



MARYLAND
Department of Health

RENEWAL INSTRUCTIONS FOR MORTICIANS

This serves as your renewal notice for April 30, 2019 through April 30, 2021 licensure period. **A late fee of \$400.00** will be assessed if the Board does not receive your application **on or before April 30, 2019**.

You can choose to renew your license online at <https://health.maryland.gov/bom>. It is the fourth choice under “**Online Services**” on the left side of the homepage. **Your password is the last four digits of your social security number**. Just a reminder: Your mortician’s number has one letter and five numbers. It does not contain the letter “O”.

Also If you choose to renew by paper, you may request an application by contacting Eula Gautreaux at eula.gautreaux@maryland.gov

As you are aware, licensees must complete twelve (12) continuing education units (CEU) between May 1, 2017 and April 30, 2019 in order to renew a license. One of those credits must be in Maryland pre-need law. Maryland Board of Mortician and Funeral Directors accepts up to nine (9) online credits and the balance must be in person. Licensees may carry over up to 3 CEU, to the next renewal cycle. You must list your carry over, if any. If you have been a practicing mortician for (40) forty years or more, you may submit a letter to request a waiver of the CEU’s credits from the Board; Fax request to: 410-358-6571 Attn: Eula Gautreaux.

In accordance with COMAR 10.29.05.05 F, if you were newly licensed between May 1, 2017 and April 30, 2019, the Board will automatically waive continuing education requirements for the first time renewal.

If you have an active mortician license and wish to place your license on Inactive Status, you may obtain an Inactive Status application on the Board’s website, and submit it with the \$300.00 inactive status fee.

The Board does have the authority to charge a late fee; if license renewals are not “received” on or before April 30, 2019. **Those who do not renew on or before April 30, 2019 will be assessed a late fee of \$400.00, as noted in COMAR Fee Schedule 10.29.04.02 (P).**

The Office of the Comptroller will review all licensees to determine if the renewal applicant has paid all monies due to the State. All issues must be resolved before a license can be issued. Please call the Office of Comptroller at 410-974-2434, if you have issues needing resolution. Please note that licenses cannot be renewed if the Board receives notification of unpaid debt.

Upon approval of your renewal license; we will mail stickers to be placed on your current license covering the old expiration date.

If you have any questions, please contact Eula Gautreaux, Licensing Chief, at 410-764-4792.