

Application Brochure for the National Board Examination

Prepared by



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It is the policy of The International 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 International Conference and the funeral service profession as well. It is the intent and desire of the International Conference that equal opportunity be provided for all qualified applicants of the National Board Examination.

About the National Board Examination (NBE)

Purpose

The purpose of the National Board Examination (NBE) is to provide State/District/Provincial Licensing and Regulatory Boards and Bureaus with a content-valid evaluation of an applicant for licensure in the diverse areas of competency required for the field of funeral service.

Sponsorship

The National Board Examination is offered by The International Conference of Funeral Service Examining Boards, Inc., an international voluntary organization of licensing and regulatory boards in most of the United States and Canada. Examination policy is established by the elected Board of Directors and the Education and National Board Examination Committee of The International Conference.

Acceptance by the State Boards

Currently, all states **except California** accept the results of a successful National Board Examination. Additionally, a candidate must satisfy all other requirements set out by the appropriate licensing agency in the state in which they seek to practice.

Basis of the NBE

A Task Analysis was performed in 2004 utilizing a diverse group of practitioners from across the nation. This "task inventory" was used to determine the significance/importance of various activities performed by current practitioners. From the analysis of this data, a new content outline has been developed. This job analysis produces a practitioner-oriented outline, which is the basis for an examination possessing substantial content validity. The examination is highly representative of the content/knowledge domain that it intends to measure. This content-validity approach (domain sampling and expert review) resulting from a thorough job analysis is recommended by the *Uniform Guidelines on Employee Selection Procedures* and the *Standards for Educational and Psychological Testing*.

The Examination Content

The content of the examination is based on the Task Analysis with the questions being referenced to the curriculum outline of the American Board of Funeral Service Education (ABFSE) and current textbooks. The questions on the exam are written by the Exam Committee of The International Conference to reflect current thinking on the knowledge, philosophy, attitudes, and skills required to function as an entry-level licensed professional in funeral service.

The areas of competency measured in the examination are:

NBE Arts (170 items)	
Subtest Category	Current # of Items
Sociology/Funeral History	18
Psychology	21
Funeral Directing	27
Business Law	18
Funeral Service Law	24
Funeral Service Merchandising	18
Accounting/Computers/Mgmt.	24
Pretest Items	20

NBE Sciences (170 items)	
Subtest Category	Current # of Items
Embalmng	42
Restorative Art	42
Microbiology	15
Pathology	24
Chemistry	12
Anatomy	15
20 Pretest Items	20

Getting Ready to Take the NBE

Am I eligible?

To be eligible to sit for the NBE, you must

1. Be certified by your school as having completed all other requirements for graduation from an ABFSE-accredited mortuary science program.

OR

2. Be certified as 45 days or less from completion at the time of the examination. This is considered "CONDITIONAL CERTIFICATION." You will be allowed to sit for the NBE, but your scores cannot be released to the state board until you are certified as having actually graduated.

NOTE: Certification of eligibility and graduation is the responsibility of your school.

OR

3. Posses a valid license in good standing to practice as a funeral director and/or embalmer in a country other than the United States of America and be endorsed by a funeral service regulatory body recognized by The Conference in a manner and form approved by The Conference. (For more information about option 3, please contact The Conference.)

"CONDITIONAL CERTIFICATION"
 The applicant shall be eligible to sit for the NBE. However, notification of any exam results will not be released to the State Boards until official certification is received by The Conference confirming graduation from the accredited mortuary science program.

Once your eligibility has been established, you will be considered eligible from that point forward.

How much does it cost to take the NBE?

National Board Exam	Science Section Only (Retakes)	Arts Section Only (Retakes)
\$400	\$200	\$200



Refund Policy

All money paid for the NBE is non-refundable!

Your payment will be held until the time you are certified by your mortuary science program as eligible to take the NBE for up to 12 months. **After 12 months all fees are forfeited.**

If you need to cancel or reschedule your examination appointment, you must contact Pearson VUE at least **24-hours** prior to examination date. If you do not give Pearson VUE the required 24-hours notice, you will **forfeit the exam fee**. In that case, you will have to re-register for the exam and pay the appropriate fees to The Conference. **THERE ARE NO EXCEPTIONS TO THIS POLICY !!!**

How can I pay my fees?

Choose one of three (3) convenient ways:

Option 1	Option 2	Option 3
Money Order	Cashier's Check	Major Credit Card

IMPORTANT!!

No personal or company checks can be accepted. If you attempt to pay with a personal or company check, it will be returned to you and your application cannot be processed until the proper form of payment is submitted.

Registering to Take the NBE



When should I register?

Once you are *eligible* - **THE SOONER THE BETTER!**

We encourage you to register as far in advance as possible so you have access to the best availability.

You need to allow a day or two for us to verify your eligibility and process your information. You will not be able to submit your application one day and sit for the exam the next!

Registration Procedure

Step 1 - **SUBMIT** your application and payment to The Conference.

There are three convenient ways to submit your application:

Option 1 - On Line	Option 2 - By Mail	Option 3 - By Fax
Apply (register) on line at · www.theconferenceonline.org	Complete the application form on page 5 of this booklet (read the instructions carefully)	Complete the application form on page 5 of this booklet (read the instructions carefully)
Pay with: · PayPal	Pay with: · Cashier's Check or Money Order · Major Credit Card	Pay with: · Major Credit Card
Receive e-mail confirmation: · within one hour that your payment has been authorized. · within 24 hours that we have received your application.	Mail your application to: · The Conference 1885 Shelby Lane Fayetteville, AR 72704 (Call if you want confirmation of receipt.)	Fax your application to: 1-479-442-7090

Step 2 - **WAIT** a day or two. (Try to relax!)

Allow 2 to 4 business days for The Conference to verify your eligibility, enter your information in the computer system and relay your info to the testing company (Pearson VUE).

Step 3 - **CONTACT** Pearson VUE to schedule your exam.

Call Pearson VUE at **1-800-709-0180**



or go to www.pearsonvue.com/theconference

CHOOSE A LOCATION

Consult the current listing of testing centers at www.theconferenceonline.org or www.pearsonvue.com/icfseb.

CHOOSE DATE(S) and TIME(S)

Three hours are allotted for each section of the exam: If you wish, you may schedule the two sections on separate dates - even if you have paid for both together!



Test center hours vary. Contact Pearson VUE for complete details on the hours available at the test center of your choice.

What if Pearson VUE doesn't have my information?

Don't panic! It's probably because either:

We haven't had time to process your application. *Solution:* Wait another day and try again.

OR

We have not received word from your school that you are eligible. *Solution:* Contact your school.

Filling Out the Application Form

Please follow these directions carefully. **You must type or print legibly.** The Conference takes no responsibility for delays or problems that might arise due to an illegible application.

- Section 1.** Read this paragraph carefully and acknowledge your understanding of the release statement by **signing your name** and placing today's date on the application.
- Section 2.** Enter your Social Security Number in the spaces provided.
- Section 3.** Enter the name you wish your records to be filed under. This is also the way your name will appear on your frameable wall certificate.
- Section 4.** Enter your address. This is the address where your wall certificate and ID card will be sent. If this address changes before we mail your certificate, you will need to provide your new address *in writing*.
- Section 5.** In the space designated day time phone, enter a number where you can be reached during normal business hours should there be any questions regarding your application prior to the exam. Enter your evening phone number as a back-up number in case we cannot reach you during the day.
- Section 6.** Enter your e-mail address. If you do not have an e-mail address, print "NA" in this space.
- Section 7.** Enter the name of the ABFSE accredited mortuary school that you attended AND the school's two-digit Code. A list of the codes is on page 8 of this brochure.
- Section 8.** Enter the two-letter postal abbreviation (see page 8) for the state or states you wish The Conference to send your certified scores to. Your first certification is included with your application fee. If you wish your certified scores sent to more than one state, a fee of \$15 for each additional state must be included with your exam fee. Please note: If you choose to send your certification to additional states after your results have initially been processed, the fee is \$30 per state.
- Section 9.** Check YES or NO. Where necessary, The International Conference may provide auxiliary aides, services, and accommodations for disabled applicants. To qualify for accommodations, please submit the ADA Examination Accommodation Request Form along with current written supporting documentation (within 3 years) from a qualified health professional. The applicant must pay any costs of providing such documentation and must indicate on the application the accommodation requested.
- Section 10.** If you have NOT previously taken the National Board Examination, check NO. Please note: even if you apply to take both, you may schedule to take the sections on separate dates.
- If you HAVE taken the National Board Examination before, check YES. Indicate the most recent location and examination date on the line provided. Indicate which section(s) you are applying to retake: Both sections, Sciences Only, or Arts Only. See page 6 (What if I don't pass?) if you have any questions as to which choice to make.
- Section 11.** Include the correct fee in the form of a money order, cashier's check, or major credit card authorization.



Application Checklist

- ✓ Have you signed and dated your application at the top?
- ✓ Is your application complete and legible?
- ✓ Have you double checked your social security number?
- ✓ Have you correctly indicated the sections you are taking?
- ✓ Have you enclosed a money order, cashier's check, or credit card information?
- ✓ Mail completed application and fee to:
The International Conference
1885 Shelby Lane
Fayetteville, AR 72704

Taking the Exam

What do I need to bring to the exam?

1. Official Picture Identification with Signature

Issued by a governmental agency, such as a permanent, current, unexpired 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.



BE PREPARED!

- Make sure you know reporting times and how to get to the exam site in advance.
- Make sure you have all required items (see above) before you leave for the exam site. Put them where you won't forget them the night before if possible.
- Allow extra time for traffic or other possible delays, so you will arrive on time.

What if I'm late?



You're in BIG trouble! If you are more than **15 minutes** late and cannot be seated, you will forfeit your exam fee.



Smile! You're on camera!

An OFFICIAL PHOTOGRAPH will be taken on the day of your exam. This is not optional. The photo will be included on your NBE Certified Transcripts that are sent to the state board(s) for licensure. Because these pictures are intended for professional identification purposes, it is of the utmost importance that you behave in a professional manner. Inappropriate photos will not be accepted. If your photo is unacceptable, you will be required to provide one at your own expense. Your NBE scores will be held until an appropriate notarized photo is received in The Conference office.

What if I need to reschedule?

If you need to cancel or reschedule your examination appointment, you must contact Pearson VUE at least **24-hours** prior to examination date. If you do not give Pearson VUE the required 24-hours notice, you will **forfeit the exam fee**. In that case, you will have to re-register for the exam and pay the appropriate fees to The Conference. **THERE ARE NO EXCEPTIONS TO THIS POLICY !!!**

Please note that merely submitting an application and acceptance of payment does not guarantee you a seat for any specific exam. Testing appointments are subject to availability. Once your eligibility to take the NBE has been verified by The Conference, you will need to contact the testing company at **1-800-709-0180** or go to www.pearsonvue.com/icfseb to schedule your testing sessions.

After You Take the Exam

Passing the NBE

If you made 75 or higher on **BOTH** the Arts and the Sciences sections, **CONGRATULATIONS!** You passed the NBE!

PASS

How is my score calculated?

The Arts and Sciences sections of the NBE are scored separately. You must score 75 or higher on **EACH** section to pass the NBE. Only the 150 core items are used to calculate scores for each section. The 20 pretest items do not count. (See page 1 for the number of questions related to each subsection.)

What are scaled scores and why use them?

Scaled scores are part of how we make sure the exam is a fair and valid measure of your professional knowledge.

- The Conference creates three new exam forms per year. This ensures that repeat takers do not have an advantage over first-time takers.
- The exam questions are pulled from our item bank in accordance with accepted psychometric procedures. Since some questions are more difficult than others, one form of the exam might be slightly easier or harder than another. Scaled scores take into account the varying degree of difficulty of each question, so that regardless of which version of the test you take, the total score represents an equivalent level of knowledge.
- Using scaled scores in testing ensures that no candidate receives an unfair advantage by taking an easier form of the test or is unfairly evaluated by taking a more difficult form of the test. It is a complex, but much fairer, method of calculating scores.

What if I don't pass?

- If you score **less than 75** on **either** section of the exam, you must **RETAKE** that section.
- To retake either section of the exam, you must **submit another application and the appropriate fees** following the same procedure as outlined earlier.
- You will be required to wait **30 days** from the date you failed the exam to retake it. However, you may submit your application and payment as soon as you like to improve your chance of getting a specific date and time.
- There is no time limit on how long you have to pass both sections of the exam. However, we strongly encourage you to retake the failed portion as soon as possible after the 30-day waiting period.

Refund Policy

Important!!!

ALL MONEY PAID FOR THE NBE IS NON-REFUNDABLE!

Your payment will be held until the time you are certified by your mortuary science school as eligible to sit for the NBE for up to 12 months. **After 12 months all fees are forfeited. THERE ARE NO EXCEPTIONS TO THIS POLICY!!!**

If you need to cancel or reschedule your examination appointment, you must contact Pearson VUE at least **24-hours** prior to examination date. If you do not give Pearson VUE the required 24-hours notice, you will **forfeit the exam fee**. In that case, you will have to re-register for the exam and pay the appropriate fees to The Conference. **THERE ARE NO EXCEPTIONS TO THIS POLICY !!!**

Additional Services

Notification of Results

NBE scores are provided to

- **You**

You will be given a copy of your scores immediately following your exam. **These are the only scores you will receive.** *Note: In the unlikely event that there is any change in your initial score, you will be notified by The Conference in writing within 2 weeks. To date, this has never happened since the advent of the computer-based test.*

- **Your school**

The Conference will send your scores to your school within a few days. These scores are for the school's use and cannot be used for licensure.

- **State Licensing Board**

The Conference will send your certified scores to the licensing board of the state(s) designated on your application. *Note: The cost of sending scores to ONE state is included in your original application fee. The fee for sending scores to additional state(s) is \$15 PER STATE at the time of application. The fee is \$30 per state after application. The only scores accepted by the states for licensure are the official certified scores sent to them directly from The Conference.*

“CONDITIONAL CERTIFICATION”

The applicant shall be eligible to sit for the NBE. However, notification of any exam results will not be released to the State Boards until official certification is received by The Conference confirming graduation from the accredited mortuary science program.

Scores cannot be given out over the telephone to ANYONE.

Please keep deadlines with your State Board in mind because certified scores must be sent via mail and can not be faxed under any circumstances.

Certification of Scores to Additional State/Provincial Boards

We can supply your certified scores to any state board(s) at any time. Submit your request in writing (via mail or fax), or online (theconferenceonline.org), along with \$30 per state, payable by cashier's check, money order or PayPal. Please include your name, Social Security Number, the year you took the exam and the state(s) you want your scores sent to.

Wall Certificate and ID Card

Once you have passed the NBE, (both sections), we will mail you a Certificate suitable for framing and a wallet ID card with your name, social security number, and year you passed the NBE. Allow three to four (3-4) weeks for delivery. This is included in your application fee.



Student Copy of Scores

You receive one copy of your NBE scores at the time of the exam. Additional copies can be ordered for a fee of \$15 for each additional copy. Remember, money order, cashier's check, or PayPal are the only acceptable forms of payment. You may order by e-mail on our web site or by submitting a written request by mail or fax. **Student copies are not accepted by state boards for licensing purposes.**

NBE Study Guide

The Conference Exam Committee has compiled a Study Guide to help students prepare for the National Board Examination. It is updated periodically to reflect current exam content.

You can buy the NBE Study Guide:

- At many college book stores.
- Online at our Web site, www.theconferenceonline.org
- By mail or fax using the order form on page 10 of this booklet.

Cost: \$40 each (includes all shipping, handling, etc.)

Shipped: Priority mail the next business day.



National Board Exam Study Guide

(Covers Funeral Service Arts and Funeral Service Sciences)

\$40 each (includes postage and handling)

SHIPPED – within 2 BUSINESS DAYS via U.S. Postal Service Priority Mail

DESCRIPTION - Soft cover, spiral-bound, 213 pages, compiled by The Conference Exam Committee. Each chapter includes professional expectations, NBE content outline, glossary, and sample questions with answer key. Also includes helpful test-taking strategies and references.

HOW TO ORDER

1. Complete the following information

Ship To:

Name

Address

City

State

Zip

Daytime Phone

of Study Guides

X \$40 =

Total Cost

2. Enclose appropriate payment (indicate payment method)

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 debit/credit card (indicated above)

\$

Authorized Total \$ to be charged

Authorized Card Signature

Date

3. Mail to:

(if paying by cashier's check, money order, or credit card)

The Conference

1885 Shelby Lane

Fayetteville, AR 72704

OR

Fax to:

(if paying by credit or debit card)

1-479-442-7090

NO REFUNDS ON STUDY GUIDE ORDERS WILL BE MADE.
NO PERSONAL OR BUSINESS CHECKS CAN BE ACCEPTED.

1885 SHELBY LANE, FAYETTEVILLE, AR 72704 ☎ TEL 479-442-7076 FAX 479-442-7090 WWW.THECONFERENCEONLINE.ORG

**Please Check Your
Application Very
Carefully!!**



Failure to complete the application accurately may result in failure to qualify to take the examination or a delay in reporting your results.

Reminder: The correct fee must accompany your application!

NOTE:

All questions regarding licensure should be directed to the state board in which you seek to practice.

Contact information for the state boards can be found on our Web site,
www.theconferenceonline.org
or call The Conference at 1-479-442-7076.

Postal and School Codes

USPS State Abbreviations

AL	Alabama
AK	Alaska
AZ	Arizona
AR	Arkansas
CA	California
CO	Colorado
CT	Connecticut
DE	Delaware
DC	District of Columbia
FL	Florida
GA	Georgia
HI	Hawaii
ID	Idaho
IL	Illinois
IN	Indiana
IA	Iowa
KS	Kansas
KY	Kentucky
LA	Louisiana
ME	Maine
MD	Maryland
MA	Massachusetts
MI	Michigan
MN	Minnesota
MS	Mississippi
MO	Missouri
MT	Montana
NE	Nebraska
NV	Nevada
NH	New Hampshire
NJ	New Jersey
NM	New Mexico
NY	New York
NC	North Carolina
ND	North Dakota
OH	Ohio
OK	Oklahoma
OR	Oregon
PA	Pennsylvania
RI	Rhode Island
SC	South Carolina
SD	South Dakota
TN	Tennessee
TX	Texas
UT	Utah
VT	Vermont
VA	Virginia
WA	Washington
WV	West Virginia
WI	Wisconsin
WY	Wyoming

Accredited Colleges of Funeral Service Education

42	Amarillo College
01	American Academy/McAllister Institute
57	American River College
49	Arapahoe Community College
50	Arkansas State University at Mountain Home
46	Bishop State Community College
47	Briarwood College
51	Carl Sandburg College
04	Cincinnati College of Mortuary Science
05	Commonwealth Institute of Funeral Service
02	Community College of Baltimore County-Catonsville
06	Cypress College
07	Dallas Institute of Funeral Service
08	Delgado Community College
61	Des Moines Area Community College
09	East Mississippi Community College
10	Fayetteville Technical Community College
54	FINE Mortuary College, LLC
58	Florida Community College at Jacksonville
11	Gupton-Jones College of Funeral Service
44	Holmes Community College
12	Hudson Valley Community College
60	Ivy Tech CC - De La Garza
64	Ivy Tech CC - Central Indiana
13	Jefferson State College
14	John A. Gupton College
15	John Tyler Community College
16	Kansas City Kansas Community College
40	Malcolm X University
18	Mercer County Community College
52	Mesa Community College
19	Miami-Dade Community College
20	Mid-America College of Funeral Service
21	Milwaukee Area Technical College
17	Mississippi Gulf Coast Community College
22	Mt. Hood Community College
23	Mt. Ida College New England Institute
33	Nassau Community College
24	Northampton Community College
25	Northwest Mississippi Community College
56	Ogeechee Technical College
53	Piedmont Technical College
26	Pittsburgh Institute of Mortuary Science
28	San Antonio College
30	Simmons Institute of Funeral Service
31	Southern Illinois University
27	St. Louis Community College at Forest Park
48	St. Petersburg Junior College
32	State University of New York at Canton
63	Tidewater Community College
55	University of Arkansas Community College at Hope
03	University of Central Oklahoma
34	University of District of Columbia
35	University of Minnesota
36	Vincennes University
37	Wayne State University
38	Worsham College of Mortuary Science



The Conference
THE INTERNATIONAL CONFERENCE OF
FUNERAL SERVICE EXAMINING BOARDS

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