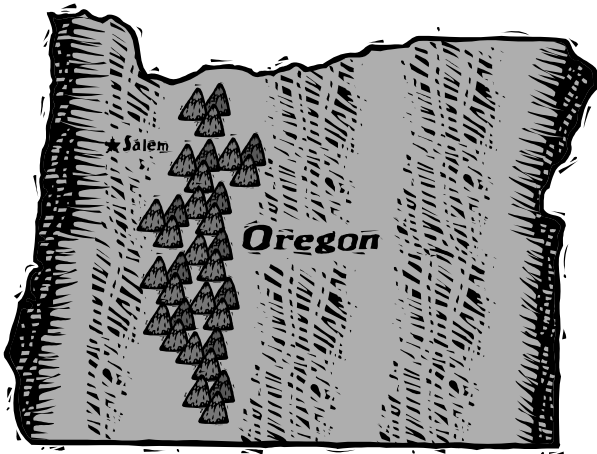


Application Brochure
for the
Oregon State Board Embalmer Examination

Prepared by
The International Conference of
Funeral Service Examining Boards, Inc.
for
Oregon Mortuary and Cemetery Board



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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 Oregon State Board Embalmer Examination.

Part I About the Oregon Embalmer Examination



Purpose

The purpose of the Oregon State Board Embalmer Examination (OR SBEE) is to provide the Oregon Mortuary and Cemetery Board with a content valid evaluation of an applicant for licensure in the diverse areas of competency required for the field of embalming.

Test Format

The OR SBEE is a computer-based exam. The examination is given at Pearson Professional Centers. For a complete listing of testing locations, please visit :

www.pearsonvue.com/icfseb

Candidates can schedule their examination appointments by phone at 1-800-709-0180 or by visiting www.pearsonvue.com/icfseb.

The areas of competency measured in the examination are:

Oregon State Board Embalmer Examination—Arts (170 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
20 Pretest Items
Oregon State Board Embalmer Examination—Sciences (170 items)
Embalming—42 items
Restorative Arts—42 items
Microbiology—15 items
Pathology—24 items
Chemistry—12 items
Anatomy—15 items
20 Pretest items

Note: The OR SBEE (Arts or Sciences) consists of 170 multiple-choice questions covering the subsections listed above. Scores are calculated based on 150 of those questions. The other 20 (“pretest”) questions do not count for or against your score, but are being evaluated for inclusion in future exams. The pretest (non-scored) questions are not identified and are dispersed throughout the 170-item examination.

The OR SBEE (Arts or Sciences) is a timed examination.

Candidates are allowed **3 minutes** for the Non Disclosure Agreement.



Candidates are allowed **2 hours 57 Minutes** to complete the examination.

Eligibility

All applicants who apply to sit for the OR SBEE must be certified to the ICFSEB as eligible to register and sit for the exam by the OR Mortuary and Cemetery Board. The OR State Board office determines eligibility of candidates to sit for the OR SBEE upon completion of their apprenticeship. Upon determination of eligibility, the OR Board office faxes a record of eligibility to the ICFSEB office. No candidate will be allowed to register for the OR SBEE until their name is submitted to the ICFSEB by the OR Board office.

Part II

Oregon State Board Embalmer Examination Registration



Fee For the Oregon State Board Embalmer Examination

The fee for the Oregon State Board Embalmer Examination
(Arts or Sciences)

is **\$150.00** All money paid for this exam is non-refundable.

A candidate's payment will be held 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 your examination date.

NOTE: The fee must accompany your application and must be in the form of a money order, cashier's check, or Visa/MasterCard 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.

UNFORTUNATELY WE CANNOT MAKE EXCEPTIONS TO THIS POLICY !!!

Application Procedure

- Step 1: Submit OR SBEE Application(s) to The Conference.
- Step 2: Please allow 2 business days for processing of your application, and then
- Step 3: Contact Pearson VUE by calling
1-800-709-0180 or visit the Website

www.pearsonvue.com/icfseb

to make an appointment to take your exam(s) at the Pearson Professional Center of your choice.

Application Deadline

Candidates can submit their exam application at any time and will be considered eligible once The Conference office has received their OR State Board Embalmer Examination Candidate Eligibility Certification Form from the Oregon Mortuary and Cemetery Board and appropriate payment for the examination. There is no required waiting period between scheduling and taking the exam. Waiting time will depend on seating availability only.

Completion of the OR SBEE Application

An application form is attached to this publication. Please follow these directions carefully. Please type or print your application legibly. The Conference takes no responsibility for delays or problems that might arise due to an illegible application.

1. (Line 1) Enter your Social Security Number in the spaces provided.
2. (Line 2) Enter your name you wish your records to be filed under. This is also the way your name will appear on your certificate.
3. (Line 3-4) Enter your address. This is the address where all future mailings from our office will be sent.
4. (Line 5) In the space designated daytime 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. In the space designated evening phone number enter your home or cell#.
5. (Line 6) Enter your E-mail Address. Important exam information will be sent to this e-mail address.
6. (Line 7) Enter the Mortuary School that you graduated from if applicable.
7. Indicate if you are a first time taker or retake for the OR State Board Embalmer Examination.
8. Check YES or NO. Where necessary, The International Conference may provide auxiliary aides, services, and accommodations for disabled applicants. The Conference requires that such an applicant provide documentation of the existence and nature of the disability as evidence that he or she is entitled to modifications or aids. In the case of learning disabilities, this evidence must be disclosed in written form as part of the application and be from a licensed psychological examiner or other licensed professional who is qualified to make such determinations. The applicant must pay any costs of providing such documentation and must indicate on the application the accommodation requested. *The written documentation must be current or have been provided within a year of the date of the application.*
9. Complete the payment section of the application.
10. Read and acknowledge your understanding of the release statement by signing your name and placing today's date on the application.

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

Please Check Your Application Very Carefully!! 

Submitting Application

Mail the completed application and a money order, bank cashier's check, or Visa or MasterCard authorization for all fees directly to:

The Conference
1885 Shelby Lane
Fayetteville, AR 72704

Or fax the completed application with your Visa or MasterCard authorization to The Conference office at
(479) 442-7090

Official Photograph

PLEASE NOTE: The photograph(s) taken on the day of your examination will be included on your OR State Board Embalmer Exam Certified Transcripts sent to the Oregon Mortuary and Cemetery Board for licensure. As 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 - Candidate's scores will be held until an appropriate notarized photo is received in The Conference office.



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.

Applicants for the Oregon State Board Embalmer Examination must be acutely aware of the importance of being prepared in advance for the examination. Make sure you know the site location, room, and reporting times in advance and have all required items (including identification) before you leave for the exam site. Please be on time for the exam as students who show up late will not be admitted to the exam site and fees will not be refunded.



To Locate a Computerized Testing Center

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

Notification of Results

Notification of the OR State Board Embalmer's Examination results are made to the applicant, and the Oregon Mortuary and Cemetery Board. Candidates will receive their scores immediately following their exam. Candidates will be notified in writing, within 2 weeks, by The Conference if there is any change in their initial score. Scores will not be given out over the telephone to anyone. Please keep deadlines with the Oregon Mortuary and Cemetery Board in mind when determining a timeline for registering for the OR State Board Embalmer's Exam as scores must be sent via mail and can not be faxed under any circumstances.

Passing the Oregon State Board Embalmer Examination

Upon passing the OR State Board Embalmer's Examination, you will receive a certificate approximately 6 weeks from the date you sat for the examination.

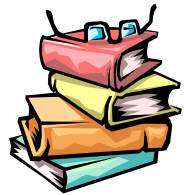
Failure of the Oregon State Board Embalmer Examination

A minimum scaled score of 75 is required to pass the Oregon State Board Embalmer Examination.

Unsuccessful candidates are required to wait a period of 30 days before retaking the exam. The re-examination fee for the OR State Board Embalmer Exam is \$150.00. Candidates will repeat the registration process in order to retake the examination.

Study Guide

The Conference has a Study Guide available for use in preparing for the Oregon State Board Embalmer Examination (Arts). These guides are available from the Conference office for \$20. All orders are processed the same day received and are shipped by USPS Priority Mail. A Study Guide order form can be found on the back cover of this Application Brochure.



Questions Regarding Licensure in Oregon:

If you have questions regarding licensure in Oregon please contact:

Oregon Mortuary and Cemetery Board
800 N.E. Oregon Street, Suite 430
Portland, OR 97232-2195
Phone: 971-673-1507 FAX: 971-673-1501
E-Mail: mortuary.board@state.or.us
Web-Site: www.oregon.gov/mortcem



*The International Conference of
Funeral Service Examining Boards, Inc.*

SBEE Study Guide Order Form

The Cost of the Study Guide is \$20.00. Orders are shipped out the same day received by U.S. Postal Service Priority Mail. The Study Guide was updated January 2006.

Volume 2 includes:

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

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

The Conference
1885 Shelby Lane
Fayetteville, AR 72704
Phone 479-442-7076 Fax 479-442-7090

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

Ship To:

Name

Address

City, State

Zip

Phone

of Study Guides

NO PERSONAL OR BUSINESS CHECKS WILL BE ACCEPTED!!!

Method of Payment:

Cashier's Check or Money Order VISA MASTERCARD

Credit Card #

Expiration Date

I authorize The Conference to charge my VISA/MasterCard (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