STUDENT/INTERN FAQ'S

1. **Where is the test administered, how much does is cost, how do I sign up to take the test and when can I take the test?**
   - The test is offered in the months of January, March, May, July September & November at the Indiana State Office Building in Indianapolis.
   - Prior to the test date, the Indiana Funeral Directors Association offers what is known as a Crash Review. This class is a review of the various areas of the law that may be covered on the test. Most students taking the funeral director state test attend this class.
   - The cost to take the test is $100, which is paid when you file your application to become a funeral director by examination.
   - The IPLA will schedule your exam for the next available test date. You should keep an eye on your e-mail for the exam notice. (Sometimes the IPLA e-mails go directly to the spam folder if you have a Yahoo e-mail so be sure to check that folder as well.)
   - Those who have completed obtained and completed at least 3 (three) quarters of your internship and have filed your 3rd quarter case reports.

2. **What are the pre-requisites to attend a mortuary school?**
   - There are five (5) schools (Worsham, Ivy Tech, Mid America, Vincennes and Cincinatti) which are usually chosen by students wanting to practice in Indiana. Each school has different pre-requisites for admission. We suggest the student google each of the schools and visit their websites to see their pre-requisites. We are sure each of the schools would welcome a visit to tour their facilities and answer your questions.

3. **What is required during my internship?**
   - Working in a funeral home under the direct supervision of a licensed funeral director for at least one thousand five hundred (1,500) hours over a period of at least one (1) year.
   - Assisting in the embalming of at least twenty-four (24) bodies.
   - Assisting in the arrangement, services, and disposition of at least twenty-four (24) bodies.

4. **Quarterly reports – what is required, who do I send them to, when do I submit them? Does the state provide the forms?**
   - Funeral director interns shall submit to the board a total offour (4) funeral director intern case reports. The reports shall be submitted on a quarterly basis after the date of the issuance of the funeral director intern license.
   - The reports required under subsection (a) shall be submitted not later than thirty (30) days after the end of the quarter. Funeral director license applications will be considered incomplete until all case reports have been submitted.
   - Funeral director intern quarterly case reports shall be on forms provided by the board and shall include a detailed report of any of the following funeral services in which the intern participated:
     - (1) Embalmings.
     - (2) First call.
     - (3) Assisting at funerals.
     - (4) Preparing death notices.
     - (5) Arranging funeral or memorial services.
     - (6) Rosary-lodge services.
     - (7) Preparing death certificates.
     - (8) Arranging for organists, soloists, or beauticians.

(9) Ship-out detail.
(10) Veterans burials.
(11) Social Security forms.
(12) Indigent funerals.
(13) Cemetery details.
(14) Assisting in the sale of merchandise.
(15) Maintenance of funeral establishment and all equipment.
(16) Preparation of sales tax for each individual service.
(17) Compliance with Federal Trade Commission rulings.

- The funeral director intern case reports shall be signed by the intern and the sponsoring funeral director both of whom shall provide their license numbers.
- The case reports form can be found here:
  CLICK HERE for case report

5. **What is required of my mentor during my internship?**
   - Direct supervision and signing your State Board Reports

6. **What duties am I allowed to do as an intern?**
   - With direct supervision, all areas required of licensed funeral directors/embalmers, including removals from place of death, embalming, funeral arrangement meetings, funerals and memorial service and many other activities provided at the funeral home.

7. **What is a passing grade for the state exam?**
   75%

8. **What forms/website addresses, etc are important for me know about?**
   - Indiana Funeral Directors Association www.infda.org
   - State Board of Funeral & Cemetery Service
     https://www.in.gov/pla/professions/funeral-and-cemetery-home/

9. **How many hours of continuing education must I get during the licensing period when I get my license?**
   - An individual who is issued a new funeral director license in an odd-numbered year shall be required to obtain a minimum of only five (5) hours of continuing education credit during the two (2) year period then in progress.
   - An individual who is issued a new funeral director license in an even-numbered year shall not be required to obtain any continuing education during the two (2) year period then in progress.

10. **Are funeral director interns required to be full time or can they be part time as long as they meet their requirements for cases?**
    1 year continuous employment at registered licensed Indiana funeral home with 1500 hours of verifiable work in that year at the funeral home.

Additional Information:
The IFDA Intern Mentoring Acadmey, sponsored by the Indiana Funeral Directors Association has been implemented. It provides practical instruction in dealing with activities of Funeral Directors and Embalmers. This program is offered at no cost to all Indiana Interns. The presenters are considered the best of the best in Indiana. The classes will be once a month at the Indiana Funeral Directors Assocation office in Indianapolis and will cover funeral directing and embalming. These classes will be different than what you experienced in school. There will be no tests in this program. If you are serving your internship at a funeral home that is not a member of Indiana Funeral Directors Association, that's ok, you are still invited and encouraged to attend. Again, no cost.