

BOARD OF FUNERAL DIRECTORS AND EMBALMERS

Guidance for Granting Internship Extensions

In accordance with **18VAC65-40-130**, the board may grant an extension of time for completion of an internship only for extenuating circumstances.

The board policy on granting an extension is as follows:

- The intern has to provide the board with a letter explaining the extenuating circumstances that have prevented the completion of the program within the specified time. The letter should include the length of time the intern is requesting for the extension. Additionally, the board will require a copy of the intern's current college transcript to review the courses already completed toward the mortuary educational requirement.
- The Board will grant no more than two one-year extensions to an intern.