



ALABAMA BOARD OF FUNERAL SERVICE

2022

Handbook for Applicants

Examining for licensing as
Funeral Director
Embalmer
Cremationist

Visit www.fsb.alabama.gov for the printable forms
and listing of procedures and test dates

4276 Lomac Street • Montgomery, AL 36106

334-242-4049

FUNERL DIRECTOR AND/OR EMBALMER EXAMS ADMINISTERED BY THE INTERNATIONAL CONFERENCE OF FUNERAL SERVICE EXAMINING BOARDS

The board may certify an applicant to take an examination for license after verifying that the applicant has graduated from an accredited mortuary or funeral service school or college meeting the criteria or standards defined in Code of Alabama 1975, Title 34 Chapter 13 & Administrative Code 395. The board may delegate the responsibility of conducting or administering a license examination to any qualified person or entity who is not a member of the board. The International Conference of Funeral Service Examining Boards has been authorized by the board to administer the following exam.

- National Board Exam (Arts)
- National Board Exam (Science)
- State Board Exam (Arts)
- State Board Exam (Science)

The exams administered by the Conference may allow for license mobility between states that accept the results from The Conference administered exams. Information about The Conference can be found at the following link <https://theconferenceonline.org/> or by calling 479-442-7076.

The Alabama Board of Funeral Service has been authorized to administer the following exams.

- Alabama Funeral Director Exam
- Alabama Embalmer Exam
- Alabama Laws, Rules and Regulations Exam (Funeral Director/Embalmer)
- Alabama Laws, Rules and Regulations Exam (Cremationist only)

CONTACT INFORMATION

<p>Alabama Board of Funeral Service (ABFS) 334-242-4049 www.fsb.alabama.gov</p>	<ul style="list-style-type: none"> • State Licensing Board Contact Info • Alabama Funeral Director State Exam • Alabama Embalmer State Exam • State Laws & Rules Exam • Apply for examination • Obtain general application policy and procedure information • Obtain information about testing policies and procedures • Transfer to a new testing period • Question about score reports • Miscellaneous inquiries • Schedule test appointment • Reschedule test appointment (within a testing period) • Cancel test appointment • Find directions to test site • Questions regarding testing sites and appointments
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TESTING DATES

Application Deadline	Examination Date
Monday, April 18, 2022	Tuesday, April 26, 2022
Monday, May 2, 2022	Monday, May 16, 2022
Monday, June 6, 2022	Monday, June 20, 2022
Tuesday, July 5, 2022	Monday, July 18, 2022
Monday, August 1, 2022	Monday, August 15, 2022
Monday, September 5, 2022	Monday, September 19, 2022
Monday, October 3, 2022	Monday, October 17, 2022
Monday, November 7, 2022	Monday, November 21, 2022
Monday, December 5, 2022	Monday, December 19, 2022

The deadline to register for the exam given within a particular month will be the 1st (first) Monday of each month. If the 1st Monday falls on a holiday, then the registration deadline will be on Tuesday of that week.

The Exam will be given the 3rd (third) Monday of each month. If the 3rd Monday falls on a state holiday, then the exam will be given on Tuesday of that week. (April 2022 exam will be given on April 26, 2022).

The examination will be administered at 4276 Lomac Street, Suite A
Montgomery, AL 36106
Please follow door signs and applicants only enter Suite A for examinations

ATTENTION APPLICANTS

This handbook contains necessary information about the Alabama Funeral Director and Embalmer Exams. It is required reading for those applying and testing for the Examination. All individuals applying for this examination must comply with the policies, procedures, and deadlines in this guide and will attest to this by signing the Applicant Attestation on the scheduled examination date. Please retain this guide for future reference. This guide is subject to change.

PURPOSE OF THE EXAMINATION

The Alabama Funeral Director Exam and Alabama Embalmer Exam are administered to evaluate the knowledge of applicants for licensure. ABFS offers these examinations to determine if applicants have attained the knowledge considered essential for entry-level professional practice in the State of Alabama.

Applicants who take an examination administered by the Alabama Board of Funeral Service must sign a written statement acknowledging that the results of these exams may or may not be accepted by another state for reciprocity, endorsement, or any other purpose. The Board recommends that an applicant that desires to or may seek to practice in another state now or in the future should take an examination administered by The International Conference of Funeral Service Examining Boards (“The Conference”).

Applicants will be allowed to sit for the examination only after credentials have been examined and are found to meet the education and experience requirements for licensure in Alabama. Applicants are expected to have attained a broad basic knowledge of the funeral industry. The examination is designed to assess this knowledge through questions focused on information an entry level funeral director and or embalmer should be able to recall as adopted by the American Board of Funeral Service Education curriculum. Additionally, included are a list of books used in development and preparation of the examinations.

APPLICATION PROCEDURE

Step 1—Eligibility

- Citizen or legal resident of the United States;
- Completed a 2-year apprenticeship in accordance with the Alabama Funeral Service Statutes and Regulations and Administrative Code;
- Completed and graduated from an accredited mortuary school or completed the certificate program in the Funeral Service Art Course from an accredited mortuary school or graduated from an accredited school with a minimum of a bachelor's degree (Funeral Director applicants only).

Applicants that meet these criteria may complete the application for permanent license and submit all required documents and the examination fee. Applications are not considered complete until all documents and payment are received.

Step 2—Fill Out the Examination Registration

- ABFS will email the applicant a Scheduling Authorization informing the applicant of the exam they are eligible to take.
- Complete registration for the examination(s) you wish to schedule.
- The applicant will receive an Examination Confirmation via email which will include the date scheduled, instructions and important information regarding your examination.
- Retain the Scheduling Authorization and Examination Confirmation for your records.
 - Once you receive your Scheduling Authorization and Examination Confirmation emails make sure you are prepared for your exam.

EXAMINATION FEES

Fee Type	Amount	Details
Alabama Funeral Director/Embalmer Exam	\$100.00	Non-refundable Non-transferable
Alabama Laws Rules and Regulations Exam	\$50.00	Non-refundable Non-transferable

- All fees are non-refundable and non-transferable.
- No refunds will be issued for applying for the incorrect examination or testing date, for failing to make an examination appointment, or for failing to appear at your scheduled appointment.

EXAMINATION ADMINISTRATION AND SCHEDULING

SCHEDULING AUTHORIZATION

Once an applicant's eligibility has been confirmed, ABFS will send approved applicants an email called the Scheduling Authorization. The scheduling authorization will be emailed to the email address provided on the application for permanent license.

Applicants **cannot** be scheduled for an examination until they receive a Scheduling Authorization.

IMPORTANT!

You **MUST** present your current driver’s license, passport, U.S. military ID, or state-issued non-driver identification card at the test location. Expired identification will **NOT** be accepted.

The first and last name on your Scheduling Authorization **MUST** exactly match the first and last name on your photo ID.

Fees will not be refunded for exams missed because of invalid ID.

RESCHEDULING EXAM APPOINTMENTS WITHIN A TESTING PERIOD

Applicants may reschedule their examination appointments within the same testing period if the request is submitted within the timeframe described below. Reschedule within the permitted time frame by contacting ABFS.

Time Frame	Reschedule Permitted?	Stipulations
Requests submitted 4 days or more before the original Test date	Yes	None
Requests submitted 3 days before the original test date	Yes	Must be in writing and emailed to licensing@fsb.alabama.gov Cancellations received after 3:00 p.m. on the Friday prior to the scheduled test date will result in the exam fee being forfeited
Requests submitted less than 3 days before the test date	No	Exam fees will be forfeited for late cancellations and no-shows. Applicants must reapply and pay fees for a future test date.



FAILING TO REPORT FOR AN EXAMINATION

If you fail to report for an examination, you will forfeit all fees paid to take the examination. To take the examination, applicants must reapply for a future test date by submitting a new application form and paying an examination fee.

RE-EXAMINATION PROCEDURE

To retake an examination, applicants need to complete and submit a new examination registration and pay the examination fee provided that the applicant’s eligibility is still valid.

PREPARING FOR THE EXAMINATION

- Check your government-issued photo ID (driver's license, state-issued non-driver identification card, passport, or U.S. Military ID) when you make your examination appointment. Is it expired? Does the name on your ID match the name on your Examination Confirmation email? Proctors will refuse admission to applicants with expired IDs, IDs with names that do not match their records. Applicants will be marked as no-shows and will forfeit their exam fees.
- Check your Scheduling Authorization and Examination Confirmation emails to make sure everything is accurate (e.g., your name, exam name, appointment date, time, and location).
- Make yourself familiar with the testing location and any requirements they may have for parking. Check the weather and traffic conditions before you leave for the testing location. Make sure you give yourself plenty of time to arrive as late arrival **WILL** prevent you from testing.

WHAT TO EXPECT AT THE TESTING LOCATION

- Applicant Check-In
 - Applicants will be required to present their IDs
 - Inspection of eyeglasses, jewelry, and other accessories will be conducted
 - All electronic devices that can be used to record, transmit, receive, or play back audio, photographic, text, or video content, including but not limited to, cell phones, laptop computers, tablets, Bluetooth devices; wearable technology (e.g., fitness/smart watches), media players, pagers, cameras, and voice recorders are NOT permitted and will not be allowed to be taken in the examination room
 - Applicants will be required to sign Non-disclosure, Examination Rules and Alabama Exam attestations. (Applicants who refuse to sign these documents will forfeit the exam fee and will not be permitted to enter the exam room)
 - Bulky clothing, such as sweatshirts (hoodies), coats, and hats, may not be worn while taking the examination. (Light sweaters or jackets may be allowed)
- During the Exam
 - Exams will not be computerized
 - Exam will be administered by paper and scantron card
 - No breaks are scheduled during the exam. Applicants who must leave the testing room for bathroom privileges will not be given extra time on the exam
 - Accessing mobile phones or study materials during the examination is prohibited
 - Smoking is prohibited at the testing location
 - All examinations are monitored
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Please keep in mind: applicants may hear ambient noises such as typing, coughing, or people entering and exiting the testing room that cannot be avoided.

RULES FOR THE EXAMINATION

Please read the information below carefully. You are responsible for adhering to the examination rules while at the testing center.

The Funeral Director exam will begin promptly at 8:30 a.m.

The Embalmer exam will begin promptly at 2:00 p.m.

The LRR (Laws, Rules and Regulations Exam) will begin promptly at 12:00 p.m.

Testing room doors will close 30 minutes prior to the scheduled test time and No entry will be granted after this time. Applicants that arrive after the test doors have been closed will be required to register for the next month's exam and the exam fee will be forfeited.

You must present your current driver's license, passport, or US Military ID at the testing location. Applicants without valid ID will NOT be permitted to test. Temporary or paper copies of your ID will not be accepted.

No electronic devices will be allowed in the test room that can be used to record, transmit, receive, or play back audio, photographic, text, or video content, including but not limited to, cell phones, laptop computers, tablets, Bluetooth devices; wearable technology (e.g., fitness/smart watches), media players, pagers, cameras, and voice recorders.

No papers, books, or reference materials may be taken into or removed from the testing room.

No questions concerning content of the examination may be asked during the examination session. The applicant should carefully read the directions that are provided on screen at the beginning of the examination session.

Applicants are prohibited from leaving the testing room while their examination is in session except for restroom privileges. Applicants understand no additional exam time will be allowed for restroom privileges.

No food/beverages are permitted inside the testing room.

Violation of any of the rules listed above may lead to forfeiture of fees, dismissal from the testing room, and cancellation of your test scores. If an applicant is dismissed from the testing room for any violation their test will not be scored, and no grade will be recorded.

SCORES

Test results are not released at the testing location but are sent to the applicant via email within three days of the test completion. A passing score on any examination administer by ABFS is 75% correct answers.

CONTENT OF THE EXAMINATION

1. The Alabama Funeral Director and Embalmer Exam is an examination composed of 125 multiple-choice, objective questions with a total testing time of 150 minutes (2.5 hours).
2. The resources for the examinations are described below.

Alabama Funeral Director Exam Book List:

1. Klicker, Ralph (2020). 21st Century Funeral Directing and Funeral Service Management. Thanos Institute ISBN 9781734480504
2. American Board of Funeral Service Education. Small Business Management and Accounting Glossary.
3. Klicker, Ralph (2007). Funeral Service Psychology and Counseling. Thanos Institute ISBN 978-0-964796-73-7
4. Canine, John D. (2019). The Psychosocial Aspects for Death and Dying. 2nd ed. FSERC ISBN 978-0-9979261-5-6
5. ABFSE Glossary of Terms for Psychology and Counseling Outline.
6. NACMS (2015). Types of Funeral Service and Ceremonies. 2nd ed. FSERC ISBN 978-0-692-67590-8
7. Cleveland, Larry (2019). Funeral Service Rites and Customs: A Guide for Funeral Service Students. Hudson Valley Professional Services ISBN 978-1-7366101-3-8
8. Cleveland, Larry (2018). Funeral Service Marketing and Merchandise: A guide for Practitioners and Mortuary Science Students. Hudson Valley Professional Services ISBN 978-0-9982571-2-9
9. Cremation in the United States, 1st ed., Larry Cleveland ISBN 978-0-9982571-7-4
10. Funeral Service Law In the US 1st ed. - Larry J. Cleveland ISBN 978-1-7366101-1-4
11. Complying with the Funeral Rule – FTC
12. Mortuary Law ISBN 1-883031-02-8
13. Fires of Change: A comprehensive Examination of Cremation, 2nd ed. ISBN 978-0-9979261-8-7
14. One World: Sociology & Funeral Service ISBN 978-0-692-67592-2

Alabama Embalmer Exam Book List:

1. Mullins, D. & Brennan, B. (2021). Pathology and microbiology for mortuary science. 2nd ed. Funeral Service Education Resource Center.
2. Mayer, R. (2012). Embalming: History, theory, and practice. 5th ed. McGraw-Hill Medical
3. Gee-Mascarello, S. (2022). Embalming: History, theory, & practice. 6th ed. McGraw-Hill Medical
4. Dorn, J. & Hopkins, B. (2010). Thanatochemistry: A survey of general, organic, and biochemistry for funeral service professionals. 3rd ed. Prentice Hall.
5. Restorative Art and Science, Ralph Klicker ISBN 978-0-9647967-2-0
6. Restorative Art: Foundation & Practice, 1st (John B. Fritch, Ph.D.) ISBN 978-0-9979261-6-3
7. Pathology & Microbiology for Mortuary Science - 2nd ed.
8. Anatomy for Funeral Service - 1st ed.
9. Pathology & Microbiology for Mortuary Science - 2nd ed. ISBN 978-0-997-92617-0

Alabama Laws, Rules & Regulations links:

<https://www.fsb.alabama.gov/pdfs/2019/StatutesRegulationsAct2018.pdf>

<https://www.fsb.alabama.gov/pdfs/2017/FSBAdminCodeAfter11-1-2017.pdf>

KNOWLEDGE AREAS

Funeral Director Domains of Practice	# of items
Funeral Arranging and Directing	40
Merchandising	20
Funeral Service Management & Administration	20
Funeral Service Education Psychology & Counseling	15
Funeral Service Education Law & Ethics	15
Cremation/ Crematory Operation	10
Other Disposition	5
Total	125
Embalmer Domains of Practice	# of items
Embalming	42
Restorative Art	28
Chemistry	10
Pathology	15
Anatomy & Physiology	15
Microbiology	12
Other preparation	3
Total	125

ALABAMA BOARD OF FUNERAL SERVICE

EXAMINATION AGREEMENT

All applicants must return a signed copy of this agreement to take the exam.

By signing, you agree that you have read, understand, and freely accept the terms of this agreement. If you refuse to agree to the terms of this agreement, please see the test administrator immediately—you may not take the examination, must leave the test session, and your exam fees will be forfeited.

1. Purpose & Scope of Examination.

- a. *Purpose.* This exam is made available *only* for the purpose of becoming licensed in the State of Alabama for the practice area referenced in the title of the exam, in accordance with Alabama Code §34-13-73(a) and (b) for funeral director licensure applicants and §34-13-94(a) for embalmer licensure applicants, and Alabama Administrative Code Chapter 395-X-2.
- b. *No Guarantee of Transferability.* Other states or licensing entities may or may not accept the results of an exam administered by the Alabama Board of Funeral Service for licensure or any other purpose.
- c. *Existence of Alternative Examinations.* The International Conference of Funeral Service Examining Board (“The Conference”) offers an examination that may provide a better option if it is Applicant’s desire or intention to practice in another state.

2. Nondisclosure & Confidentiality.

- a. *Property & Trade Secrets.* The Examination and the items contained thereon are the property of the Alabama Board of Funeral Service and constitute valuable trade secrets.
- b. *Confidentiality.* Applicants shall hold in confidence and not disclose—directly or indirectly—any information relating to the Examination, or the items contained thereon.
- c. *Disclosure and Reproduction Prohibited.* Applicants shall not copy, reproduce, disseminate, publish, share, transmit, or otherwise disclose questions or portions of questions from the Examination by any means (including verbal communications) without receiving prior express written permission of the Alabama Board of Funeral Service. For example, applicants may not share items or portions of items at an examination preparation workshop, in a study group, or on an Internet user group.

3. Exam Conduct.

- a. *Electronic Devices Prohibited.* Accessing any electronic device at any time during an administration is strictly prohibited. All electronic devices shall be stored in accordance with testing location policies.
- b. *Irregularities or Misconduct.* Applicants shall not engage in, assist, aid, or otherwise participate in any irregularity or misconduct during administration of the Examination. Examples of irregularities or misconduct include, but are not limited to, the following:
 - i. failure to abide by any examination rules;
 - ii. giving or obtaining unauthorized information or aid, as evidenced by observation

- or subsequent statistical analysis;
- iii. taking or use of notes;
- iv. failure to comply with the test location's procedures;
- v. failure to comply with the instructions of testing personnel;
- vi. attempting to communicate in any way with fellow examinees;
- vii. theft or attempted theft of the examination; or
- viii. any other disruptive or otherwise improper actions as determined by the test administrator or the Executive Director of the Alabama Board of Funeral Service.

4. Failure to Abide by Agreement.

- a. *Exam Discipline.* Failure to abide by the terms of this agreement may result in removal from the test session, cancellation of Examination scores, prohibition from future Examination sessions, or other disciplinary action.
- b. *Licensure Discipline.* Failure to abide by the terms of this agreement may constitute grounds for disciplinary action including administrative fines, license revocation, license suspension, or refusal to issue or renew licenses. *See Alabama Code § 34-13-56.*