

Exam Policy

Approved December 20, 2018

Amended February 5, 2020

Amended December 23, 2020

Examinations: The qualifying examination for licensing shall consist of two parts:

1. Written; and
2. Practical (funeral director) or Clinical (embalmer)

For those wishing to transfer from another province it will consist of one part:

3. Written Mortuary Law Exam

Requirements for examinations:

1. Written Board Examinations:

- a) Written examinations will be held two (2) times per year, which will be held the second Tuesday of June and September each year
- b) To be eligible, an application form must be completed 30 days in advance
- c) All outstanding completed reports must be received by the Board office a minimum of 14 days ahead of the exam date
- d) Exam fees are to be paid in advance of the exam date and are non-refundable
- e) Marks will be available within four (4) weeks following the written exam
- f) An unsuccessful candidate will be given an outline within the outcome letter for review ahead of their supplemental exam
- g) Special accommodation requests are to be made, in writing, to the Executive Manager. All requests are to be made a minimum of 30 days in advance of the examination. Examples of this may include oral examinations, written examinations on an individual basis, exams typed on a computer in lieu of writing, etc. Medical documentation may be required for special accommodation requests. Please refer to the Policy for Accommodation of Applicants
- h) Supplemental examinations will be offered within 60 days from the time the original exam was given
- i) If a licensee is unsuccessful in completing the supplemental exam, the licensee must complete an additional six months of apprenticeship and submit any applicable documentation/information and reports to the Board of Registration as requested

2. Practical/Clinical Examinations:

- a) A summary and report of the written exam will be given to the Practical/Clinical Examiner
- b) Evaluation tools and forms will be used to grade the candidate
- c) The apprentice must be prepared to arrange and direct a traditional funeral including committal.

- d) The approved mentor is to initiate the call to the Board office, to advise the Apprentice is ready and in need of an examiner. The Board will need to approve the request for the apprentice to complete their practical/clinical exam
- e) The approved mentor must be present for full duration of the practical examination, unless previously approved by the Board, to have a substituted licensee in their place
- f) A Letter from Board to Mentor/Apprentice with suggestions for improvement, and the outcome of the exam will be issued within four (4) weeks following the practical/clinical exam
- g) Exam fees are to be in paid advance of the exam date and are **non-refundable**
- h) Special accommodation requests are to be made, in writing, to the Executive Manager. All requests are to be made a minimum of 30 days in advance of the examination. Please refer to the Policy for Accommodation of Applicants
- i) Supplemental examinations will be offered within 60 days from the time the original exam was given
- j) If a licensee is unsuccessful in completing the supplemental exam, the licensee must complete an additional six months of apprenticeship and submit any applicable documentation/information and reports to the Board of Registration as requested

3. Mortuary Law Examinations:

For those wishing to transfer their licensing credentials from another province within Canada, the applicant must meet the requirements as outlined in the Applicant Policy and Guidelines, and then can apply to complete the written Mortuary Law Examination.

- a) The out-of-province licensee must contact the Board via phone or email to initiate the transfer process
- b) The out-of-province licensee will have their current governing body submit a Letter of Good Standing. The licensee must provide proof of valid licensing, proof of government issued identification, proof of completion of high school or equivalent, and a criminal record check completed within the last 90 days to move forward with the transfer process
- c) The Board of Registration will review all out-of-area requests to write the Mortuary Law Exam and approve or deny these requests
- d) If the request to write the Mortuary Law Exam is denied, a letter informing the licensee of the denial and providing an explanation will be issued within four (4) weeks
- e) If the request is approved, the Executive Manager will contact the licensee and arrange for a written Mortuary Law Exam to be completed at the Board Office. The licensee will pay the non-refundable exam fee of \$250.00 prior to the exam being completed
- f) After the exam has been completed, it will be reviewed, and a mark will be issued to the licensee within four (4) weeks
- g) If a licensee is unsuccessful in passing the Mortuary Law Exam, they will be notified, with the outcome and the areas of review. The licensee will be provided a re-write after a period of 14 days has passed from the date, they were notified

- h) Special accommodation requests are to be made, in writing, to the Executive Manager. All requests are to be submitted a minimum of 30 days in advance of the examination. Please refer to the Policy for Accommodation of Applicants
- i) Supplemental examinations will be offered within 60 days from the time the original exam was given

Appeals of any examinations must be submitted in writing to the Nova Scotia Board of Registration of Embalmers and Funeral Directors within 30 days of the letter of outcome and final mark being issued and must meet reasons set within the Appeal Review Procedures document.

Policies to also be reviewed related to examination:

Applicant Policy

Continuing Education Policy

Statute of Limitations Policy

Continuing Education Policy

