

**Approved May 27, 2015**  
**Amended March 06, 2019**  
**Amended February 5, 2020**  
**Amended May 6, 2025**

## **STATUTE OF LIMITATION POLICY**

### **Section 1: Fully Licensed Funeral Directors and Embalmers**

1. License Renewals and lapsed licenses are subject to the following:
  - i. A license lapsed for up to 30 days after the renewal date, June 30, of a given year will be charged a \$100.00 late fee.
  - ii. A license that has lapsed for more than 31 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, in addition to the \$100.00 late fee.
  - iii. All late and administrative fees will be charged per license and are non-refundable.
2. If a license is cancelled following the 30 days from the June 30 renewal date, no funeral director or embalmer may act in any capacity of a licensed individual or represent themselves as such.
3. A license lapsed for two (2) years or more, whether a funeral director or embalmer, will require the licensee to complete a new written exam and a new clinical or practical exam with a passing mark of 75% on both.
4. As outlined in Section 16A (4) of the Embalmers and Funeral Directors Regulations, an applicant for the reinstatement of a licence that has lapsed for less than one year shall submit with the application for reinstatement proof of completion of 6 hours of relevant continuing education within the previous 24 months. Anyone who has lapsed their license for more than one year shall provide the same. Those who have lapsed for more than 24 months must provide this before being permitted to complete the written examination for reinstatement.
5. Sections 3, 4, and 5 apply to both lapsed licensees in Nova Scotia and those seeking a Nova Scotia License who have lapsed in another Canadian jurisdiction.

### **Section 2: Apprentice Funeral Directors and Embalmers**

1. License Renewals and lapsed licenses are subject to the following:
  - i. All apprentice licenses that lapse for up to 30 days from the annual renewal date will be charged a \$100.00 late fee.
  - ii. All apprentice licenses that have lapsed for more than 30 days from the annual renewal date will be charged a \$100.00 administrative fee to renew them, in addition to the \$100.00 late fee.
  - iii. All late 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 apprentice funeral director or embalmer may act in any capacity of a licensed individual or represent themselves as such.

**Nova Scotia Board of Registration of Embalmers and Funeral Directors**  
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3. Apprentice funeral director or embalmer licenses will be deemed invalid if the written exam is not completed in three (3) years from the date the apprenticeship was approved and will not be renewed without cause and extenuating circumstances as determined by the Board. The Board Executive will complete reviews of extenuating circumstances on a case-by-case basis and as requested by the applicant.
4. Practical or clinical exams for apprentice funeral directors or embalmers must be completed within three (3) years from the date the written exam was completed and passed. Extenuating circumstances within this three-year Statute of Limitations, including critical illness, medical documentation, and/or missed NSCC course credit(s), cause an extra year delay in completing the credit and meeting the diploma requirements. These will be reviewed on a case-by-case basis at the request of each licensee, and the necessary documentation will be received showing why there are extenuating circumstances.
5. 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.
6. 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.

**For All Licensees:**

Failure to comply with these policies may result in a licensing inquiry and/or a determination of professional misconduct.

Further information and details related to this policy are available under the Embalmers and Funeral Directors Regulations, Sections 3 – 3G and 12B.