Pearson

pennsylvania
DEPARTMENT OF STATE

Pennsylvania Funeral Directors

Candidate Information Bulletin

August 2026

QUICK REFERENCE

PENNSYLVANIA STATE BOARD OF FUNERAL DIRECTORS

http://www.dos.pa.gov/funeral
P.O. Box 2649
Harrisburg, PA 17105-2649
1-(833)-367-2762
Email: **ra-funeral@pa.gov**
Hours of Operation 8:30 am – 4:30 pm M-F, Closed on State and Federal Holidays

Contact the Pennsylvania State Board of Funeral Directors to:

- Clarify information about licensure
- Change your current name or address
- Obtain license verification
- Obtain information regarding your *Application for Examination*
- Verify paper documentation (e.g., school transcripts) is received
- Preceptor Affidavit
- Case history log

PEARSON VUE® PENNSYLVANIA FUNERAL DIRECTORS EXAMINATION

http://www.pearsonvue.com/pa/bpoa
Attn: Regulatory Program Manager
5601 Green Valley Dr.
Bloomington, MN 55437
(877) 883-1370
Monday–Friday 8am–11pm; Saturday 8am–5pm; Sunday 10am–4pm (Eastern Time Zone)

Go to Pearson VUE's website (http://www.pearsonvue.com/pa/bpoa) to:

- Download a candidate handbook
- Download the *Duplicate Score Report Form* from the candidate handbook

Call or email (pearsonvuecustomerservice@pearson.com) Pearson VUE to:

- Obtain information regarding your Score Report
- Obtain information regarding your examination
- Schedule, cancel, or reschedule an examination

Accommodation Requests (http://pearsonvue.com/accommodations):

- Request an accommodation for testing under the Americans with Disabilities Act (ADA) guidelines

Pearson VUE
PO Box 60669
Harrisburg, PA 17105
1 (844) 369-9360
Monday–Friday 8am–6pm (Eastern Time Zone); Closed on the following holidays:
New Years, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas

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INTRODUCTION

This handbook is for candidates who want to be licensed as Funeral Directors in Pennsylvania. It describes the steps you, the candidate, must follow to apply for and test. Please read this handbook in its entirety.

The Pennsylvania State Board of Funeral Directors has contracted with Pearson VUE to create, score, and report the results of the examinations you must take to become licensed. The contact information (including web services) for Pearson VUE are listed in the *Quick Reference* on the inside front cover of this handbook.

ELIGIBILITY AND APPLICATION PROCESS

RESIDENT INTERN APPLICATION PROCESS

To become licensed as a Funeral Director in Pennsylvania, you must first obtain your Funeral Resident Intern license. To do so, create an account in PALS at: **https://www.pals.pa.gov**, apply for a Funeral Resident Intern license, and pay the appropriate fee.

When applying for a Funeral Resident Intern license, candidates must provide the following documents:

- Child Abuse Recognition and Reporting
- Certificate of Mortuary Education
- Application for Preceptor
- Certificate of Preliminary Education
- Criminal History Documentation (if applicable) - must include typed explanation and certified documents

CRIMINAL HISTORY RECORD CHECK (MANDATORY)

Pennsylvania applicants must either provide or purchase a recent *Criminal History Records Check* (CHRC) from the Pennsylvania state police or another state agency from every state in which the applicant has lived or worked within the past five (5) years. The report(s) must be dated within 180 days of the date the application was submitted.

For new license applicants, who reside in Pennsylvania, a $22 cost will be added for your PA CHRC. This will be run by the Dept of State.

For applicants residing in California, Arizona, or Ohio: Due to the laws of these states, the Board is not an eligible recipient of CHRC's from California, Ohio, or Arizona. Please obtain your Federal Bureau of Investigation (FBI) Identity History Summary Check at **https://www.fbi.gov/services/cjis/identity-historysummary-checks**.

APPROVAL TO TEST NOTICE

When your required documents have been received and evaluated for completeness, you will receive an approval to test notice via email. The approval to test notice contains details about how to schedule your examination.

LICENSING REQUIREMENTS

Once approved for a Funeral Resident Intern license, candidates must pass both the Funeral Director Jurisprudence and Funeral Director Written Practical exams. Candidates must also submit the following within one year of receiving their Funeral Resident Intern license:

- Complete and submit 35 funeral case history (forms can be found at www.dos.pa.gov/funeral, under General Board Information, under Application Forms: 'Case History Record Form PDF'.
- Affidavit of Preceptor (form will be provided after the submission of the Funeral Director application).

Both documents must be uploaded directly to the Funeral Director application or emailed directly to **ra-funeral@pa.gov**.

LICENSE APPLICATION PROCESS

Upon completion of the one-year internship; completion of 35 funeral case histories; and passing of the Written Practical and Jurisprudence examinations, you will be eligible to apply for your Funeral Director's license. An application for the Funeral Director's license can be submitted online at https://www.pals.pa.gov directly on your PALS Dashboard.

ADDRESS & NAME CHANGES

Name Changes can be submitted directly on your PALS Dashboard at https://www.pals.pa.gov.

Address Changes: All Funeral Intern licenses are associated with the establishment location where the Preceptor is located. To change or add a Preceptor, submit the request online at https://www.pals.pa.gov directly on your PALS Dashboard. Click on the 'pencil' icon in front of your Funeral Intern license number and select Change/Add Preceptor .

EXAM SCHEDULING, CANCELLATION, AND RESCHEDULING

The Written Practical and Jurisprudence exams are scheduled and administered as two separate exams. The exams will be given at a Pearson VUE computer-based testing facility. Once you have received your approval to test notice, you may schedule your exams online by using the Pearson VUE web reservations site at: **http://www.pearsonvue.com/pa/bpoa**.

EXAM FEE

The exam fee ($100 per exam) can be paid by credit card, debit card, or electronic check (payable to Pearson VUE). Personal checks are not accepted. Exam fees are paid online at **www.pearsonvue.com** at the conclusion of the exam scheduling process.

CANCELLATION AND RESCHEDULING POLICY

If you cannot attend your exam, you must contact Pearson VUE at least forty-eight (48) hours before the day of the exam to reschedule. If you do not attend your exam, and have not contacted Pearson VUE at least forty-eight (48) hours before the exam date, your exam fee will NOT be refunded and you cannot transfer the fee to another exam date. You may not give your exam date to another person.

ABSENCE POLICY

Candidates who are late or absent from an exam may call Pearson VUE within 14 days of the exam date to request an excused absence. A case number will be assigned, and supporting documentation can be emailed to **Caseattachments@pearson.com**. For example, if you are absent because of illness of yourself or an immediate family member, you must email a copy of the original doctor's note to **Caseattachments@pearson.com**.

Acceptable excuses include:

- Illness of yourself or an immediate family member
- Death in the family
- Disabling traffic accident
- Court appearance or jury duty
- Military duty
- Weather emergency

WEATHER EMERGENCIES

Exams may be delayed or cancelled if severe weather or a natural disaster makes the test site unsafe or impossible to reach. Candidates will be notified if the exam is cancelled and may take the exam on another day at no additional cost.

ADA ACCOMMODATIONS

Pearson VUE complies with the provisions of the Americans with Disabilities Act as amended. The purpose of accommodations is to provide candidates with full access to the test. Accommodations are not a guarantee of improved performance or test completion. Pearson VUE provides reasonable and appropriate accommodations to individuals with documented disabilities who demonstrate a need for accommodations.

Test accommodations may include things such as:

- A separate testing room
- Extra testing time
- A Reader or Recorder, for individuals with mobility or vision impairments and cannot read or write on their own

Test accommodations are individualized and considered on a case-by-case basis. All candidates who are requesting accommodations because of a disability must provide appropriate documentation of their condition and how it is expected to affect their ability to take the test under standard conditions. This may include:

- Supporting documentation from the professional who diagnosed the condition, including the credentials that qualify the professional to make this diagnosis
- A description of past accommodations the candidate has received

The steps to follow when requesting test accommodations vary, depending on your test program sponsor. To begin, go to **http://pearsonvue.com/accommodations**, and then select your test program sponsor from the alphabetized list. Candidates who have additional questions concerning test accommodations may contact the ADA Coordinator by emailing **accommodationspearsonvue@pearson.com**.

EXAM DAY

Please arrive at the test center thirty (30) minutes before your scheduled appointment time. This will give you adequate time to complete the necessary sign-in procedures. Be prepared to show identification. If you arrive more than fifteen (15) minutes late for your appointment, you may be refused admission and exam fees may be forfeited.

No personal items may be taken into the testing room. This includes all bags, books not authorized by the sponsor, notes, phones, pagers, watches and wallets.

WHAT TO BRING

You MUST bring the following items with you to the Examination test site:

- Two (2) forms of current (unexpired) signature-bearing identification. (One MUST be photo-bearing, see list below). **PLEASE NOTE:** The signature and names must match exactly to what was submitted on your application. If you come to the test site without the proper ID, you will not be allowed to take the exam and you will lose your exam fee.

All exam questions, each form of the exam, and all other exam materials are copyrighted by and the property of Pearson VUE. Any distribution of the exam content or materials through any form of reproduction, or through oral or written communication, is strictly prohibited and punishable by law. Anyone who removes or tries to remove exam material or information from the test site will be prosecuted to the fullest extent of the law.

ACCEPTABLE FORMS OF CANDIDATE IDENTIFICATION

Candidates must present **two (2) forms** of current signature identification. The primary identification must be government-issued and photo-bearing with a signature, and the secondary identification must contain a valid signature. Identification must be in English. Note: Candidates are not permitted to enlist another individual (proxy) to test on their behalf.

PRIMARY ID (PHOTOGRAPH AND SIGNATURE, NOT EXPIRED)

- Government-issued Driver's License
- U.S. Dept. of State Driver's License
- U.S. Learner's Permit (plastic card only with photo and signature)
- National/State/Country ID card
- Passport
- Passport Card
- Military ID
- Military ID for spouses and dependents
- Alien Registration Card (Green Card, Permanent Resident Visa)

SECONDARY ID (SIGNATURE, NOT EXPIRED)

- U.S. Social Security card
- Debit (ATM) card
- Any form of ID on the Primary ID list

If the ID presented has an embedded signature that is not visible (microchip), or is difficult or impossible to read, the candidate must present another form of identification from the Primary ID or Secondary ID list that contains a visible signature.

Pearson VUE does not recognize grace periods. For example, if a candidate's driver's license expired yesterday and the state allows a 30-day grace period for renewing the ID, the ID is considered to be expired.

TESTING POLICIES

The following policies are observed at each test center:

LATENESS

Arrive at the test center thirty (30) minutes before your scheduled examination starts. If you are late for your scheduled examination, or do not bring all of your required materials, you will NOT be allowed to test and your examination fee will NOT be returned (see *Cancellation and Rescheduling* for more details).

ELECTRONIC DEVICES

Cellular phones, pagers or any other electronic devices are not permitted to be used and must be turned off during testing. There is no place for storage of personal belongings at the test centers.

PERSONAL BELONGINGS/STUDY AIDS

You are not permitted to take personal belongings such as briefcases, large bags, study materials, extra books or papers into the examination room. Any such materials brought into the examination room will be collected and returned to you when you have completed the examination. Pearson VUE is not responsible for lost or misplaced items.

EATING/DRINKING/SMOKING

You are not permitted to eat, drink, or smoke during the examination.

MISCONDUCT

If you cause a disturbance of any kind or engage in any kind of misconduct, you will be dismissed from the examination and the incident will be reported to the Pennsylvania State Board of Funeral Directors. Decisions regarding disciplinary measures are the responsibility of the Pennsylvania State Board of Funeral Directors.

GUESTS/VISITORS

Guests, visitors, pets, interpreters, or children are not allowed at the test centers.

THE EXAMS

The Funeral Director Written Practical examination will consist of 35 scored and 5 “pretest” multiple choice questions. The Funeral Director Jurisprudence examination will consist of 45 scored and 5 “pretest” multiple choice questions. (Pretest questions are questions on which information is being collected for use in making future exams. Your answers to pretest questions do not affect your score. Pretest questions are mixed in with the scored questions and are not identified.) You will have 60 minutes to complete each examination, which will begin after you've accepted the terms of the Non-Disclosure Agreement.

Each examination item will consist of a question and four answer options. If you do not know the answer, you may guess or move on to the next item. However, please note that unanswered questions will be marked as incorrect. If you want to review a specific question after completing the test, you can click on "Flag for Review" to mark the question. If you click on "Flag for Review," the flag will display in yellow. At the end of the test, you may have time to review questions that you marked. Questions flagged for review will appear with a blue flag in the Review Screen. You may then go back to the flagged questions and answer them or change your response.

Pearson VUE highly encourages all test takers to review the online tutorial at **http://www.pearsonvue.com/demo** before arriving to the test center. The tutorial will help familiarize yourself with the look, feel and navigation of a Pearson VUE computer-based test.

If you give help to someone or receive help from anyone during the exam, you may be asked to leave the room and the incident will be reported to the Board of Funeral Directors. Anyone who takes or tries to take materials or information from the testing room is subject to prosecution.

If testing on or before October 14, 2026:

CONTENT OUTLINES

CONTENT OUTLINE — FUNERAL DIRECTOR WRITTEN PRACTICAL EXAM

40 total items (35 scored items; 5 pretest items)

I. Restorative Arts (7)
   A. Pre embalming set features
      1. Case Analysis
         a. Universal Precautions
         b. Embalmer Preparation
         c. Body Handling
         d. Instruments
         e. OSHA General Rule
         f. Hazard Communication Standard
         g. Formaldehyde Standard
         h. Bloodborne Pathogen Rule
      2. Pre embalming raised vessels
      3. Pre embalming mixed fluids
      4. Embalming
      5. Post embalming

II. Body Preparation and Mortuary Science (26)

III. Disease Control and Safety Precautions (7)

CONTENT OUTLINE — FUNERAL DIRECTOR JURISPRUDENCE EXAM

50 total items (45 scored items; 5 pretest items)

IV. Jurisprudence (50)
   A. Vital Statistics
   B. Regulations re Code and Act
   C. Federal Trade Commission FTC

If testing on or after October 15, 2026:

CONTENT OUTLINES

CONTENT OUTLINE — FUNERAL DIRECTOR WRITTEN PRACTICAL EXAM

40 total items (35 scored items; 5 pretest items)

I. Restorative Arts (5 scored items)
   A. Pre embalming set features

II. Body Preparation and Mortuary Science (25 scored items)
   A. Case Analysis
   B. Pre embalming raised vessels
   C. Pre embalming mixed fluids
   D. Embalming
   E. Post embalming
   F. Cremation

III. Disease Control and Safety Precautions (5 scored items)
   A. Universal Precautions
   B. Embalmer Preparation
   C. Body Handling
   D. Instruments
   E. OSHA General Rule
   F. Hazard Communication Standard
   G. Formaldehyde Standard
   H. Bloodborne Pathogen Rule

CONTENT OUTLINE — FUNERAL DIRECTOR JURISPRUDENCE EXAM

50 total items (45 scored items; 5 pretest items)

IV. Jurisprudence (45 scored items)
   A. Vital Statistics
   B. Regulations re Code and Act
   C. Federal Trade Commission FTC

SCORE REPORTING

At the conclusion of the examination, **preliminary** exam results will be provided. Your official license will verify passage of the exams and confirm the preliminary reports.

To obtain your license, an *Application for Licensure* must be submitted via PALS at: **https://www.pals.pa.gov**.

Only those who have completed their one-year internship and 35 funeral case histories and passed both the Written Practical and Jurisprudence examinations are eligible to apply for a Funeral Director's license.

EQUATING AND SCALING

There are multiple versions of each of the licensing examinations. These versions are known as forms. Although all forms of an examination are developed based on the content outlines, the difficulty of the forms of an examination may vary slightly because different questions appear on each form. To ensure that no candidate is put at an unfair advantage or disadvantage due to the particular form of an examination that he or she is given, a statistical procedure known as equating is used to correct for differences in form difficulty.

For example, in an examination with two (2) forms, Form A and Form B, the state licensing agency determines that answering 30 questions correctly on Form A demonstrates the minimum amount of knowledge necessary to be licensed. It is further determined through the equating process that Form B contains slightly more difficult questions than Form A; therefore, answering 30 questions correctly on Form A would indicate the same level of knowledge as answering only 28 questions correctly on Form B. Under this set of circumstances, a score of 30 questions correct would be used as the passing score on Form A whereas a score of 28 questions correct would be used as the passing score on Form B.

A second statistical procedure known as scaling is used to derive the numerical score to report for each candidate. Scaling is used to place a raw score on a common reporting scale on which each scaled score represents a given level of knowledge regardless of the difficulty of the form on which the raw score was achieved.

To illustrate how scaling works, suppose that in the examination example used above, the state licensing agency decides to use a score of 500 as the passing score for reporting purposes. (Note that the score selected to be used as the reported passing score is not related to, and has no bearing on, the difficulty of the examination.) Based on the information provided above, a raw score of 30 on Form A would translate to a scaled score of 500; a raw score of 28 on Form B would also translate to a scaled score of 500 since a raw score of 30 on Form A represents the same level of knowledge as a raw score of 28 on Form B.

SCALED SCORE

The passing scores of the licensing examinations were set by the Pennsylvania State Board of Funeral Directors (in conjunction with Pearson VUE) after a comprehensive study was completed for each examination. Raw scores are converted into scaled scores that can range from 0 to 100. To avoid misuse of score information, numeric scores are only reported to failing candidates. The scaled score that is reported to you is neither the number of questions you answered correctly nor the percentage of questions you answered correctly. With a passing score of 75, any score below 75 indicates how close the candidate came to passing, rather than the actual number or percentage of questions the candidates answered correctly. Passing

After you have successfully passed the Examination (and have completed the required hours), the State Board will issue your license within 10-15 business days. If you have not received your license in the mail within ten (10) business days of passing the examination, please contact Pearson VUE at (877) 883-1370. If you have changed your address from the time you submitted your application, you must notify Pearson VUE prior to the printing of your license.

Note: If you have passed the exam under "Early Testing," the results will not be sent to the state until the final transcripts are received.

To verify whether or not a license has been issued, an applicant may search the State's web site using the following link: **www.mylicensepa.pa.gov**.

FAILING AND RETAKING AN EXAMINATION

If you fail the examination, your Score Report will provide you with information on how to re-take the examination. A new examination fee is required each time you re-take the examination.

To schedule a retake examination, use the web reservations on the Pearson VUE web site at **http://www.pearsonvue.com/pa/bpoa**. Reservations for reexamination cannot be made at the test center, and **you must wait twenty-four (24) hours from your failed examination before making your reservation**.

DUPLICATE SCORE REPORT

If you lose your Score Report or need a duplicate Score Report, complete the *Request for Duplicate Score Report Form* and mail it to Pearson VUE (see *Appendix A*).

APPENDIX A

Pennsylvania Funeral Directors

Request for Duplicate Score Report

DIRECTIONS: You may use this form to ask Pearson VUE for a copy of your Examination Score Report. Please print or type all information on this form, or your request will be returned.

SEND TO: Pearson VUE/Pennsylvania Funeral Directors Program
Duplicate Score Request
5601 Green Valley Drive
Bloomington, MN 55437

or email the request to:
pearsonvuecustomerservice@pearson.com

Please complete the following form with your current name and address. All information must be complete and accurate to ensure proper processing.

Name _____

Street _____

City _____ State _____ Zip _____

Tel. (_____)_____ The last four (4) digits of your Social Security Number _____

Name of Exam _____ Theory or Practical (circle one) _____ Exam Date _____

If the above information was different at the time you were tested, please indicate original information. If your name has changed, you must attach a copy of a legal document authorizing the change (for example, a marriage certificate or a divorce decree).

Name _____

Street _____

City _____ State _____ Zip _____
Tel. (_____)_____

I hereby authorize Pearson VUE to send me at the address above a duplicate of my score report.

Your Signature _____
Date _____

TEST SITES

The Exam will be given at a Pearson VUE computer-based testing facility. Once you have received your *Authorization to Test* notice, please schedule your test online by using the Pearson VUE web reservations site at: **http://www.pearsonvue.com/pa/funeral-directors/**.

Below is list of some of the cities in which you can test. However, candidates may test at any of our US test centers.

Testing Site Location
Allentown
Altoona
Erie
Harrisburg
Philadelphia
Pittsburgh (East)
Pittsburgh (West)
State College

EXAMINATIONS

Examination	Total Items	Scored Items	Pre-test Items	Exam Time Allotted
Funeral director written practical exam	40	35	5	60 minutes
Funeral director jurisprudence exam	50	45	5	60 minutes

PEARSON VUE HOLIDAY SCHEDULE

Testing may be unavailable on U.S. federal holidays and, in some cases, holiday weekends.