

## Registered Residency Policies

The purpose of the Residency is to prepare a candidate for licensure as a funeral director in New York State. To this end, in addition to the practical experience gained by working with a sponsor, the candidate and the sponsor are to use this time to prepare for the State Law Exam. The following Administrative Rules apply.

- The resident must register with the Department within two (2) weeks prior to the date of beginning of employment. In addition, such recognized date of employment cannot commence prior to the notification letter from the Bureau. [Administrative Rule §77.3(a)]
- During the 12 months immediately preceding the start date of your residency, the funeral firm in which you will be employed must have completed at least 40 cases, excluding trade calls and stillborn children. [Administrative Rule §77.3(b) (2)]
- The resident must perform the residency on a full-time work schedule (minimum of 40 hours per week) which shall be of sufficient scope to include training in **all aspects** of funeral service. Examples: working at least one evening per week, one weekend day, being “on-call” during off hours, etc. [Administrative rule §77.3(c) (2)]
- The resident needs to file quarterly reports on a form provided by the Bureau within 10 days of the end of the quarter. [Administrative rule §77.3(c) (3)]
- Any change of sponsor, firm manager, or discontinuance of the residency must be reported to the Bureau within 10 days. [Administrative rule §77.3(c) (4)]
- The resident must carry the registration “pocket card” at all times when engaged in the practice of funeral directing. [Administrative rule §77.3(c) (5)]
- The resident may not sign any document that requires the signature of a licensed funeral director [Public Health Law §3400(k)]

## Residency Extensions and Repeating the Residency

- A candidate for licensure who takes the Law Exam during their residency and does not pass may request a one-time extension of the residency until the next exam.
- A candidate for licensure who takes the Law Exam after the completion of the residency cannot re-enter the residency as an extension.
- In all cases, the resident must pass the exam within three years from the end of their initial residency (exclusive of any extensions) or within three re-examinations, whichever comes first, or must repeat the 12 months of residency. [Public Health Law §3422 (3)]