

## 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

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### Accepting Alternative Information to Required Documentation

The Nova Scotia Board of Registration of Embalmers and Funeral Directors recognizes that there are circumstances where an applicant will not be able to provide certain required documents for reasons beyond the applicant's control. In these circumstances, The Nova Scotia Board of Registration of Embalmers and Funeral Directors will work with the applicant to accept alternative information to the required documentation, in a way that will not compromise the integrity of the licensing process.

#### Requesting Consideration of Alternative Information

- An applicant who cannot provide some, or all, of the required documentation should contact the Board office, in writing, to request that The Nova Scotia Board of Registration of Embalmers and Funeral Directors accept alternative information. The applicant's request should include:
  - a list of the required documents that cannot be provided,
  - the reason the applicant cannot obtain the required documentation,
  - a description of what attempts the applicant has previously made to obtain the required documentation,
  - a description of the documents the applicant could provide to demonstrate their qualifications for licensure, and
  - whether or not the applicant consents to The Nova Scotia Board of Registration of Embalmers and Funeral Directors contacting third parties to assist in obtaining information and documentation of the applicant's qualifications.
- The Board of Registration Office may request that the applicant provide additional information or evidence to demonstrate why the applicant is unable to provide required documentation.
- Where the required documentation is required by a third party assessor, the Board of Registration Office may direct the applicant to contact the third-party directly.

#### Acceptable Alternate Information – Educational Credentials

Where the Board of Registration accepts that required documentation cannot be provided for reasons beyond the applicant's control, The Nova Scotia Board of Registration of Embalmers and Funeral Directors will consider the following alternative information for assessing an applicant's educational credentials:

- certified copies of original academic documentation;
- photocopies of academic documentation together with an affidavit attesting to the authenticity of the document;
- an affidavit from the applicant describing the applicant's academic qualifications, the institution attended, and detailed descriptions of the courses taken and course curriculums, with supporting evidence if available;

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- affidavits from former professors and classmates verifying the applicant's course descriptions and attesting to the applicant's academic performance;
- information obtained by The Nova Scotia Board of Registration of Embalmers and Funeral Directors from third parties, with the applicant's advance consent, verifying the applicant's educational credentials;
- any other information offered by the applicant evidencing their academic qualifications.

### **Acceptable Alternate Information – Professional Qualifications**

Where the Registrar accepts that required documentation cannot be provided for reasons beyond the applicant's control, The Nova Scotia Board of Registration of Embalmers and Funeral Directors will consider the following alternative documents for assessing an applicant's prior experience:

- reference letters from prior employers and colleagues;
- an affidavit from the applicant describing the applicant's professional qualifications and detailed descriptions of prior work performed, with supporting evidence if available;
- copies of reports that support the applicant's involvement in a project;
- statements of professional standing from other regulatory bodies;
- certified copies of professional licenses or certificates;
- any other information offered by the applicant evidencing their professional qualifications.

The Nova Scotia Board of Registration of Embalmers and Funeral Directors may arrange the following mechanisms for assessing an applicant's professional competencies:

- an interview with licensed members of The Nova Scotia Board of Registration of Embalmers and Funeral Directors who are of the same discipline as the professional qualification claimed;
- a written examination;
- an oral examination;
- a clinical/practical examination;
- a period of supervised practice for up to 12 months.
- The applicant is responsible for the costs of alternative assessments.