

**The Nova Scotia Board of Registration of Embalmers and Funeral Directors
Funeral Director Apprenticeship Agreement**

This Apprenticeship Agreement made this _____ day of _____ 20_____

BETWEEN _____
called the Apprentice.

---and ---

Called the Funeral Director.

WITNESSETH that the Apprentice and the Funeral Director agree as follows:

1. The Apprentice agrees to serve the Funeral Director as an Apprentice for In-service training in accordance with the Embalmers and Funeral Directors Act and the Regulations hereunder from the date hereof until the completion of this apprenticeship or until this Agreement is revoked, assigned or rendered null and void under the Regulations made under the Act.

2. The Funeral director agrees to train and instruct the apprentice in the practices of a Funeral Director and to furnish the apprentice with the reports required by the Board of Registration of Embalmers and Funeral Directors in accordance with the Regulations made under the Act.

IN WITNESS WHEREOF the parties have signed.

Funeral Director Mentor

Apprentice

Witness:

NOTE: File this Agreement with the Office of the Board together with the other documents required by the Board of Registration of Embalmers and Funeral Directors, under the Embalmers and Funeral Directors Act.

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Appendix A: Mentor Agreement responsibilities and duties

All licensed mentors must be licensed under a licensed funeral home in Nova Scotia and have been licensed as a funeral director for a minimum of two consecutive years. This is in accordance with Section 3A (2), (3) of the Embalmers and Funeral Directors Regulations of Nova Scotia. No licensed individual will be approved as a mentor if that licensee has been convicted of any criminal activity or found guilty of contravening the Acts and Regulations, which govern the funeral profession.

All approved, licensed mentors may have a maximum of two apprentices at any given time, as per the Embalmers and Funeral Directors Regulations. If, at any point, there is a change in the apprentice's mentor, the Board is to be notified immediately. No apprentice can obtain their required cases in funeral services or act in the capacity of a licensed apprentice without an approved mentor in place.

Licensed mentors are expected to provide training opportunities, guidance, and support to the licensed apprentice throughout their apprenticeship. Mentors are expected to work, over the course of apprenticeship, with their apprentice to ensure they are following all required Regulations and Acts, which govern the profession, as well as applicable guidelines, policies, and codes of conduct.

In addition, a mentor is expected to oversee the apprentice as they complete the required number of cases outlined in the Embalmers and Funeral Directors Regulations. Apprentices should be guided by their mentor in a manner which will prepare them for licensing and for best practices in the funeral profession.

Upon completion of the required funeral procedures, and successful written exam, the apprentice will complete a practical exam, which is a traditional service with committal. The licensed mentor is required to be present for the full duration of the practical exam, or in extenuating circumstances, request approval for a substitution for another qualified, licensed individual to attend on behalf of the mentor. If the approved mentor is not present for the entire practical exam, the apprentice will be automatically unsuccessful and must repeat the practical exam.

An updated Mentor Agreement must be submitted with any apprentice licensing application renewals. Any change in mentor will incur a \$20.00 mentor change fee, payable to the Nova Scotia Board of Registration of Embalmers and Funeral Directors.

While every apprentice funeral director or embalmer shall serve their term of apprenticeship under the direct supervision of the licensed mentor to whom they are being apprenticed under, they may from time to time serve under the direct supervision of some other duly qualified funeral director or embalmer, as applicable. All requests to work from time to time under another licensed individual must be pre-approved by the Board of Registration.