

Nova Scotia Board of Registration of Embalmers and Funeral Directors
168 Hobsons Lake Drive, Suite 301, Beechville, Nova Scotia B3S 0G4

Exam Policy

Approved December 20, 2018
Amended February 5, 2020
Amended December 23, 2020
Amended May 6, 2025

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 yearly, on the second Tuesday of June and September each year. In exceptional circumstances determined by the level of interest, an additional sitting may be offered in January in a given year.
- b.) The application form, all required reporting documents, and payment of the written exam fee must be completed 30 days before the exam for review by the Board of Registration of Embalmers and Funeral Directors. After reviewing the submitted items, a decision will be issued in writing to the applicant.
- c.) Exam fees are to be paid at the time of exam application and are non-refundable.
- d.) Marks will be available within four (4) weeks following the written exam.
- e.) An unsuccessful candidate will be given an outline within the outcome letter for review ahead of their supplemental exam.
- f.) Special accommodation requests must be made in writing to the Executive Manager at least 30 days before the examination. Examples may include oral examinations, individual written examinations, exams typed on a computer instead of written, etc. Medical documentation is required for special accommodation requests. Please refer to the Policy for Accommodation of Applicants.
- g.) Supplemental examinations will be offered within 60 days of when the original exam was given.
- h.) If a licensee fails to complete 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.
- i.) If a licensee is unsuccessful on their supplemental written examination, the Embalmers and Funeral Directors Act requires that the licensee “who fails to pass a retaken examination referred to in subsection (10) [supplemental] must wait at least one year and then repeat an entire term of apprenticeship of at least 12 months before being permitted to retake the failed exam.”

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- j.) Examination outcomes will be provided in writing, with only a pass/fail result.
- k.) Examination outcomes, once issued, are final.

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 a committal.
- d.) The approved mentor initiates the call to the Board office, advising that the Apprentice is ready and requires 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 the entire duration of the practical examination unless the Board has previously approved a substitute licensee in their place. If the mentor leaves during the examination, it will be terminated.
- f.) Exam fees are to be paid before the exam date and are **non-refundable**.
- g.) Special accommodation requests must be made in writing to the executive manager at least 30 days before the examination and be accompanied by supporting documentation. Please refer to the Policy for Accommodation of Applicants.
- h.) Supplemental examinations will be offered within 60 days of when the original exam was given.
- i.) Within four (4) weeks of the practical/clinical exam, the Board will issue a letter to the Mentor/Apprentice with suggestions for improvements and the exam outcome.
- j.) Examination outcomes will be provided in writing, with only a pass/fail result.
- k.) Examination outcomes, once issued, are final.

3. Mortuary Law Examinations:

For those wishing to transfer their licensing credentials from another Canadian province, the applicant must meet the requirements as outlined in the Applicant Policy and Guidelines and then 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. To proceed with the transfer process, the licensee must provide a letter of good standing issued directly from the legislative body to our office. Additionally, we require proof of valid licensing, government-issued identification, proof of completion of high school or equivalent, a criminal record check completed within the last 90 days, and payment of the non-refundable examination fee.
- c.) The Board of Registration will review all out-of-area requests to write the Mortuary Law Exam and approve or deny them based on the information submitted and the letter of good standing.

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- 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.
- f.) If a licensee fails the Mortuary Law Exam, they will be notified of the outcome and the areas of review.
- g.) Special accommodation requests must be made in writing to the Executive Manager and submitted at least 30 days before the examination. Please refer to the Policy for the accommodation of Applicants.
- h.) Supplemental examinations will be offered within 60 days of when the original exam was given. If a licensee does not complete the supplemental exam within sixty days, as required under the EFDA, the applicant must wait six months before being eligible to complete the Supplemental Mortuary Law Exam.
- i.) Examination outcomes will be provided in writing, with a pass/fail result.
- j.) Examination outcomes, once issued, are final.

Policies to also be reviewed related to examinations:

- Applicant Policy
- Continuing Education Policy
- Statute of Limitations Policy
- Continuing Education Policy

Please review the Embalmers and Funeral Directors Act and the Embalmers and Funeral Directors Regulations for additional legislative information related to Examinations.