

**The Nova Scotia Board of Registration of Embalmers and Funeral Directors
Embalmer Apprenticeship Agreement**

This Apprenticeship Agreement made this _____ day of _____ 20_____

BETWEEN _____
called the Apprentice Applicant.

---and---

Called the Mentor or Licensed Embalmer.

The Apprentice Applicant and the Licensed Embalmer submit this request and agree as follows:

1. The Apprentice Applicant agrees to serve the Embalmer as an Apprentice for In-service training under the Embalmers and Funeral Directors Act and the Regulations hereunder from the date hereof until the completion of this apprenticeship or until this Agreement is revoked, assigned, or rendered null and void under the Regulations made under the Act. The Board may revoke this Agreement at any time, for cause, and reasons for doing so may include but are not limited to providing misleading statements, failure to comply with legislation, professional misconduct of either party, inability or unwillingness of either party to meet the requirements of the apprenticeship.

2. The Licensed Embalmer requesting to be the mentor for this Apprentice Applicant agrees to train and instruct the apprentice in the practices of an Embalmer and to furnish the apprentice with the reports required by the Board of Registration of Embalmers and Funeral Directors in accordance with the Regulations made under the Act. The Licensed Embalmer fully understands and is aware that, if approved, they are responsible for submitting all reporting documentation as specified under the Embalmers and Funeral Directors Regulations.

IN WITNESS OF _____, the parties have signed.
(Print Witness Name)

Embalmer Mentor

Apprentice

Witness:

NOTE: File this Agreement to **request** a new mentor, or to change or renew a mentor with the Board of Registration of Embalmers and Funeral Directors, together with other documents, as required by the Board of Registration of Embalmers and Funeral Directors under the Embalmers and Funeral Directors Act. Approval of mentor requests for new and existing apprenticeships are not guaranteed.

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Appendix A: Mentor Agreement responsibilities and duties – The requested mentor must initial below confirming their understanding of each section.

All licensed mentors must be licensed under a licensed funeral home in Nova Scotia and have been licensed as an embalmer for at least two consecutive years. This is under Section 6(2) of the Embalmers and Funeral Directors Regulations of Nova Scotia. No licensed individual will be approved as a mentor if that licensee has been convicted of any criminal activity or found guilty of contravening the Acts and Regulations which govern the funeral profession. _____ **(mentor initial)**

All approved, licensed mentors may have a maximum of two apprentices at any given time, per the Embalmers and Funeral Directors Regulations. If, at any point, there is a change in the apprentice's mentor, mentor leave of absence, or extended absence, the Board is to be notified immediately. No apprentice can obtain their required cases in funeral services or act in the capacity of a licensed apprentice without an approved mentor in place. _____ **(mentor initial)**

Licensed mentors must provide training opportunities, guidance, and support to the licensed apprentice throughout the apprenticeship. Mentors must work with their apprentice over the course of the apprenticeship to ensure they are following all required Regulations and Acts, which govern the profession, as well as applicable guidelines, policies, Board directives, and codes of conduct. _____ **(mentor initial)**

In addition, a mentor must oversee the apprentice as they complete the required number of cases outlined in the Embalmers and Funeral Directors Regulations. Apprentices must be guided by their mentor to prepare them for licensing and best practices in the funeral profession. _____ **(mentor initial)**

After completing the required number of embalming cases, minimum apprenticeship duration, and written exam, the apprentice will complete a clinical exam. The licensed mentor must be present for the duration of the clinical exam or, in extenuating circumstances, request approval for a substitution for another qualified, licensed individual to attend on behalf of the mentor. If the approved mentor is not present for the entire clinical exam, the apprentice will be automatically unsuccessful and must repeat the clinical exam. _____ **(mentor initial)**

An updated Mentor Agreement must be submitted with any apprentice licensing application renewals. Any change in mentor will incur a \$20.00 mentor change fee, payable to the Nova Scotia Board of Registration of Embalmers and Funeral Directors. I understand that approval of a mentor is under the decision making authority of the Board of Registration and approval is not guaranteed. _____ **(mentor initial)**

While every apprentice embalmer must serve their term of apprenticeship under the direct supervision of the licensed mentor to whom they are being apprenticed, they may **occasionally** serve under the direct supervision of some other duly qualified embalmer, as applicable. All requests to work from time to time under another licensed individual must be pre-approved by the Board of Registration. _____ **(mentor initial)**

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By signing below, I certify that I have read all sections of the Funeral Director Apprenticeship Agreement and fully understand my duties, responsibilities, and ethical and professional requirements. I understand that submitting this request does not guarantee approval, which is required before an apprenticeship commences or continues. I understand that contravention of this agreement may also be a contravention of legislation or policy, which may result in disciplinary action.

Signature of Mentor Applying (Do not print)

Printed Name of Mentor Applying

Date

Signed at (City, Province)

Signature of Apprentice (Do not print)

Printed Name of Apprentice

Signature of Witness

Printed Name of Witness