

The Nova Scotia Board of Registration of Embalmers and Funeral Directors

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

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STATUTE OF LIMITATION POLICIES

Approved May 27, 2015
Amended March 06, 2019

This is to inform you that the following new policies were implemented and approved by the Board of Directors:

- I. License Renewals and lapsed licenses are subject to the following:
 - i. A license lapsed for a time period up to 30 days after the renewal date, of June 30 of a given year, will be charged a \$100.00 late fee.
 - ii. A licensed lapsed for greater than 30 days from the June 30 renewal date, of a given year, will be cancelled and an additional \$100.00 administrative fee will be charged in order to renew the license. This will be in addition to the \$100.00 late fee.
 - iii. A license lapsed for three (3) years or more, whether it be a funeral director or embalmer, will require the licensee to complete a new written exam and complete a new clinical or practical exam with a passing mark of 75% on both.
- II. Apprentice funeral director or embalmer licenses will be suspended if the written exam is not completed in three (3) years from the date of approval of the apprenticeship.
- III. Practical or clinical exams for apprentice funeral directors or embalmers must be completed within a three (3) year period from the date that the written exam was completed and passed.
 - i. Extenuating circumstances within this three-year Statute of Limitations, include critical illness, medical documentation, and/or missed credit causing an extra year delay to complete the credit and meet the diploma requirements. These will be review on a case by case basis, **at the request** of each licensee, and receipt of the necessary documentation showing why there are extenuating circumstances.

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- A license lapsed for five (5) years or more, whether it be a funeral director or embalmer will re-do his/her written exam and re-do his/her clinical or practical exam over again with a passing mark of 75% on both.
- Apprentice funeral directors or embalmers will be suspended if his/her written exam is not completed in three (3) years from the date of approval of his/her apprenticeship.

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- Practical or clinical exams for apprentice funeral directors or embalmers must be completed within a three (3) year period from the date that the written exam was completed and passed.

The apprentices who are in the system as of today will be given an extension of a twelve (12) month period from the date of the expiry of the apprentice license that they hold at this time.

Failure to comply with these policies will lead to a one (1) year suspension of his/her apprenticeship before he/she can re-apply for a new apprenticeship.