

## **Helpful Suggestions for Renewing your Pennsylvania Funeral Director and/or Funeral Supervisor License:**

When the Renewal Period opens the **first week in December**, you will receive an email with instructions to log into your PALS account and renew your license.

You will need the following documents handy to renew your PA License *(if you were initially licensed PRIOR to 2/2/2020)*:

### **Continuing Education Certificate(s):**

*(A Child Abuse Course Certificate is **NOT** needed, as the Approved Provider will upload your information directly to your PALS profile).*

**You will be required to upload your continuing education certificates directly to your renewal application.**

If you took a 2-hour Child Abuse Course, you will need to upload the remaining 4 continuing education credit certificate(s). If you took a 3-hour Child Abuse Course, you will need to upload the remaining 3 continuing education credit certificate(s).

**RENEW YOUR FUNERAL DIRECTOR LICENSE FIRST  
IF APPLICABLE, RENEW YOUR FUNERAL SUPERVISOR'S LICENSE SECOND  
IF APPLICABLE, RENEW YOUR ESTABLISHMENT LICENSE SECOND/THIRD  
IF APPLICABLE, RENEW YOUR BRANCH LOCATION THIRD/FOURTH**

*(The PALS system will continuously check to see if the associated licenses have been renewed prior to automatically renewing the license(s) – please be patient while the system does the 'sweep' of the submitted renewal applications).*

### **Step One:**

Go to [www.pals.pa.gov](http://www.pals.pa.gov) and click on "LOGIN TO YOUR ACCOUNT" (blue button on left-hand side of page).

Enter your User ID and Password. *(If you do not remember your password, click on the 'Reset Password' option on the right-side of the login page).*

Once you are on your Dashboard, locate your license number listed under the 'Professional License Details' banner.

There will be an orange **RENEW** button next to your License Number. Click on the RENEW button.

**Step Two:**

The PALS system will start to build your renewal application, pre-loading your personal information.

Scroll down the page until you come to the area that states '**PLEASE ANSWER THE FOLLOWING QUESTIONS**'

For the question concerning your Establishment, type the Establishment's License number where you are employed.

*(License numbers have NO spaces or dashes and may contain a letter at the end. Check with your employer for the correct license number).*

Answer the Continuing Education questions. *(Read the questions thoroughly as there will be separate questions regarding the Child Abuse course and remaining continuing education certificates obtained).*

If you took a 2-hour Child Abuse Course, you will need to upload the remaining 4 continuing education credit certificate(s). If you took a 3-hour Child Abuse Course, you will need to upload the remaining 3 continuing education credit certificate(s).

**If you received your initial license AFTER 2/02/2020, you will be exempt from the continuing education requirement, but you will still have to renew your license. When the PALS system asks if you have completed the required 6 hours of continuing education, you will answer NO. The PALS system will then ask if you were initially licensed from 2/02/2020 to 2/1/2022, and you will answer YES. *(The system will automatically cross reference your answer with the initial date of your license).***

Answer the Legal questions.

If you answer YES to any Legal questions, you will be required to upload copies of any court documents pertaining to your YES answer.

If you agree to the terms, click on the box and type your name in the signature area for the Acknowledge of Duty to Self-Report.

If you agree to the terms, click on the box and type your name in the signature area for the Verification section.

*(The Delegate Section is for those individuals who would like their information shared with another person. If you agree, please complete this section. If you do not want your information shared with another person, you can skip this section).*

When all the questions have been answered, confirm that you have read and agree with the terms (checkbox), typed your name in the Signature area(s), you can **click on the CONTINUE button.**

**Step Three:**

Your completed renewal application will show for review. You will have a chance to edit any information on this page if needed. When you are finished reviewing your renewal application, **click on ADD TO CART (red button)**.

Your Shopping Cart will be displayed. You must click on the white box within the teal shaded area to 'select' what you are paying for. Also, click on the white box below, stating that you agree that all the fees are non-refundable. When you have completed this, a green button will appear '**PROCEED TO PAYMENT**'. Click this button.

**Step Four:**

A pop-up box will appear, letting you know that it could take up to 30 minutes for our system to contact your credit card system for payment. **Click 'OK, Proceed'**.

You can now check out using your credit card. *(When filling in the numbers of the credit card and the expiration date, DO NOT use spaces, dashes, or slashes. All numbers are together - example March 2024 would be typed in as 0324. Confirm that you are 'not a robot')*. **Click on PAY WITH CREDIT CARD.**

The PALS system will let you know that your payment was received, and your renewal application is under review. Our goal is to review renewal applications within 5-7 business days.

**Paying for the renewal does not mean your license has been renewed.** There may be additional information needed after the review of your renewal. Please be sure to check the PALS website at [www.pals.pa.gov/verify](http://www.pals.pa.gov/verify) to ensure your license has been renewed for the upcoming cycle. **All Funeral Director/Supervisor and Establishments must be submitted and reviewed for the renewal of licenses.**

Once approved and renewed, a new license (*showing the 2/01/2024 expiration*) will be printed and mailed to the Funeral Home. Please allow 7 to 10 business days for your new license to arrive via postal mail.

If you experience any issues, please contact the Pennsylvania State Board of Funeral Directors at [ra-funeral@pa.gov](mailto:ra-funeral@pa.gov) or 717-783-3397.