**Section 1250.150 Endorsement**

a) An applicant currently licensed as a funeral director and embalmer under the laws of another jurisdiction shall submit the following:

1) A signed and completed application, on forms provided by the Division;

2) The required fee set forth in Section 1250.165;

3) One of the following:

A) An official transcript showing proof of successful completion of at least 30 semester hours or 45 quarter hours of college credit, not including remedial courses, from an accredited college or university which shall include at least 20 semester hours or 30 quarter hours of liberal arts, physical, biological and/or applied sciences; and certification of graduation from a course of study of at least 12 months in an approved program of mortuary science;

B) Certification of an associate degree in mortuary science or an equivalent associate degree (i.e., applied science) from an approved program of mortuary science; or

C) Certification of a baccalaureate degree in mortuary science from an approved program of mortuary science;

4) Affidavits stating that the applicant has been actively engaged in the practice of funeral directing and embalming for at least 12 months of the last 5 years prior to application in Illinois, completed by two actively licensed funeral directors and embalmers with personal knowledge of that experience; and

5) A certification by the jurisdiction of original licensure, stating:

A) The time during which the applicant was licensed in that jurisdiction;

B) Whether the applicant has been the subject of any disciplinary actions or any disciplinary actions are pending; and

C) A brief description of the examination and grades received.

b) The Division may issue a license by endorsement or notify the applicant, in writing, of the basis for the denial.

(Source: Amended at 41 Ill. Reg. 11361, effective September 8, 2017)