

Application Policy and Guidelines

Approved March 6, 2019
Amended February 5, 2020
Amended December 23, 2020

Nova Scotia Applicants for Licensing Renewals

If you are a funeral professional licensed in Nova Scotia and are applying for licensing renewal(s) you must provide the following items to the Nova Scotia Board of Registration of Embalmers and Funeral Directors:

- Submit a fully completed application form for embalmer and/or funeral director
- Submit proof of completed continuing education credits, as required
- Submit the payment for licensure

Applications and documentation will not be reviewed or processed until all the required items have been received by the Board of Registration of Embalmers and Funeral Directors.

All licensees who do not submit their license renewal by June 30 of any given year are subject to a late payment of \$100.00. All licensees who do not submit their license renewal application by August 1 of any given year are subject to an additional administrative fee of \$100.00. All licensing fees are non-refundable

Applicants Currently Licensed in Another Canadian Province

If you are a funeral professional licensed and in good standing in a Canadian province, outside of Nova Scotia, you may be eligible to apply for an individual professional license in Nova Scotia.

To have your credentials assessed, please submit the following items to the Nova Scotia Board of Registration of Embalmers and Funeral Directors:

- Confirmation that you hold an individual professional license in good standing
- Provide a Police Records Check dated inside the last 90 days
- Provide proof of identification (government issued photo ID)
- Provide proof of high school completion or equivalent

Details related to your individual professional license need to include:

- The date the license was first issued,
- the date the current license was issued,
- the date the license expires,
- the license number and
- any conditions or restrictions, or suspensions on the license

Prior to an individual professional license being issued, the candidate must:

- Successfully pass the Nova Scotia Mortuary Law Exam
- Submit a fully completed application form for embalmer and/or funeral director
- Submit licensing application fee

Applications and documents will not be reviewed or processed until all items have been received by the Board of Registration of Embalmers and Funeral Directors. All licensing fees are non-refundable.

Applicants previously licensed in another province, not currently licensed

- Provide a Police Records Check dated inside the last three months
- Complete the required examinations as outlined in the Statute of Limitations Policy**
- Provide government issued photo ID
- Submit an individual license application

**As outlined in the Statute of Limitations Policy:

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.

Applicants Currently Licensed Outside of Canada

If you are a funeral professional licensed and in good standing, in a jurisdiction outside of Canada, you may be eligible to apply for an individual professional license in Nova Scotia. You can begin submitting documentation ahead of your entrance into Canada, if you wish to begin the process.

If you are licensed in the United States:

To have your credentials assessed as a funeral director licensed in good standing in a jurisdiction in the United States, please submit the following items to the Nova Scotia Board of Registration of Embalmers and Funeral Directors:

- Confirmation that you hold an individual professional license in good standing

Details related to your individual professional license including:

- the state/jurisdiction issuing the license
- the date the license was first issued,
- the date the current license was issued,
- the date the license expires,
- the license number, and
- any conditions or restrictions, or suspensions on the license

Proof that you have successfully completed a program accredited by the American Board of Funeral Services Education (ABFSE)

Proof that you have successfully completed the National Board Examination (from the International Conference of Funeral Service Examining Boards)

Proof of identification (government issued photo ID)

Prior to an individual professional license being issued, the candidate must:

- Successfully pass the Nova Scotia Mortuary Law Exam
- Submit an individual license application
- Provide a Police Records Check dated inside the last three months

Except for writing the Nova Scotia Mortuary Law Exam, all other requirements can be submitted to the Nova Scotia Board of Registration prior to arrival in Nova Scotia.

Other Countries

For applicants licensed in another country, consideration will be given to the applicant's training and experience on an individual basis. Please contact the Nova Scotia Board of Registration to discuss your specific circumstances.

For Applicants Outside of Canada and International Applicants:

Applications and documentation will not be processed until all items required have been received by the Nova Scotia Board of Registration of Embalmers and Funeral Directors. All items required for applications must be received within six (6) months of the initial submission process beginning. All licensing fees are non-refundable.

Language Requirements

Competence in the English language is an underlying requirement of the agreement. Application forms should be completed in the English. During the interview process, the applicant will be expected to communicate their competence and respond to questions in English without the assistance of translators.

Policies to review related to licensing:

Exam Policy

Statute of Limitations Policy

Continuing Education Policy

Policy for Accommodation of Applicants