

Apprentice Application Policy and Guidelines

Approved February 5, 2020

Amended December 23, 2020

The Nova Scotia Board of Registration of Embalmers and Funeral Directors is the licensing and regulatory body for all apprentice funeral directors and embalmers. As such, the following requirements to apply for licensing are mandatory:

Minimum requirements:

1. High School Diploma or equivalent
2. Mentor Agreement signed by both the applicant apprentice and the licensed mentor, who has been licensed for a minimum of 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)
3. Apprentice has an approved licensed funeral home to work directly under
4. Completed apprentice license application form
5. Original criminal record check completed within the last 90 days
6. Payment of the licensing fee
7. Proof of identification (government issued)

Exclusions to the Apprentice Application Policy and Guidelines:

As a requirement of licensing, apprentices are required to participate and later complete their practical examination on a full traditional funeral, with committal, provided by a licensed funeral home. No apprentice license will be issued to an apprentice who requests to attach their license to a crematorium.

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

1. During their term of apprenticeship, an apprentice funeral director must participate in at least 25 of each of the following types of funeral procedures:
 - (a) assisted arrangements;
 - (b) arrangements;
 - (c) funerals;

(d) committals.

1. Practicum case documentation at the required intervals
2. Funeral director/embalming case report summary documents
 - a) 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 funeral procedure;
 - ii) the name of the deceased;
 - iii) the date the funeral procedure was performed;
 - iv) the signature of the funeral director supervising the apprentice during the funeral procedure.
3. Annual renewal application
4. Updated mentor agreement documentation at each annual renewal
5. Annual renewal fee

All apprentice licenses not renewed by the required renewal date are subject to a \$100.00 late fee if received within the first 30 days from the expiry date, and an additional \$100.00 administrative fee if received after the first 30 days from the expiry date. No apprentice shall work in any capacity as a licensed apprentice once the Apprentice Funeral Director and/or Embalmer License has expired.