

General Application Instructions and Important Notice to Apprentice Applicants

Completion of this application form is necessary for consideration for licensure as an Apprentice Funeral Director or Embalmer in Nova Scotia, according to the Embalmers and Funeral Directors Act and Regulations. Failure to disclose all requested information may result in this form not being processed and may subsequently result in the denial of this application. All candidates for initial licensure, renewal, and/or examination have a continuing obligation to update and supplement the information and responses on this application if they change. Failure to supplement the information and answers provided on this application may result in denial or other appropriate action. All information provided must be accurate.

Carefully follow the directions on this application form. In addition, note the following:

1. Type or print legibly with black or blue ink only.
2. The licensure and application fees are NOT refundable.
3. Applicants must submit the required supporting documentation with the completed application form. If application forms or supporting documentation are incomplete, processing will not occur until the completed application and supporting documentation are received.
4. Applicants must submit all required supporting documentation with
5. the completed application.
6. If the Board of Registration does not receive a fully completed application by the expiration date specified on the current license or the application is incomplete, there is a \$100.00 late fee per license.
7. Any renewal application which has yet to be received or is incomplete 30 days or more after the expiration date is subject to an additional \$100.00 administrative fee per license.
8. All incomplete applications after 90 days from receipt will be null and void, and the applicant must submit a new application and supporting documentation.
9. All licensees who allow their license to expire will not be permitted to act in the capacity of or carry on any duties as an apprentice funeral director and/or embalmer from the expiration date forward.

Supporting Documentation and Fees:

You must submit the following documents and fees. *Please check each item enclosed.*

- Applicable Fee
- Completed licensing application
- Valid Driver's License, front and back. Please note: Learner's Permit is not acceptable
- Proof of high school diploma or equivalent, as per the Embalmer and Funeral Director Regulations, if applying as a new applicant for any license
- Criminal Background Check completed within the last 90 days, as required for new applicants
- Signed Mentor Agreement, if applying for a new apprentice license or renewal
- Verification of Licensure from all jurisdictions previously licensed in, if applicable
- Confirmation of enrollment at NSCC E-Campus – required for embalmer apprentice applicants

Fees are as follows:

Apprentice Embalmer / Funeral Director License - \$100.00 each per year, on the renewal date

Your application is NOT complete until all supporting documents and fees are received by the Nova Scotia Board of Registration of Embalmers and Funeral Directors.

The Nova Scotia Board of Registration of Embalmers and Funeral Directors

168 Hobsons Lake Drive, Suite 301, Halifax, NS B3S 1G4

Telephone: (902) 407-6001 kortneyadams@nsbrefd.com

www.nsbrefd.com

PART I. APPLICANT IDENTIFYING INFORMATION:

 First Name Middle Name Last Name Pronoun

Date of Birth ____/____/____ (MM/DD/YY)

Address of applicant, including Postal Code, City, Province, and Postal Code:

Street Address: City: Province: Postal Code

Mailing Address (if different from above):

Street Address: City: Province: Postal Code:

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Identify any maiden name, surname, or any other names or aliases you have been known by or used and identify as: _____

Are you employed at a funeral home, crematorium, or related facility?

Name of funeral home/facility:

Address:

Phone number: _____

Part time ____ Full time ____ Name of Mentor: _____

Has your employer/employment situation changed in the last 12 months? ____ Yes ____ No

If yes, please indicate your previous employer: _____

License type	Please (√) application fee type below	Fee
New Apprentice Funeral Director application fee		\$100.00
New Apprentice Embalmer application fee		\$100.00
Renewal Apprentice Funeral Director application fee		\$100.00
Renewal Apprentice Embalmer application fee		\$100.00
Total Submitted		\$

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PART II. EDUCATION:

List educational institution attended that satisfies academic requirements for licensure.

Funeral Service School currently enrolled at: _____

Program attending: _____

Anticipated graduation Date: ____/____/____ (MM/DD/YY)

High School/GED institution attended: _____

Any previous apprenticeship participation in another province ___ YES ___ NO

If yes, which province? _____

Funeral home name: _____

Mentor name: _____

Types of apprentice license held: _____

Dates of apprenticeship: _____

PART III. WORK HISTORY:

List all your most recent employers. If you have never been employed, insert "N/A" for Not Applicable.

Employer:	Job Title:	Address:	Dates of Employment:
_____	_____	_____	_____
_____	_____	City: _____	To _____
		Province: _____	
		Postal Code: _____	

PART V. PAST DISCIPLINARY ACTION: (Initial next to Yes or No for each)

Have you ever had any license revoked or suspended, been fined, placed on probation, reprimanded, or otherwise disciplined by any regulatory authority in this province or any other province, territory or jurisdiction?

YES ___ NO ___

Do you have any pending actions under any license, within or outside the funeral profession?

YES ___ NO ___

Have you, at any time, voluntarily relinquished or surrendered a professional license while under investigation or during a disciplinary proceeding against you or your license(s)?

YES ___ NO ___

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Have you ever had any licensing application to practice in the funeral profession or any other profession denied?

YES ____ NO ____

PART VI. CRIMINAL AND LEGAL HISTORY Initial next to Yes or No for each.

Have you ever been convicted of a crime in the Province of Nova Scotia or any other province or country, or are criminal charges currently pending against you? **(First-time applicants must submit a criminal record with this application)**

YES ____ NO ____

Have you ever received a regulatory conviction or been charged with a regulatory offence in the Province of Nova Scotia or any other province or country, or are there any pending actions against you?

YES ____ NO ____

PART VII. CERTIFYING STATEMENT

I hereby certify that I have read this application in its entirety. The responses and attached materials I have provided are true and accurate to the best of my knowledge. I further certify that I will, at all times, comply with all applicable provincial laws, Acts and Regulations, as well as all professional policies and guidelines governing the license I am seeking to obtain. I understand that approval of this application is not guaranteed and may be denied, or additional information and documentation may be requested. I have reviewed the following policies and legislation (You must **initial** each item below to confirm you are aware of the Acts, Regulations, and policies which govern the funeral profession in Nova Scotia):

____ *Embalmers and Funeral Directors Act* for Nova Scotia

____ Embalmers and Funeral Directors Regulations for Nova Scotia

____ *Cemetery and Funeral Services Act* for Nova Scotia

____ Cemetery and Funeral Services Regulations for Nova Scotia

____ *Anatomy Act*

____ Operators of Crematoria Regulations

____ *Fatality Investigations Act*

____ *Health Protection Act*

____ Transportation of the Dead Regulations

____ *Vital Statistics Act*

Nova Scotia Board of Registration of Embalmers and Funeral Directors Policies:

____ Continuing Education Policy

____ Exam Policy

____ Applicant Policy

____ Statute of Limitations Policy

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_____ Apprentice Application Policy and Guidelines

_____ Mentor Agreement

_____ Social Media Policy and Guidelines

_____ Safe Disclosure Policy and Procedures

_____ Code of Professional Conduct

_____ Policy for Accommodations of Applicants

INFORMED CONSENT TO DISCLOSE INFORMATION

I, _____ (name of consenting individual), of _____
_____ (address), do hereby give consent to the Nova Scotia Board of Registration of Embalmers and Funeral Directors (herein “the Board”) and the Executive Manager of the Board of Registration of Embalmers and Funeral Directors, disclose to _____ (Name of Mentor) of _____ (Name of Funeral Home), of _____ (address), the following information about me: information related to apprenticeship, licensing status, apprenticeship requirements under the Embalmers and Funeral Directors Act or Regulations, apprenticeship requirements and conditions under any Board policy, Code of Conduct, or guideline; and (b) to use the information for the following purposes: to confirm the involvement of the apprentice at the funeral home and under the approved mentor, to share information related to the requirements of the Embalmers and Funeral Directors Act and Regulations, including but not limited to employment, mentoring, licensing and license status, examinations, practicum information, to review requirements related to the signed Apprenticeship Agreement and licensure.

If you are also an applicant or student of the Funeral Directing and Arranging OR Funeral and Allied Health Services Program through the Nova Scotia Community College or intend to apply to either program, please complete the additional Informed Consent to Disclose Information found below:

I, _____ (name of consenting individual), of _____ (address), do hereby give consent to the Nova Scotia Board of Registration of Embalmers and Funeral Directors (herein “the Board”) and the Executive Manager of the Board of Registration of Embalmers and Funeral Directors, disclose to Lisa Smith of Nova Scotia Community College E-Campus, (herein “NSCC”) of 236 Belcher Street, Kentville, Nova Scotia B4N 0A6 (address), the following information about me: information related to apprenticeship, licensing status, apprenticeship requirements under the Embalmers and Funeral Directors Act or Regulations, apprenticeship requirements and conditions under any Board policy, Code of Conduct, or guideline; and (b) to use the information for the following purposes: to confirm the enrollment status and involvement of the apprentice at NSCC, to share information related to the requirements of the Embalmers and Funeral Directors Act and Regulations, including but not limited to employment, mentoring, licensing and license status, examinations, practicum information, etc.

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I understand that any fees paid are non-refundable, including those paid by a person or entity. Payments will not be credited toward any subsequent fee(s) payable by the person or entity.

I understand that failure to submit a completed application for licensure before the expiration date specified on a given license, including an application to renew a license, will result in late and/or administrative fees. Further information can be found within the Apprentice Applicant Policy and Guidelines and Applicant Policy. I also understand that if a license application or renewal is not completed and renewed, and the license is not publicly displayed ahead of the expiration date, I cannot carry on the duties or act in the capacity of a licensee.

Additionally, I understand and agree that any false or misleading information, misrepresentations, or omissions in this application, supporting documentation, reporting, apprenticing, mentoring, and during the application process are cause for denial of this application.

Signature of Applicant (Do not print)

Signature of Applicant (Do not print)

Date

Signed at (City, Province)

Signature of Requested Mentor confirming they have reviewed this application and it is accurate and truthful.

Printed Name of Requested Mentor

Date

Signed at (City, Province)

OFFICE USE ONLY	
Date Application Received	
Application Approved	
Date Renewal Issued	
Total Fees Submitted	\$
Payment method:	____ Cheque ____ Email money transfer ____ Money Order