

STATUTE OF LIMITATION POLICIES

Approved May 27, 2015

Amended March 06, 2019

Amended February 5, 2020

This is to inform you that the following changes/additions were implemented and approved by the Board of Directors:

1. License Renewals and lapsed licenses are subject to the following:
 - i. A license lapsed for a time period up to 30 days after the renewal date, of June 30 of a given year, will be charged a \$100.00 late fee.
 - ii. A licensed lapsed for a period greater than 30 days from the June 30 renewal date, of a given year, will be cancelled and an additional \$100.00 administrative fee will be charged to renew the license. This will be in addition to the \$100.00 late fee.
 - iii. All apprentice licenses which lapse for a period of time up to 30 days from the annual renewal date will be charged a \$100.00 late fee.
 - iv. All apprentice licenses which have lapsed for a period greater than 30 days from the annual renewal date will be charged a \$100.00 administrative fee to renew the license. This will be in addition to the \$100.00 late fee.
 - v. All late fees and administrative fees will be charged per license **and are non-refundable**.
2. If a license is cancelled following the 30-day period from the June 30 renewal date, no funeral director, or apprentice thereof may act in any capacity of a licensed individual or represent themselves as such.
3. A license lapsed for three (3) years or more, whether it be a funeral director or embalmer, will require the licensee to complete a new written exam and complete a new clinical or practical exam with a passing mark of 75% on both.
4. Apprentice funeral director or embalmer licenses will be suspended if the written exam is not completed in three (3) years from the date of approval of the apprenticeship.
5. Practical or clinical exams for apprentice funeral directors or embalmers must be completed within a three (3) year period from the date that the written exam was completed and passed.
 - i. Extenuating circumstances within this three-year Statute of Limitations, include critical illness, medical documentation, and/or missed NSCC course credit(s) causing an extra year delay to complete the credit and meet the diploma requirements. These will be reviewed on a case by case basis, at the request of each licensee, and receipt of the necessary documentation showing why there are extenuating circumstances.

6. If, after 12 months, a funeral director apprentice has not met the required number of funeral service cases, as outlined in the Embalmer and Funeral Director Regulations, the apprentice must submit a renewal application, **the applicable non-refundable fee(s)**, a Mentor Agreement for the upcoming renewal period, and a written request to the Board of Registration outlining their request for an extension and the related information surrounding this.
7. If, after 24 months, an embalming apprentice has not met the required number of embalming cases, as outlined in the Embalmer and Funeral Director Regulations, the apprentice must submit a renewal application, **the applicable non-refundable fee(s)**, a Mentor Agreement for the upcoming renewal period, and a written request to the Board of Registration outlining their request for an extension and the related information surrounding this.
8. A license lapsed for three (3) years or more, whether it be a funeral director or embalmer license will be required to complete a new written exam and complete a new clinical or practical exam, with a passing mark of 75% on both.
9. Section eight (8) applies to both lapsed licensees in Nova Scotia, and other Canadian jurisdictions.

Failure to comply with these policies may result in a licensing inquiry.

For further information and details surrounding this policy and the related Embalmers and Funeral Directors Regulations, Section 3 – 3G.