CONSUMER PROTECTION BC

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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.