
Read our [BC funeral director and embalmer entrance requirements](#).