

NEW LICENCE RENEWAL TIP SHEET

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FOLLOW THESE TIPS

Timely renewal helps you stay in compliance and continue serving your clients without interruption.



License and Registration Renewal: Follow These Tips

All license renewals and registrations will only be processed online. There are no mail reminders or mail-in options. For more information, review the [July 8 MFDA Member Update](#). Be sure to create your MyMassGov account and link it to your elipse account. [Learn more by clicking here.](#)



A helpful guide to ensure a smooth and successful license and registration renewal.

BE PREPARED.

RENEW WITH CONFIDENCE.



Also, before you start your renewal, gather the following:

All licensees and registrants:

- A 2 x 2 passport-style photo. Need to get one? It's likely your local CVS, Walgreens, or U.S. Post Office offers that service in print and digital forms.
- Proof of bloodborne pathogens training. Haven't completed that yet? [Click here.](#)
- A notarized CORI authorization form downloaded from [eLIPSE](#).

In addition to the above, all Type 3 and Type 6 licensees must also have:

- Proof of 8 hours of continuing education credits. Haven't completed any or all of your CEUs? We have the resources to help. See the article below about our CEU bundles.

In addition to all of the above, all Type 3 licensees must have:

- A copy of the firm's 2025 annual preneed report to upload.

Need help?

Visit www.mass.gov/funeral-directors or contact our office.



RENEWAL GUIDE

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- ✓ **Funeral Assistants and Apprentices:**
Do not need to upload CEU certificates. They do need to upload OSHA. This will enable you to move forward and complete the renewal.
- ✓ **Municipal Certificates:**
For some renewal candidates, the system stops at this point if you do not upload a municipal certificate, and it's unclear why. Remember, this is only required for Type 3 licenses. If you are a FA, Apprentice, or a Type 6 and cannot move past this section, upload a statement that reads, "I am a (insert your license or registration type) and I am not required to have this document." This should enable you to move forward to complete your renewal.
- ✓ **Type 3s only - Municipal Certificates:**
This is your license issued by your local city or town and is required by statute. With that said, some municipalities are not issuing them on a regular basis or at all. If you have one, be sure to upload it. If not, upload a statement on your funeral home letterhead that reads, "The city/town of Anytown has not issued a license this year." (Note: The board is required to notify each city/town annually about the Type 3 funeral directors in that community.)

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✓ In Review Status:

A few members are reporting that their renewals seem to be complete, yet they get a status update that it is "In review." This review status should not be more than two weeks, and most are cleared during that period, so keep checking. If it is longer, you should send an email message to the eLIPSE help desk with a copy of that to ePLACE_Helpdesk@MassGov and Embalmingfuneral@state.mass to record that you are following the review, and some are never clearly obvious.

✓ Asked to provide an employment certificate:

This is not required to renew your license, so to move forward if the system will not let you proceed, you can upload a statement up and you are employed by a funeral home (state name, address, etc.). If you are not currently employed, simply upload a statement that says that.

✓ 2025 Annual Preneed Report:

This is only required for Type 3 renewals. If you are a Type 3, you do not need to access and upload the firm's report. If you cannot move forward, upload a statement that reads, "I am a Type 6 - or funeral assistant/apprentice - and I am not required to file an annual preneed report."

✓ Having an Issue with eLIPSE and can't link your license?

You should open a case with eLIPSE. Log in to eLIPSE and click: The linking will fail, and a form will pop up from eLIPSE that will let you request help.

According to the Division of Occupational Licensure, that's the best and most direct way for them to assist you.

The following How-to Guides offer guidance on the process:

- [Guides for eLIPSE](#)
- [Getting started, creating an account with eLIPSE](#)
- [Link your license](#)