



STATE OF NEVADA

FUNERAL AND CEMETERY SERVICES BOARD

3740 Lakeside Drive, Suite 201, Reno, Nevada 89509

Phone (775) 825-5535 * Fax (775) 507-4102

Email: nvfuneralboard@fb.nv.gov * Website: <http://funeral.nv.gov/>

Testing Authorization Request and Information

Eligibility and Information

Individuals seeking licensure must complete testing requirements prior to licensure application and formal Board approval.

- Licensure as a **Funeral Arranger**, applicant must take and pass the Nevada Law Rule and Regulation (NVLRR) exam, then submit a formal Funeral Arranger Licensure Application to the Board.
- Licensure as a **Funeral Director**, applicant must take and pass the Nevada Law Rule and Regulation exam (NVLRR) and Nevada State Board Exam (NVSBE) **OR** National Board Exam Art Section (NBE-ART), then submit a formal Funeral Director Licensure Application to the Board.

**The NVSBE exam is not required if applicant has passed the National Board Exam Art Section (NBE-ART)*

- Licensure as an **Embalmer or Reciprocal Embalmer**, applicant must take and pass the Nevada Law Rule and Regulation exam (NVLRR) and National Board Science Section Exam (NBE-SCI), then submit a formal Embalmer or Reciprocal Embalmer Licensure Application to the Board.

Required Documents

- Completed Testing Authorization Form
- Payment of \$100 for the NVLRR Exam Authorization; The Funeral and Cemetery Services Board charges a \$100 fee for each testing authorization. Additional fees of \$140 for the NVLRR exam will be charged through The Conference when registering for the exam.
- Payment of \$100 for the NVSBE Exam Authorization; The Funeral and Cemetery Services Board charges a \$100 fee for each testing authorization. Additional fees of \$250 for the NVSBE exam will be charged through The Conference when registering for the exam.
- Payment of \$25 for a hard copy of the NVLRR Study Guide; The Nevada Funeral and Cemetery Services Board offers a study guide for the Nevada Law Rule and Regulation exam which is available on our website for free or you may request a hard copy from the Board office. (A study guide for the Nevada State Board Exam is available through The Conference website at www.theconferenceonline.org.)

All exams are administered through The International Conference of Funeral Service Examining Boards ("The Conference"), but must be authorized by this Board prior to registering with for the exam(s).

Should you fail the exam(s), it is not required to submit a second testing authorization to the Funeral Board, however, there will be an additional fee to The Conference to retake the exam(s).

Instructions for Completing the Testing Authorization

1. Submit completed Testing Authorization form with applicable payment to the Funeral and Cemetery Services Board for processing;
2. You will receive an email from the Funeral Board stating that you are now authorized by the Funeral Board;
3. Wait three (3) business days from receipt of Funeral Board email, then visit www.theconferenceonline.com to register for the exam(s);
4. After you register and pay for the exam(s) through The Conference, they will send you an email with a confirmation code which you will need to schedule your exam;
5. Schedule the exam(s); visit The Conference website at www.theconferenceonline.org to schedule your exam(s).

A Non-Refundable payment must be made by check or money order made payable to Nevada Funeral and Cemetery Services Board or by credit card

Mail, Email or Fax Completed Testing Authorization with Fees to:
Nevada Funeral and Cemetery Services Board
3740 Lakeside Drive, Suite 201, Reno, NV 89509
(775) 825-5535 – Fax: (775) 507-4102 --- Email: nvfuneralboard@fb.nv.gov

Testing Authorization Request and Information

Applicant Information

Name: _____

Mailing Address (all Board correspondence will be sent to this address): _____ City: _____ State: _____ Zip: _____

Phone Number: _____ E-mail Address: _____

Last **SIX** digits of Social Security Number: _____ Date of Birth: _____ Sex: Male Female

Employment Information

Current Employer: _____

Title: _____ Duties: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ E-mail Address: _____

Testing Request

Please check appropriate boxes below indicating which tests you are requesting and whether you are ordering the NVLRR study guide.

NVLRR Study Guide - \$25.00 NVLRR - \$100.00 NVSBE - \$100.00

Credit Card Payment Information

Payment Method

   

Amount: \$ _____

Name on Credit Card: _____

Credit Card Number: _____

Expiration Month/Year: _____

Billing Address: _____

Billing City, State & Zip: _____

Email for Receipt: _____

Authorization

Signature: _____

By providing my signature, I authorize payment referenced above to the Nevada Funeral and Cemetery Services Board for the above testing authorization fees.

For Board Use Only:

<input type="checkbox"/> Date Received:	_____	<input type="checkbox"/> Auth to Conference:	_____
<input type="checkbox"/> Fee Paid:	\$ _____	<input type="checkbox"/> Received by Conference	_____
<input type="checkbox"/> Ref. No.:	_____	<input type="checkbox"/>	_____