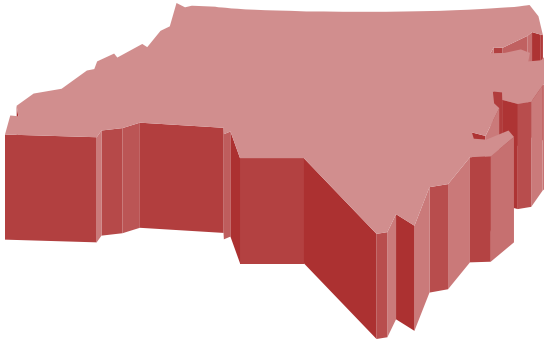


HOW TO APPLY
for the
**North Carolina State Board
Examination**
(NC SBE)



Prepared for
The North Carolina Board of Funeral Service
by



1885 SHELBY LANE
FAYETTEVILLE, AR 72704
TEL 479-442-7076 ☎ FAX 479-442-7090
E-MAIL: EXAMS@THECONFERENCEONLINE.ORG
WWW.THECONFERENCEONLINE.ORG
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It is the policy of The Conference to grant equal opportunity to all qualified applicants without regard to race, color, age, sex, religion, national origin, or disability. To deny opportunity to a qualified applicant is an injustice not only to the individual, but to The Conference and the funeral service profession as well. It is the intent and desire of The Conference that equal opportunity be provided for all qualified applicants for the North Carolina State Board Exam.

The North Carolina Board continues to proctor and arrange its laws & rules exams on a monthly basis. This exam remains in paper/pencil format and is given in Raleigh, NC.

For information regarding the NC law exam, please contact the North Carolina Board of Funeral Service.

1033 Wade Avenue, Suite 108

Raleigh, NC 27605-1158

Phone: 919-733-9380 Ext. 105

Website: www.ncbfs.org

Part I

About the North Carolina State Board Exam

Purpose

The purpose of the NORTH CAROLINA SBE is to provide the North Carolina Board of Funeral Service with a valid evaluation of an applicant for licensure in the diverse areas of competency required for an entry level position in funeral directing.



Test Format

The NORTH CAROLINA SBE is a computer-based exam. *The areas of competency measured in the examination are:*

NORTH CAROLINA SBE (150 items)
Sociology/Funeral History - 18 items
Psychology - 21 items
Funeral Directing - 27 items
Business Law - 18 items
Funeral Service Law - 24 items
Funeral Service Merchandising - 18 items
Accounting/Computers - 24 items



The NORTH CAROLINA SBE is a timed examination.

You are allowed **3** minutes for the Non-Disclosure Agreement.

You are allowed **2 hours 37 minutes** to complete the test.

Where Is the Test Given?

The examination is given at Pearson Professional Testing Centers located across the U.S.

For a complete list of testing locations, please visit : www.pearsonvue.com/icfseb

Part I, continued

More About the North Carolina State Board Exam

Eligibility

The North Carolina State Board Office determines eligibility of candidates to sit for the NC SBE. Upon determination of eligibility, the NC board office faxes a record of eligible SBE candidates to The Conference office. **NO CANDIDATE WILL BE SCHEDULED TO SIT FOR THE NORTH CAROLINA SBE UNTIL THIS FORM IS ON FILE WITH THE CONFERENCE OFFICE.**

Verification of eligibility is necessary only for the **FIRST TIME** you register for the exam. However, you **DO** have to submit an **APPLICATION AND PAYMENT EACH TIME** you take the exam.

Exam Schedule

Once we have the necessary application, payment and certification of eligibility, you will schedule your own appointment for the time and test center of your choice. The test is offered year-round and there is no required waiting period between scheduling and taking the exam. Waiting time will depend on seating availability only.

Remember, You may submit your NORTH CAROLINA SBE application at any time, but your application cannot be processed until The Conference receives confirmation of your eligibility from the NC State Board Office.

Reschedule or Cancel

If you need to cancel or reschedule your examination appointment, you must contact Pearson VUE at least **24 HOURS** prior to your examination date. **THERE ARE NO EXCEPTIONS TO THIS POLICY !!!**

Exam Fee

The fee for the NORTH CAROLINA SBE is **\$150.00** (each time)

All registration fees are non-refundable.



Your payment will be held on account for up to 12 months.
After 12 months, all fees are forfeited.

NOTE: The fee must accompany your application and must be in the form of a money order, cashier's check, or major credit/debit card only.

No personal or company checks are accepted.

If you attempt to pay with a personal or company check, it will be returned to you and your application will not be processed.

Part 2

How to Register (Apply) for the North Carolina State Board Exam

Application Procedure

STEP 1.

Contact the **North Carolina Board of Funeral Service** to establish eligibility.

STEP 2.

Submit Application and Payment to The Conference

MAIL your completed application and a money order, bank cashier's check, or major credit/debit card authorization to:

The Conference
1885 Shelby Lane
Fayetteville, AR 72704

OR

FAX the completed application with major credit/debit card authorization to The Conference Office at
(479) 442-7090

STEP 3.

Wait! ...

Please allow 2 to 3 business days for processing.

STEP 4.

Schedule your exam with Pearson VUE

LOCATE the test center of your choice

Please visit www.pearsonvue.com/icfseb
for a complete listing of testing centers

THEN

CALL the Pearson Schedule Center at
1-800-709-0180

OR

GO ON LINE to
www.pearsonvue.com/icfseb

NOTE: Your "ICFSEB or Conference ID number" is your Social Security Number.



Part 3

Taking the North Carolina State Board Exam

Applicants for the North Carolina SBE must be acutely aware of the importance of being prepared in advance for the examination. Make sure you know the testing site location, room, and reporting time in advance and have all required items (including identification) before you leave for the exam site. **Please be on time for the exam as candidates who show up late will not be admitted to the exam site and fees will not be refunded.**

What do I need to bring to the exam?

1. Official Picture Identification with Signature

Issued by a government agency, such as a valid (permanent, current, unexpired, legible) driver's license; U.S. passport; or Federal, State, County, or City Employee I.D. card.

NOTE: A student I.D. card is not considered official identification.

2. Secondary Identification

A second form of identification with your **signature** on it. This can be a credit card with signature, social security card with signature, a student I.D. card with signature, a membership card (i.e., Sam's Card, PACE Card) or a notarized photograph with signature.



3. Registration Confirmation

You will receive a letter from Pearson VUE confirming your test appointment.

You may want to bring this letter with you in case any questions arise as to your scheduled location and time.

Official Photograph

PLEASE NOTE: The photograph taken on the day of your examination will be included on your NORTH CAROLINA SBE Exam Certified Transcripts sent to the North Carolina Board of Funeral Service for licensure. As these pictures are intended for professional identification purposes, it is of the utmost importance that you pose in a professional manner.

Inappropriate photos will not be accepted -- Your scores will be held until an appropriate notarized photo is received in The Conference office.

Part 4

After Taking the North Carolina State Board Exam

Notification of Results

Results of the NORTH CAROLINA SBE will be provided to you and to the North Carolina Board of Funeral Service. You will receive your scores immediately following your exam. You will be notified by The Conference *in writing* within 2 weeks if there is any change in your initial score. **Scores will not be given out over the telephone to anyone.**

Please keep deadlines with the North Carolina Board of Funeral Service in mind when determining a timeline for registering for the NORTH CAROLINA SBE, as your scores must be sent via mail and can not be faxed under any circumstances.

Passing the North Carolina State Board Exam

Once you have passed the North Carolina State Board Examination, you will receive an 8"x11" Certificate suitable for framing. The certificate will be mailed directly to you from The Conference office and should arrive within approximately 6 weeks from the date you sat for the examination.

Failure of the North Carolina State Board Exam

- A minimum scaled score of 75 is required to pass the NC SBE.
- You are required to wait a period of 30 days before retaking the NC SBE.
- The re-examination fee for the NC SBE is \$150.00.
- You must repeat the registration process in order to retake the exam.

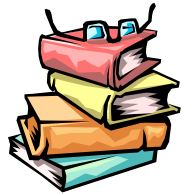
Study Guide

The Conference has prepared a Study Guide available for use in reviewing for the North Carolina State Board Exam.

This guide is available from the Conference office for \$30.

All orders are processed within two business days and are shipped USPS Priority Mail. You may order the Study Guide on our web site at theconferenceonline.org/students-sbe.

Or you may use the Study Guide order form on the back page of this brochure.



Questions Regarding Licensure in North Carolina:



If you have questions regarding licensure in North Carolina please contact:

North Carolina Board of Funeral Service
1033 Wade Avenue, Suite 108
Raleigh, NC 27605-1158
Phone: 919-733-9380 Ext. 105
Web Site: www.ncbfs.org

The International Conference of
Funeral Service Examining Boards, Inc.

SBE Study Guide Order Form

The Cost of the Study Guide is **\$30.00**.

Orders are shipped within two business days via U.S. Postal Service Priority Mail. The Study Guide includes:

- Sample Questions
- Test-Taking Strategies
- Content Outlines
- Professional Expectations
- Glossary Items
- Appendices for Reference

To place an order, please complete the following information, enclose appropriate payment, and:

Mail to **The Conference**
1885 Shelby Lane
Fayetteville, AR 72704

Or Fax to: **479-442-7090**

(NO REFUNDS WILL BE MADE ON STUDY GUIDE ORDERS !!)

Ship To:

Name

Address

City, State

Zip

Daytime Phone

of Study Guides

NO PERSONAL OR BUSINESS CHECKS WILL BE ACCEPTED!!!

Method of Payment:

- Cashier's Check or Money Order (made payable to "The Conference")
- VISA MasterCard AMEX Discover

15 or 16 digit Credit Card #

4 digit Exp Date

3 digit CSC #

I authorize The Conference to charge my credit/debit card (indicated above) for the cost of my Study Guide Order. I have listed the total amount to be charged in the Total field below.

Authorized Credit Card Signature

Date

\$

Authorized Total \$ to be charged