

Apprentice Application Policy and Guidelines

Approved February 5, 2020

Amended December 23, 2020

Amended April 22, 2022

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 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 has an approved licensed funeral home to work directly under and is located 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.
4. Completed apprentice licence application form
5. Criminal record check completed within the last 90 days for both mentor and apprentice applicants
6. Payment of the licensing fee
7. Proof of valid driver's licence – front and back
8. Must be 19 years of age

Exclusions to the Apprentice Application Policy and Guidelines:

As a requirement of licensing, apprentices are required to complete their practical examination. This examination required a traditional funeral, with committal, provided by the licensed funeral home where the apprentice is apprenticing. No apprentice applications will be approved for an apprentice who requests to be licenced at a crematorium or cremation-only funeral home.

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 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;
- (c) conduct 25 funerals;
- (d) conduct 25 committals.

During their term of apprenticeship, an apprentice embalmer must complete under the direct supervision of the licensed, approved mentor at least twenty-five (25) embalming cases.

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 Apprenticeship Agreement documentation at each annual renewal
5. Annual renewal fee
6. Any such additional documentation or information as the Board requires

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.

Mentors are responsible for ensuring the reports are submitted, and renewals are received prior to 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, after

30 days of 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.

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

As outlined in the Embalmers and Funeral Directors Regulations:

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 licence of embalmer, apprentice, or director

23 (1) 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

34 (1) Every person who

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

(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.

Mentors must be licensed for a minimum of two years and may be eligible to have a maximum of two (2) apprentices. Licensed mentors must be at the same location as the apprentice, and if this changes, the apprentice will require a new mentor to be approved to continue the apprenticeship. Mentor (sponsorship) application requests may be denied, as there is no guarantee of approval. Mentorship may be denied based on a criminal record, complaints related to the Acts and Regulations, Code of Professional Conduct, lapse of a licensee, and other considerations that the Board may deem necessary.

All apprentice licences 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 specified on the license(s). 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 Licence has expired.

Examinations and Examination Applications

Apprentices must have completed the required number of funeral procedures specified above and have completed the minimum apprenticeship period at the time the apprentice applies to complete the written examination. If an apprentice has not completed both the required number of cases and 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 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.