

The Nova Scotia Board of Registration of Embalmers and Funeral Directors

203-620 Nine Mile Drive, Bedford, Nova Scotia B4A 0H4

Telephone: (902) 407-6001 Fax: (902)407-6002

www.nsbrefd.com

Renewal application form for licensees for the Province of Nova Scotia General Instructions and Important Notice to Applicants

Completion of this application form is necessary for licensure consideration as a Funeral Director, Embalmer in Nova Scotia, according to Embalmers and Funeral Directors Act and Regulations. Failure to disclose all requested information may result in this form not being processed and subsequently, may result in denial of this application.

All candidates for initial licensure and renewal of licensure have a continuing obligation to update and supplement the information and responses on this application if they change.

Failure to supplement the information and responses provided on this application may result in denial or other appropriate action. All information provided must be accurate.

Carefully follow the directions on this application form. In addition, note the following:

1. Type or print legibly with black or blue ink only.
2. The licensure and application fees are **NOT REFUNDABLE**
3. All required supporting documentation must be submitted with the application or it will not be processed until the completed application and supporting documentation has been received.
4. Any fully completed application, that is not received by the Board Office by June 30 or is considered incomplete on June 30 of any given year, is subject to the \$100.00 late fee per license.
5. Any application for renewal that is not received or is incomplete after August 1 of any given year, will result in an additional \$100.00 administrative fee per license.
6. All applications incomplete after 90 days from receipt will be null and void and the applicant will have to submit a new application and supporting documentation.
7. All licensees who allow their license to lapse, will not be permitted to act in the capacity of, or carry on any of duties as, a funeral director and/or embalmer after July 1 of any given year.

Supporting Documentation and Fees:

Documentation:

1. Applicants are required to supply proof of completed continuing education credits at the end of an applicant's five-year credit block. Licensees who are at the end of their five year block at the time the application is received, but are unable to provide proof, or have not completed their required credits, will not be renewed until documentation showing the completed credits has been received. The applicant will be responsible for any applicable late fees and/or administrative fees.

2. Fully completed application form signed by applicant and witnessed by another party.

Fees:

Embalmer / Funeral Director License - \$200.00 per license, due June 30 of any given year.

Applications are NOT considered complete until all supporting document(s) and fee(s) have been received by the Nova Scotia Board of Registration of Embalmers and Funeral Directors. Incomplete or partial applications will not be processed.

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PART I. APPLICANT INFORMATION:

First Name Middle Name Last Name Suffix

Date of Birth ____/____/____ (MM/DD/YY)

Home address of applicant, including City, Province, Postal Code:

Street Address: City: Province: Postal Code:

Mailing Address (if different from above):

Street Address: City: Province: Postal Code:

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Has your contact information changed in the last 12 months? ____ Yes ____ No

Identify any maiden name, surname, or any other names or aliases you have been known by or used and identify as: _____

Are you currently employed at a funeral home, crematorium, or related facility?

Name of funeral home/crematorium/facility:

Full address of funeral home/crematorium/facility (including postal code):

Phone number: _____

Part time ____ Full time ____

Has your employer/employment situation changed in the last 12 months? ____ Yes ____ No

If yes, please indicate your previous employer: _____

Embalmer License		Renewal Fee:\$200.00
Funeral Director License		Renewal Fee:\$200.00
Total Fees Submitted		\$

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PART II. EDUCATION:

Have you previously participated in an apprenticeship prior to being licensed as a funeral director and/or embalmer? ___ YES ___ NO

Have you previously completed the NSCC Kingstec Funeral and Allied Health Services or Funeral Directing and Arranging Program prior to being licensed as a funeral director and/or embalmer?

___ NO ___ YES If yes, graduation year: _____

PART III. WORK HISTORY (OPTIONAL):

List all employment chronologically within the last three years to the present. If you have never been employed, insert "N/A" for Not Applicable.

Employer:	Job Title:	Address:	Dates of Employment:
_____	_____	_____	_____
_____	_____	City: _____	To
		Province: _____	_____
		Postal Code: _____	

PART IV. CURRENTLY LICENSED IN OTHER JURISDICTIONS:

If you are currently licensed, certified, or registered to practice as a funeral director or embalmer in any other jurisdiction (outside of Nova Scotia), please complete the information requested below.

Type of license(s) held:

Province(s):

Date licensed:

PART V. PAST DISCIPLINARY ACTION: (Please **initial** next to Yes or No for each)

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Have you ever had a license revoked, suspended, been fined, placed on probation, reprimanded, or otherwise disciplined, by any regulatory authority in this province or any other province, territory or jurisdiction? YES ____ NO ____

Do you have any actions pending? YES ____ NO ____

Have you ever voluntarily relinquished or surrendered a professional license while under investigation, or during a disciplinary proceeding against you or the license?

YES ____ NO ____

Have you ever had any licensing application to practice funeral services denied?

YES ____ NO ____

PART VI. CRIMINAL HISTORY (Please initial next to Yes or No for each)

Have you been convicted of a crime in the Province of Nova Scotia or any other province or country, or are criminal charges currently pending against you, which you have not notified the Nova Scotia Board of Registration of in writing?

YES ____ NO ____

If yes, please specify the conviction received and date of the conviction:

PART VII. CERTIFYING STATEMENT

I hereby certify that I have read this application in its entirety. The responses and attached materials I have provided are true and accurate to the best of my knowledge. I further certify that I will comply with all applicable provincial laws, Acts and Regulations, as well as all professional policies and guidelines governing the license I am seeking to obtain. I have reviewed the following policies and legislation (please **initial** each item below to confirm you are aware of the Acts, Regulations, and policies which govern the funeral profession in Nova Scotia):

_____ *Embalmers and Funeral Directors Act* for Nova Scotia

_____ *Embalmers and Funeral Directors Regulations* for Nova Scotia

_____ *Cemetery and Funeral Services Act* for Nova Scotia

_____ *Cemetery and Funeral Services Regulations* for Nova Scotia

_____ *Anatomy Act*

_____ *Operators of Crematoria Regulations*

