

## **SUBCHAPTER 34B - FUNERAL SERVICE**

### **SECTION .0100 - RESIDENT TRAINEES**

Editor's Note: 21 NCAC 34B .0101 - .0125 was recodified from 21 NCAC 34 .0201 - .0225 Eff. February 7, 1991.

#### **21 NCAC 34B .0101 CASE VOLUME OF ESTABLISHMENT**

*History Note:* Authority G.S. 90-210.23(a); 90-210.25(a)(4); 150A-11;  
Eff. February 1, 1976;  
Readopted Eff. September 27, 1977;  
Repealed Eff. September 1, 1979.

#### **21 NCAC 34B .0102 TRAINEESHIP**

Each trainee must work at least 2,000 hours during the trainee's resident traineeship. Daytime and nighttime employment shall be acceptable so long as the trainee receives training in all aspects of the license sought, as defined in G.S. 90-210.20(e), (f), and (k).

*History Note:* Authority G.S. 90-210.23(a),(f); 90-210.25(a)(1)d.,(2)d.,(3)d.,(4);  
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Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. August 19, 2017.

## **SUBCHAPTER 34B - FUNERAL SERVICE**

### **SECTION .0100 - RESIDENT TRAINEES**

#### **21 NCAC 34B .0103 AUTHORIZED PRACTICE: SUPERVISION**

(a) Resident trainees in training for funeral service, resident trainees in training for funeral directing, and resident trainees in training for embalming, as defined by G.S. 90-210.20(20), while supervised by a person licensed by the Board as a funeral service licensee, funeral director, or embalmer, may assist in the practice of funeral service, funeral directing, or embalming, as limited by this Rule.

(b) A licensee wishing to supervise a trainee shall meet the following requirements:

- (1) Have either practiced continuously in North Carolina for a minimum of one year before the date of the application; and
- (2) Not have any disciplinary action taken by the Board, or the licensing board of any other jurisdiction, to suspend or revoke his or her license during the five years preceding the application.

(c) Resident trainees in training for funeral service or for funeral directing, while supervised by a person licensed by the Board as a preneed sales licensee, may also assist in the preneed funeral planning activities described in 21 NCAC 34D .0202(b)(1), (2), (4), and (5).

(d) No credit shall be given for the resident trainee's work that is unsupervised or performed under the supervision of a person not registered with the Board as the resident trainee's supervisor. If the registered supervisor does not supervise the resident trainee for a continuous period of more than two weeks, the traineeship under that supervisor shall terminate, requiring a new traineeship application. When a resident trainee assists in funeral service, funeral directing, embalming, or preneed funeral planning on the funeral home premises, a licensed supervisor shall be on the funeral home premises where and while such activities are performed; provided that a licensed supervisor shall be present in the same room whenever a resident trainee accepts any initial payment or negotiates any contract for funeral services either at-need or pre-need with the public. When a resident trainee assists in funeral service, funeral directing, embalming, or any funeral planning off the funeral home premises, such activities shall be performed only in the presence of a licensed supervisor employed with the establishment with which the resident trainee is registered.

(e) A licensed supervisor shall review with the purchaser any contract negotiated by a resident trainee, and then the licensed supervisor shall obtain the purchaser's signature on the contract in the licensed supervisor's presence.

(f) The resident trainee's license certificate for indicating the trainee's authority to assist in the activities described and authorized in this Rule and in 21 NCAC 34D .0202(b) is the resident trainee pocket certificate, which is a wallet-sized card issued by the Board to the resident trainee that bears the following:

- (1) The resident trainee's name;
- (2) The resident trainee's registration number;
- (3) The resident trainee's signature;
- (4) The date on which resident trainee was registered with the Board;
- (5) Whether the resident trainee is registered in a traineeship for funeral service, funeral directing, or embalming; and
- (6) The name of the resident trainee's supervisor.

*History Note: Authority G.S. 90-210.23(a),(f); 90-210.25(a)(4),(5)d.; 90-210.67(a); 90-210.69(a); Eff. February 1, 1976; Readopted Eff. September 27, 1977; Amended Eff. January 1, 2009; November 1, 2004; August 1, 1998; June 1, 1994; Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. August 19, 2017; Temporary Amendment Eff. November 7, 2025; Amended Eff. April 1, 2026.*

#### **21 NCAC 34B .0104 CHANGE IN EMPLOYMENT**

Each resident trainee shall complete an application form prescribed by the Board prior to making any change in employment during the resident traineeship. The form shall be signed and dated by the resident trainee and shall require the resident trainee to furnish the name of the resident trainee, the former funeral establishment and supervisor, the dates of services with the former funeral establishment, the proposed funeral establishment and supervisor, the proposed effective date of the change, and the reason for the change in employment. A resident trainee must pay a fee of fifty dollars (\$50.00) upon submission of any voluntary supervisor change request to the Board, as set forth in G.S. 90-210.28.

*History Note: Authority G.S. 90-210.23(a); 90-210.25(a)(4)c.; 90-210.28; Eff. February 1, 1976; Readopted Eff. September 27, 1977; Amended Eff. December 1, 2004; September 27, 1979; Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. August 19, 2017; Amended Eff. February 1, 2026.*

#### **21 NCAC 34B .0105 FUNERAL DIRECTOR TRAINEE APPLICATION FORM**

Applications for a funeral director resident trainee shall be made on forms available on the Board's website at ncbfs.org. Applications not completed within 30 days following submission to the Board shall be denied. All applications for registration as a funeral director resident trainee shall contain the following:

- (1) The applicant's full name, date of birth, place of birth, and social security number;
- (2) The applicant's email address, residential address, and phone number(s);
- (3) The high school from which the applicant graduated and the date of graduation and a copy of an original certified transcript attesting to the applicant's graduation from high school;
- (4) Whether the applicant attended a funeral director program at a mortuary science college and, if so, the name of the mortuary science college, dates of attendance, date of graduation if any, and how many semester hours the applicant completed;
- (5) Whether the applicant has taken the National Board Examination – Arts and, if so, the date on which the examination was taken and whether the applicant passed the examination;
- (6) Whether the applicant has taken the National Board Examination – Sciences and, if so, the date on which the examination was taken and whether the applicant passed the examination;
- (7) The name, address, licensed manager, mailing address, email address, telephone number, and facsimile number of the funeral establishment at which the applicant's traineeship will be performed;
- (8) The applicant's employment history over the preceding five years, to include the name and address of the employer, the dates of employment, and the nature of the work performed;

- (9) Whether the applicant ever has been certified, licensed, or registered to practice funeral service by the Board or by another occupational licensing board and, if so, the type of credential, the jurisdiction of issuance, the issuance date, the expiration date, and any examinations taken to obtain the credential;
- (10) Whether the applicant ever has been denied a credential in another state and, if so, the jurisdiction and the reason for the denial of the credential;
- (11) Whether the applicant has been convicted of a felony or misdemeanor crime and, if so, a statement providing the jurisdiction, charge, date of disposition, and sentence imposed of each conviction;
- (12) Whether the applicant has any criminal charges currently pending and, if so, the nature of the charge and the jurisdiction in which the charge is pending;
- (13) Whether the applicant has had an occupational or business license suspended or revoked by any local, state, or federal agency and, if so, a statement providing the reason for the action and the date, location, and circumstances of any violation that led to action against the license;
- (14) Whether any court, board, agency, or professional organization has found applicant guilty of misconduct, unprofessional conduct, dishonest or fraudulent practice, or incompetent practice and, if so, the tribunal and the date of the finding;
- (15) Whether the applicant has any charges pending before any court, board, agency, or professional organization for unprofessional conduct, dishonest or fraudulent practice, or incompetent practice and, if so, the tribunal in which the charge is pending;
- (16) The applicant's notarized signature to certify that:
  - (a) he or she has prepared the application and has read the answers;
  - (b) the information provided in the application is true;
  - (c) he or she understands that the Board may make inquiries about the applicant, including criminal record checks, and any of the information given in support of the application; and
  - (d) he or she understands that any credential issued shall be governed by the provisions of Article 13A, Chapter 90 of the North Carolina General Statutes and the rules promulgated by the Board.
- (17) The proposed supervisor's attestation that:
  - (a) he or she is a duly licensed funeral director or funeral service licensee in North Carolina;
  - (b) he or she is employed by the establishment at which the traineeship will occur;
  - (c) he or she has been licensed for at least one year and has not had any disciplinary action taken against his or her credential to practice funeral service within the previous five years; and
  - (d) he or she will notify the Board when the applicant ceases training under the proposed supervisor;
- (18) The application fee, as prescribed by G.S. 90-210.28 and 21 NCAC 34A .0201. If the application fee is dishonored by the licensee's drawee bank for any reason, the Board shall suspend the license until the renewal fees and non-sufficient fund charges are paid; and
- (19) A photograph of the applicant that is two inches by two inches in size, depicting the applicant facing the camera and without digital alteration.

*History Note:* Authority G.S. 90-210.23(a); 90-210.25(a)(4);  
 Eff. February 1, 1976;  
 Readopted Eff. September 27, 1977;  
 Amended Eff. November 1, 2004;  
 Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. August 19, 2017;  
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 Amended Eff. April 1, 2026.

## **21 NCAC 34B .0106 EMBALMER TRAINEE APPLICATION FORM**

Applications for registration as an embalmer resident trainee shall be made on forms available on the Board's website at [ncbfs.org](http://ncbfs.org). Applications not completed within 30 days following submission to the Board shall be denied. All applications for registration as a funeral service resident trainee shall contain the following:

- (1) The applicant's full name, date of birth, place of birth, and social security number;
- (2) The applicant's email address, residential address, and phone number(s);
- (3) The high school from which the applicant graduated and the date of graduation and a copy of an original certified transcript attesting to the applicant's graduation from high school;

- (4) Whether the applicant attended a mortuary science college and, if so, the name of the mortuary science college, dates of attendance, date of graduation if any, and how many semester hours the applicant completed;
- (5) Whether the applicant has taken the National Board Examination – Arts and, if so, the date on which the examination was taken and whether the applicant passed the examination;
- (6) Whether the applicant has taken the National Board Examination – Sciences and, if so, the date on which the examination was taken and whether the applicant passed the examination;
- (7) The name, address, licensed manager, mailing address, email address, telephone number, and facsimile number of the funeral establishment at which the applicant's traineeship will be performed;
- (8) The applicant's employment history over the preceding five years, to include the name and address of the employer, the dates of employment, and the nature of the work performed;
- (9) Whether the applicant has ever been certified, licensed, or registered to practice funeral service by the Board or by another occupational licensing board and, if so, the type of credential, the jurisdiction of issuance, the issuance date, the expiration date, and any examinations taken to obtain the credential;
- (10) Whether the applicant ever has been denied a credential in another state and, if so, the jurisdiction and the reason for the denial of the credential;
- (11) Whether the applicant has been convicted of a felony or misdemeanor crime and, if so, a statement providing the jurisdiction, charge, date of disposition, and sentence imposed of each conviction;
- (12) Whether the applicant has any criminal charges currently pending and, if so, the nature of the charge and the jurisdiction in which the charge is pending;
- (13) Whether the applicant has had an occupational or business license suspended or revoked by any local, state, or federal agency and, if so, a statement providing the reason for the action and the date, location, and circumstances of any violation that led to action against the license;
- (14) Whether any court, board, agency, or professional organization has found applicant guilty of misconduct, unprofessional conduct, dishonest or fraudulent practice, or incompetent practice and, if so, the tribunal and the date of the finding;
- (15) Whether the applicant has any charges pending before any court, board, agency, or professional organization for unprofessional conduct, dishonest or fraudulent practice, or incompetent practice and, if so, the tribunal in which the charge is pending;
- (16) The applicant's notarized signature to certify that:
  - (a) he or she has prepared the application and has read the answers;
  - (b) the information provided in the application is true;
  - (c) he or she understands that the Board may make inquiries about the applicant, including criminal record checks, and any of the information given in support of the application; and
  - (d) he or she understands that any credential issued shall be governed by the provisions of Article 13A, Chapter 90 of the North Carolina General Statutes and the rules promulgated by the Board.
- (17) The proposed supervisor's attestation that:
  - (a) he or she is a duly licensed funeral service licensee in North Carolina;
  - (b) he or she is employed by the establishment at which the traineeship will occur;
  - (c) he or she has been licensed for at least one year and has not had any disciplinary action taken against his or her credential to practice funeral service within the previous five years; and
  - (d) he or she will notify the Board when the applicant ceases training under the proposed supervisor;
- (18) The application fee, as prescribed by G.S. 90-210.28 and 21 NCAC 34A .0201. If the application fee is dishonored by the licensee's drawee bank for any reason, the Board shall suspend the license until the renewal fees and non-sufficient fund charges are paid; and
- (19) A photograph of the applicant that is two inches by two inches in size, depicting the applicant facing the camera and without digital alteration.

*History Note: Authority G.S. 90-210.23(a); 90-210.25(a)(4);  
 Eff. February 1, 1976;  
 Readopted Eff. September 27, 1977;  
 Amended Eff. November 1, 2004;  
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 Temporary Amendment Eff. November 7, 2025;  
 Amended Eff. April 1, 2026.*

## **21 NCAC 34B .0107 FUNERAL SERVICE TRAINEE APPLICATION FORM**

Applications for registration as a funeral service resident trainee shall be made on forms available on the Board's website at [ncbfs.org](http://ncbfs.org). Applications not completed within 30 days following submission to the Board shall be denied. All applications for registration as an funeral service resident trainee shall contain the following:

- (1) The applicant's full name, date of birth, place of birth, and social security number;
- (2) The applicant's email address, residential address, and phone number(s);
- (3) The high school from which the applicant graduated and the date of graduation and a copy of an original certified transcript attesting to the applicant's graduation from high school;
- (4) Whether the applicant attended a mortuary science college and, if so, the name of the mortuary science college, dates of attendance, date of graduation if any, and how many semester hours the applicant completed;
- (5) Whether the applicant has taken the National Board Examination – Arts and, if so, the date on which the examination was taken and whether the applicant passed the examination;
- (6) Whether the applicant has taken the National Board Examination – Sciences and, if so, the date on which the examination was taken and whether the applicant passed the examination;
- (7) The name, address, licensed manager, mailing address, email address, telephone number, and facsimile number of the funeral establishment at which the applicant's traineeship will be performed;
- (8) The applicant's employment history over the preceding five years, to include the name and address of the employer, the dates of employment, and the nature of the work performed;
- (9) Whether the applicant has ever been certified, licensed, or registered to practice funeral service by the Board or by another occupational licensing board and, if so, the type of credential, the jurisdiction of issuance, the issuance date, the expiration date, and any examinations taken to obtain the credential;
- (10) Whether the applicant ever has been denied a credential in another state and, if so, the jurisdiction and the reason for the denial of the credential;
- (11) Whether the applicant has been convicted of a felony or misdemeanor crime and, if so, a statement providing the jurisdiction, charge, date of disposition, and sentence imposed of each conviction;
- (12) Whether the applicant has any criminal charges currently pending and, if so, the nature of the charge and the jurisdiction in which the charge is pending;
- (13) Whether the applicant has had an occupational or business license suspended or revoked by any local, state, or federal agency and, if so, a statement providing the reason for the action and the date, location, and circumstances of any violation that led to action against the license;
- (14) Whether any court, board, agency, or professional organization has found applicant guilty of misconduct, unprofessional conduct, dishonest or fraudulent practice, or incompetent practice and, if so, the tribunal and the date of the finding;
- (15) Whether the applicant has any charges pending before any court, board, agency, or professional organization for unprofessional conduct, dishonest or fraudulent practice, or incompetent practice and, if so, the tribunal in which the charge is pending;
- (16) The applicant's notarized signature to certify that:
  - (a) he or she has prepared the application and has read the answers;
  - (b) the information provided in the application is true;
  - (c) he or she understands that the Board may make inquiries about the applicant, including criminal record checks, and any of the information given in support of the application; and
  - (d) he or she understands that any credential issued shall be governed by the provisions of Article 13A, Chapter 90 of the North Carolina General Statutes and the rules promulgated by the Board.
- (17) The proposed supervisor's attestation that:
  - (a) he or she is a duly licensed funeral service licensee in North Carolina;
  - (b) he or she is employed by the establishment at which the traineeship will occur;
  - (c) he or she has been licensed for at least one year and has not had any disciplinary action taken against his or her credential to practice funeral service within the previous five years; and
  - (d) he or she will notify the Board when the applicant ceases training under the proposed supervisor;
- (18) The application fee, as prescribed by G.S. 90-210.28 and 21 NCAC 34A .0201. If the application fee is dishonored by the licensee's drawee bank for any reason, the Board shall suspend the license until the renewal fees and non-sufficient fund charges are paid; and

- (19) A photograph of the applicant that is two inches by two inches in size, depicting the applicant facing the camera and without digital alteration.

*History Note:* Authority G.S. 90-210.23(a); 90-210.25(a)(4);  
Eff. February 1, 1976;  
Readopted Eff. September 27, 1977;  
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Amended Eff. April 1, 2026.

## **21 NCAC 34B .0108      TRAINEE POCKET CERTIFICATE**

*History Note:* Authority G.S. 90-210.23(a); 90-210.25(a)(4);  
Eff. February 1, 1976;  
Readopted Eff. September 27, 1977;  
Repealed Eff. November 1, 1994.

## **21 NCAC 34B .0109      EFFECTIVE DATE OF CERTIFICATE**

*History Note:* Authority G.S. 90-210.23(a); 90-210.25(a)(4); 150B-11(1);  
Eff. February 1, 1976;  
Readopted Eff. September 27, 1977;  
Expired Eff. September 1, 2017 pursuant to G.S. 150B-21.3A.

## **21 NCAC 34B .0110      WORK REPORTS AND CHECKLISTS**

(a) Active resident trainees shall submit a work report to the Board every month on a form provided by the Board no later than the 10th day of the calendar month that immediately follows the month during which the work was performed. On the work report, the resident trainee shall provide:

- (1) The trainee's name, trainee number, and email address;
- (2) The month during which the work was performed;
- (3) The number of hours worked during that month;
- (4) The name, address, and permit number of the funeral establishment where the resident trainee is working;
- (5) A description of the work performed in the practice of funeral service during that month, as described in Paragraph (g) of this Rule;
- (6) The name, license number, and notarized signature of the trainee's supervisor; and
- (7) The name, license number, and notarized signature of the licensed manager of the funeral establishment where the resident trainee is working. A trainee supervisor who also serves as the licensed manager shall sign the work report once, in his or her capacity as the trainee supervisor, provided that he or she designates the dual role held as both trainee supervisor and licensed manager on the work report.

(b) By signing the work report, the trainee's supervisor shall certify that the data contained in the report is correct. Neither the trainee nor the trainee's supervisor shall be permitted to amend or revise the work report after it is submitted to the Board. The Board shall not accept incomplete work reports and a trainee who fails to submit a complete work report by the due date shall be subject to the provisions of Paragraph (c) of this Rule.

(c) A late fee of twenty-five dollars (\$25.00) shall be assessed against the trainee for each work report that is submitted to the Board after the due date. Following a trainee's first failure to timely submit a work report, the Board shall issue the trainee a letter that cautions against future non-compliance with this Rule. Following a trainee's second failure to timely submit a work report, the work set forth in the second untimely work report shall not be credited toward the certification of the trainee's resident traineeship. Following a trainee's third failure to timely submit a work report, the Board shall revoke the trainee's resident traineeship.

(d) Resident trainees shall maintain a checklist for each decedent for whom he or she performs funeral services on a form provided by the Board. The checklist shall contain the following information:

- (1) The name of the deceased person;
- (2) The date when the services were provided;

- (3) The trainee's name and signature;
  - (4) A description of the funeral services provided; and
  - (5) The supervisor's signature.
- (e) Resident trainees shall maintain a list of the preneed funeral contracts with which the resident trainees participated.
- (f) Copies of all documents and information set forth in this Rule shall be retained by the trainee until his or her traineeship requirement has been certified by the Board. During this time, the reports and information shall be subject to inspection by the Board.
- (g) When providing a description of work performed in the practice of funeral service for purposes of Paragraph (a) of this Rule, resident trainees shall provide the following:
- (1) For resident trainees in embalming, the number of embalming cases performed in which the resident trainee completed five or more of the following tasks:
    - (A) setting features;
    - (B) mixing fluids;
    - (C) raising vessels and inserting tubes;
    - (D) injecting fluids;
    - (E) suturing incisions; and
    - (F) cavity treatment;
  - (2) For resident trainees in funeral directing, the number of following activities performed:
    - (A) at-need or preneed arranging;
    - (B) imminent or hospice death arranging;
    - (C) observing the sale of funeral service;
    - (D) assisting with funeral, memorial, interment, or committal ceremonies for casketed remains; and
    - (E) assisting with funeral, memorial, interment, or committal ceremonies for reduced remains;
  - (3) For resident trainees in funeral service, the number of embalming cases as set forth in Subparagraph (g)(1) of this Rule and the number of activities performed as set forth in Subparagraph (g)(2) of this Rule.

*History Note:* Authority G.S. 90-210.23(a); 90-210.23(d); 90-210.23(f); 90-210.25(a)(4)e.; 90-210.25(a)(4)g.; 90-210.67(a); 90-210.69(a);  
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**21 NCAC 34B .0111 WORK REPORT FORM**

*History Note:* Authority G.S. 90-210.23(a),(d),(f); 90-210.25(a)(4);  
 Eff. February 1, 1976;  
 Readopted Eff. September 27, 1977;  
 Amended Eff. August 1, 1988; September 1, 1979;  
 Repealed Eff. November 1, 2004.

- 21 NCAC 34B .0112 FUNERAL SERVICE AND FUNERAL DIRECTING CASE REPORT FORM**
- 21 NCAC 34B .0113 TRAINEE'S SUMMARY CASE REPORT FORM**
- 21 NCAC 34B .0114 TRAINEE'S ACTIVITY REPORT FORM**
- 21 NCAC 34B .0115 REPORTS ON STUDY SCHEDULE**
- 21 NCAC 34B .0116 DESCRIPTION OF STUDY SCHEDULE**
- 21 NCAC 34B .0117 ANATOMICAL DIAGRAM**
- 21 NCAC 34B .0118 BOARD CHECK SHEET FOR TRAINEE**
- 21 NCAC 34B .0119 FINAL AFFIDAVIT: RENEWAL CERTIFICATE**

*History Note:* Authority G.S. 90-210.23(a),(f); 90-210.25(a)(4); 150A-11;  
 Eff. February 1, 1976;  
 Readopted Eff. September 27, 1977;  
 Repealed Eff. September 1, 1979.

## **21 NCAC 34B .0120      TRAINEE FINAL AFFIDAVITS**

(a) Within 30 days following the conclusion of a resident traineeship with a licensed supervisor, the supervisor shall submit to the Board an affidavit to certify that the trainee has served and performed certain work under the supervisor as required by G.S. 90-210.25(a)(4). The affidavit shall be submitted on forms provided by the Board and shall provide the supervisor's license number and notarized attestation to the following information:

- (1) the name of the trainee and the dates during which the trainee worked under the supervisor's supervision;
- (2) whether the trainee has completed the minimum number of funeral service activities during his or her traineeship required by G.S. 90-210.25(a)(4)(f) and, if not, the number of funeral service activities that the trainee completed; and
- (3) whether the trainee has completed the minimum number of hours as a resident trainee in the practice of funeral service required by 21 NCAC 34B .0102 and, if not, the number of hours completed during the resident traineeship.

(b) Within 30 days following the conclusion of a resident traineeship with a licensed supervisor, the supervisor shall submit to the Board an affidavit on a form prescribed by the Board, attesting to his or her opinion regarding the trainee's ability to competently perform the tasks related to the practice of funeral service set forth in Rule .0126 of this Subchapter.

(c) The supervisor shall provide the trainee with a copy of the affidavits set forth in Paragraphs (a) and (b) of this Rule within five days of their submission to the Board.

*History Note:*      Authority G.S. 90-210.23(a),(d),(f); 90-210.25(a)(4)f.; 90-210.67(a); 90-210.69(a);  
Eff. February 1, 1976;  
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Amended Eff. January 1, 2009; November 1, 2004; June 1, 1994; August 1, 1988; September 1, 1979;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. August 19, 2017;  
Temporary Amendment Eff. November 7, 2025;  
Amended Eff. April 1, 2026.

## **21 NCAC 34B .0121      EXPIRATION NOTICE**

Prior to expiration of a resident trainee certificate, the Board may notify the resident trainee that if eligible, the traineeship may be renewed or may be certified as completed. The notice shall notify the trainee of the date of expiration, a recital of the renewal fee and late renewal penalty, the date the fee must be received, and a recital that the affidavit form is available to have the traineeship certified as completed, if applicable.

*History Note:*      Authority G.S. 90-210.23(a); 90-210.25(a)(4)d;  
Eff. February 1, 1976;  
Readopted Eff. September 27, 1977;  
Amended Eff. November 1, 2004; September 1, 1979;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. August 19, 2017.

## **21 NCAC 34B .0122      TRAINEE INCOMPLETE AFFIDAVIT FORM**

## **21 NCAC 34B .0123      RESIDENT TRAINEE FEES**

## **21 NCAC 34B .0124      AUTHORIZED PRACTICE OF STUDENT**

*History Note:*      Authority G.S. 90-210.23(a); 90-210.25(a)(1),(2),(3),(4); 150A-11;  
Eff. February 1, 1976;  
Readopted Eff. September 27, 1977;  
Repealed Eff. September 1, 1979.

## **21 NCAC 34B .0125      MORTUARY SCIENCE STUDENT PERMIT CARD**

*History Note:*      Authority G.S. 90-210.23(a); 90-210.29;  
Eff. February 1, 1976;  
Readopted Eff. September 27, 1977;  
Amended Eff. August 1, 1988; September 1, 1979;  
Repealed Eff. November 1, 1994.

## **21 NCAC 34B .0126 EMBALMING, FUNERAL DIRECTING, AND FUNERAL SERVICE TRAINING**

(a) To fulfill the requirements that funeral director and funeral service trainees shall substantially assist in directing at least 25 funerals during their resident traineeship, such trainees shall, under supervision, assist in all of the components of "funeral directing," as defined in G.S. 90-210.20(12). To achieve this end such trainees shall substantially assist in at least 25 cases involving activities of arranging (whether performed at time of need or by assisting in preneed funeral planning activities or a combination) and at least 25 cases involving activities pertaining to the funeral ceremony and disposition of the body. To fulfill the requirements that embalming and funeral service trainees shall substantially assist in embalming at least 25 bodies during their resident traineeship, such trainees shall, under supervision, substantially assist in all of the components of "embalming," as defined in G.S. 90-210.20(9).

(b) For purposes of this Rule, activities of arranging are defined as the following tasks:

- (1) At-need or preneed arranging, including preparing all documents and records;
- (2) Imminent or pending death (hospice) arranging;
- (3) Observe sale of funeral service;
- (4) Prepare death notices or obituaries;
- (5) Ship-in or ship-out arrangements;
- (6) Prepare death certificates;
- (7) Secure permits, prepare VA or social security forms;
- (8) Witness or arrange cremation services;
- (9) Complete cremation authorization forms;
- (10) Identify authorizing agent or next-of-kin; and
- (11) Evaluate cases for medical examiner jurisdiction.

(c) For purposes of this Rule, activities of funeral ceremony and disposition of the body are defined as the following task:

- (1) Assist with funeral, memorial, interment, or committal ceremonies for casketed remains;
- (2) Assist with funeral, memorial, interment, or committal ceremonies for cremated remains;
- (3) Receive visitors at viewing or funeral service;
- (4) Funeral procession and arrangement; and
- (5) Transport survivors and clergy.

(d) For purposes of this Rule, embalming components are defined as the following tasks:

- (1) Setting features;
- (2) Mixing fluids;
- (3) Raising vessels and inserting tubes;
- (4) Injecting fluids;
- (5) Suturing incisions;
- (6) Cavity treatment;
- (7) Removal and disinfecting of body;
- (8) Positioning of body;
- (9) Restorative art treatment including hypodermic treatment;
- (10) Preparation of autopsied body including treatment of viscera;
- (11) Treatment of remains following organ or tissue donation;
- (12) Application of cosmetics;
- (13) Dressing and casketing;
- (14) Cleaning and disinfection of preparation room; and
- (15) Handling or disposing of biomedical waste.

(e) For purposes of this Rule and G.S. 90-210.25(a)(4)(f), to "substantially assist" shall mean to assist in a way that materially affects the outcome of the work performed.

*History Note:* Authority G.S. 90-210.20(f); 90-210.23(a), (d), (f); 90-210.25(a)(4); 90-210.67(a); 90-210.69(a); Eff. June 1, 1994;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. August 19, 2017;  
Amended Eff. February 1, 2026.

## **SECTION .0200 - EXAMINATIONS**

Editor's Note: 21 NCAC 34B .0201 - .0211 was recodified from 21 NCAC 34 .0301 - .0311 Eff. February 7, 1991.

## **21 NCAC 34B .0201 DATES OF EXAMINATIONS**

*History Note: Authority G.S. 90-210.23(a); 90-210.22; 150B-11(1);  
Eff. February 1, 1976  
Amended Eff. September 9, 1976;  
Readopted Eff. September 27, 1977;  
Amended Eff. September 1, 1979;  
Repealed Eff. August 1, 1998.*

## **21 NCAC 34B .0202 APPLICATIONS**

(a) Applicants to take the examination administered by the International Conference of Funeral Service Examining Boards, Inc. ("ICFSEB") for a license shall apply for examination registration through the ICFSEB website, available at <https://theconferenceonline.org/apply-now/>.

(b) Applicants must submit an Exam Eligibility Form to the Board contemporaneously with their application for examination registration as set forth in Paragraph (a) of this Rule. All Exam Eligibility Forms shall include:

- (1) The applicant's full name, residential address, phone number, and email address;
- (2) The license type for which the applicant is seeking eligibility;
- (3) The name of each college or university attended by the applicant, the dates of attendance, and the graduation date and degree(s) obtained, if any; and
- (4) Whether the applicant has requested that a certified transcript from each college or university attended by the applicant be sent to the Board and, if so, the date on which the applicant ordered the transcript.

(c) Applications for licensure as a funeral service licensee, embalmer, or funeral director shall be made on applications available on the Board's website at [ncbfs.org](http://ncbfs.org). Applications not completed within ninety (90) days following submission to the Board shall be denied. All applications for such licensure shall contain the following:

- (1) The applicant's full name, date of birth, place of birth, sex, and social security number;
- (2) The applicant's email address, residential address, mailing address, and phone number(s);
- (3) The name and address of the applicant's current employer and past employers over the three years preceding the application, to include the dates of employment and nature of the work performed by the applicant;
- (4) Whether the applicant is applying for a funeral service license, a funeral director license, or embalmer license;
- (5) The name of each college or university attended by the applicant, the dates of attendance, and the graduation date and degree(s) obtained, if any;
- (6) A certified transcript from each college or university at which the applicant attended courses toward his or her attainment of the educational degree required for the type of license sought, as set forth in G.S. 90-210.25(a)(1), (2), (3);
- (7) Official score reports showing passage of the required examination for the type of licensure sought pursuant to G.S. 90-210.25(a)(1), (2), (3) that are provided to the Board by the examination testing provider;
- (8) Whether the applicant has ever been certified, licensed, or registered to practice funeral service by the Board or by another occupational licensing board and, if so, the type of credential, the jurisdiction of issuance, the issuance date, the expiration date, and any examinations taken to obtain the credential;
- (9) Whether the applicant has been denied a credential in another state and, if so, the jurisdiction and the reason for the denial of the credential;
- (10) Whether the applicant has been convicted of a felony or misdemeanor crime and, if so, a statement providing the jurisdiction, charge, date of disposition, and sentence imposed of each conviction;
- (11) Whether the applicant has any criminal charges currently pending and, if so, the nature of the charge and the jurisdiction in which the charge is pending;
- (12) Whether the applicant has had an occupational or business license suspended or revoked by any local, state, or federal agency and, if so, a statement providing the reason for the action and the date, location, and circumstances of any violation that led to action against the license;

- (13) Whether any court, board, agency, or professional organization has found the applicant guilty of misconduct, unprofessional conduct, dishonest or fraudulent practice, or incompetent practice and, if so, the tribunal and the date of the finding;
- (14) Whether the applicant has any charges pending before any court, board, agency, or professional organization for unprofessional conduct, dishonest or fraudulent practice, or incompetent practice and, if so, the tribunal in which the charge is pending;
- (15) Whether, within the preceding two years, the applicant has been the subject of any investigation for employee misclassification and, if so, the results of the investigation;
- (16) The applicant's notarized signature to certify that:
  - (A) he or she has prepared and read the application;
  - (B) the information provided in the application is true;
  - (C) the applicant has read and understands the public notice statement on employee misclassification that is set forth in the application and has disclosed any investigations for employee misclassification, and its results, over the preceding two year period, as prescribed by G.S. 143-789; and
  - (D) he or she understands that any credential issued shall be governed by the provisions of Article 13A, Chapter 90 of the North Carolina General Statutes and the rules promulgated by the Board; and
- (17) The application fee, as prescribed by G.S. 90-210.28 and 21 NCAC 34A .0201. If the application fee is dishonored by the licensee's drawee bank for any reason, the Board shall suspend the license until the renewal fees and non-sufficient fund charges are paid.

*History Note:* Authority G.S. 90-210.23(a); 90-210.25(a)(1),(2), (3); 143-789;  
 Eff. February 1, 1976;  
 Readopted Eff. September 27, 1977;  
 Amended Eff. January 1, 2009; October 1, 1983;  
 Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. August 19, 2017;  
 Amended Eff. February 1, 2026.

**21 NCAC 34B .0203 APPLICATION FORM FOR FUNERAL DIRECTOR'S LICENSE**  
**21 NCAC 34B .0204 APPLICATION FORM FOR EMBALMER'S LICENSE**  
**21 NCAC 34B .0205 APPLICATION FORM FOR FUNERAL SERVICE LICENSE**

*History Note:* Authority G.S. 90-210.23(a); 90-210.25(a)(1); 90-210.25(a)(2); 90-210.25(a)(3);  
 Eff. February 1, 1976;  
 Readopted Eff. September 27, 1977;  
 Amended Eff. November 1, 2004; July 1, 1991; September 1, 1979;  
 Expired Eff. September 1, 2017 pursuant to G.S. 150B-21.3A.

**21 NCAC 34B .0206 FINGERPRINT CARDS**  
**21 NCAC 34B .0207 INSTRUCTIONS FOR COMPLETING FINGERPRINT CARD**

*History Note:* Authority G.S. 90-210.23(a); 90-210.25(a)(1),(2),(3); 150A-11;  
 Eff. February 1, 1976;  
 Readopted Eff. September 27, 1977;  
 Repealed Eff. September 1, 1979.

**21 NCAC 34B .0208 PASSING SCORE**

- (a) For purposes of G.S. 90-210.25(a)(5), the passing score on all examinations administered by the International Conference of Funeral Service Examining Boards, Inc. shall be such passing score that is established by the International Conference of Funeral Service Examining Boards, Inc. and in effect at the time such examinations are administered.
- (b) A score of at least 75 percent on a final examination taken in a pathology course offered through a school that has a mortuary science program accredited by the American Board of Funeral Service Education shall be deemed equivalent to a passing score on the examination of pathology required for licensure as a funeral director, pursuant to G.S. 90-210.25(a)(1)(e)(4).

*History Note:* Authority G.S. 90-210.23(a); 90-210.25(a)(1),(2),(3); 90-210.25(a)(5);  
Eff. February 1, 1976;  
Readopted Eff. September 27, 1977;  
Amended Eff. November 1, 2004; September 1, 1979;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. August 19, 2017;  
Amended Eff. April 1, 2024.

## **21 NCAC 34B .0209 WHEN EXAMINATIONS MAY BE TAKEN**

*History Note:* Authority G.S. 90-210.23(a); 90-210.25(a)(1),(2),(3); 150A-11;  
Eff. February 1, 1976;  
Readopted Eff. September 27, 1977;  
Repealed Eff. September 1, 1979.

## **21 NCAC 34B .0210 REQUEST FOR REVIEW OF EXAMINATION**

For the purpose of dealing with a request by an applicant who has failed an examination for a review of his examination, the following procedures shall apply:

- (1) If the examination was prepared by the Board:
  - (a) The applicant shall make the request to the Board orally or in writing.
  - (b) Not later than 10 days following the receipt of such request the Board shall notify the applicant, either orally or in writing, of the date and time the applicant may appear in the offices of the Board to review the examination in the presence of the Board or in the presence of one or more duly designated representatives of the Board.
  - (c) Nothing in this Rule shall be construed to give the applicant the right to take from the Board offices any copies of the examination or of the answers thereto.
- (2) If the examination was prepared and graded by the International Conference of Funeral Service Examining Boards, Inc. (ICFSEB):
  - (a) The applicant shall make his request to the ICFSEB in writing.
  - (b) The ICFSEB shall notify the applicant, either orally or in writing, of the date and time the applicant may appear in the offices of the ICFSEB to review the examination in the presence of the ICFSEB or in the presence of one or more duly designated representatives of the ICFSEB.
  - (c) Nothing in this Rule shall be construed to give the applicant the right to take from the ICFSEB offices any copies of the examination or of the answers thereto.

*History Note:* Authority G.S. 90-210.23(a);  
Eff. February 1, 1976;  
Readopted Eff. September 27, 1977;  
Amended Eff. November 1, 2004; September 1, 1979;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. August 19, 2017.

## **SECTION .0200 - EXAMINATIONS**

### **21 NCAC 34B .0211 NATIONAL BOARD CERTIFICATE**

- (a) Pursuant to G.S. 90-210.25(a)(5), a National Board Certificate for Arts, certifying the successful completion of the National Board Examination for Arts of the International Conference of Funeral Service Examining Boards Inc., is the equivalent of the Board's entry-level examination in funeral directing, as defined by G.S. 90-210.20(11).
- (b) Pursuant to G.S. 90-210.25(a)(5), a National Board Certificate for Sciences, certifying the successful completion of the National Board Examination for Sciences of the International Conference of Funeral Service Examining Boards Inc., is the equivalent of that portion of the Board's examination on the topics of embalming, restorative arts, chemistry, pathology, microbiology, and anatomy.
- (c) National Board Certificates shall be accepted for five years from the date of issue for eligibility toward licenses issued under G.S. 90-210.25(a)(1), (2), or (3).

*History Note:* Authority G.S. 90-210.20(11); 90-210.23(a); 90-210.25(a)(5);

*Eff. February 1, 1976;*  
*Readopted Eff. September 27, 1977;*  
*Amended Eff. February 1, 2009; November 1, 2004; September 1, 1979;*  
*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. August 19, 2017;*  
*Amended Eff. April 1, 2024;*  
*Temporary Amendment Eff. November 7, 2025;*  
*Amended Eff. April 1, 2026.*

**21 NCAC 34B .0212      DISABILITIES OF APPLICANTS FOR EXAMINATIONS**

*History Note:      Authority G.S. 90-210.23(a); 90-210.25(a)(1), (2), (3);*  
*Eff. November 1, 1994;*  
*Expired Eff. September 1, 2017 pursuant to G.S. 150B-21.3A.*

**21 NCAC 34B .0213      EXPIRATION OF TEST SCORES**

*History Note:      Authority G.S. 90-210.23(a); 90-210.25(a)(1),(2),(3);*  
*Eff. February 1, 2009;*  
*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. August 19, 2017;*  
*Repealed Eff. April 1, 2024.*

**SECTION .0300 - LICENSING**

Editor's Note: 21 NCAC 34B .0301 - .0309 was recodified from 21 NCAC 34 .0401 - .0409 Eff. February 7, 1991.

- 21 NCAC 34B .0301      ISSUANCE OF LICENSE: EXPIRATION**
- 21 NCAC 34B .0302      LICENSE CERTIFICATE FOR PRACTICE OF FUNERAL DIRECTING**
- 21 NCAC 34B .0303      LICENSE CERTIFICATE FOR PRACTICE OF EMBALMING**
- 21 NCAC 34B .0304      LICENSE CERTIFICATE FOR PRACTICE OF FUNERAL SERVICE**
- 21 NCAC 34B .0305      CHANGE OF LICENSE REQUEST**

*History Note:      Authority G.S. 90-210.23(a); 90-210.25(a)(1),(2),(3),(5); 150B-11(1);*  
*Eff. February 1, 1976;*  
*Readopted Eff. September 27, 1977;*  
*Amended Eff. November 1, 2004; August 1, 1988;*  
*Expired Eff. September 1, 2017 pursuant to G.S. 150B-21.3A.*

- 21 NCAC 34B .0306      LICENSE FEES**
- 21 NCAC 34B .0307      REINSTATEMENTS**

*History Note:      Authority G.S. 90-210.23(a); 90-210.25 (a)(1),(2),(3); 150A-11;*  
*Eff. February 1, 1976;*  
*Readopted Eff. September 27, 1977;*  
*Repealed Eff. September 1, 1979.*

**21 NCAC 34B .0308      RENEWALS: NOTICES**

The Executive Director of the Board shall, on or about December 1 of each year, send by electronic mail to each licensee or permit holder a written notice that the license, permit, or courtesy card shall expire as provided in G.S. 90-210.25 unless renewed. The notice shall contain instructions on how to renew said license, permit, or courtesy card online.

*History Note:      Authority G.S. 90-210.23(a); 90-210.25*  
*Eff. February 1, 1976;*  
*Readopted Eff. September 27, 1977;*  
*Amended Eff. November 1, 1994;*

*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. August 19, 2017;  
Amended Eff. March 1, 2021.*

**21 NCAC 34B .0309 LICENSE RENEWAL FORM**

(a) To renew a funeral director, funeral service, or embalmer's license, the licensee annually shall complete and submit to the Board a renewal application. Failure to submit a completed renewal application by February 1 shall cause the licensee's license to be forfeited.

(b) The renewal form shall contain the following:

- (1) The licensee's full name and license number;
- (2) The licensee's physical address of personal residence, mailing address, and phone number(s);
- (3) The licensee's current place of employment, work address, and telephone number;
- (4) Whether the licensee's place of employment changed since the previous renewal application was submitted;
- (5) Whether the licensee is on active or inactive status pursuant to G.S. 90-210.25(2);
- (6) Whether the licensee is requesting to be on active or inactive status pursuant to G.S. 90-210.25(2) for the next year;
- (7) Whether the licensee has been convicted of a felony or misdemeanor crime (excluding traffic infractions) since the previous renewal application was submitted and, if so, a statement providing the jurisdiction, charge, and disposition of each conviction;
- (8) Whether the licensee has had an occupational or business license denied, suspended, or revoked by any local, state, or federal agency since the previous renewal application was submitted and, if so, a statement providing the reason for the denial and the date, location, and circumstances of any violation that led to action against your license, the terms of any discipline imposed by the licensing authority, and whether said terms have been satisfied;
- (9) Whether the licensee has been subject to any investigation for employee misclassification since the previous renewal application was submitted;
- (10) Whether the licensee has received credit for attending at least five continuing education credits of courses approved by the Board since the previous renewal application was submitted and, if so, copies of all continuing education forms showing courses attending that have not been already submitted to the Board;
- (11) If the licensee is claiming an exemption from continuing education requirements, the basis for which the licensee is claiming the exemption;
- (12) The licensee's signature to certify that he or she has prepared the application and has read the answers; that the information provided in the application is true; and that he or she has read the NC Industrial Commission Public Notice Statement; and
- (13) The application fee, as prescribed by G.S. 90-210.28 and 21 NCAC 34A .0201. If the application fee is dishonored by the licensee's drawee bank for any reason, the Board shall suspend the license until the renewal fees and non-sufficient fund charges are paid.

*History Note: Authority G.S. 90-210.23(a); 90-210.25(a)(5); 90-210.28;  
Eff. February 1, 1976;  
Readopted Eff. September 27, 1977;  
Amended Eff. November 1, 2004;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. August 19, 2017;  
Amended Eff. April 1, 2021.*

**SECTION .0300 – LICENSING**

**21 NCAC 34B .0310 PRACTICE OF FUNERAL SERVICE OR FUNERAL DIRECTING NOT AS AN OWNER, EMPLOYEE OR AGENT OF A LICENSED FUNERAL ESTABLISHMENT**

(a) A funeral director or funeral service licensee registered to practice under G.S. 90-210.25(a2) shall not use its business office required by G.S. 90-210.25(a2)(2)a. to conduct the practice of funeral service or funeral directing. A funeral director or funeral service licensee shall not hold out to the public that its business office is a funeral establishment and shall not use a business name that misleads the public to believe that its business office is a funeral establishment or operates or maintains a facility that is a funeral establishment.

(b) An applicant to practice under the provisions of G.S. 90-210.25(a2) shall submit a form provided by the Board as set forth in Paragraph (c) of this Rule with an application fee of two hundred fifty dollars (\$250.00). Applications that are not completed within 90 days following submission to the Board shall be denied.

(c) Applications for an unaffiliated practice permit shall be made on applications available on the Board's website at ncbfs.org. Applications not completed within 90 days following submission to the Board shall be denied. All applications for an unaffiliated practice permit shall contain the following:

- (1) The applicant's full name and license number;
- (2) The applicant's email address, residential address, mailing address, and phone number(s);
- (3) The name of the individual or entity that owns the unaffiliated practice;
- (4) Whether the entity or individual owning the unaffiliated practice is a sole proprietorship, partnership, corporation, or limited liability company;
- (5) If owned by a sole proprietor, the legal name of the sole proprietor;
- (6) If owned by a partnership, a copy of the applicant's partnership agreement;
- (7) If owned by a corporation, a copy of the applicant's Articles of Incorporation;
- (8) If owned by a limited liability company, a copy of the applicant's Articles of Organization;
- (9) If the applicant will conduct business in a different name than that of its owning entity, a copy of the applicant's Certificate of Assumed Name;
- (10) The names and respective ownership interest percentages of each sole proprietor, partner, LLC members, or corporate officers;
- (11) The name and address of the funeral establishment or embalming facility where embalming will occur;
- (12) The address of the location at which unaffiliated practice records will be held;
- (13) The name and address of the location where sheltering of remains will occur prior to moving remains to the location at which funeral services will be held;
- (14) The names, license type, and license number of each funeral director, funeral service licensee, and embalmer working for the unaffiliated practice and whether said licensee is working on a full-time, part-time, or per case basis;
- (15) A copy of the General Price List, Casket Price List, Outer Burial Container Price List, and Statement of Funeral Goods and Services Selected intended for use by the applicant, as required by the FTC Funeral Rule, 16 C.F.R. 453.2;
- (16) Proof of the applicant's professional liability insurance with a minimum coverage amount of one million dollars (\$1,000,000.00);
- (17) Whether the applicant currently is in good standing with the North Carolina Secretary of State and, if so, documentation to establish proof of the same;
- (18) Whether, within the preceding two years, the applicant has been the subject of any investigation for employee misclassification and, if so, the results of the investigation;
- (19) The licensed manager's notarized signature to certify that:
  - (A) he or she has prepared the application and has read the answers;
  - (B) the information provided in the application is true;
  - (C) the applicant has read and understands the public notice statement on employee misclassification that is set forth in the application and has disclosed any investigations for employee misclassification, and its results, over the preceding two year period, as prescribed by G.S. 143-789;
  - (D) he or she understands that any credential issued shall be governed by the provisions of Article 13A, Chapter 90 of the North Carolina General Statutes and the rules promulgated by the Board; and
  - (E) the applicant owns, or was employed by, a funeral establishment directly damaged or destroyed by Hurricane Helene, to include the name of said funeral establishment and the type of damage or destruction that said funeral establishment suffered.
- (20) The application fee, as prescribed by G.S. 90-210.28 and 21 NCAC 34A .0201. If the application fee is dishonored by the licensee's drawee bank for any reason, the Board shall suspend the license until the renewal fees and non-sufficient fund charges are paid.

(d) Renewal applications for an unaffiliated practice permit shall be made on applications available on the Board's website at ncbfs.org. All renewal applications for an unaffiliated practice permit shall contain all information required by Paragraph (c)(1)-(4), (c)(9)-(20) of this Rule.

*History Note:* Authority G.S. 90-210.23(a); 90-210.25(a2)(2)a., b.; 90-210.27A(a), (i);  
Eff. February 1, 2009;  
Temporary Amendment Eff. November 7, 2025;  
Amended Eff. April 1, 2026.

## **21 NCAC 34B .0311 SPECIAL PROCEDURES FOR LICENSING OF ACTIVE MILITARY PERSONNEL**

(a) Definitions. As used in this Rule:

- (1) "Active military person" shall mean any person holding an applicable license or permit from the Board who meets the conditions of G.S. 105-249.2(a) and would be subject to any continuing education requirement, renewal fee, or renewal application to renew or reinstate any permit or license issued by the Board.
- (2) "Active military status" shall mean any active military person who is not practicing funeral service, funeral directing, or embalming because of military service.
- (3) "Active status" shall mean any person holding a license to practice funeral directing, funeral service, or embalming in good standing who has not been approved for an inactive license under the provisions of G.S. 90-210.25(a1).
- (4) "Applicant" shall mean the active military person or any person authorized to conduct business affairs for the active military person under the authority granted by a power of attorney executed under the laws of any state.

(b) The following provisions shall apply to funeral director, funeral service, and embalmer licenses only:

- (1) Any active military person wishing to claim active military status shall file a form provided by the Board. The applicant shall furnish the full name of the active military person; license number, address and telephone number of the active military person; date of active military service; anticipated date the active military person will resume practice, if known; and documentation from the branch of service demonstrating entitlement to active military status. The Board shall notify the applicant in writing of its decision on the application and shall place the active military person on active military status upon approving the application.
- (2) No fees or renewal applications shall be required during the period of active military status. Continuing education shall not be required for any calendar year when active military status is effective. Any calendar year in which continuing education is not required of the active military person shall be credited toward the total years of continuing education required by G.S. 90-210.25(a)(5)e.
- (3) Active military status shall terminate upon the earlier of return to active status or upon six months after severance from active military duty.
- (4) Any active military person may claim active military status retroactively within six months from severance from active military duty.
- (5) Any active military person whose license lapses for failing to timely claim active military status shall be subject to the provisions of reinstatement under G.S. 90-210.25(a)(5)b. and shall not be entitled to any waivers of continuing education, renewal fees, or reinstatement fees.
- (6) To return to active status, the active military person shall file an application for renewal and renewal fee for the calendar year regardless of the date of application.

(c) If any funeral establishment, crematory, or preneed establishment ceases operations because the active military person claims active military status, all such licenses or permits shall terminate upon transfer of the active military person to active military status. If the active military person resumes active status, any funeral establishment, preneed establishment, or crematory shall be required to apply for a new license or permit but shall only be required to pay the renewal fee to issue the new license or permit.

*History Note:* Authority G.S. 90-210.23(a); 90-210.25(a)(5),(a1); 93B-15(b);  
Eff. October 1, 2010;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. August 19, 2017.

## **21 NCAC 34B .0312 MEMBERS REQUIRED BEFORE LICENSING**

Before any new burial association can be licensed, the proposed burial association's sponsor must obtain 800 members within six months of the charter date. If, at the end of six months, it is determined that sufficient progress has been made toward obtaining 800 members, then an additional 90 days may be granted.

*History Note:* Authority G.S. 58-241; 58-241.8;

*Eff. February 1, 1976;*

*Recodified from 04 NCAC 04 .0301 Eff. January 13, 2017;*

*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. August 19, 2017.*

**21 NCAC 34B .0313 PROCEDURES FOR PROVISIONAL LICENSURE**

(a) Definitions. As used in this Rule:

- (1) "Applicant" shall mean the person submitting an Application for Provisional License on a form made available by the Board on its website at ncbfs.org. Applicants shall provide the following information on the Application for Provisional License:
  - (A) The applicant's full name, date of birth, place of birth, sex, and social security number;
  - (B) The applicant's email address, residential address, mailing address, and phone number(s);
  - (C) The name and address of the applicant's current employer and past employers over the five years preceding the application, to include the dates of employment and nature of the work performed by the applicant;
  - (D) The name, address, phone number, and email address of the funeral establishment at which the applicant's provisional funeral directing will be performed, as well as the establishment's licensed manager;
  - (E) The name of each college or university attended by the applicant, the dates of attendance, and the graduation date and degree(s) obtained, if any;
  - (F) A certified transcript from each college or university at which the applicant attended courses toward his or her attainment of the educational degree required by G.S. 90-210.25(a)(1), (2), (3);
  - (G) Whether the applicant has completed an unexpired certified resident traineeship with the Board or is eligible for certification of a resident traineeship with the Board;
  - (H) Whether the applicant has ever been certified, licensed, or registered to practice funeral service by the Board or by another occupational licensing board and, if so, the type of credential, the jurisdiction of issuance, the issuance date, the expiration date, and any examinations taken to obtain the credential;
  - (I) Whether the applicant ever has been denied a credential in another state and, if so, the jurisdiction and the reason for the denial of the credential;
  - (J) Whether the applicant has been convicted of a felony or misdemeanor crime and, if so, a statement providing the jurisdiction, charge, date of disposition, and sentence imposed of each conviction;
  - (K) Whether the applicant has any criminal charges currently pending and, if so, the nature of the charge and the jurisdiction in which the charge is pending;
  - (L) Whether the applicant has had an occupational or business license suspended or revoked by any local, state, or federal agency and, if so, a statement providing the reason for the action and the date, location, and circumstances of any violation that led to action against the license;
  - (M) Whether any court, board, agency, or professional organization has found applicant guilty of misconduct, unprofessional conduct, dishonest or fraudulent practice, or incompetent practice and, if so, the tribunal and the date of the finding;
  - (N) Whether the applicant has any charges pending before any court, board, agency, or professional organization for unprofessional conduct, dishonest or fraudulent practice, or incompetent practice and, if so, the tribunal in which the charge is pending;
  - (O) Whether, within the preceding two years, the applicant has been the subject of any investigation for employee misclassification and, if so, the results of the investigation;
  - (P) The applicant's notarized signature to certify that he or she has prepared the application and has read the answers, the information provided in the application is true, the applicant has read and understands the public notice statement on employee misclassification that is set forth in the application and has disclosed any investigations for employee misclassification, and its results, over the preceding two year period, as prescribed by G.S. 143-789, and he or she understands that any credential issued shall be governed by the provisions of Article 13A, Chapter 90 of the North Carolina General Statutes and the rules promulgated by the Board; and
  - (Q) The application fee, as prescribed by G.S. 90-210.25(a)(3a). If the application fee is dishonored by the licensee's drawee bank for any reason, the Board shall suspend the license until the renewal fees and non-sufficient fund charges are paid.

- (2) "Entry-Level Examination" shall mean an examination as defined by G.S. 90-210.20(11) and as recognized by the Board in 21 NCAC 34B .0211.
  - (3) "Laws and Rules Examination" shall mean an examination prepared by the Board to evaluate an applicant's knowledge of Articles 13A, 13D, 13E, and 13F of Chapter 90 of the North Carolina General Statutes, Chapter 34 of Title 21 of the North Carolina Administrative Code, and the federal Funeral Rule as expressed in the standards set forth in Funeral Industry Practices, 16 C.F. R. 453 (1984), pursuant to its most recent version.
  - (4) "Professional Experience" shall mean work providing knowledge, skill, and proficiency resulting from the performance of funeral-related duties and responsibilities; work requiring knowledge attained through academic education beyond high school; and work that is intellectual in nature.
  - (5) "Provisional Licensee" shall mean any individual satisfying the provisional licensure requirements pursuant to G.S. 90-210.25(a)(3a).
- (b) The following provisions shall apply to provisional license applicants and licensees only:
- (1) Applicants shall submit with their application for provisional licensure proof of satisfying the education requirements pursuant to G.S. 90-210.25(a)(3a)(d). Such proof shall include certified transcripts from an accredited post-secondary institution, or, if applicable, a certified transcript from a funeral director program accredited by the American Board of Funeral Service Education (ABFSE) or a funeral director program offered at a post-secondary institution that is accredited by ABFSE. Certified transcripts shall come from the educational institution directly to the Board.
  - (2) Applicants not otherwise qualified as a certified trainee or eligible for a certified traineeship shall submit with their application for provisional licensure an employment history on a form provided by the Board on its website at ncbfs.org, which shall supplement the provisional license application and requires a listing of funeral-related work including name and contact information of employer, dates of employment, and duties and responsibilities performed.
  - (3) Prior to licensure as a Funeral Director, provisional licensees shall have attained a passing score of 75 percent on the Entry-Level Examination. Applicants shall have attained a passing score of 75 percent on the Laws and Rules Examination.
  - (4) Applicants shall be subject to a criminal history background check pursuant to the requirements of G.S. 90-210.25(a)(5)(h) and may be approved for licensure in the absence of any disqualifying conditions pursuant to G.S. 90-210.25(e)(1)(a) and G.S. 93B-8.1.
  - (5) Provisional licensees shall be subject to the same license renewal requirements as licensees in funeral directing, including completion of a renewal application as set forth in Rule .0309 of this Section by December 31<sup>st</sup> of each year but not later than February 1<sup>st</sup> of the year immediately following the expiration of the license and submission of a non-refundable renewal fee of two hundred fifty dollars (\$250.00).
  - (6) Provisional licensees shall be subject to the same requirements for continuing education as for licensees in funeral directing including a minimum of five continuing education credits annually. All continuing education credits shall be awarded only for Board-approved courses of instruction provided through an accredited sponsor or other approved provider, as set forth in Section .0400 of this Subchapter.

*History Note:* Authority G.S. 90-210.23(a); 90-210.25(a)(3a);  
 Eff. March 17, 2021;  
 Temporary Amendment Eff. November 7, 2025;  
 Amended Eff. April 1, 2026.

#### **SECTION .0400 – CONTINUING EDUCATION**

Editor's Note: 21 NCAC 34B .0401 - .0405 was recodified from 21 NCAC 34 .0501 - .0505 Eff. February 7, 1991.

#### **21 NCAC 34B .0401 ESTABLISHMENT AND APPROVAL OF COURSES**

The Board shall cause at least eight hours of continuing education courses to be offered to the licensees annually, either directly or through other organizations or persons procured for such purpose. Information about Board-approved courses shall be posted on the Board's website at ncbfs.org.

*History Note:* Authority G.S. 90-210.23(a); 90-210.25(a)(5);  
 Eff. February 1, 1976;

*Readopted Eff. September 27, 1977;*  
*Amended Eff. November 1, 2004; November 1, 1994; September 1, 1979;*  
*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. August 19, 2017;*  
*Amended Eff. February 1, 2026.*

**21 NCAC 34B .0402      REQUIREMENT FOR LICENSE RENEWAL**

*History Note:      Authority G.S. 90-210.23(a); 90-210.25(a)(5); 150A-11;*  
*Eff. February 1, 1976;*  
*Readopted Eff. September 27, 1977;*  
*Repealed Eff. September 1, 1979.*

**21 NCAC 34B .0403      REQUIREMENT FOR LICENSE REINSTATEMENT**

*History Note:      Authority G.S. 90-210.23(a); 90-210.25(a)(5); 150B-11(1);*  
*Eff. February 1, 1976;*  
*Readopted Eff. September 27, 1977;*  
*Amended Eff. September 1, 1979;*  
*Repealed Eff. August 1, 1998.*

**21 NCAC 34B .0404      CONTINUING EDUCATION CARD**

All licensees shall complete a card provided by the Board to certify that the licensee has taken continuing education courses. The form shall require the licensee to furnish the name of the licensee, "in time" and "out time" at the course, the license number, total hours, date, attestation by an authorized official who may be an official of the entity sponsoring the course or a member of the Board or its designated agent, and any other information the Board deems necessary as required by law. The form must be filed with the Board no later than the time when evidence of having taken such courses is required for license renewal or reinstatement.

*History Note:      Authority G.S. 90-210.23(a); 90-210.25(a)(5);*  
*Eff. February 1, 1976;*  
*Readopted Eff. September 27, 1977;*  
*Amended Eff. November 1, 2004; September 1, 1979;*  
*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. August 19, 2017.*

**21 NCAC 34B .0405      APPLICATION FORM FOR APPROVAL OF COURSE**

Applications for approval of a course of continuing education shall be made on forms provided by the Board. The applicant shall furnish the date, name of the organization or person making the application, description of the course, name and credentials of the instructor, and a statement by the applicant of how the course will aid the licensee in serving the public. The form must be filed with the Board, when making application, at least 30 days prior to the date of enrollment established for the course.

*History Note:      Authority G.S. 90-210.23(a); 90-210.25(a)(5);*  
*Eff. September 1, 1979;*  
*Amended Eff. November 1, 2004; November 1, 1994;*  
*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. August 19, 2017.*

**21 NCAC 34B .0406      APPLICATION FORM FOR APPROVAL OF SPONSOR**

Applications for approval of a sponsor of continuing education shall be made on forms provided by the Board. The applicant shall furnish the date, name of the organization or person making the application, description of the sponsor and the types of courses it offers as well as its requirements to be an instructor for its courses, and a statement by the applicant of how its courses will aid the licensee in serving the public. The form must be filed with the Board, when making application, at least 90 days prior to the first course the sponsor intends to offer for CE credit.

*History Note:      Authority G.S. 90-210.23(a); 90-210.25(a)(5);*  
*Eff. July 1, 2005;*

*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. August 19, 2017.*

#### **21 NCAC 34B .0407      DEFINITIONS**

For purposes of Section .0400, the following definitions shall apply:

- (1) "Accredited sponsor" shall mean an organization whose continuing education offerings have been accredited by the Board.
- (2) "Approved activity" shall mean a specific, individual continuing education activity presented by an accredited sponsor or presented by other than an accredited sponsor if such activity is approved as a continuing education activity under the Rules in this Section by the Continuing Education Committee of the Board.
- (3) "Continuing education" or "CE" is any educational activity accredited by the Board. CE includes educational activities designed principally to maintain or increase the professional competence of licensees or the understanding of the professional responsibilities of licensees.
- (4) "Continuing Education Committee" shall mean the Continuing Education Committee of the North Carolina Board of Funeral Service.
- (5) "Credit hour" means an increment of time of 50 minutes which may be divided into segments of 25 minutes, but no smaller.
- (6) "Inactive licensee" shall mean a licensee of the North Carolina State Board of Funeral Service who is on inactive status.
- (7) "Licensee" shall include any person who is licensed by the Board to practice funeral directing, embalming, or funeral service in the state of North Carolina and whose license is active.
- (8) "Participatory CE" shall mean courses or segments of courses that encourage the participation of attendees in the educational experience through, for example, the analysis of hypothetical situations, role playing, mock trials, roundtable discussions, or debates.
- (9) "Self-study" shall mean the reading of professional articles, journals, magazines, and books or the watching of programs on the topics of funeral directing, embalming and funeral services that will increase the licensee's professional competence and proficiency as a licensee.
- (10) "Sponsor" is any person or entity presenting or offering to present one or more continuing education programs, whether or not an accredited sponsor.
- (11) "Year" shall mean calendar year.
- (12) "Course" shall mean the instructional content of the material being presented.
- (13) "CE Program" shall mean the date, time, and location of the presentation of a CE course.

*History Note: Authority G.S. 90-210.23(a); 90-210.25(a)(5);  
Eff. July 1, 2005;  
Amended Eff. March 1, 2008;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. August 19, 2017.*

#### **SECTION .0400 – CONTINUING EDUCATION**

#### **21 NCAC 34B .0408      CONTINUING EDUCATION PROGRAM**

(a) For licensees required to complete continuing education ("CE") as a prerequisite to annual license renewal, the five hours of approved CE shall meet the following requirements:

- (1) CE courses taken at the direction of the Board as memorialized in a consent order, final agency decision, or taken voluntarily by the licensee to resolve a pending disciplinary matter, shall not be credited toward CE hours needed for annual licensure renewal. If the Board requires licensees to take a particular required course or courses, the Board shall notify licensees no later than October 1 of the year preceding the calendar year in which the course(s) will be required.
- (2) Licensees shall not receive credit toward completed CE hours for taking the same CE course within two years.

(b) A person who has received his or her license within the past 12 months and who currently holds an active license shall receive CE credit toward annual licensure renewal for any CE hours earned after that licensee's mortuary science college graduation provided that the CE hours were earned within the preceding 12 months.

(c) Licensees desiring to attend a Board-sponsored CE course taught by a member of Board staff shall pay to the Board a non-refundable registration fee of fifty dollars (\$50.00) in advance of the CE course, as set forth in Rule 34A .0201(e) of this Chapter.

*History Note: Authority G.S. 90-210.23(a); 90-210.25(a)(5); 150B-41(c); Eff. July 1, 2005; Amended Eff. January 1, 2009; Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. August 19, 2017; Amended Eff. March 17, 2021; Temporary Amendment Eff. November 7, 2025; Amended Eff. April 1, 2026.*

## **21 NCAC 34B .0409 COURSE ACCREDITATION STANDARDS**

(a) The content of a CE activity must have intellectual or practical content designed to maintain or increase the participant's professional competence and proficiency as a licensee or the participant's understanding of the professional responsibilities of a licensee. The activity shall constitute an organized program course of learning dealing with matters directly related to the practice of funeral directing, embalming, or funeral service. The activity shall include an opportunity for the participants to ask questions of the presenter about its content. Courses that cross academic lines, such as insurance seminars, may be considered for approval by the Board. However, the Board must be satisfied that the content of the activity is directly related to preneed or would otherwise enhance funeral directing and funeral service skills.

(b) Credit may be given for continuing education activities where live instruction is used or mechanically or electronically recorded or reproduced material is used, including videotape or satellite transmitted programs. Subject to the limitations set forth in 21 NCAC 34B .0408(a) and 21 NCAC 34B .0414, credit may also be given for continuing education activities on CD-ROM and on a computer website accessed via the Internet.

(c) Continuing education materials shall be prepared, and activities conducted, by an individual or group able to lead the CE activity and to answer questions from the participants about its content. Examples of individuals and groups able to lead the CE activity and to answer questions from the participants about its content include:

- (1) Funeral professionals licensed by the Board or by the authority of another jurisdiction who are actively engaged full time in a capacity consistent with the individual's license designation for at least three years immediately preceding the date of the CE activity.
- (2) Instructors employed by a program or college of mortuary science in a capacity consistent with the courses of study required as a prerequisite to licensing, as defined in G.S. 90-210.25(a)(1)e1., (2)e1., and (3)e1. and 2.
- (3) Instructors employed by academic institutions in a capacity consistent with the instruction of the courses of study required as a prerequisite to licensing, as defined by G.S. 90-210.25(a)(1)e1., (2)e1., and (3)e1. and 2.

(d) Continuing education activities shall be conducted in a setting physically suitable to the educational activity of the program and equipped with suitable writing surfaces and sufficient space for taking notes.

(e) Thorough, high quality, and carefully prepared, written materials must be distributed to all attendees at or before the time the course is presented. As used in this Paragraph, "thorough, high quality, and carefully prepared written materials" means materials that correspond to the content of the CE activity and are free from errors, including written materials printed from a computer website or CD-ROM, but excluding any materials that refer to a product of a specific manufacturer or to a service offered by a specific provider. The Board may waive the requirement that written materials be provided if written materials would not be suitable or readily available for the CE activity.

*History Note: Authority G.S. 90-210.23(a); 90-210.25(a)(5); Eff. July 1, 2005; Amended Eff. March 1, 2008; Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. August 19, 2017.*

## **21 NCAC 34B .0410 ACCREDITATION OF SPONSORS AND PROGRAMS**

(a) Accreditation of Sponsors. An organization desiring accreditation as an accredited sponsor of courses, programs, or other continuing education activities may apply for accredited sponsor status to the Board. The Board shall approve a sponsor as an accredited sponsor if it is satisfied that the sponsor's programs have met the standards set forth in 21 NCAC 34B .0409.

(b) Presumptive Approval for Accredited Sponsors.

- (1) Once an organization is approved as an accredited sponsor, the continuing education programs sponsored by that organization are presumptively approved for credit and no application must be made to the Board for approval. The Board may at any time revoke the accreditation of an accredited sponsor for failure to satisfy the Rules in this Section.
  - (2) The Board may evaluate a program presented by an accredited sponsor and, upon a determination that the program does not satisfy the requirements of 21 NCAC 34B .0409, notify the accredited sponsor that any presentation of the same program, the date for which was not included in the announcement required by 21 NCAC 34B .0411(e) below, is not approved for credit. Such notice shall be sent by the Board to the accredited sponsor within 30 days after the receipt of the announcement. The accredited sponsor may request reconsideration of such a decision by submitting a letter of appeal to the Board within 15 days of receipt of the notice of disapproval. The decision by the Board on an appeal is final.
- (c) Unaccredited Sponsor Request for Program Approval. Any organization not accredited as an accredited sponsor that desires approval of a course or program shall apply to the Board. The Board shall administer the accreditation of such programs consistent with the provisions of 21 NCAC 34B .0409. Applicants denied approval of a program may request reconsideration of such a decision by submitting a letter of appeal to the Board within 15 days of receipt of the notice of disapproval. The decision by the Board on an appeal is final.
- (d) Licensee Request for Program Approval. An active licensee desiring approval of a course or program that has not otherwise been approved shall apply to the Board. Applicants denied approval of a program may request reconsideration of such a decision by submitting a letter of appeal to the Board within 15 days of the receipt of the notice of disapproval. The decision by the Board on an appeal is final.
- (e) Program Announcements of Accredited Sponsors. At least 30 days prior to the presentation of a program, an accredited sponsor shall file an announcement, on a form prescribed by the Board, notifying the Board of the dates and locations of presentations of the program, the sponsor's calculation of the CE credit hours for the program, and the cost of the program to attendees.

History Note: Authority *G.S. 90-210.23(a); 90-210.25(a)(5);*  
*Eff. July 1, 2005;*  
*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. August 19, 2017.*

## **21 NCAC 34B .0411 GENERAL COURSE APPROVAL**

- (a) Mortuary Science College Courses – Courses covering subjects required by G.S. 90-210.25(a)(1)e1., (2)e1., and (3)e1. and 2 that are offered for academic credit by a mortuary science college approved by the Board or accredited by the American Board of Funeral Service Education shall be approved activities unless the course is taken to obtain a funeral director, embalmer, or funeral service license. Computation of CE credit for such courses shall be as prescribed in 21 NCAC 34B .0415. No more than five CE hours in any year may be earned by such courses except in the cases of an inactive licensee who is seeking to earn enough CE credit to return to active status or an individual whose license has lapsed and who is seeking to reinstate the license. No credit is available for mortuary science college courses attended prior to becoming an active licensee of the North Carolina Board of Funeral Service, except in the case of an inactive licensee who is seeking to earn enough CE credits to return to an active status.
- (b) Approval – CE activities shall be approved upon the written application of a sponsor, other than an accredited sponsor, or of an active licensee on an individual program basis. An application for the approval of such CE courses and programs shall meet the following requirements:
- (1) The application and supporting documentation, including one complete set of the written materials to be distributed at the course or program, shall be submitted at least 30 days prior to the date on which the course or program is scheduled.
  - (2) The application shall be submitted on a form furnished by the Board. The form shall require the applicant to furnish the name and address of the course sponsor, the title, date, length, and location of the course, and any other information the Board deems necessary as required by law.
  - (3) The application shall be accompanied by a course outline or brochure that describes the content, identifies the teachers, lists the time devoted to each topic and shows each date and location at which the course or program will be offered.
  - (4) The application shall include a calculation of the total number of CE hours using the method prescribed in 21 NCAC 34B .0415.
- (c) Course Quality – The application and written materials provided shall reflect that the program to be offered meets the requirements of 21 NCAC 34B .0409. Written materials consisting merely of an outline without citation or explanatory

notations shall not be sufficient for approval. Any sponsor, including an accredited sponsor, who expects to conduct a CE activity for which suitable written materials will not be made available to all attendees may obtain approval for that activity only by application to the Board at least 30 days in advance of the presentation showing why written materials are not suitable or readily available for such a program.

(d) Records – Sponsors, including accredited sponsors, shall within 30 days after the course is concluded:

- (1) furnish to the Board a list in alphabetical order, on electronic media if available, of the names of all North Carolina attendees and their North Carolina Board of Funeral Service license numbers;
- (2) furnish to the Board a complete set of all written materials distributed to attendees at the course or program.

(e) Announcement – Accredited sponsors and other sponsors who have approval for courses may include in their brochures or other course descriptions the information contained in the following illustration:

This course [or seminar or program] has been approved by the North Carolina Board of Funeral Service for continuing education credit in the amount of \_\_\_\_ hours. This course is not sponsored by the Board.

(f) Notice - Sponsors not having approval shall make no representation concerning the approval of the course for CE credit by the Board. The Board shall mail a notice of its decision on CE activity approval requests within 15 days of their receipt. Approval thereof shall be deemed if the notice is not mailed within 30 days. This automatic approval will not operate if the sponsor contributes to the delay by failing to provide all information requested by the Board or if the Board notifies the sponsor that the matter has been tabled and the reason therefore.

(g) Facilities - Sponsors must provide a facility conducive to learning with sufficient space for taking notes. Sponsors must also ensure the following requirements are met:

- (1) Access to the facility shall be controlled so that attendees actually attend the entire program or portion of the program for which they are seeking credit. Attendees who are late or who leave early shall not be given credit for the portion of the program that they missed.
- (2) All licensees who attend a program and desire credit for attendance must present their license pocket card to gain admission to the program.
- (3) The individual or organization conducting the continuing education program must use registration sign in/sign out sheets to ensure attendance by all participants.
- (4) The reading of outside material, such as newspapers and magazines, is prohibited during a CE program.
- (5) Cell phones and other disruptive devices must be turned off or switched to a silent mode of operation during instructional periods of the CE program.
- (6) Persons obtaining CE hours for license reinstatement shall be provided a temporary card, valid for one year from the date of issue, from the Board in order to be allowed entrance to CE programs.

(h) Course Materials - In addition to the requirements of 21 NCAC 34B .0411(d) and (f) above, sponsors, including accredited sponsors, and active licensees seeking credit for an approved activity shall furnish upon request of the Board a copy of all materials presented and distributed at a CE course or program.

(i) Non-funeral service Educational Activities - Approval of courses shall not be given for general and personal educational activities. For example, the following types of courses shall not receive approval:

- (1) courses within the normal college curriculum such as English, history, and social studies;
- (2) courses that deal with sales and advertising only and would not further educate a licensee as to his or her product knowledge and development of funeral procedures and management models designed to increase the level of service provided to the consumer.

*History Note: Authority G.S. 90-210.23(a); 90-210.25(a)(5);  
Eff. July 1, 2005;  
Amended Eff. March 1, 2008;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. August 19, 2017.*

## **21 NCAC 34B .0412 ACCREDITED SPONSORS**

In order to receive designation as an accredited sponsor of courses, programs or other continuing education activities under 21 NCAC 34B .0410(a), the application of the sponsor must meet the following requirements:

- (1) The application for accredited sponsor status shall be submitted on a form prescribed by the Board. The form shall require the applicant to furnish the name and address of the sponsor, the contact person within the organization, and any other information the Board deems necessary as required by law.
- (2) The application shall be accompanied by course outlines or brochures that describe the content, identify the instructors, list the time devoted to each topic, show each date and location at which three programs have been sponsored in each of the last three consecutive years, and enclose the actual course materials.

- (3) The application shall include a detailed calculation of the total CE hours specified in each of the programs sponsored by the organization.
- (4) The application shall reflect that the previous programs offered by the organization in continuing education would have met the standards set forth in 21 NCAC 34B .0409.

*History Note: Authority G.S. 90-210.23(a); 90-210.25(a)(5);  
Eff. July 1, 2005;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. August 19, 2017.*

**21 NCAC 34B .0413 ACCREDITATION OF PRERECORDED PROGRAMS AND LIVE PROGRAMS BROADCAST TO REMOTE LOCATIONS BY TELEPHONE, SATELLITE, OR VIDEO CONFERENCING EQUIPMENT**

- (a) A licensee may receive up to two hours of CE credit each year for attendance at, or participation in, a presentation where prerecorded material is used.
- (b) A licensee may receive credit for participation in a live presentation which is simultaneously broadcast by telephone, satellite, or video conferencing equipment. The licensee may participate in the presentation by listening to or viewing the broadcast from a location that is remote from the origin of the broadcast.
- (c) A licensee attending a prerecorded presentation is entitled to credit hours if:
  - (1) the presentation from which the program is recorded would, if attended by an active licensee, be an accredited course; and
  - (2) all other conditions imposed by the rules in this Subchapter are met.
- (d) A licensee attending a presentation broadcast by telephone, satellite, or video conferencing equipment is entitled to credit if:
  - (1) the live presentation of the program would, if attended by a licensee, be an accredited course;
  - (2) there is a question and answer session with the presenter or presenters subject to the limitations set forth in 21 NCAC 34B .0415(b)(5); and
  - (3) all other conditions imposed by the rules in this Subchapter are met.
- (e) To receive approval for attendance at programs described in Paragraphs (a) and (b) of this Rule, the following conditions must be met:
  - (1) Unless the entire program was produced by an accredited sponsor, the person or organization sponsoring the program must receive advance approval and accreditation from the Board;
  - (2) The person or organization sponsoring the program must have a method for recording and verifying attendance. Attendance at a telephone broadcast may be verified by assigning a personal identification number to a licensee. The person or organization sponsoring the program must forward a copy of the record of attendance of active licensees to the Board within 30 days after the presentation of the program is completed. Proof of attendance may be made by the verifying person on a form provided by the Board;
  - (3) Unless inappropriate for the particular course, detailed papers, manuals, study materials, or written outlines are presented to the persons attending the program which only pertain to the subject matter of the program. Any materials made available to persons attending the original or live program must be made available to those persons attending the prerecorded or broadcast program who desire to receive credit under the rules in this Section; and
  - (4) A room suitable for viewing the program and taking notes must be available.
- (f) A minimum of five licensees must physically attend the presentation of a prerecorded program in the same location. This requirement does not apply to participation from a remote location in the presentation of a live broadcast by telephone, satellite, or video conferencing equipment.
- (g) **EXAMPLES:**

EXAMPLE (1): Licensee X attends a videotape seminar sponsored by an accredited sponsor. If a person attending the program from which the videotape is made would receive credit, Licensee X is also entitled to receive credit, if the additional conditions under this Rule are also met.

EXAMPLE (2): Licensee Y desires to attend a videotape program. However, the proposed videotape program (a) is not presented by an accredited sponsor, and (b) has not received individual course approval from the Board. Licensee Y shall not receive any credit hours for attending that videotape presentation.

EXAMPLE (3): Licensee Z attends a videotape program. The presentation of the program from which the videotape was made has already been held and approved by the Board for credit. However, no person is present at the videotape program to record attendance. Licensee Z shall not obtain credit for viewing the videotape program unless it is viewed in the presence of

a person who is not attending the videotape program for credit and who verifies the attendance of Licensee Z and of other licensees at the program. All other conditions of this Rule must also be met.

EXAMPLE (4): Licensee A listens to a live telephone seminar using the telephone in the conference room of her funeral establishment. To record her attendance, Licensee A was assigned a person identification number (PIN) by the seminar sponsor. Once connected, Licensee A punched in the PIN number on her touch tone phone and her attendance was recorded. The seminar received individual course approval from the Board. Licensee A shall receive credit if the additional conditions under this Rule are also met.

*History Note:* Authority G.S. 90-210.23(a); 90-210.25(a)(5);  
Eff. July 1, 2005;  
Amended Eff. September 1, 2009; March 1, 2008.  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. August 19, 2017.

#### **21 NCAC 34B .0414 ACCREDITATION OF COMPUTER-BASED CE**

(a) To be accredited, a computer-based CE course must meet all of the conditions imposed by the rules in this Subchapter, except where otherwise noted, and be interactive, permitting the participant to communicate, via telephone, electronic mail, or methods of synchronous communication, with the presenter or other participants.

(b) An on-line course is an educational seminar available on a provider's website reached via the internet. The sponsor of an on-line course must have a reliable method for recording and verifying attendance. A participant may log on and off of a computer-based CE course provided the total time spent participating in the course is equal to or exceeds the credit hours assigned to the program. Within 30 days after the conclusion of a course, the sponsor or the instructor must forward to the Board the name of each licensee who attended the course and the length of time in instruction that each licensee received.

(c) After approval of a computer-based CE course, the sponsor may replay the computer-based CE course indefinitely until any change is made to the course content. Any modification to an approved computer-based CE course shall require the sponsor to submit a new application for approval but the sponsor may continue to show the previously approved version of the course.

*History Note:* Authority G.S. 90-210.23(a); 90-210.25(a)(5);  
Eff. July 1, 2005;  
Amended Eff. January 1, 2009; March 1, 2008;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. August 19, 2017;  
Amended Eff. February 1, 2026.

#### **21 NCAC 34B .0415 COMPUTATION OF CREDIT**

(a) Computation Formula - CE and professional responsibility hours shall be computed by the following formula:  
Sum of the total minutes of actual instruction divided by 50 = Total Hours.

For example, actual instruction totaling 175 minutes would equal 3.5 hours toward CE.

(b) Actual Instruction - Only actual education shall be included in computing the total hours of actual instruction. The following shall not be included:

- (1) introductory remarks;
- (2) breaks;
- (3) business meetings;
- (4) speeches in connection with banquets or other events which are primarily social in nature;
- (5) question and answer sessions at a ratio in excess of 15 minutes per CE hour and programs less than 30 minutes in length provided, however, that the limitation on question and answer sessions shall not limit the length of time that may be devoted to participatory CE.

(c) Teaching - As a contribution to professionalism, credit may be earned for teaching in an approved continuing education activity. Presentations accompanied by written materials approved under this Subchapter shall qualify for CE credit on the basis of three hours of credit for each 50 minutes of presentation. Repeat presentations qualify for one-half of the credits available for the initial presentation. For example, an initial presentation of 50 minutes would qualify for three hours of credit while a subsequent presentation of the same material would qualify the instructor for 1.5 hours of credit.

*History Note:* Authority G.S. 90-210.23(a); 90-210.25(a)(5);  
Eff. December 1, 2004;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. August 19, 2017.

## SECTION .0500 - OUT-OF-STATE LICENSEES

Editor's Note: 21 NCAC 34B .0501 - .0510 was recodified from 21 NCAC 34 .0601 - .0610 Eff. February 7, 1991.

### 21 NCAC 34B .0501 APPLICATION FOR LICENSE

*History Note: Authority G.S. 90-210.23(a); 90-210.25(b)(1); 150B-11(1); Eff. February 1, 1976; Readopted Eff. September 27, 1977; Amended Eff. September 1, 1979; Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. August 19, 2017; Repealed Eff. February 1, 2026.*

## SECTION .0500 - OUT-OF-STATE LICENSEES

### 21 NCAC 34B .0502 APPLICATION FORM AND EQUIVALENT EXAMINATIONS FOR RECIPROCAL LICENSE

(a) Applications for licensure as a funeral service licensee, embalmer, or funeral director by individuals licensed in other jurisdictions shall be made on applications available on the Board's website at [ncbfs.org](http://ncbfs.org). Applications not completed within 90 days following submission to the Board shall be denied. All applications for such licensure shall contain the following:

- (1) The applicant's full name, date of birth, place of birth, sex, and social security number;
- (2) The applicant's email address, residential address, mailing address, and phone number(s);
- (3) The name and address of the applicant's current employer and past employers over the three years preceding the application, to include the dates of employment and nature of the work performed by the applicant;
- (4) Whether the applicant is applying for a funeral service license, a funeral director license, or embalmer license;
- (5) The name of each college or university attended by the applicant, the dates of attendance, and the graduation date and degree(s) obtained, if any;
- (6) A certified transcript from each college or university at which the applicant attended courses toward his or her attainment of the educational degree required by G.S. 90-210.25(a)(1), (2), (3);
- (7) Whether the applicant currently holds a funeral service license, funeral director license, or embalmer license in any jurisdiction outside of North Carolina and if so, the name of the jurisdiction, the date that the license was issued, the license number, and the expiration date of the license;
- (8) Whether the applicant has any military training or military experience in the practice of funeral service and, if so, for how many years the applicant has practiced funeral service in the five years preceding the application;
- (9) Whether the applicant is a spouse of a military servicemember and, if so, for how many years the applicant has practiced funeral service in the five years preceding the application;
- (10) Whether the applicant ever has been denied a credential in another state and, if so, the jurisdiction and the reason for the denial of the credential;
- (11) Whether the applicant has been convicted of a felony or misdemeanor crime and, if so, a statement providing the jurisdiction, charge, date of disposition, and sentence imposed of each conviction;
- (12) Whether the applicant has any criminal charges currently pending and, if so, the nature of the charge and the jurisdiction in which the charge is pending;
- (13) Whether the applicant has had an occupational or business license suspended or revoked by any local, state, or federal agency and, if so, a statement providing the reason for the action and the date, location, and circumstances of any violation that led to action against the license;
- (14) Whether any court, board, agency, or professional organization has found applicant guilty of misconduct, unprofessional conduct, dishonest or fraudulent practice, or incompetent practice and, if so, the tribunal and the date of the finding;
- (15) Whether the applicant has any charges pending before any court, board, agency, or professional organization for unprofessional conduct, dishonest or fraudulent practice, or incompetent practice and, if so, the tribunal in which the charge is pending;

- (16) Whether, within the preceding two years, the applicant has been the subject of any investigation for employee misclassification and, if so, the results of the investigation;
- (17) The applicant's notarized signature to certify that:
  - (A) he or she has prepared the application and has read the answers;
  - (B) the information provided in the application is true;
  - (C) the applicant has read and understands the public notice statement on employee misclassification that is set forth in the application and has disclosed any investigations for employee misclassification, and its results, over the preceding two year period, as prescribed by G.S. 143-789; and
  - (D) he or she understands that any credential issued shall be governed by the provisions of Article 13A, Chapter 90 of the North Carolina General Statutes and the rules promulgated by the Board.
- (18) The application fee, as prescribed by G.S. 90-210.28 and 21 NCAC 34A .0201. If the application fee is dishonored by the licensee's drawee bank for any reason, the Board shall suspend the license until the renewal fees and non-sufficient fund charges are paid.

(b) The form shall require the licensing board of the other jurisdiction(s) to certify that the applicant is licensed and in good standing in that jurisdiction and to furnish the Board with the name of the applicant, licenses held and dates granted, and the name and address of the Board in such other jurisdiction.

(c) The applicant shall provide an employment history to show at least three consecutive years of professional practice performed in the other jurisdictions to demonstrate professional competency.

(d) Applicants for reciprocal licensure pursuant to G.S. 90-210.25(b)(1) or G.S. 93B-15.3 shall be deemed to have satisfied the examination requirements for reciprocal licensure if they have completed with passing scores the Laws and Rules Examination defined in 21 NCAC 34B .0313(a)(3).

*History Note:* Authority G.S. 90-210.23(a); 90-210.25(b)(1); 93B-15.1; 93B-15.3;  
 Eff. February 1, 1976;  
 Readopted Eff. September 27, 1977;  
 Amended Eff. November 1, 2004; September 1, 1979;  
 Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. August 19, 2017;  
 Amended Eff. March 17, 2021;  
 Temporary Amendment Eff. November 7, 2025;  
 Amended Eff. April 1, 2026.

<b>21 NCAC 34B .0503</b>	<b>AFFIDAVIT OF STATE ENDORSEMENT</b>
<b>21 NCAC 34B .0504</b>	<b>AFFIDAVIT OF STATE ENDORSEMENT</b>
<b>21 NCAC 34B .0505</b>	<b>RECOMMENDATIONS BY LICENSEE FOR RECIPROCAL LICENSURE</b>
<b>21 NCAC 34B .0506</b>	<b>VERIFICATION OF PRACTICE</b>

*History Note:* Authority G.S. 90-210.23(a); 90-210.25(b); 150A-11;  
 Eff. February 1, 1976;  
 Readopted Eff. September 27, 1977;  
 Repealed Eff. September 1, 1979.

**21 NCAC 34B .0507 COURTESY CARDS**

Applications by out-of-state licensees for courtesy cards pursuant to G.S. 90-210.25(b)(3) shall be submitted to the Board on forms furnished by the Board, as described in Rule .0508 of this Section. Such cards shall be issued by license category corresponding to the license held by the applicant, shall be non-transferable, and shall be renewable from year to year. A courtesy card shall expire and terminate upon the suspension, revocation, forfeiture, expiration, or other termination of the holder's license issued by the licensing board of the other jurisdiction, or on the 31st day of December of each year, whichever shall first occur. The holder of a courtesy card shall be subject to the provisions of G.S. 90-210.25(e). The application must be verified by the applicant, as described in Rule .0508 of this Section, and must include verification from the licensing board of the other jurisdiction that attests to the applicant's licensure status with the board.

*History Note:* Authority G.S. 90-210.23(a); 90-210.25(b)(3);  
 Eff. February 1, 1976;  
 Readopted Eff. September 27, 1977;

*Amended Eff. September 1, 1979;*

*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. August 19, 2017;*

*Amended Eff. February 1, 2026.*

**21 NCAC 34B .0508 APPLICATION FORM FOR COURTESY CARD**

Applications for a courtesy card shall be made on forms available on the Board's website at ncbfs.org. Applications not completed within 30 days following submission to the Board shall be denied. All applications for a courtesy card shall contain the following:

- (1) The applicant's full name, date of birth, place of birth, sex, and social security number;
- (2) The applicant's email address, residential address, mailing address, and phone number(s);
- (3) The name and address of the applicant's current employer;
- (4) Whether the applicant is applying for a funeral service, a funeral director, or embalmer courtesy card;
- (5) Whether the applicant currently holds a funeral service license, funeral director license, or embalmer license in any jurisdiction outside of North Carolina and if so, the name of the jurisdiction, the date that the license was issued, the license number, and the expiration date of the license;
- (6) Whether the applicant has been denied a credential in another state and, if so, the jurisdiction and the reason for the denial of the credential;
- (7) Whether the applicant has been convicted of a felony or misdemeanor crime and, if so, a statement providing the jurisdiction, charge, date of disposition, and sentence imposed of each conviction;
- (8) Whether the applicant has any criminal charges currently pending and, if so, the nature of the charge and the jurisdiction in which the charge is pending;
- (9) Whether the applicant has had an occupational or business license suspended or revoked by any local, state, or federal agency and, if so, a statement providing the reason for the action and the date, location, and circumstances of any violation that led to action against the license;
- (10) Whether any court, board, agency, or professional organization has found the applicant guilty of misconduct, unprofessional conduct, dishonest or fraudulent practice, or incompetent practice and, if so, the tribunal and the date of the finding;
- (11) Whether the applicant has any charges pending before any court, board, agency, or professional organization for unprofessional conduct, dishonest or fraudulent practice, or incompetent practice and, if so, the tribunal in which the charge is pending;
- (12) Whether, within the preceding two years, the applicant has been the subject of any investigation for employee misclassification and, if so, the results of the investigation;
- (13) The applicant's notarized signature to certify that:
  - (A) he or she has prepared and read the application;
  - (B) the information provided in the application is true;
  - (C) the applicant has read and understands the public notice statement on employee misclassification that is set forth in the application and has disclosed any investigations for employee misclassification, and its results, over the preceding two year period, as prescribed by G.S. 143-789; and
  - (D) he or she understands that any credential issued shall be governed by the provisions of Article 13A, Chapter 90 of the North Carolina General Statutes and the rules promulgated by the Board.
- (14) The application fee, as prescribed by G.S. 90-210.28 and 21 NCAC 34A .0201. If the application fee is dishonored by the licensee's drawee bank for any reason, the Board shall suspend the license until the renewal fees and non-sufficient fund charges are paid.

*History Note: Authority G.S. 90-210.23(a); 90-210.25(b)(3); 143-789;*

*Eff. February 1, 1976;*

*Readopted Eff. September 27, 1977;*

*Amended Eff. November 1, 2004; August 1, 1988; September 1, 1979;*

*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. August 19, 2017;*

*Amended Eff. February 1, 2026.*

**21 NCAC 34B .0509 COURTESY CARD FORM**

*History Note: Authority G.S. 90-210.23(a); 90-210.25(b)(3);*

*Eff. February 1, 1976;*  
*Readopted Eff. September 27, 1977;*  
*Amended Eff. August 1, 1988; September 1, 1979;*  
*Repealed Eff. November 1, 1994.*

#### **21 NCAC 34B .0510 COURTESY CARD RENEWAL FORM**

Applications for annual renewal of a courtesy card shall be made on forms available on the Board's website at ncbfs.org. All renewal applications for a courtesy card shall contain the following:

- (1) The applicant's full name, date of birth, place of birth, sex, and social security number;
- (2) The applicant's email address, residential address, mailing address, and phone number(s);
- (3) The name and address of the applicant's current employer;
- (4) Whether the applicant is applying for a funeral service, a funeral director, or embalmer courtesy card;
- (5) Whether the applicant currently holds a funeral service license, funeral director license, or embalmer license in any jurisdiction outside of North Carolina and if so, the name of the jurisdiction, the date that the license was issued, the license number, and the expiration date of the license;
- (6) Whether the applicant has been denied a credential in another state and, if so, the jurisdiction and the reason for the denial of the credential;
- (7) Whether the applicant has been convicted of a felony or misdemeanor crime since the last renewal and, if so, a statement providing the jurisdiction, charge, date of disposition, and sentence imposed of each conviction;
- (8) Whether the applicant has any criminal charges currently pending and, if so, the nature of the charge and the jurisdiction in which the charge is pending;
- (9) Whether the applicant has had an occupational or business license suspended or revoked by any local, state, or federal agency since the last renewal and, if so, a statement providing the reason for the action and the date, location, and circumstances of any violation that led to action against the license;
- (10) Whether any court, board, agency, or professional organization has found the applicant guilty of misconduct, unprofessional conduct, dishonest or fraudulent practice, or incompetent practice since the last renewal and, if so, the tribunal and the date of the finding;
- (11) Whether the applicant has any charges pending before any court, board, agency, or professional organization for unprofessional conduct, dishonest or fraudulent practice, or incompetent practice and, if so, the tribunal in which the charge is pending;
- (12) Whether, since the last renewal, the applicant has been the subject of any investigation for employee misclassification and, if so, the results of the investigation;
- (13) The applicant's notarized signature to certify that:
  - (A) he or she has prepared and read the application;
  - (B) the information provided in the application is true;
  - (C) the applicant has read and understands the public notice statement on employee misclassification that is set forth in the application and has disclosed any investigations for employee misclassification, and its results, over the preceding two year period, as prescribed by G.S. 143-789; and
  - (D) he or she understands that any credential issued shall be governed by the provisions of Article 13A, Chapter 90 of the North Carolina General Statutes and the rules promulgated by the Board.
- (14) The application fee, as prescribed by G.S. 90-210.28 and 21 NCAC 34A .0201. If the application fee is dishonored by the licensee's drawee bank for any reason, the Board shall suspend the license until the renewal fees and non-sufficient fund charges are paid.

*History Note: Authority G.S. 90-210.23(a); 90-210.25(b)(3); 143-789;*  
*Eff. February 1, 1976;*  
*Readopted Eff. September 27, 1977;*  
*Amended Eff. November 1, 2004; September 1, 1979;*  
*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. August 19, 2017;*  
*Amended Eff. February 1, 2026.*

#### **SECTION .0600 - FUNERAL ESTABLISHMENTS**

Editor's Note: 21 NCAC 34B .0601 - .0615 was recodified from 21 NCAC 34 .0701 - .0715 Eff. February 7, 1991.

**21 NCAC 34B .0601      DISTINCTION BETWEEN ESTABLISHMENT AND CHAPEL**  
**21 NCAC 34B .0602      MANAGER OF ESTABLISHMENT**

*History Note:*      Authority G.S. 90-210.23(a),(e); 90-210.20(h); 90-210.25(d); 150B-11;  
Eff. February 1, 1976;  
Readopted Eff. September 27, 1977;  
Amended Eff. September 1, 1979;  
Repealed Eff. August 1, 1988.

**21 NCAC 34B .0603      MANAGER MAY MANAGE TWO ESTABLISHMENTS**  
**21 NCAC 34B .0604      PARTNER OR OFFICER AS MANAGER**

*History Note:*      Authority G.S. 90-210.23(a),(e); 90-210.25(d); 150A-11;  
Eff. February 1, 1976;  
Readopted Eff. September 27, 1977;  
Repealed Eff. September 1, 1979.

**21 NCAC 34B .0605      PERMITS: TRANSFER OF OWNERSHIP OF ESTABLISHMENT**

Funeral establishment permits shall not be transferable. When the ownership of a funeral establishment changes, as defined by G.S. 90-210.25(d)(5), a new application for an establishment permit shall be made to the Board on forms provided by the Board that are made available on the Board's website, ncbfs.org, within the timeframe set forth in G.S. 90-210.25(d)(5). The application shall contain the information required by Paragraph (a) Rule .0608(a) of this Section.

*History Note:*      Authority G.S. 90-210.23(a),(e); 90-210.25(d)(5);  
Eff. February 1, 1976;  
Readopted Eff. September 27, 1977;  
Amended Eff. September 1, 1979;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. August 19, 2017;  
Amended Eff. February 1, 2026.

**21 NCAC 34B .0606      PERMIT FEES**  
**21 NCAC 34B .0607      EXPIRATION AND RENEWAL OF PERMITS**

*History Note:*      Authority G.S. 90-210.23(a); 90-210.25(d); 150A-11;  
Eff. February 1, 1976;  
Readopted Eff. September 27, 1977;  
Repealed Eff. September 1, 1979.

**SECTION .0600 - FUNERAL ESTABLISHMENTS**

**21 NCAC 34B .0608      APPLICATION FORM FOR FUNERAL ESTABLISHMENT PERMIT AND BRANCH ESTABLISHMENT PERMIT**

(a) Applications for a new funeral establishment permit shall be made on forms provided by the Board that are made available on the Board's website, ncbfs.org. Applications for a new funeral establishment permit not completed within 90 days following submission to the Board shall be denied. All applications for a new funeral establishment permit shall contain the following:

- (1) The legal name of the individual or entity that owns the funeral establishment;
- (2) The email address, physical address, mailing address, phone number(s), and facsimile number of the funeral establishment;
- (3) Other names under which the funeral establishment conducts business;

- (4) Whether the entity or individual owning the funeral establishment is a sole proprietorship, partnership, corporation, or limited liability company;
- (5) If owned by a sole proprietor, the legal name of the sole proprietor;
- (6) If owned by a partnership, a copy of the applicant's partnership agreement, the name of each partner and his or her respective ownership interests;
- (7) If owned by a corporation, a copy of the applicant's Articles of Incorporation, the name of each corporate officer, his or her position, and the respective ownership interests of each person or entity holding an ownership interest in the corporation;
- (8) If owned by a limited liability company, a copy of the applicant's Articles of Organization and the name of each member and his or her respective percentage of ownership;
- (9) If the applicant will conduct business in a different name than that of its owning entity, a copy of the applicant's Certificate of Assumed Name;
- (10) The name and address of any funeral establishment, crematory, cemetery, mutual burial association, or embalming facility under common ownership of the funeral establishment;
- (11) Whether the preparation room within the funeral establishment complies with the requirements of G.S. 90-210.27A(a);
- (12) Whether embalming will be performed in an embalming facility located outside of the funeral establishment and, if so, the name and address of the location at which embalming will be performed;
- (13) The name and license number of the individual who will serve as the licensed location manager for the funeral establishment in accordance with G.S. 90-210.25(d)(1);
- (14) The facility at which refrigeration of unembalmed human remains on behalf of the funeral establishment will occur, if refrigeration will be performed in an off-site facility;
- (15) The names, license type, and license number of each funeral director, funeral service licensee, and embalmer working for the establishment and whether said licensee is working on a full-time, part-time, or per case basis;
- (16) A copy of the General Price List, Casket Price List, Outer Burial Container Price List, and Statement of Funeral Goods and Services Selected intended for use by the applicant, as required by the FTC Funeral Rule, 16 C.F.R. 453.2;
- (17) Proof of the applicant's right of occupancy for the premises at which the funeral establishment will be located;
- (18) Whether the applicant currently is in good standing with the North Carolina Secretary of State and, if so, documentation to establish proof of the same;
- (19) Whether, within the preceding two years, the applicant has been the subject of any investigation for employee misclassification and, if so, the results of the investigation;
- (20) The licensed manager's notarized signature to certify that:
  - (A) he or she has prepared the application and has read the answers;
  - (B) the information provided in the application is true;
  - (C) the applicant has read and understands the public notice statement on employee misclassification that is set forth in the application and has disclosed any investigations for employee misclassification, and its results, over the preceding two year period, as prescribed by G.S. 143-789; and
  - (D) he or she understands that any credential issued shall be governed by the provisions of Article 13A, Chapter 90 of the North Carolina General Statutes and the rules promulgated by the Board;
- (21) The signature of each owner, partner, manager, member, operator, and officer of the business entity applying for licensure, consenting to the Board's ability to conduct a background check on his or her criminal history; and
- (22) The application fee, as prescribed by G.S. 90-210.28 and 21 NCAC 34A .0201. If the application fee is dishonored by the licensee's drawee bank for any reason, the Board shall suspend the license until the renewal fees and non-sufficient fund charges are paid.

(b) Upon receipt of an application as set forth in this Rule, the Board shall provide to the individuals identified in Subparagraph (a)(19) of this Rule instructions on how to submit his or her fingerprints for a criminal background check, in accordance with G.S. 90-210.25(a)(5)(h). The individuals shall sign and return to the Board a form provided by the Board, consenting to the check of the criminal records and to the use of his or her fingerprints and other identifying information required by the State or national repositories. If the background check is performed by the State Bureau of Investigation, the individuals shall remit payment to the Board in the form of an official check, money order, or cashier's check, made payable to

the State Bureau of Investigation, the actual costs charged by the Department of Public Safety for performing the criminal background check. If the background check is performed by another vendor, the individuals shall remit payment to the Board payment of actual costs charged by the vendor for performing the criminal background check.

(c) Applications for a new funeral branch establishment permit shall be made on forms provided by the Board that are made available on the Board's website, ncbfs.org. Applications for a new funeral branch establishment permit not completed within 90 days following submission to the Board shall be denied. All applications for a new funeral branch establishment permit shall contain the same information required in Paragraph (a) of this Rule. No branch establishment to which a permit is issued by the Board shall engage in the practice of embalming unless the branch establishment contains a preparation room that is compliant with G.S. 90-210.27A(a).

*History Note: Authority G.S. 90-210.23(a),(d),(e); 90-210.25(d); 90-210.27A; Eff. February 1, 1976; Readopted Eff. September 27, 1977; Amended Eff. December 1, 2004; August 1, 1988; September 1, 1979; Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. August 19, 2017; Temporary Amendment Eff. November 7, 2025; Amended Eff. April 1, 2026.*

## **21 NCAC 34B .0609 FUNERAL ESTABLISHMENT PERMIT FORM**

*History Note: Authority G.S. 90-210.23(a); 90-210.25(d); Eff. February 1, 1976; Readopted Eff. September 27, 1977; Amended Eff. August 1, 1988; Repealed Eff. November 1, 1994.*

## **21 NCAC 34B .0610 FUNERAL ESTABLISHMENT PERMIT AND BRANCH ESTABLISHMENT RENEWAL FORM**

All funeral establishments and branch establishments shall annually submit a renewal application on forms provided by the Board that are available on the Board's website, ncbfs.org. All renewal applications for a funeral establishment or a branch establishment permit shall contain the following:

- (1) The legal name of the individual or entity that owns the funeral establishment;
- (2) The email address, physical address, mailing address, phone number(s), and facsimile number of the funeral establishment;
- (3) Other names under which the funeral establishment conducts business;
- (4) Whether the entity or individual owning the funeral establishment is a sole proprietorship, partnership, corporation, or limited liability company;
- (5) If owned by a sole proprietor, the legal name of the sole proprietor;
- (6) If owned by a partnership, the name of each partner and his or her respective ownership interests;
- (7) If owned by a corporation, the name of each corporate officer and his or her position and his or her respective ownership interest;
- (8) If owned by a limited liability company, the name of each member and his or her respective percentage of ownership;
- (9) Whether the establishment has continuously held a funeral establishment permit since January 1, 1988;
- (10) Whether more than fifty percent of the ownership interest has changed at any time since last year's renewal;
- (11) Whether the preparation room within the funeral establishment complies with the requirements of G.S. 90-210.27A(a) and whether any changes have been made to the preparation room since the previous renewal application;
- (12) Whether embalming will be performed in an embalming facility located outside of the funeral establishment and, if so, the name and address of the location at which embalming will be performed;
- (13) The name and license number of the individual who will serve as the licensed location manager for the funeral establishment in accordance with G.S. 90-210.25(d)(1);
- (14) The facility at which refrigeration of unembalmed human remains on behalf of the funeral establishment will occur, if refrigeration will be performed in an off-site facility;

- (15) The names, license type, and license number of each funeral director, funeral service licensee, and embalmer working for the establishment and whether said licensee is working on a full-time, part-time, or per case basis;
- (16) Whether the applicant currently is in good standing with the North Carolina Secretary of State and, if so, documentation to establish proof of the same;
- (17) Whether, since the previous renewal application, the applicant has been the subject of any investigation for employee misclassification and, if so, the results of the investigation;
- (18) The licensed manager's notarized signature to certify that:
  - (a) he or she has prepared the application and has read the answers;
  - (b) the information provided in the application is true;
  - (c) the applicant has read and understands the public notice statement on employee misclassification that is set forth in the application and has disclosed any investigations for employee misclassification, and its results, since the last renewal application, as prescribed by G.S. 143-789; and
  - (d) he or she understands that any credential issued shall be governed by the provisions of Article 13A, Chapter 90 of the North Carolina General Statutes and the rules promulgated by the Board.
- (19) If requested by the Board, the signature of each owner, partner, manager, member, operator, and officer of the business entity applying for renewal of licensure, consenting to the Board's ability to conduct a background check on his or her criminal history; and
- (20) The application fee, as prescribed by G.S. 90-210.28 and 21 NCAC 34A .0201. If the application fee is dishonored by the licensee's drawee bank for any reason, the Board shall suspend the license until the renewal fees and non-sufficient fund charges are paid.

*History Note:* Authority G.S. 90-210.23(a); 90-210.25(d)(3);  
 Eff. February 1, 1976;  
 Readopted Eff. September 27, 1977;  
 Amended Eff. December 1, 2004; September 1, 1979;  
 Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. August 19, 2017;  
 Temporary Amendment Eff. November 7, 2025;  
 Amended Eff. April 1, 2026.

**21 NCAC 34B .0611 PART-TIME EMPLOYEES AND INDEPENDENT CONTRACTORS**  
**21 NCAC 34B .0612 PART-TIME AND INDEPENDENT CONTRACTORS AFFIDAVIT**

*History Note:* Authority G.S. 90-210.23(a),(d),(e); 90-210.25(d); 150B-11(1);  
 Eff. February 1, 1976;  
 Readopted Eff. September 27, 1977;  
 Amended Eff. November 1, 2004; July 1, 1991; August 1, 1988;  
 Expired Eff. September 1, 2017 pursuant to G.S. 150B-21.3A.

**21 NCAC 34B .0613 DISCLOSURE STATEMENTS**

One copy of each disclosure statement, as required by G.S. 90-210.25(e), shall be kept by the funeral establishment for a period of three years and shall, during said period of time, be subject to inspection by the Board, its inspector, or other duly authorized representative.

*History Note:* Authority G.S. 90-210.23(a),(d),(e); 90-210.25(e);  
 Eff. February 1, 1976;  
 Readopted Eff. September 27, 1977;  
 Amended Eff. September 1, 1979;  
 Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. August 19, 2017;  
 Amended Eff. February 1, 2026.

**21 NCAC 34B .0614 FREE AMBULANCE SERVICE AS SOLICITATION**

*History Note:* Authority G.S. 90-210.23(a); 90-210.25(e)(2)c; 150A-11;  
Eff. February 1, 1976;  
Readopted Eff. September 27, 1977;  
Repealed Eff. September 1, 1979.

#### **21 NCAC 34B .0615 FUNERAL ESTABLISHMENT INSPECTION FORM**

Board inspectors shall record the findings of all funeral establishment inspections on report forms provided by the Board. The funeral establishment shall furnish the name and address of the establishment; names of the owner, manager, licensees, and resident trainees; and other information requested by a Board inspector in accordance with G.S. 90-210.23(d). The type of information that may be requested by a Board inspector in accordance with G.S. 90-210.23(d) includes information about the funeral establishment's physical premises; transportation, storage, and handling of human remains; price lists; and records documenting funeral goods and services sold or performed.

*History Note:* Authority G.S. 90-210.23(a),(d),(e); 90-210.24;  
Eff. February 1, 1976;  
Readopted Eff. September 27, 1977;  
Amended Eff. January 1, 2009; November 1, 2004;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. August 19, 2017;  
Amended Eff. February 1, 2026.

#### **21 NCAC 34B .0616 BODY IDENTIFICATION TAGS**

A funeral establishment shall place a body identification tag as set forth in G.S. 90-210.29A on a dead human body at the time the body enters the funeral establishment's physical premises. Unused body identification tags shall be kept on the premises of each funeral establishment at all times and are subject to inspection by the Board and its authorized agents.

*History Note:* Authority G.S. 90-210.23(a),(e); 90-210.27A(a)(10); 90-210.29A;  
Eff. September 1, 2009;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. August 19, 2017;  
Temporary Amendment Eff. November 7, 2025;  
Amended Eff. April 1, 2026.

#### **21 NCAC 34B .0617 PRACTICING DURING DISASTERS**

(a) A funeral establishment that is destroyed by fire, weather event, or other natural disaster is eligible to request a waiver pursuant to G.S. 90-210.27A(a1) of the statutory requirements set forth in G.S. 90-210.27A(a) and (c).

(b) Any funeral establishment seeking a waiver pursuant to this Rule shall request the same on a form prescribed by the Board, which is available on the Board's website at ncbfs.org, and shall contain the following:

- (1) name and permit number of the funeral establishment making the waiver request;
- (2) a description of the circumstances giving rise to the request;
- (3) a plan for correcting any violations of G.S. 90-210.27A and 21 NCAC 34B .0702-.0706 caused by the emergency;
- (4) the location at which the licensee's business records shall be maintained and available for inspection by the Board; and
- (5) the anticipated time frame that the funeral establishment will return to full compliance with G.S. 90-210.27A and 21 NCAC 34B .0702-.0706.

*History Note:* Authority G.S. 90-210.23(d),(e); 90-210.25(d); 90-210.27A;  
Eff. September 1, 2017;  
Temporary Amendment Eff. November 7, 2025;  
Amended Eff. April 1, 2026.

#### **21 NCAC 34B .0618 PRACTICING DURING EMERGENCIES**

*History Note:* Authority G.S. 90-210.23(d),(e); 90-210.25(d); 90-210.27A;  
Eff. September 1, 2017;  
Temporary Repeal Eff. November 7, 2025;

*Repealed Eff. April 1, 2026.*

**21 NCAC 34B .0619 CHANGE OF FUNERAL ESTABLISHMENT MANAGER**

(a) Funeral establishments as defined by G.S. 90-210.20(h) and individuals or entities to whom the Board has issued a permit to engage in the practice of funeral service pursuant to G.S. 90-210.25(a2)(2)("Unaffiliated Practices") shall have in charge a manager licensed by the Board for the practice of funeral directing or funeral service, in accordance with G.S. 90-210.25(d)(2).

(b) Funeral establishments and Unaffiliated Practices shall notify the Board by email to permitapplications@ncbfs.org within five (5) days of its licensed manager ceasing his or her service as licensed manager.

(c) To register the name of a replacement manager with the Board, funeral establishments and Unaffiliated Practices shall submit by email to permitapplications@ncbfs.org a form containing the following information:

- (1) The name of the funeral establishment or Unaffiliated Practice;
- (2) The permit number of the funeral establishment or Unaffiliated Practice;
- (3) The name and license number of the funeral director or funeral service licensee being named as manager of the funeral establishment or Unaffiliated Practice;
- (4) The effective date of replacement manager's appointment as manager;
- (5) Whether the outgoing manager still is employed by the funeral establishment or Unaffiliated Practice;
- (6) The name and license number of the sole proprietor, partner, LLC member, or corporate officer in accordance with the requirements of G.S. 90-210.27A(e);
- (7) The dated signature of the replacement manager; and
- (8) The dated signature of the sole proprietor, partner, LLC member, or corporate officer in accordance with the requirements of G.S. 90-210.27A(e).

*History Note:* Authority G.S. 90-210.23(a); 90-210.25(d)(2);  
Eff. May 1, 2025.

**SECTION .0700 - PREPARATION OF DEAD BODIES**

Editor's Note: 21 NCAC 34B .0701 - .0705 was recodified from 21 NCAC 34 .0801 - .0805 Eff. February 7, 1991.

**21 NCAC 34B .0701 PREPARATION ROOM: REQUIREMENTS**

*History Note:* Authority G.S. 90-210.23(a),(d),(e); 150A-11;  
Eff. February 1, 1976;  
Readopted Eff. September 27, 1977;  
Repealed Eff. September 1, 1979.

**21 NCAC 34B .0702 STORAGE IN PREPARATION ROOM**

The only articles and materials which shall be permitted to be stored in the preparation room are supplies, materials and equipment actually maintained for use in embalming.

*History Note:* Authority G.S. 90-210.23(a),(d),(e); 90-210.27A;  
Eff. February 1, 1976;  
Readopted Eff. September 27, 1977;  
Amended Eff. September 1, 1979;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. August 19, 2017.

**21 NCAC 34B .0703 DISPOSAL OF REFUSE: VENTILATION**

Every preparation room shall be provided with receptacles for refuse, bandages, cotton, and other waste materials and supplies, which shall be disposed of in a sanitary manner at the conclusion of each embalming case. Every preparation room shall comply, with respect to ventilation, with state and local laws, ordinances, and regulations. No obnoxious or deleterious odors shall be allowed to remain therein nor to enter into any other part of the premises of the funeral establishment or into any adjoining premises.

*History Note:* Authority G.S. 90-210.23(a),(d),(e); 90-210.27A;  
Eff. February 1, 1976;  
Readopted Eff. September 27, 1977;  
Amended Eff. July 1, 1991; September 1, 1979;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. August 19, 2017;  
Amended Eff. February 1, 2026.

#### **21 NCAC 34B .0704 SANITATION IN PREPARATION OF BODIES**

In the safeguard of the public health, every person while engaged in the actual preparation of a dead human body shall be attired in a clean and sanitary smock or gown and shall wear protective gloves. When a smock or gown has been worn in the preparation of a body, it shall not be worn again before being laundered. No sheets, linens, materials, or supplies of any kind, which shall have come in contact with a dead human body, shall be used more than once without being laundered. Such materials shall be kept in a covered container until laundered. All instruments and appliances used in the preparation of a body shall be thoroughly cleansed and sterilized immediately at the conclusion of each individual case and stored in an enclosed cabinet or drawer.

*History Note:* Authority G.S. 90-210.23(a),(d),(e); 90-210.27A;  
Eff. February 1, 1976;  
Readopted Eff. September 27, 1977;  
Amended Eff. September 1, 1979;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. August 19, 2017.

#### **21 NCAC 34B .0705 EMBALMING MATERIALS**

*History Note:* Authority G.S. 90-210.23(a),(d),(e); 150A-11;  
Eff. February 1, 1976;  
Readopted Eff. September 27, 1977;  
Repealed Eff. September 1, 1979.

#### **21 NCAC 34B .0706 REGISTRATION OF EMBALMING FACILITY LOCATED OUTSIDE OF A FUNERAL ESTABLISHMENT**

- (a) An embalming facility located outside of a funeral establishment shall contain a preparation room that complies with the requirements of G.S. 90-210.27A(a)(1) through (10).
- (b) An embalming facility located outside of a funeral establishment shall be registered to a funeral establishment holding a permit from the Board. Each embalming facility must be managed by an embalmer or funeral service licensee. A person managing an embalming facility must also manage the funeral establishment location registering the facility.
- (c) Applications to register an embalming facility located outside of a funeral establishment shall be made on forms provided by the Board that are available at the Board's website, ncbfs.org. The applicant shall furnish the address and telephone number of the facility; a description of the preparation room; the names and license numbers of all part-time and full-time licensees employed by the facility; the person or business entity owning the facility; the person managing the facility; a certification that the facility will not be used for any other purpose other than embalming or used for activities requiring a funeral establishment permit; and the applicant shall verify the contents of the application before a notary public.
- (d) Upon Board approval of the registration, the embalming facility may be used to embalm dead human bodies and shall not be used for any other purpose. The owner of the facility must obtain a funeral establishment permit under G.S. 90-210.25(d) if the facility is to be held out to the public or used to engage in any other activity defined as the practice of funeral service under G.S. 90-210.20(k) other than embalming.

*History Note:* Authority G.S. 90-210.23(a),(e); 90-210.25(d1); 90-210.27A;  
Eff. September 1, 2009;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. August 19, 2017;  
Amended Eff. February 1, 2026.

#### **21 NCAC 34B .0707 REFRIGERATION**

- (a) Any refrigeration unit procured and maintained by a funeral establishment must satisfy the following requirements:

- (1) be capable of storing at least three adult human bodies, each measuring up to seven feet in length and three hundred pounds in weight, in the holding facility;
  - (2) be capable of maintaining an interior temperature of 40 degrees Fahrenheit while loaded with the maximum number of bodies for which it is designed;
  - (3) shall have sealed concrete, stainless steel, galvanized, aluminum, or other flooring in walk-in units;
  - (4) shall have stainless steel, aluminum, or other non-corrosive materials for the remainder of all units; and
  - (5) be subject to inspection by Board inspectors at all times.
- (b) The Board shall allow funeral establishments to procure and maintain one or more temporary refrigeration units. Any such temporary refrigeration unit must satisfy the requirements set forth in Subparagraphs (a)(2)-(5) of this Rule. Any such temporary refrigeration unit not located inside the funeral establishment shall be kept locked at all times when human remains are stored inside.
- (c) Human remains stored in a refrigeration unit, as set forth in Paragraphs (a) and (b) of this Rule, must be kept in a container that complies with G.S. 90-210.121(9)(b)-(f).
- (d) Prior to using a refrigeration unit that is not located on its premises, a funeral establishment shall provide the Board with a written document that sets forth the following:
- (1) the name, contact information, and license number, if applicable, of the entity that owns the property on which the refrigeration unit is located;
  - (2) the physical address of the property on which the refrigeration unit is located;
  - (3) the name, contact information, and license number, if applicable, of the entity responsible for maintaining the refrigeration unit that meets the requirements of Paragraphs (a) and (b) of this Rule;
  - (4) certification from both the licensed manager of the funeral establishment and an officer, owner, member, or partner of the entity responsible for maintaining the refrigeration unit in compliance with Paragraphs (a) and (b) of this Rule, acknowledging that:
    - (A) the funeral establishment shall use the refrigeration unit for the storage of human remains;
    - (B) the refrigeration unit complies with Paragraphs (a) and (b) of this Rule;
    - (C) a log documenting the chain of possession of human remains shall be maintained, which sets forth the name of the decedent, the funeral establishment or other entity for whom the human remains are being stored, and the date and time that human remains are placed inside and removed from the refrigeration unit;
    - (D) the Board inspectors shall have access to the refrigeration unit at all times; and
    - (E) any licensee or permit holder that uses or maintains a refrigeration unit that is not compliant with this Rule is subject to disciplinary action pursuant to G.S. 210.25(d)(4) and 90-210.25(e)(1)(j).

*History Note: Authority G.S. 90-210.23; 90-210.27A(h), (l);  
Emergency Adoption Eff. February 19, 2021;  
Temporary Adoption Eff. May 28, 2021;  
Eff. October 1, 2021.*

## **SECTION .0800 – TRANSPORTATION OF DEAD HUMAN BODIES**

### **21 NCAC 34B .0801 DEFINITIONS**

For purposes of Section .0800, the following definitions shall apply:

- (1) "Decedent" shall mean any dead human body or remains believed to be human.
- (2) "Disinfect" shall mean a process that eliminates pathogenic microorganisms on inanimate objects using liquid chemicals or wet pasteurization.
- (3) "Impervious" shall mean constructed from material that does not allow another substance to pass through or to penetrate the material.
- (4) "Licensee" shall mean an individual or entity holding any type of licensure from the Board that allows the individual or entity to engage in the removal or transportation of a dead human body. As used in this section, "licensee" shall include employees or authorized representatives of any person or entity exempt from obtaining a transporter permit pursuant to G.S. 90-210.25(c)(5).
- (5) "Location of origin" shall mean the location from which the licensee is authorized to transport or remove a dead human body.
- (6) "ME" shall mean a local Medical Examiner appointed by the Office of the Chief Medical Examiner, pursuant to G.S. 130A-382.

- (7) "NC OSH" shall mean the North Carolina Occupational Safety and Health Division, North Carolina Department of Labor.
- (8) "OCME" shall mean the Office of the Chief Medical Examiner.
- (9) "OSHA" shall mean the federal Occupational Safety and Health Administration.
- (10) "Permit holder" shall mean an individual who holds a permit issued by the Board to engage in the removal or transportation of a dead human body, as defined in G.S. 90-210.25(c)(3).
- (11) "Removal vehicle" shall mean a vehicle of a size, dimensions, and specifications capable of removing and transporting, in accordance with G.S. 90-210.25(c)(9), at least one adult human body measuring up to seven feet in length and three hundred pounds in weight.
- (12) "State" shall mean the State of North Carolina.
- (13) "Removal or Transportation" shall mean the removal or transportation of a dead human body, or part thereof.
- (14) "Transporter Permit" shall mean a permit issued to an individual by the Board pursuant to Rule .0802 of this Section to engage in the removal or transportation of a dead human body, as defined in G.S. 90-210.25(c)(3).
- (15) "Transportation Service" shall mean any business that employs or contracts with individuals to engage in the removal or transportation of a dead human body unless otherwise exempt pursuant to G.S. 90-210.25(c)(5) and (6).
- (16) "Transportation Service Permit" shall mean a permit issued to a Transportation Service pursuant to Rule .0807 of this Section that conducts, maintains, manages, or operates a business engaged in "Removal or Transportation."

*History Note:* Authority G.S. 90-210.23(a); 90-210.25(c)(10);  
 Eff. February 1, 2025;  
 Temporary Amendment Eff. November 7, 2025;  
 Amended Eff. April 1, 2026.

**21 NCAC 34B .0802 INITIAL TRANSPORTER PERMIT APPLICATION FORM**

- (a) Pursuant to G.S. 90-210.25(c)(7), any person desiring to obtain a Transporter Permit from the Board shall make application to the Board. Applications not completed within 90 days of submission to the Board shall be denied. Application forms and instructions may be found on the Board's website at [ncbfs.org](http://ncbfs.org).
- (b) All applications for a Transporter Permit shall contain the following:
  - (1) The applicant's full name;
  - (2) The applicant's physical and mailing address of residence;
  - (3) The name, address, and permit number of the Transportation Service for which the applicant will work;
  - (4) The applicant's work phone number, home phone number, and cell phone number;
  - (5) The applicant's social security number and sex;
  - (6) The applicant's date and place of birth;
  - (7) The applicant's email address;
  - (8) A copy of the applicant's valid driver's license issued by the State;
  - (9) The make, model, year, and license plate number of the removal vehicle to be used by the applicant;
  - (10) A copy of all liability insurance required for the registration of the removal vehicle to be used by the applicant;
  - (11) A copy of professional liability insurance covering the applicant's acts and omissions while engaging in the removal or transportation, with liability limits not less than required by G.S. 90-210.25(c)(7)f;
  - (12) Whether the applicant has been convicted of any felony or misdemeanor crimes and, if so, a statement providing the jurisdiction, charge, and disposition of each conviction;
  - (13) Whether the applicant has had an occupational or business license denied, suspended, or revoked by any local, state, or federal agency and, if so, a statement providing the reason for the denial and the date, location, and circumstances of any violation that led to action against the applicant, the terms of any discipline imposed by the licensing authority, and whether said terms have been satisfied;
  - (14) Whether OCME ever has terminated the applicant's ability to provide removal or transportation services on behalf of OCME and, if so, the reasons for said termination, if known;
  - (15) Whether the applicant has been subject to any investigation for employee misclassification as defined by G.S. 143-786(a)(5) in the preceding two years;

- (16) The applicant's signature to certify under oath that he or she has prepared the application and has read the answers; that the information provided in the application is true; and that he or she has read the NC Industrial Commission Public Notice Statement;
  - (17) The applicant's signature to certify under oath that he or she has read and understands the statutes and rules relating to the removal or transportation found in G.S. 90-210.25(c) and Section .0800 of this Subchapter, as well as the standards of OSHA for universal precautions and blood-borne pathogens found in 29 C.F.R. 1910.1030; and
  - (18) The application fee, as prescribed by G.S. 90-210.25(c)(8) and 21 NCAC 34A .0201.
- (c) Upon receipt of an applicant's application for a Transporter Permit, the Board shall provide to the applicant instructions on how to submit his or her fingerprints for a criminal background check, in accordance with G.S. 90-210.25(a)(5)(h). The applicant shall sign and return to the Board a form provided by the Board, consenting to the check of the criminal records and to the use of his or her fingerprints and other identifying information required by the State or national repositories. The applicant shall remit payment to the Board in the form of an official check, money order, or cashier's check, made payable to the State Bureau of Investigation, the actual costs charged by the Department of Public Safety for performing the criminal background check.

*History Note: Authority G.S. 90-210.23(a); 90-210.25(a)(5)(h); 90-210.25(c)(7) and (10);  
 Eff. February 1, 2025;  
 Temporary Amendment Eff. November 7, 2025;  
 Amended Eff. April 1, 2026.*

**21 NCAC 34B .0803 TRANSPORTER PERMIT RENEWAL APPLICATION FORM**

- (a) To renew a Transporter Permit, the permit holder shall complete and submit to the Board a renewal application available on the Board's website at [ncbfs.org](http://ncbfs.org) on or before February 1 of each calendar year.
- (b) The renewal application shall contain the following:
  - (1) The permit holder's full name;
  - (2) The permit holder's physical and mailing address of residence;
  - (3) The name, address, and permit number of the Transportation Service for which the permit holder works;
  - (4) The permit holder's work phone number, home phone number, and cell phone number;
  - (5) The permit holder's email address;
  - (6) A copy of the permit holder's valid driver's license issued by the State;
  - (7) A copy of all liability insurance required for the registration of the removal vehicle to be used by the permit holder;
  - (8) A copy of professional liability insurance covering the permit holder's acts and omissions while engaging in the removal or transportation, with liability limits not less than required by G.S. 90-210.25(c)(7)(f);
  - (9) Whether the make, model, year, and license plate number of the permit holder's removal vehicle has changed since the previous renewal year and, if so, the make, model, year, and license plate number of the removal vehicle currently used by the applicant;
  - (10) Whether the permit holder has been convicted of any felony or misdemeanor crimes since the previous renewal application was submitted and, if so, a statement providing the jurisdiction, charge, and disposition of each conviction;
  - (11) Whether the permit holder has had an occupational or business license denied, suspended, or revoked by any local, state, or federal agency since the previous renewal application was submitted and, if so, a statement providing the reason for the denial and the date, location, and circumstances of any violation that led to action against the permit holder, the terms of any discipline imposed by the licensing authority, and whether said terms have been satisfied;
  - (12) Whether OCME ever has terminated the permit holder's ability to provide removal or transportation services on behalf of OCME and, if so, the reasons for said termination, if known;
  - (13) Whether the permit holder has been subject to any investigation for employee misclassification as defined by G.S. 143-786(a)(5) since the previous renewal application was submitted;
  - (14) The permit holder's signature to certify that he or she has prepared the application and has read the answers; that the information provided in the application is true; and that he or she has read the NC Industrial Commission Public Notice Statement;
  - (15) The permit holder's signature to certify under oath that he or she has read and understands the statutes and rules relating to the removal or transportation found in G.S. 90-210.25(c) and Section .0800 of this

Subchapter, as well as the standards of OSHA for universal precautions and blood-borne pathogens found in 29 C.F.R. 1910.1030;

- (16) The permit holder's consent to a check of the permit holder's criminal background by the Board; and
- (17) The application fee, as prescribed by G.S. 90-210.25(c)(8) and 21 NCAC 34A .0201. If the application fee is dishonored by the drawee bank for any reason, the Board shall suspend the Transporter Permit until the renewal fees and non-sufficient fund charges are paid.

*History Note:* Authority G.S. 90-210.23(a); 90-210.25(a)(5)(h); 90-210.25(c)(8) and (10);  
Eff. February 1, 2025;  
Temporary Amendment Eff. November 7, 2025;  
Amended Eff. April 1, 2026.

#### **21 NCAC 34B .0804 STANDARDS FOR REMOVAL AND TRANSPORTATION OF DEAD HUMAN BODIES**

(a) Removal and transportation shall be conducted in accordance with the standards of OSHA for universal precautions and blood-borne pathogens set forth at 29 C.F.R. 1910.1030. Before engaging in removal or transportation, a permit holder shall attest in writing to the Board that he or she has taken a training course on universal precautions and blood-borne pathogens offered by OSHA or NC OSH.

(b) Upon arrival at a location to engage in removal or transportation, a permit holder shall:

- (1) Display on the dashboard of the removal vehicle the permit issued by the Board allowing the removal or transportation service;
- (2) Verbally identify himself or herself as a permit holder;
- (3) Identify the entity for whom he or she is engaged in removal or transportation.

(c) Decedents shall be placed face up when secured in the removal vehicle or into a casket or a container that is commercially manufactured for the storage of dead human bodies.

(d) Belongings found at the location of origin (such as tools, bedding, or towels that are not supplied by the licensee) shall not be used to assist with a decedent's removal or transportation if such use is contrary to the directives of the decedent's family members, OCME, ME, or a law enforcement official.

*History Note:* Authority G.S. 90-210.23(a); 90-210.25(c)(9), (10) and (14);  
Eff. February 1, 2025.

#### **21 NCAC 34B .0805 REQUIREMENTS FOR REMOVAL VEHICLES**

(a) Licensees shall conduct removal or transportation in a removal vehicle. The removal vehicle shall have a cargo bay that:

- (1) has curtains or tinting on any windows displaying the cargo bay, to obscure the decedent from public view;
- (2) prevents co-mingling or shifting of the decedent while in transit; and
- (3) has flooring that is impervious.

(b) The removal vehicle used by a licensee shall contain the following when removal or transportation is performed:

- (1) Mortuary cot, ambulance cot, casket, or container that is commercially manufactured for the storage of dead human bodies;
- (2) Pillow or head block;
- (3) Sheets and cot cover;
- (4) Rubber or plastic sheeting;
- (5) Towels;
- (6) Zippered mortuary body bag or disaster pouch;
- (7) Straps;
- (8) Impervious tags;
- (9) Pen or marker with indelible ink;
- (10) A universal precaution kit, which shall contain the following:
  - (A) A bio-waste bag;
  - (B) A heavy-duty disaster pouch;
  - (C) Goggles;
  - (D) Impervious foot coverings;
  - (E) Masks;
  - (D) Disposable gloves;
  - (F) Impervious apron or gown;

- (G) Antiseptic hand cleaner;
- (H) Disinfectant spray; and
- (I) A first-aid kit.

(c) A licensee shall disinfect the entire interior of the removal vehicle, including the driver's cabin, as soon as reasonably possible after each removal or transportation of a decedent.

(d) A licensee shall not eat, drink, or smoke in the removal vehicle while engaged in removal or transportation.

(e) A licensee shall not stack decedents inside a removal vehicle unless using shelves designed for such purpose and capable of transporting decedents in a manner consistent with Subparagraph (a)(2) of this Rule.

*History Note: Authority G.S. 90-210.23(a); 90-210.25(c)(9) and (10);  
Eff. February 1, 2025.*

## **21 NCAC 34B .0806 CHAIN OF CUSTODY AND CONTROL**

(a) When removing or transporting a decedent from the location of origin, unless otherwise instructed by a law enforcement official, a licensee shall place an impervious tag on the decedent or the decedent's body bag or disaster pouch, if the decedent is so sealed therein by a law enforcement official prior to the licensee's arrival. The impervious tag shall contain the following:

- (1) The decedent name, if known. Otherwise, the word "unidentified;"
- (2) The name of the county in which the death occurred, if known;
- (3) The date on which the death occurred, if known; and
- (4) The date on which decedent was discovered.

(b) If the licensee places the decedent in a body bag or disaster pouch, the licensee shall place on the bag or pouch an impervious tag, or otherwise indelibly mark the bag or pouch, with the licensee's name and the information set forth in Subparagraphs (a)(1)-(4) of this Rule.

(c) When conducting removal or transportation at the authorization of OCME or an ME, the licensee shall not transport or remove a decedent from a location of origin that has been designated by a law enforcement official as a crime scene unless the decedent has been sealed in a body bag or disaster pouch by a law enforcement official, OCME, or an ME.

(d) A licensee shall transport directly, with no intervening stops unrelated to the transportation, the decedent from the location of origin to the location requested by the individual or entity for whom the licensee has engaged in the removal or transportation. If the licensee is engaged in the removal or transportation of multiple decedents simultaneously, the licensee shall transport each decedent to its respective destination consecutively, without any intervening stops unrelated to the transportation.

(e) For each removal or transportation performed, a licensee shall give to each individual or entity for whom the removal or transportation is authorized an inventory of all personal belongings found on the decedent, if such an inventory is provided to the licensee upon removal of the decedent from the location of origin, which shall be signed by the licensee. A licensee shall not touch or take possession of any weapon, or controlled substances or paraphernalia that is found among the decedent's personal belongings.

(f) A licensee shall place any written documentation related to the decedent for which the licensee is entrusted with custody during transportation and removal in an impervious container, if said written documents are in physical contact with the decedent.

*History Note: Authority G.S. 90-210.23(a); 90-210.25(c)(9) and (10);  
Eff. February 1, 2025.*

## **21 NCAC 34B .0807 INITIAL TRANSPORTATION SERVICE PERMIT APPLICATION FORM**

(a) Pursuant to G.S. 90-210.25(c)(7), any business desiring to obtain a Transportation Service Permit from the Board shall make application to the Board. Applications not completed within 90 days of submission to the Board shall be denied. Application forms and instructions may be found on the Board's website at [ncbfs.org](http://ncbfs.org).

(b) All applications for a Transportation Service Permit shall contain the following:

- (1) The applicant's full name and Transporter Permit number, if one exists;
- (2) The applicant's email address, physical address, mailing address, and phone number(s);
- (3) The name of the individual or entity that owns the Transportation Service;
- (4) Whether the entity or individual owning the Transportation Service is a sole proprietorship, partnership, corporation, or limited liability company;
- (5) If owned by a sole proprietor, the legal name of the sole proprietor;
- (6) If owned by a partnership, a copy of the applicant's partnership agreement;

- (7) If owned by a corporation, a copy of the applicant's Articles of Incorporation;
- (8) If owned by a limited liability company, a copy of the applicant's Articles of Organization;
- (9) If the applicant will conduct business in a different name than that of its owning entity, a copy of the applicant's Certificate of Assumed Name;
- (10) The names and respective ownership interest percentages of each sole proprietor, partner, LLC members, or corporate officers;
- (11) A copy of valid driver's licenses issued by the State for all licensees who will be working for the Transportation Service;
- (12) The address of the location at which Transportation Service business records will be held;
- (13) The make, model, year, and license plate number of all removal vehicles to be used by the Transportation Service and a copy of all liability insurance required for the registration of the removal vehicles to be used by the Transportation Service;
- (14) The names, license or permit type, and license or permit number of each licensee working for the Transportation Service and whether said licensee is working on a full-time, part-time, or per case basis;
- (15) A copy of the professional liability insurance covering the acts and omissions of all licensees engaged in Removal or Transportation on behalf of the Transportation Service, with liability limits not less than required by G.S. 90-210.25(c)(7)(f);
- (16) Whether the applicant currently is in good standing with the North Carolina Secretary of State and, if so, documentation to establish proof of the same;
- (17) Whether the owner, partner, manager, member, operator, or officer of the Transportation Service has been convicted of any felony or misdemeanor crimes and, if so, a statement providing the jurisdiction, charge, and disposition of each conviction;
- (18) Whether the Transportation Service or any of its owners, partners, managers, members, operators, or officers has had an occupational or business license denied, suspended, or revoked by any local, state, or federal agency and, if so, a statement providing the reason for the denial and the date, location, and circumstances of any violation that led to action against the applicant, the terms of any discipline imposed by the licensing authority, and whether said terms have been satisfied;
- (19) Whether OCME ever has terminated the ability of the Transportation Service or any of its owners, partners, managers, members, operators, or officers to provide removal or transportation services on behalf of OCME and, if so, the reasons for said termination, if known;
- (20) Whether, within the preceding two years, the applicant has been the subject of any investigation for employee misclassification and, if so, the results of the investigation;
- (21) The notarized signature of the majority owner of the Transportation Service to certify that:
  - (A) he or she has prepared the application and has read the answers;
  - (B) the information provided in the application is true;
  - (C) he or she has read and understands the public notice statement on employee misclassification that is set forth in the application and has disclosed any investigations for employee misclassification, and its results, over the preceding two year period, as prescribed by G.S. 143-789;
  - (D) he or she understands that any credential issued shall be governed by the provisions of Article 13A, Chapter 90 of the North Carolina General Statutes and the rules promulgated by the Board; and
  - (E) he or she has read and understands the statutes and rules relating to the removal or transportation found in G.S. 90-210.25(c) and Section .0800 of this Subchapter, as well as the standards of OSHA for universal precautions and blood-borne pathogens found in 29 C.F.R. 1910.1030.
- (22) The signature of each owner, partner, manager, member, operator, and officer of the business entity applying for the Transportation Service Permit, consenting to the Board's ability to conduct a background check on his or her criminal history; and
- (23) The application fee, as prescribed by G.S. 90-210.25(c)(8) and 21 NCAC 34A .0201.

(c) Upon receipt of an application for a Transportation Service Permit, the Board shall provide to the individuals identified in Subparagraph (b)(22) of this Rule instructions on how to submit his or her fingerprints for a criminal background check, in accordance with G.S. 90-210.25(a)(5)(h). The individuals shall sign and return to the Board a form provided by the Board, consenting to the check of the criminal records and to the use of his or her fingerprints and other identifying information required by the State or national repositories. If the background check is performed by the State Bureau of Investigation, the individuals shall remit payment to the Board in the form of an official check, money order, or cashier's check, made payable to the State Bureau of Investigation, the actual costs charged by the Department of Public Safety for performing the criminal

background check. If the background check is performed by another vendor, the individuals shall remit payment to the Board payment of actual costs charged by the vendor for performing the criminal background check.

*History Note: Authority G.S. 90-210.23(a); 90-210.25(a)(5)(h); 90-210.25(c)(7) and (10);  
Temporary Adoption Eff. November 7, 2025;  
Eff. April 1, 2026.*

## **21 NCAC 34B .0808 TRANSPORTION SERVICE PERMIT RENEWAL APPLICATION FORM**

(a) To renew a Transportation Service Permit, the permit holder shall complete and submit to the Board a renewal application on or before February 1 of each calendar year.

(b) The renewal application shall contain the following:

- (1) The applicant's full name and Transporter Permit number, if one exists;
- (2) The applicant's email address, physical address, mailing address, and phone number(s);
- (3) The name of the individual or entity that owns the Transportation Service;
- (4) Whether the entity or individual owning the Transportation Service is a sole proprietorship, partnership, corporation, or limited liability company;
- (5) If the applicant will conduct business in a different name than that of its owning entity, a copy of the applicant's Certificate of Assumed Name;
- (6) The names and respective ownership interest percentages of each sole proprietor, partner, LLC members, or corporate officers;
- (7) A copy of valid driver's licenses issued by the State for all licensees who will be working for the Transportation Service and not previously provided to the Board by the Transportation Service;
- (8) The address of the location at which Transportation Service business records will be held;
- (9) The make, model, year, and license plate number of all removal vehicles to be used by the Transportation Service and a copy of all liability insurance required for the registration of the removal vehicles to be used by the Transportation Service;
- (10) The names, license or permit type, and license or permit number of each licensee working for the Transportation Service and whether said licensee is working on a full-time, part-time, or per case basis;
- (11) A copy of the professional liability insurance covering the acts and omissions of all licensees engaged in Removal or Transportation on behalf of the Transportation Service, with liability limits not less than required by G.S. 90-210.25(c)(7)(f);
- (12) Whether the applicant currently is in good standing with the North Carolina Secretary of State and, if so, documentation to establish proof of the same;
- (13) Whether the owner, partner, manager, member, operator, or officer of the Transportation Service has been convicted of any felony or misdemeanor crimes since the last year's renewal application and, if so, a statement providing the jurisdiction, charge, and disposition of each conviction;
- (14) Whether the Transportation Service or any of its owners, partners, managers, members, operators, or officers has had an occupational or business license denied, suspended, or revoked by any local, state, or federal agency since the last year's renewal and, if so, a statement providing the reason for the denial and the date, location, and circumstances of any violation that led to action against the applicant, the terms of any discipline imposed by the licensing authority, and whether said terms have been satisfied;
- (15) Whether OCME ever has terminated the ability of the Transportation Service or any of its owners, partners, managers, members, operators, or officers to provide removal or transportation services on behalf of OCME since the last year's renewal application and, if so, the reasons for said termination, if known;
- (16) Whether, within the last year's renewal application, the applicant has been the subject of any investigation for employee misclassification and, if so, the results of the investigation;
- (17) The notarized signature of the majority owner of the Transportation Service to certify that:
  - (A) he or she has prepared the application and has read the answers;
  - (B) the information provided in the application is true;
  - (C) he or she has read and understands the public notice statement on employee misclassification that is set forth in the application and has disclosed any investigations for employee misclassification, and its results, since the last year's renewal application, as prescribed by G.S. 143-789;
  - (D) he or she understands that any credential issued shall be governed by the provisions of Article 13A, Chapter 90 of the North Carolina General Statutes and the rules promulgated by the Board;and

- (E) he or she has read and understands the statutes and rules relating to the removal or transportation found in G.S. 90-210.25(c) and Section .0800 of this Subchapter, as well as the standards of OSHA for universal precautions and blood-borne pathogens found in 29 C.F.R. 1910.1030.
- (18) The signature of each owner, partner, manager, member, operator, and officer of the business entity applying to renew the Transportation Service Permit, consenting to the Board's ability to conduct a background check on his or her criminal history; and
- (19) The application fee, as prescribed by G.S. 90-210.25(c)(8) and 21 NCAC 34A .0201. If the application fee is dishonored by the drawee bank for any reason, the Board shall suspend the Transportation Service Permit until the renewal fees and non-sufficient fund charges are paid.

*History Note: Authority G.S. 90-210.23(a); 90-210.25(a)(5)(h); 90-210.25(c)(8) and (10);  
Temporary Adoption Eff. November 7, 2025;  
Eff. April 1, 2026.*