

## **The Nova Scotia Board of Registration of Embalmers and Funeral Directors**

168 Hobsons Lake Drive, Suite 301, Beechville, Nova Scotia B3S 0G4

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### **Apprentice Policy and Legislative Directive for Apprenticeship Nova Scotia Board of Registration of Embalmers and Funeral Directors**

Approved October 18, 2023

Amended August 6, 2024

Amended November 6, 2024

**Description:** The Nova Scotia Board of Registration of Embalmers and Funeral Directors (“the Board”) is the licensing and regulatory body for all apprentice funeral directors and embalmers. Licensed apprentices and licensed, approved mentors must follow the Embalmers and Funeral Directors Act requirements, the Embalmers and Funeral Directors Regulations, the Code of Professional Conduct, and other legislation applicable to the profession and Board policies and mandates. The Board is responsible for ensuring that reporting documentation, apprenticeship, mentoring, and licensing comply with the abovementioned areas. It is the Board’s duty and within its authority to apply the current legislation concerning licensing and applicant requirements, approval, denials, termination of mentoring, and non-compliance concerning the Embalmers and Funeral Directors Act and Regulations.

#### **Terms of Reference for the Apprentice Policy and Legislative Directive for Apprenticeship**

**Mentor** – A licensed funeral director or embalmer who has been licensed for a minimum of two years and who has been approved by the Board under the Board’s authority under the Embalmers and Funeral Directors Act and Regulations. This approved licensed funeral director or embalmer is responsible for the direct supervision of an apprentice, submission of reporting documentation at the designated intervals, and ensuring the apprentice receives the necessary training, education, and practical experience. The mentor is responsible for educating the apprentice and ensuring the apprentice complies with the profession’s legislation. *Mentors are approved under the understanding that the mentor will be in place for the duration of the apprenticeship licensing year and are only permitted to request a change once every six months unless there are extenuating circumstances, such as leave due to illness, termination of employment of the mentor, etc. Under this policy and the Board’s authority under the Embalmers and Funeral Directors Act and Regulations, mentors may be denied, and approval is not guaranteed.*

#### **As outlined in the Embalmers and Funeral Directors Regulations:**

A licensed funeral director or licensed embalmer who has applied and been approved as the mentor for an apprentice funeral director or embalmer must explain the provisions of the Act and these regulations to the apprentice funeral director or apprentice embalmer and, during the apprenticeship, must instruct the apprentice funeral director or apprentice embalmer in the practice, profession, and obligations of a funeral director or embalmer.

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Mentors are responsible for ensuring the reports are submitted and renewals are received before the date of expiration specified on the Apprentice Funeral Director and/or Embalmer Licence. As specified in Section 3(4)(5) and Section 8 (3)(4), mentors must submit reports at the designated intervals outlined in the Regulations. If, 30 days after the end of a given interval, the required paperwork has not been submitted and completed in the designated form, the apprenticeship cases completed during that period until the reports have been received may be disqualified. Disqualified cases will not count toward the required number of cases outlined in the Regulations.

**Apprenticeship (Mentor) Agreement**—This is required documentation submitted to the Board for approval at the time of an initial application, renewal, or request for a mentor change.

*Apprenticeship (Mentor) Agreements are requests for the mentor/apprenticeship relationship for the licensing period of one year, and changes are only available in extenuating circumstances, such as termination of employment, medical leave, etc.* Approval is not guaranteed and may be suspended, revoked, or denied under the Board's authority provided in the Embalmers and Funeral Directors Act and Regulations.

**Apprentice Funeral Director** – Individuals who hold a license as an apprentice funeral director under the Embalmers and Funeral Directors Act and are approved by the Board to have such a license. A licensed apprentice funeral director must be under the direction and direct supervision of the licensed funeral director mentor and be able to carry out the duties of a funeral director; however, apprentice funeral directors cannot submit and/or issue completed burial permits or issue Funeral Director's Statements of Death. Funeral Director Apprentices are not eligible to be Division Registrars under the Vital Statistics Act. The licensed, approved funeral director mentor is responsible for the funeral director apprentice under their direction and guidance and the apprentice's actions.

**Apprentice Embalmer** – Individuals who hold a license as an apprentice embalmer under the Embalmers and Funeral Directors Act and are approved by the Board to have such a license. A licensed apprentice embalmer must be under the direction and direct supervision of the licensed, approved embalmer mentor and can only carry out the duties of a licensed embalmer apprentice under direct supervision. The licensed, approved embalmer mentor is responsible for the apprentice under their direction and guidance and the actions of the apprentice embalmer. Embalmer apprentices receiving and gaining experience and training must be enrolled in or have successfully completed the Nova Scotia Community College Funeral and Allied Health Services Program.

**Intake period**—Applications for apprenticeship are reviewed at four intake periods throughout the year. Applications will be reviewed and approved or denied on February 1, May 1, August 1, and November 1.

**Time to time** – The Embalmers and Funeral Directors Regulations allow apprentice funeral directors and embalmers to be directly supervised from "time to time" by another duly qualified funeral director or embalmer, as applicable. All requests to work from time to time under another licensed individual must use the required request form for time-to-time oversight and be pre-

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approved by the Board of Registration. The Board's application of time to time for the purposes outlined in the Regulations allows for the occasional oversight of an apprentice funeral or embalming case by another licensed individual who is pre-approved to oversee that apprentice by the Board. Time to time is not for a continuous period, frequent absences, extended vacation periods, or multiple weeks or months. *Time to time, as referenced in the legislation, is not permitted to be used for instances including but not limited to extended periods of vacation, medical or other types of leave of any kind, extended absences, as well as change of employment to another funeral home or another funeral home location, etc., do not meet the application or expectation of time to time and will result in non-compliance with legislation and this policy.*

### **Application for apprentice licensing**

Applications will be reviewed at the intake periods specified above. The following items are required as part of the initial application for licensure:

1. High School Diploma or equivalent
2. The Apprenticeship (Mentor) Agreement must be signed by the applicant apprentice and the licensed mentor, who has been licensed for at least two years and has no more than two apprentices at a given time. (Please see Mentor Agreement and Mentor Agreement Appendix A for more information). Mentor approval is on a case-by-case basis; approval is not guaranteed and is the decision of the Board
3. The apprentice can only work at the physical location and licensed establishment approved by the board. Approval of funeral home locations is on a case-by-case basis, not guaranteed, and is at the discretion of the Board.
4. Completed apprentice licence application form
5. Criminal record check completed within the last 90 days
6. Payment of the licensing fee (non-refundable)
7. Proof of valid driver's licence (Learner's Permits are not acceptable) – front and back
8. Any such additional documentation or information as the Board requires
9. Must be 18 years of age at the time of application
10. Proof of enrollment in the Funeral and Allied Health Services Program as an embalmer apprentice, if applying for an embalmer apprentice license
11. Before an apprentice application is approved or denied, all apprentices and requested mentors must attend a virtual apprenticeship intake meeting with the Executive Manager.

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No apprentice applications will be approved for an apprentice who requests licencing at a crematorium or cremation-only funeral home.

### **Applications for apprentice licensing renewal**

1. Apprenticeship (Mentor) Agreement must be signed by the applicant apprentice and the licensed mentor, who has been licensed for at least two years and has no more than two apprentices at a given time. (Please see Mentor Agreement and Mentor Agreement Appendix A for more information). Mentor approval is on a case-by-case basis; approval is not guaranteed and is the decision of the Board
2. The apprentice must work for an approved licensed funeral home and must be working at the same physical location and establishment. Approval of funeral home locations is on a case-by-case basis, and approval is not guaranteed and is the decision of the Board
3. Completed apprentice licence application form
4. Payment of licensing fee (non-refundable)
5. Any such additional documentation or information as the Board requires.
6. Before approval of a renewal application, apprentices and requested mentors may be required to attend a virtual apprenticeship intake meeting before a decision on the application is made

All apprentice licences not renewed by the specified renewal date are subject to a \$100.00 late fee if received within the first 30 days from the expiry date specified on the license(s). An additional \$100.00 administrative fee is received after the first 30 days from expiration. No apprentice shall work in any capacity as a licensed apprentice once the Apprentice Funeral Director and/or Embalmer Licence has expired. Please review the Statute of Limitations Policy for additional information regarding lapsed licenses.

### **Change of Mentor**

Any change in Mentor due to a change in employment, medical or other leave, extended absence, etc. Must be communicated in writing to the Board by the Managing Funeral Director, Mentor, and Apprentice within three (3) business days. This ensures that apprentices comply with the EFDA and EFDA Regulations and are being directly overseen by an approved, licensed individual continually and consistently. *Mentors cannot be regularly changed as the request and approval are based on the request to mentor for the duration of the apprenticeship. Mentors are only eligible to be changed due to extenuating circumstances. Frequent requests for mentor changes may result in the request being denied or delayed for additional review.*

### **Case requirements**

#### **Funeral Director Apprenticeships**

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Upon successful submission and approval of an application, an apprentice funeral director is required to complete the following:

During their term of apprenticeship, an apprentice funeral director must complete under the direct supervision of their approved mentor at least twenty-five (25) of each of the following types of funeral procedures:

- (a) Assist in 25 arrangements
- (b) Complete 25 arrangements - completed by the apprentice funeral director under the direct supervision of the approved, licensed mentor;
- (c) 25 funerals conducted by the funeral director apprentice under the direct supervision of the approved, licensed mentor;
- (d) 25 committals conducted by the apprentice under the direct supervision of the approved, licensed mentor.

The licensed, approved mentor must submit practicum case documentation at the required intervals every six months until the apprentice has become fully licensed as a licensed funeral director. The summary report is to be submitted with the practicum case documentation.

The Board may request additional documentation or information as deemed necessary.

### **Embalmer Apprenticeships**

During their apprenticeship, an apprentice embalmer must complete at least 25 embalmings under the direct supervision of a licensed, approved mentor.

The licensed, approved mentor must submit practicum case documentation at 12 months and 22 months at the required intervals until the apprentice has become fully licensed as a licensed embalmer. The summary report is to be submitted with the practicum case documentation.

Reports are required by 3E (4) of the Embalmers and Funeral Directors Regulations and must be in the form required by the Board and must include all of the following information for each funeral procedure that the apprentice has participated in as required by subsection (3):

- i) The type of procedure;
- ii) the name of the deceased;
- iii) the date the procedure was performed;
- iv) the signature of the embalmer mentor supervising the apprentice during the procedure.

For a case to be considered an 'embalming' case and meet the case requirements of the application of the legislation, the case must include a minimum of the following:

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- Selection/raising vessels
- Selection/injection of chemicals
- Embalming treatments
- Cavity aspiration
- Cavity treatment
- Suturing

Mentors must also provide opportunities for the apprentice to become proficient in all aspects of embalming and embalming-related activities.

### **Failure to submit reporting documentation:**

As outlined in the Regulations, Sections 3E (4) and 8(3), the Mentor is responsible for ensuring reports have been received.

A licensed funeral director or licensed embalmer with an apprentice funeral director must submit a written apprenticeship report to the Board, outlining the apprentice funeral director's participation in the funeral procedures referred to in subsection (3) during the preceding months[...]

If an approved mentor is not submitting the apprentice reports at the designated intervals, they are contravening the Embalmers and Funeral Directors Regulations and the Code of Professional Conduct. As such, the following sections and penalties may apply:

### **Suspension or revocation of the licence of an embalmer, apprentice, or director**

The Embalmers and Funeral Directors Act, Section 23(1) states: Subject to the regulations, the Board may, after due inquiry, suspend or revoke the licence of an embalmer, an apprentice embalmer, a funeral director, or an apprentice funeral director where at least four members of the Board find that the embalmer, apprentice embalmer, funeral director or apprentice funeral director has been guilty of non-compliance with this Act, the regulations or the bylaws or any misrepresentation, negligence, professional misconduct, or fraud.

### **Offence and penalty**

Under the Embalmers and Funeral Directors Act, Section 34(1) states:

Every person who:

(a) violates the provisions of Section 21, 22, 23, 25, 26, 32, 32A, 32B or 32C;

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(b) not being a holder of a licence as an embalmer, holds himself or herself out as an embalmer or uses any sign, letters, words, or abbreviation implying that that person is a licensed embalmer;

(c) not being the holder of a licence as an apprentice embalmer, holds himself or herself out as an apprentice embalmer or uses any sign, letters, words, or abbreviation implying that that person is a licensed apprentice embalmer;

(d) not being the holder of a funeral director's licence, holds himself or herself out to be a funeral director or uses any sign, letters, words, or abbreviations implying that that person is a funeral director;

(da) not being a holder of a licence as an apprentice funeral director, holds himself or herself out as an apprentice funeral director or uses any sign, letters, words, or abbreviation implying that that person is a licensed apprentice funeral director;

(e) violates any of the other provisions of this Act, the regulations, or the by-laws, is guilty of an offence.

### **Examinations and Examination Applications**

As a licensing requirement, apprentice funeral directors must complete a written and practical examination. *The practical funeral director examination requires a traditional funeral (casketed) with a committal. Cremation memorial services are not acceptable for practical examinations.* All practical and clinical examinations must be provided by the licensed funeral home where the apprentice is apprenticing under the direct supervision of the approved, licensed mentor. No apprentice applications will be approved for an apprentice who requests licencing at a crematorium or cremation-only funeral home.

Apprentices must have completed the required funeral procedures specified above and the minimum apprenticeship period when the apprentice applies to complete the written examination. Applications and supporting documentation must be received at least 30 days before the written examination date. If an apprentice has not met the required number of cases and/or duration, they will be ineligible to complete the written exam.

Practical and clinical examinations will occur after an apprentice has completed the written examination and achieved a 75% or higher grade. When a suitable traditional casketed funeral with a committal or embalming case arises, the approved mentor must contact the Board office to request an examiner for the practical or clinical examination. The licensed, approved mentor must be present for the entire practical or clinical examination. Once an apprentice has completed the practical or clinical examination with a minimum grade of 75% and has been notified, the apprentice is eligible to apply for full licensure.

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### **Authority of the Board**

The Embalmers and Funeral Directors Act and Regulations provide the Board of Registration of Embalmers and Funeral Directors with decision-making authority to approve, deny, or require additional information and documentation to approve or deny a licensing application, apprenticeship, or mentor. Mentors are approved on a case-by-case basis. Mentors may be denied for reasons including but not limited to non-compliance with reporting requirements, failure to provide learning opportunities and experience to the apprentice, non-compliance with professional legislation, and *previous or current* professional misconduct findings.

Conduct related to misconduct by a mentor or an apprentice, which includes non-compliance with Board policies or current legislation, may also result in a licensing inquiry, denial of an application, denial of a mentor, or denial of a funeral home's ability to have apprentices, among other disciplinary actions.