

NATIONAL BOARD EXAMINATION

CANDIDATE
HANDBOOK
2025



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Introduction

About The Candidate Handbook

This Handbook serves as the primary source of information for those applying to take the National Board Exam Arts and/or Sciences (NBE-Arts and/or NBE-Sciences) for funeral service. Since every every circumstance cannot be cited in a document like this, other International Conference of Funeral Service Examining Boards (The Conference) policies, procedures, and instructions may also apply.

This Handbook provides the information you will need regarding exam policies, eligibility requirements, application process and fees, exam scheduling, exam content and scoring, as well as your obligation to exam security. You are advised to periodically check our website (theconferenceonline.org) for any changes that may be made after this Handbook is published. Although The Conference gives candidates as much advance notice as possible when policies and procedures change, it is always your responsibility to make sure you are fully informed about the current requirements and policies.

The policies and procedures in this Handbook may be modified, amended, or canceled by The Conference at any time, with or without notice. This edition of the Handbook supersedes all prior policies or procedures as to the subjects addressed in it and all representations, oral or written. It is recommended that candidates utilize the web version of this Handbook on The Conference's website in order to access the hyperlinks and ensure they are reviewing the most up-to-date version.

The Conference recommends carefully reading and thoroughly understanding every topic in this Handbook, as candidates agree to the terms of this Handbook at time of application.

Summary of Policies & Procedures

A high-stakes exam such as the NBE comes with many policies and procedures. To help fully understand the rules of applying and taking the exam, we've condensed the majority of those policies below for quick reference.

Top Five Exam Policies to Remember

The following policies are the most commonly asked about by exam candidates:

1. Exam content cannot be discussed or shared with any one, in any format (written, verbal, electronic, etc.), in whole or in part.
2. Applications and payments expire after one year and are non-refundable.
3. Candidates must be made eligible for the NBE by graduating from an accredited mortuary science program or becoming endorsed by their specific state board.
4. Identifications presented at the test center must match the name on application (first and last name only, as middle names are not submitted to Pearson VUE) and cannot be expired.
5. Candidates are responsible for confirming their appointment date, time, and location. Late arrivals or missed exams will be treated as “no shows” and payments will be forfeited.

At a Glance – Conference Exam Policies

Candidate Portal

- Creating an account to access the Candidate Portal is required.
- Use the name, and email address that you will provide during your application process.
- Candidates can submit applications, view status, view exam history, and request the release of their results for licensing.

Application and Payment

- Your first and last name on your exam application must match the two forms of identification presented at the test center (primary ID and secondary ID, as outlined in the handbook). Middle names are not submitted to Pearson VUE for scheduling.
- It is vital that your Social Security Number is entered correctly on your application. If it is entered incorrectly, you may experience a delay in processing or scheduling.
- All exam fees are non-refundable.
- Applications and payments automatically expire one year from the payment date. If you do not take the exam in that timeframe, your fees will be forfeited.
- Exam applications can be switched from one exam to a different exam by paying the difference in exam cost, plus a fee of \$25. The reprocessed exam application and payment expires one year from the original application/payment date.
- Candidates may only have one NBE-Arts or NBE-Sciences application open at one time.
- If you require accommodations, please state that at time of application and [follow the steps to request accommodations](#), which includes reviewing the ADA Testing Accommodations Handbook and submitting the required documents. All approved accommodations must be scheduled over the phone with the Pearson VUE Accommodations Coordinator.
- If you apply to take a Conference exam using a different name than you previously sat for an exam under, you must submit [name change documentation](#), which must show a legal change from your previous name to the current name (i.e., marriage license, divorce decree, etc.).
- In any instance where a chargeback is filed for an online payment, your file will be placed on hold with The Conference until full payment is verified, after which only cashier's checks or money orders may be accepted as payment options. Candidates may be responsible for any fees incurred by The Conference during the dispute process.

Scheduling:

- It is the candidate's responsibility to schedule their appointment through Pearson VUE, confirming the time, date, and location.

- Within your authorization window, you may cancel or reschedule your appointment up to 30 days in advance of the scheduled exam free of charge. You may cancel or reschedule less than 30 days prior to your appointment for a \$25 fee. In all cases, appointment changes are NOT permitted within 24 hours of a scheduled exam. Appointment changes can be made by contacting Pearson VUE directly at pearsonvue.com/theconference or by phone at 1-800-709-0180. Failure to appear for your scheduled exam will result in forfeiture of your exam authorization and exam fee.
- You will receive a confirmation email for every exam that you schedule/reschedule. It is your responsibility to keep the email you receive from Pearson VUE confirming the canceled/changed appointment. If a change is made via phone, keep a record of the date, time, and the name of the representative you spoke with. If you do not receive an email, it is your responsibility to contact Pearson VUE to confirm your appointment details.
- In rare instances, absences may be excused due to illness (either you or an immediate family member), death in the immediate family, or in certain emergency situations. A request for an excused absence must be submitted in writing, accompanied by supporting documentation, and submitted to The Conference for review within 30 days of the missed appointment. Absences cannot be excused for traffic/transportation issues, late arrivals, or weather (unless the test center is closed). Immediate family members are defined as the candidate's spouse, domestic partner, parents, siblings, children, stepparents, stepchildren, grandparents, grandchildren, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law.
- The Conference cannot be held responsible for any travel expenses or lost wages if an exam is missed or canceled for any reason.
- In addition to the application and payment, we will need your eligibility to schedule an exam:
 - Graduate from an [ABFSE accredited/affiliated* program](#) **or** meet state eligibility requirements for exam eligibility. *An ABFSE affiliated program is operated within an ABFSE accredited program, but does not meet the full associates degree requirements (ex: funeral directing only/embalming only). These programs must be pre-approved by a member board for specific licensure purposes within their jurisdiction;

- LRR – Eligibility varies by state and is submitted directly by the licensing board.
- Exam eligibilities are retained for five years.

Test Center:

- The Conference uses Computer-Based Testing (CBT) for all exams. Exams are administered in English at Pearson Professional Centers (PPCs) within North America.
- It is the candidate's responsibility to locate the test center and arrive 30 minutes early for the check-in process. Late arrivals are treated as "no shows" and the application/exam fee will be forfeited.
- You must present two forms of identification at the test center (primary ID and secondary ID, as outlined in the candidate handbook). Both IDs must contain your name, signature, and cannot be expired. The primary ID must also include a photo.
- Your first and last names on your IDs must match what was submitted on your application in order to be granted access to test (middle names are not used).
- During the check-in process, each candidate is required to read and sign the [Candidate Rules Agreement](#).
- You will be required to have your photo taken and your [palm vein scanned](#) during the check-in process. If you take a break during your exam, your palm vein will be scanned again when exiting and entering the testing room.
- A basic calculator will be available for use during the NBE-Arts and NBE-Sciences only. This calculator will be built into the computer program and will not be a handheld device. Candidates are not permitted to bring in their own calculator. Calculators are not provided for any other exams.
- If you have any questions during your exam, raise your hand and wait for a proctor to assist you.

Exam Security

- Once seated at the testing center, candidates must agree to the [Non-Disclosure Agreement](#) within the three minute timeframe. Failure to agree to the Non-Disclosure

Agreement within this timeframe will result in forfeiture of exam; resulting in a loss of funds. This includes declining the NDA or letting the time expire.

- You are not permitted to begin writing on the provided dry-erase board until you agree to the NDA and your exam begins.
- You are prohibited from leaving the testing room, except to use the closest restroom. The exam timer does not stop for any breaks that you take.
- Accessing personal items, including those in your locker or vehicle, is prohibited. If you are discovered to have left the testing room without authorization for any other reason or to have accessed unapproved items, the administration of your exam will be terminated, an Incident Report will be filed, and your exam fees will be forfeited.
- If any policy is violated, The Conference has the authority to invalidate your test scores, prohibit you from reexamination, notify The Conference membership, including the state in which licensure is sought, as well as any other remedy determined by The Conference necessary to protect the integrity of the exam and licensure processes.
- As stated in the NDA, candidates are prohibited from disclosing, publishing, reproducing, or transmitting any part of an exam, in any form or by any means, verbal or written, electronic or mechanical, for any purpose, without the prior express written permission of The Conference. Discussing exam content with others, including study groups, email, internet forums, etc., violates Conference policy.
- Any violations of the policies outlined in the candidate handbook, Candidate Rules Agreement, Exam Security Quiz, or NDA, as well as other irregularities, may be reported to Pearson VUE, The Conference, and Conference membership, including the state in which licensure is sought. Candidates who violate security will have their exam scores invalidated, will be reported to their licensing board, and will be prosecuted to the fullest extent of the law. The Conference Board of Directors reserves the right to require candidates found to have violated policies and/or procedures regarding access and administration of the exam program to seek and receive permission from the relevant member board before further access to such exam program. Candidates found guilty of a violation could face a range of administrative, civil, and criminal charges.

Retake Policies

- NBE candidates must wait 30 days before retaking a failed section of the NBE-Arts and/or NBE-Sciences. If you pass an exam, you may not take that exam again unless The Conference receives written notification from a licensing board that the retake is required for licensure purposes. An application and payment must be submitted each time you retake an exam.
- LRR – Eligible candidates must refer and adhere to their jurisdiction’s policies on retaking the LRR exam, as they vary by exam. If you pass a particular state’s LRR, you may not take that exam again unless The Conference receives written notification from the regulatory board that it is required for licensure. An application and payment must be submitted each time you retake an exam.

Exam Results

- At the completion of your exam, you will receive an UNOFFICIAL results report. This unofficial report is for your own personal use. It cannot be used for licensure purposes and is not to be submitted to a licensing board. The Conference will transmit your OFFICIAL score report to your licensing board.
- The NBE uses scaled scoring. Candidates that pass the exam will receive a “Pass” notification at the test center immediately following the completion of their exam. Passing numerical scores are only released to regulatory boards for licensing purposes. Candidates that are unsuccessful will receive a “Fail” notification and their failing scaled score, along with a list of objective areas from the content outline where one or more questions were answered incorrectly.
- The LRR exams are scored using a percentage. Candidates will receive a “Pass” or “Fail” along with the percentage score.
- Exam results, including any previous exams given by The Conference, will be released to the licensing authority indicated on your application. If results need to be re-released to a licensing authority more than one year after the original release date, candidates must submit an order form and payment for the service. Candidates can also [place an order to release their exam score history](#) to additional licensing authorities at any time.
- The NBE and LRR exams cannot be reviewed and no score adjustments can be made.

- Candidates will receive a wall certificate when they successfully pass an exam (for personal use only). As of January 1, 2023, NBE candidates receive one wall certificate for the NBE-Arts and one certificate for the NBE-Sciences. Contact The Conference if you passed a section of the NBE both before **and** after January 1, 2023 to ensure you receive both certificates.

Study Material

- Returns and/or refunds are not available.
- Practice Exams must be utilized during the stated delivery period, otherwise the fees will be forfeited. Any technical issues should be reported within the delivery period.
- [Study material](#) is copyrighted content and cannot be shared or reproduced.



About The Conference

The Conference is a not-for-profit voluntary association providing examination services, information, and regulatory support to funeral service licensing boards and educators, governmental bodies and other regulatory agencies.

Vision Statement

To be the collective voice of the funeral service regulatory community and promote excellence in regulation through the sharing of best practices and the facilitation of open dialogues across all jurisdictions.

Mission Statement

To be the premier source for examination services, information and regulatory support for the death care profession by continually monitoring the regulatory environment and providing services to meet the needs of our membership.

Goals

1. Define and enhance the identity and the role of The Conference to increase stakeholder understanding.
2. Increase the effectiveness of The Conference through the development of the Board and staff.
3. Enhance communication to member boards, associate members, and exam candidates for understanding the purpose of The Conference.
4. Expand The Conference's member services to support the regulatory community.

Contacting Us

If you have questions about a policy or procedure, please visit our website at theconferenceonline.org, email us at admin@theconferenceonline.org, or call us at (479) 442-7076. The Conference office is open Monday through Friday, 8:00 a.m. – 4:30 p.m. CT. Any office closures will be posted on our website.



Contacting You

The Conference's primary form of communication will be via email. It is your responsibility to keep us apprised of your current contact information.

We are working on offering texting notifications to candidates. This will be optional for those who wish to receive texts rather than or in addition to emails.

Privacy

For security reasons, before any information is released over the phone, the caller may be asked for identifying information. This security measure helps The Conference protect your information from being inappropriately released. Exam results are never released over the phone.

About The National Board Exam

Purpose

The purpose of the National Board Exam is to provide official licensing agencies with a national evaluation of an applicant for licensure in the diverse areas of competency required to practice as an entry-level licensed funeral director and/or embalmer. The Conference develops, administers, and provides score reporting services to these agencies as part of the licensure process.

Exam Structure & Content

The NBE-Arts and the NBE-Sciences are administered separately. Each section contains 170 multiple choice questions; 20 of these questions are non-scored questions that are being pretested for possible inclusion as scored questions on a future exam. Your performance on the pretest questions will not count for or against you. Only 150 questions will count towards your score. The pretest and scored questions are presented together, in random order, so candidates should answer all 170 questions on the exam.

The NBE-Arts and/or NBE-Sciences is developed by The Conference's Exam Development Team to reflect current practice in the funeral service profession. The committee consists of licensed funeral service professionals from diverse ethnic, gender, geographic, and practice backgrounds.

Each question on the NBE-Arts and/or NBE-Sciences is tied to the content outline (exam blueprint), the American Board of Funeral Service Education (ABFSE) Curriculum Outline, and at least one reference from the [approved textbook list](#).

As of January 1, 2023, the exam measures the following areas of competency:

NBE-Arts	Total # of Questions:
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I.	Funeral Arranging and Directing	51
II.	Funeral Service Marketing/Merchandising	21
III.	Funeral Service Counseling	19
IV.	Legal and Regulatory Compliance	35
V.	Cemetery/Crematory/Other Dispositions	24
	Pretest (unscored)	20

NBE-Sciences	Total # of Questions:
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I.	Embalming	62
II.	Restorative Art	34
III.	Other Preparation of the Deceased	28
IV.	Funeral Service Sciences	26
	Pretest (unscored)	20

Basis for Exam Content

As of January 1, 2023, the exam content outline is developed from a Job Task Analysis (JTA) Survey conducted in 2022 utilizing a diverse group of practitioners from across the nation. This survey is typically conducted every five years by The Conference under the



guidance of testing and psychometric experts, and is used to determine the significance/importance of the various activities performed by current practitioners across the country. The new content outline is developed from the analysis of the JTA data. The JTA produces a practitioner-oriented outline, which is the basis for an exam possessing substantial content validity.

This content validity approach (domain sampling and expert review of the questions by practicing professionals and educators) resulting from the JTA conducted by The Conference is recommended by the Uniform Guidelines on Employee Selection Procedures and the Standards for Educational and Psychological Testing.

Administration

The NBE-Arts and/or NBE-Sciences is a computer-based exam administered by Pearson VUE, the global leader in electronic testing services, at authorized high-security test centers located throughout all 50 states and the District of Columbia.

The testing program will allow you to move freely through the exam, change answers, flag questions for later attention, skip questions, add notes, and review questions prior to ending your exam. Taking the exam requires little or no computer experience, and you will receive a brief tutorial to help you become comfortable with the program.

Candidates may utilize the comment feature to leave feedback on individual exam questions throughout the duration of the exam. All comments are reviewed by subject matter experts who work on the exam.

Candidate Portal

As of July 25, 2023, candidates will register for a candidate portal account through <http://apply.theconferenceonline.org/request-account>. Once approved, candidates will be able to apply for their exams, track their application status, view exam history and request the release of exam results for licensing. Once an account has been requested, access is usually granted within 1-2 business days.

Application Process

1. Portal & Application

Candidate reviews Handbook, ensures they meet all exam eligibility requirements, & signs up for portal access. Once approved, candidate submits exam application and payment.

2. Processing

The Conference receives application and eligibility to test from an ABFSE accredited/affiliated program or a state licensing board. The Conference processes application within 3 business days.

3. Authorization to Test

The Conference/Pearson VUE sends Authorization to Test (ATT) via email. Candidate must test within one year of application date.

4. Schedule Exam

Candidate may [schedule online](#) or call toll-free (1-800-709-0180), selecting time and location.

5. Confirmation

Appointment confirmation is sent to the candidate via email. If needed, candidate must reschedule or cancel appointments at least 24 hours in advance (a \$25 fee is required if canceling/rescheduling within 30 days of appointment).

6. Take Exam

Candidate will receive exam results at the test center and The Conference sends official results to the designated licensing board within approximately 3 business days. Additionally, a wall certificate is shipped to those who passed their exam.

Application & Eligibility Requirements

Before you submit an application to take a section of the NBE-Arts or NBE-Sciences, make sure you will meet the eligibility requirements with enough time to schedule and take your exam within the one-year time frame. Otherwise, you will forfeit your exam fee, as all applications and payments expire one year from the application date.

Eligibility status is retained indefinitely for candidates who sit for the exam within 5 years of their eligibility being received by The Conference.

Exam Eligibility Requirements:

To take the NBE-Arts and/or NBE-Sciences, you must complete all of the following requirements:

- Thoroughly review the NBE Candidate Handbook;
- Create an account for Candidate Portal access;
- Take the Exam Security Quiz;
- Submit an application to take the NBE-Arts and/or NBE-Sciences;
- Pay the required exam fee(s);
- Acknowledge and agree to The Conference's policies at time of application;
- Graduate from an [ABFSE accredited/affiliated* program](#) **or** meet [state eligibility requirements](#) for exam eligibility. *An ABFSE affiliated program is operated within an ABFSE accredited program, but does not meet the full associates degree requirements (ex: funeral directing only/embalming only);
- Ensure exam eligibility is submitted for the specific exam section(s) you are applying to take (NBE-Arts and/or NBE-Sciences). This is done through **one** of three ways:
 - Submit official transcripts from the ABFSE-accredited/affiliated program in which you graduated;
 - Request to have your verification of graduation submitted by the ABFSE-accredited/affiliated program attended directly to The Conference. Affiliated programs must be pre-approved by a member board for specific licensure purposes within their jurisdiction;

- Meet state eligibility requirements and have the state board where you are seeking licensure provide exam eligibility directly to The Conference.

How to Apply for the Exam

Candidates can apply for the NBE-Arts and/or NBE-Sciences online (recommended) or by postal mail. To complete the online application, select the “Apply Now!” tab on theconferenceonline.org. Online applications must be submitted with a credit card payment. Printable applications can be accessed on theconferenceonline.org and mailed with a money order or cashier’s check.

[\[WATCH: How to Submit an Exam Application\]](#)

Exam Application Approval

Submission of an exam application does not guarantee your eligibility to take the NBE-Arts and/or NBE-Sciences. Once your application is received and all eligibility requirements are completed, there is typically a 2-3 business day processing period.

Please note, candidates may only have one Arts or Sciences application open at one time.

Authorization to Test

After your eligibility is verified and your exam application is processed, The Conference will release an Authorization to Test (ATT) to its testing provider, Pearson VUE. You will receive an email confirmation of the ATT, which will include scheduling instructions and important reminders. If you do not receive an email, you may contact Pearson VUE or The Conference. Once you have an ATT in the Pearson VUE system, you will be able to schedule your exam, using your Social Security Number as your ICFSEB Candidate ID. Authorizations that are not utilized within one year from the original application date will automatically expire and the exam fee will be forfeited.

If you do not receive an ATT, it is likely that The Conference has not received your exam eligibility from your ABFSE program or state licensing board. It is the candidate’s responsibility to ensure the official proof of exam eligibility is submitted.

Application/Authorization Expiration

The Conference retains all applications and payments on file for one year from the original application date. After that time, the application, exam authorization, and exam fee will automatically expire. If an expiration occurs, another application, along with the appropriate exam fee, will be required for a new exam authorization. Refunds and/or extensions will not be given for unused exam applications/authorizations.

Signature and Acknowledgment

Your signature on the exam application or submission of your exam application electronically means that you understand and agree to the conditions of the Candidate Handbook as part of your application. Specifically:

1. You acknowledge and agree to abide by all Conference policies and procedures.
2. You attest that you personally completed the application and the information contained in the application or in connection with your application is true and accurate. If it is determined by The Conference that any information provided to The Conference is not true, falsified, or inaccurate, your application may be denied and/or your exam results may be invalidated. Member boards, including where you are seeking licensure, may also be notified.
3. You authorize The Conference to obtain additional information about your qualifications and application for testing.
4. You acknowledge and agree that sharing information about Conference exam questions or content to others by any means (oral, written, electronic or otherwise) in whole or in part, can result in a denial to release exam results, invalidations of exam results, notification to member board(s), suspension from access to the NBE-Arts and NBE-Sciences and other Conference exams and services, as well as legal action against you.

Exam Fees

The current exam fee is \$285 for the NBE-Arts section and \$285 for the NBE-Sciences section. The exams may be paid for either together or separately. All fees must be paid in U.S. (\$) funds by credit/debit card (online only) or cashier's check/money order (postal mail only). Fees are due at the time of application.

Candidates can request to have their exam application switched from one exam to a different exam if they pay the difference in exam fees, plus a fee of \$25. Reprocessing will take three business days to update the exam authorization. The reprocessed exam application and payment expires one year from the original application/payment date.

As indicated on the application, exam results will be sent to one state licensing board which is included in the exam fee. Additional states may be added at time of application for \$25 per state. Requests to release scores after the application has been submitted are subject to the standard fee, which is \$50 per state.

The Conference does not issue refunds, so do not pay for an exam unless you intend to take the exam within the one-year timeframe. Exam fees are subject to change, so please check The Conference's website for the most up-to-date information.

Exam Retake Fees

Candidates who apply to retake the NBE-Arts and/or NBE-Sciences are required to pay the exam fee of \$285 per section, along with submission of a new exam application. If directed by a licensing board to retake an exam after previously passing, the same application process and exam fee applies. In addition, the candidate must be approved to retest in writing by the requiring licensing board before an ATT will be issued.

The Conference does not issue refunds; do not pay for an exam unless you intend to take the exam within the one-year timeframe.

Test Center Locations

Conference exams are administered at approximately 290 Pearson Professional Centers (PPC) throughout all 50 states and the District of Columbia. Please check the website pearsonvue.com/theconference for current test center information.

Scheduling Exam Date and Location

All scheduling is arranged through Pearson VUE:

Online:

pearsonvue.com/theconference

(available 24/7)

Call Center:

1-800-709-0180

(available M - F, 7 a.m. – 7 p.m. CT)

Your ICFSEB Candidate ID will be your Social Security Number

The Conference exams are administered on a daily basis, year-round at Pearson Professional Centers (PPC) test sites across the United States. Once you are approved to test, you will receive an email from The Conference and an Authorization to Test (ATT) email from Pearson VUE, which will include information on how to register for the exam date and test site of your choice.

Review the spelling of your name on the ATT email (first and last name only). If it does not match the two forms of identification you will take to the testing site, be sure to contact The Conference immediately. Pearson VUE does not utilize middle names at the testing sites. If you have a middle name or initial on your ID and not on your ATT email, or vice versa, it will not prevent you from testing.

The ATT includes the beginning and end dates of the time period in which you are eligible to schedule and take your exam. Note that your exam fee will be forfeited for failure to appear for a scheduled appointment or upon expiration of the ATT. We recommend that you schedule your exam as far in advance as possible to have the best opportunity to reserve the date and location that you prefer. Same day appointments and walk-ins are not permitted.

To schedule your exam appointment, you may use the online scheduler at pearsonvue.com/theconference, or call the Customer Service Call Center at 1-800-709-0180. Monday through Friday, 7:00 a.m. to 7:00 p.m. US Central Time. Make sure to complete the entire scheduling process to confirm your exam appointment. Candidates will receive an emailed appointment confirmation once scheduling is successfully completed.

The NBE-Arts and NBE-Sciences must be scheduled separately, but may be scheduled on the same day depending on availability at the testing center.

Appointment Confirmation Notice

After scheduling your exam, you will receive an appointment confirmation notice with specific information from Pearson VUE via email confirming the date, time, and location of the exam. The information will also include directions to the test site and reporting time; however, it is the candidate's responsibility to locate the test center. It may be helpful, although it is not required, to bring your registration confirmation notice with you to the test center. If you do not receive a confirmation email, contact Pearson VUE immediately to confirm the details of your scheduled exam.

Changing Your Exam Appointment

Within your authorization window, you may cancel or reschedule your appointment up to 30 days in advance of the scheduled exam free of charge. You may cancel or reschedule less than 30 days prior to your appointment for a \$25 fee. In all cases, appointment changes are NOT permitted within 24 hours of a scheduled exam. Failure to appear for your scheduled exam will result in forfeiture of your exam authorization and exam fee.

Changes or cancellations cannot be made by leaving a phone message; you must speak with a Pearson VUE scheduling representative or reschedule online at PearsonVUE.com/theconference. If you cancel/reschedule your appointment online, be sure to complete the entire process and confirm that it has successfully been updated. You will receive an email with your cancellation confirmation when you complete the cancellation/rescheduling process (by phone or online). If you do not receive a rescheduling/cancellation confirmation email, contact Pearson VUE immediately to confirm that your exam has been canceled/rescheduled to avoid forfeiture of your exam authorization and fee. It is the candidate's responsibility to keep record of all exam scheduling confirmations.

Exam Day

Confidentiality and Exam Security

The Conference requires you to maintain the confidentiality and security of the test questions on its exams. By applying for and/or taking the NBE-Arts and/or NBE-Sciences, you are agreeing to maintain the confidentiality and security of the test questions, answer choices and content of the exam. All those who take the exam are required to acknowledge that they understand and agree to the following:

- The exam is the exclusive property of the International Conference of Funeral Service Examining Boards, Inc. (The Conference).
- The Conference's exams and the questions contained therein are protected by United States copyright law.
- Copying, reproducing, memorizing or otherwise transmitting by any means (oral, written, electronic or otherwise) any exam content in whole or in part, is forbidden.
- The theft or attempted theft of an exam, in part or in whole, is punishable as a felony.

Your participation in any irregularity before, during, or after the exam – such as giving or obtaining unauthorized information or aid, as evidenced by observation or subsequent statistical analysis – or any other irregularity, including failing to report any irregularity or suspected irregularity, may result in action by The Conference. These actions, at The Conference's sole discretion may include terminating your participation, invalidating exam results, seeking monetary compensation, notifying licensing boards, or taking other appropriate measures.

Arrival and Check-In

Pearson VUE has provided a video about what to expect at the testing center which can be viewed at theconferenceonline.org/examinations/exam-integrity. We strongly advise all candidates to view the video prior to the exam.

- Arrive at the test center at least 30 minutes before your appointment to allow sufficient time to complete the check-in process.
- Give yourself sufficient time to find the test site, allowing for any unexpected delays, as candidates are solely responsible for locating and arriving to their appointment on time. Transportation issues and problems locating the test center will not be considered for excused absence requests. You will be considered absent if you arrive late.
- All candidates must present two valid identifications, as outlined in this handbook under “Required Identification” (page 24).
- All candidates are required to sign the [Candidate Rules Agreement](#) during the check-in process before being admitted into the testing room.
- A digital photograph will be taken and biometric security procedures, such as palm vein recognition, will be employed as part of the check-in process. Failure to complete the check-in procedure (including refusal of being photographed or submitting a palm vein scan) will result in being refused access to the exam and forfeiture of your exam authorization and fee.
- A security check will take place any time a candidate enters the testing room. For details, please visit [Pearson VUE's website](#).
- Candidates are directed to their computer station by the Testing Administrator and logged into the exam, beginning the appointment. The timed Non-Disclosure Agreement (NDA) will appear immediately.
- Candidates will be provided an erasable note board and marker, however you are prohibited from writing on the board until the NDA is accepted and the exam has begun. Candidates may also request noise-canceling headphones for use during their exam.
- A basic calculator will be available for use during the exam. This calculator will be built into the computer program and will not be a handheld device. Candidates are not permitted to bring in their own calculator.

Non-Disclosure Agreement

Once the Pearson VUE Testing Administrator logs you into your exam, you will have three minutes to agree to the Non-Disclosure Agreement (NDA). All exam candidates are required to agree to the terms of the NDA in order to have access to the exam. Failure to agree to the NDA in the time allotted will result in forfeiture of the exam authorization and a loss of funds. This includes declining the NDA terms and/or letting the three minutes expire.

For reference, the NDA is as follows:



NON-DISCLOSURE AGREEMENT AND GENERAL TERMS OF USE

****If the three minute timeframe to accept these terms and conditions expires, your session will end and you will forfeit your exam fees.****

This exam and all content is proprietary, confidential and protected by copyright, trade secret and other intellectual property rights owned by The International Conference of Funeral Service Examining Boards (The Conference). It is made available to you, the examinee, solely for the purpose of obtaining licensure in the funeral service profession. **You are expressly prohibited from disclosing, publishing, reproducing, or transmitting this exam, in whole or in part, in any form or by any means whatsoever, verbal, written, electronic, mechanical, or otherwise, for any purpose, without the prior express written permission of The Conference.**

By selecting the **“YES, I AGREE”** button, you signify that you have read, understand and agree to the terms of this agreement and all Conference policies and procedures.

By selecting the **“NO, I DO NOT AGREE”** button, your session will end and you will forfeit your exam fee. Please see the test administrator.

YOU AGREE THAT YOU HAVE READ, UNDERSTOOD AND ACCEPT THESE TERMS.

☐ Agree

Y. YES, I AGREE.

☐ Disagree

N. NO, I DO NOT AGREE.

Option to Release Pass/Fail Results to Program Attended

Following the NDA, candidates that take the NBE-Arts and/or NBE-Sciences will be given the option to release their pass/fail exam results to the accredited/affiliated program they attended.

If you did NOT attend a mortuary science program, please select “**No/Not Applicable.**”

If you DID attend a mortuary science program and select “**No/Not Applicable,**” your pass/fail status will only be shared as part of the aggregate data and not identifiable by individual. If you select “No/Not Applicable” and choose to have it sent at a later time, a fee will be required.

If you attended a mortuary science program and select “**Yes,**” your individual pass/fail status for that particular exam will be released to the program that you attended. This will be completed quarterly through The Conference’s standard reporting process.

For reference, the option at the testing center will be presented as follows:

Option to Release Pass/Fail Results to Program Attended

The Conference provides certain data, including pass/fail results, to the academic program that you attended as part of their accreditation process and to assist them in evaluating the effectiveness of their program. As an examinee, you have the right to opt-in to sending individualized exam performance data for each exam attempt to the academic program you attended. If you did not attend a mortuary science program, please select “No/Not Applicable.”

- ☐ **Yes,** *I consent to the release of my pass/fail status of this NBE administration to my academic program.*
- ☐ **No/Not Applicable,** *I do not consent to the release of my pass/fail status of this NBE administration to my academic program OR I did not attend a mortuary science program. I understand that if I change my mind I can order the report sent to them for a fee at a later date.*

Required Identification


You must bring TWO forms of identification (ID) to the test site: one ID from the primary list and one ID from the secondary list; or two IDs from the primary list. Accepted IDs are provided in the chart below:

Primary ID as defined by Pearson VUE <i>Must contain your name, a permanently affixed photo, signature, and cannot be expired.</i>	Secondary ID <i>Must contain your name, signature and cannot be expired.</i>
<ul style="list-style-type: none">• Driver's license or government issued identification equivalent• Passport• Military ID• Permanent Resident Visa/Green Card	<ul style="list-style-type: none">• Any Primary ID• Credit or debit card• Social Security card• Professional License ID card• Work ID• Student ID
<i>Please note: You will not be allowed to test and will forfeit your exam fee without proper identification. For name changes, please see the name change section of this Candidate Handbook (page 38).</i>	

IDs cannot be expired and the same first and last names must appear on your application, the Authorization to Test, and on the identifications you present at the testing center. The accuracy of your first and last names on your ID is critical and must match your name as submitted on your exam application. A temporary ID is only accepted if it contains your name, a permanently affixed photo, signature, and an expiration date that is not expired.

Your middle name or initial is not used at the Pearson VUE testing center and is not a required field on the exam application. If you have a middle name or initial on your ID and not on your exam application, or vice versa, it will not prevent you from testing. Our program only uses first and last names in Pearson VUE's system.

You will not be admitted to the exam without proper identification. If the test center staff question the identification presented, you may be asked for additional proof of identity. You



will be refused access to the exam if you have not proven your identity using the identifications as stated and your exam authorization and fee will be forfeited.

Admission to the test center and access to the exam does not imply that your identification is authentic and does not preclude subsequent invalidation of your exam results due to misrepresentation, impersonation, forgery, or fraud.

Testing Administrators

Testing Administrators will assist you with the check-in process at the test center and will observe exams in progress. If you need technical assistance, have an issue, or need to take a restroom break during your exam, raise your hand and wait for assistance from the Testing Administrator, keeping in mind that your exam time does not stop.

Testing Administrators can review test center protocol and procedures, but are prohibited from answering questions about exam content or from providing support for any computer screen prompts. Testing Administrators monitor breaks and require you to provide biometric verification if you need to leave and reenter the testing room during the exam.

Pearson VUE facilities, including the lobby and testing room, are audio and video recorded for security purposes.

Prohibited Items

Cell phone access is prohibited at any time while at the test center. Lockers are provided to store a small number of personal belongings. It is the candidate's responsibility to surrender all items voluntarily, prior to testing. The Conference and/or Pearson VUE is not responsible for any items that are lost or stolen at the test center. Any person accessing or possessing prohibited items or accessing lockers during the exam, whether inside or outside of the testing room, will have their exam terminated and an Incident Report will be filed with The Conference. The Conference and/or Pearson VUE reserves the right to confiscate any prohibited items.

Items that CANNOT be taken into the testing room include (but are not limited to):

Backpack or bag	Computers of any kind	Large jewelry of any kind	Radio transmitter or receiver
Beverage of any kind	Cup or container of any kind	Magazine	Recording device or player
Bluetooth devices of any kind	Digital scanning or imaging device of any kind	Notebook	Ruler or slide rule
Books or textbooks	Earplugs	Notes of any form	Study material of any kind
Briefcase or other luggage	E-cigarettes or gum	Outline	Sunglasses
Calculator	Electronic device of any kind	Pager or beeper	Umbrella
Calendar, day planner, or other organizer	Electronic, printed or live translators	Paper of any kind	USB storage device
Camera of any kind	Eyeglasses case	Paper or electronic dictionary	Wallet or clutch
Car or house keys	Food or snacks of any kind	Pens, pencils, erasers	Watch of any kind
Cellphone or smart phone	Good luck charms	Pencil sharpener	Weapon of any kind, including pocket knife
Cigarettes or tobacco products	Hat, cap, visor, etc.	Plastic bag	
Coat, jacket, gloves	Headphones or earphones	Purse or handbag	

Translators

Translators or interpreters are not permitted at any test center, including print, electronic, or in person. Test center proctors and staff are prohibited from acting as translators at any point in the check-in and testing experience.

Candidates are prohibited from bringing a translator to translate for them during any part of the exam appointment, including check-in.

Clothing

Candidates are advised to wear clothing that will be comfortable for various temperature conditions at the test center. Note that eye glasses, layered clothing, accessories, etc. will be inspected prior to granting access to the testing room and exam.

Exam Time

Following the NDA, you will be given the option to authorize your individual pass/fail results to the mortuary science program in which you attended (if applicable). You will then have seven minutes for a tutorial on how to operate the exam, and 170 minutes to complete the exam.

Be aware that you have limited time to read and respond to the introductory screens. While there is adequate time to read and respond, there is not enough time to leave the testing room, write on the provided note board, or do anything other than proceed to the exam. Failure to agree to the NDA will result in forfeiture of the exam authorization resulting in a loss of funds.

NBE-Arts & NBE-Sciences	NUMBER OF ITEMS	TIME ALLOWED
Non-Disclosure Agreement (NDA)	N/A	3 minutes
Release of Pass/Fail Results to Program Attended	N/A	3 minutes
Exam Tutorial	N/A	7 minutes
National Board Exam Arts or National Board Exam Sciences	170 on each exam	170 minutes for each exam

Exam Breaks

You are prohibited from leaving the testing room, except to use the restroom facilities that are closest to the testing room. If you need to take a restroom break during your exam, raise your hand and wait for assistance from the Testing Administrator. The clock does not stop if you take a break during the exam, so plan your exam time carefully. Security protocols will be in effect as you exit and reenter the testing room; there is no time adjustment for security checks.

Unless authorized by The Conference in advance, based upon identifiable needs (such as access to essential medications), you are prohibited from accessing any personal items during your exam, including during breaks. If you have received such authorization, you must notify the Testing Administrator prior to the start of the exam administration of your approval to access approved personal items. Candidates are not permitted to leave the building or test center during the exam.

If any of these policies are violated, the administration of your exam will be terminated and an Incident Report will be filed with The Conference. The Conference has the authority to invalidate your test score, prohibit you from reexamination, notify The Conference membership, including the state(s) in which licensure is sought, as well as any other remedy determined by The Conference necessary to protect the integrity of the examination and licensure process.

Exam Administration Concerns

Should you experience any concerns, challenges, or difficulties during the administration of the exam (temperature, noise, technology issues, etc.), it is your responsibility to notify a Testing Administrator immediately and before you leave the test center.

If the test center experiences a power outage or a situation in which the testing room needs to be evacuated, such as a fire drill, candidates should resume testing if the event lasts fewer than 30 minutes. If the event is longer than 30 minutes, Pearson VUE will give the candidate an opportunity to either reschedule the exam or resume testing after the event has passed. Candidates who resume testing waive their right to reschedule the exam.

Candidates should also notify The Conference in writing, within two business days of the exam administration, about concerns reported at the test center so appropriate action can be taken. Notice may be submitted to theconferenceonline.org/comments. The Conference, in consultation with the Testing Administrator, will investigate and verify the incident.

Exam Appointment Issues

Late Arrival

You must arrive to your exam appointment by the report time on your registration confirmation notice or you will not be admitted to the test center. You will be considered absent if you arrive late.

Absences on the Day of the Exam

The Conference is liable for all associated test delivery costs for a candidate, whether the candidate tests or not. If you do not appear for the exam for which you have registered, your Authorization to Test (ATT) will no longer be valid and you will forfeit your application and exam fee. If you choose to reapply to take the exam, you will be subject to application and fee requirements at that time.

Excused Absences

In rare circumstances, The Conference may excuse an absence. This can be due to a severe illness of the candidate, a death in the immediate family, or other disabling emergency situations.

Requests for an excused absence must be submitted in writing, accompanied by supporting documentation, and sent to The Conference within 30 days from the missed exam. Where applicable, excused absence requests must contain the original signature of the qualified health care practitioner and be on official letterhead, with a clear and unavoidable reason for missing the exam. If you think your absence may qualify as an excused absence, contact The Conference immediately following the missed exam appointment. Documentation will be reviewed and The Conference reserves the right to request additional information as needed.

If your absence is excused by The Conference, you may reschedule your exam once a new Authorization to Test has been issued, which will still expire one year from your original application and payment date. If your absence is not excused by The Conference, you will be subject to application and fee requirements at that time.

Weather and Emergencies

In the event of inclement weather or unforeseen emergencies, Pearson VUE will determine whether circumstances warrant the closure of a particular test center.

The exam will not be rescheduled if the test center location is open. You may contact the Pearson VUE Customer Service Call Center at 1-800-709-0180 to determine if your test center is closed.

If an exam is canceled by Pearson VUE, candidates scheduled for that center will be contacted by Pearson VUE to reschedule another exam date. You will not incur any additional exam fees if your test is canceled by Pearson VUE or The Conference for any reason.

The Conference is not responsible for any personal expenses (e.g., travel, food, and lodging) incurred for an exam administration that is canceled for any reason, including inclement weather or unforeseen emergencies.

Exam Results

Completing Your Exam

At the completion of your exam, your pass/fail results will appear on the computer screen.

If you successfully passed the exam, “Pass” will be displayed. Candidates that pass the exam will NOT be given their numerical scores (page 32).

If you are unsuccessful, “Fail” will be displayed. As of January 1, 2023 candidates that fail an exam will receive their numerical scaled score.

All candidates will receive an unofficial printout of exam results which will include additional information regarding next steps and a reminder about your obligation to exam security. Unsuccessful candidates will also receive a list of objective areas from the content outline where they answered one or more questions incorrectly.

Altering these printouts in any way is a violation of Conference policy. Please retain these printouts for your personal records. The official exam results will be sent directly from The Conference to the licensing board(s) indicated on your exam application within approximately three business days following an exam.

Scoring

The NBE-Arts and NBE-Sciences are pass/fail exams and are not designed to distinguish between varying levels of competence; only to distinguish whether a candidate has at least the minimum level of competence required to practice as an entry-level funeral director and/or embalmer. The passing standard is a scaled score of 75; therefore, any score of 75 or higher is a passing score, and any score below 75 is a failing score.

As you pass each section, you will receive a wall certificate mailed to the address provided on your application within approximately three weeks (one certificate for NBE-Arts and/or one certificate for NBE-Sciences). Wall certificates are for decorative use only, not for licensure purposes.

Scaled Scores

Overview

Scaled scores are part of how The Conference makes sure the exam is a fair and valid measure of your professional knowledge. The questions on the NBE are pulled from The Conference's question 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 exam or is unfairly evaluated by taking a more difficult form. It is a complex, but much fairer, method of calculating scores.

Analogy

An analogous situation is with reporting temperature, in that 0° C and 32° F both represent freezing, but are presented on numerically different temperature scales. Both of these temperatures represent the same level of coldness, but are on different measurement systems. The same concept can be applied to scaled scores.

Why Are Passing Numerical Scores Not Provided?

The Conference uses scaled scoring, which is a completely different scoring system from percentages most candidates are accustomed to in a classroom setting. The key factor is that you meet the threshold for minimum knowledge required to function as an entry-level practitioner, not how much you exceed it. As a minimum competency exam, the purpose of the exam is to provide licensing boards with a content-valid evaluation of candidates for licensure in the field of funeral service. While we understand that you may be curious about the numerical score that you achieved when passing, there is no significance to that information outside the licensing board setting.

Why Are Failing Numerical Scores Provided?

The failing scaled score is provided to give candidates a general idea of how close they were to the passing standard. Because of the nature of scaled scoring, a candidate is not able to calculate the number of questions they answered incorrectly. For a more meaningful look at your exam performance, The Conference provides a list of objective areas from the content outline where you missed one or more question.

Understanding the List of Objective Areas Missed

Candidates that are unsuccessful will receive a list of objective areas where one or more questions were answered incorrectly. The complete list of objective areas can be found in the NBE Content Outline, which is provided in the [NBE Study Guide](#). When reviewing the list of missed objective areas, it's important to keep in mind that candidates receive a different version of the exam each time they test. This means that while the exam will always adhere to the content outline, candidates may not receive questions tied to the exact same objective areas on each exam attempt. Candidates are encouraged to use this information as an overall guide to understand their weaknesses at the domain level as they prepare to retake the exam.

Sample Failing Score Report:

Understanding Your Exam Results

The Conference uses scaled scoring to determine your overall pass/fail status. Scaled scores are part of how The Conference ensures the exam is a fair and valid measure of your professional knowledge. Because of the nature of scaled scoring, and because your score is not a percentage, you are not able to calculate the number of questions you missed. However, The Conference is committed to providing meaningful information to assist with your next exam attempt. The information below reflects your performance on this exam and is meant to provide guidance as you prepare to retake the exam.

When reviewing the objective areas below, **keep in mind that you will receive a different version of the exam each time you test.** However, the number of questions overall will reflect the current exam content outline which is as follows:

Domain Number	Domain Title	Items in Domain
I	Funeral Arranging & Directing	51
II	Funeral Service Marketing/Merchandising	21
III	Funeral Service Counseling	19
IV	Legal & Regulatory Compliance	35
V	Cemetery/Crematory/Other Dispositions	24

YOUR EXAM PERFORMANCE:

On this exam, you incorrectly answered one or more questions in the following objective areas.

The first number reflects the exam domain and the second number is the objective area within that domain. The complete Content Outline can be found in the NBE Study Guide.

- 4.07 Comply with FTC General Price List Requirements
- 4.21 Educate staff and consumers on the proper methods of disposition of cremated remains
- 5.20 Secure permit for and oversee disinterment

Retaking an Exam

A new application and payment are required each time you take an exam. You must wait 30 days before retaking a failed section of the NBE-Arts and/or NBE-Sciences, however you may apply and schedule your exam in that time. If you pass a section of the NBE, you may not take that section again unless The Conference receives written notification from a licensing board that an exam retake is required for licensure purposes.

Achieving Licensure

The NBE-Arts and NBE-Sciences are used by state licensing boards and agencies as part of their licensing requirements. The Conference provides the exam results, which are only one component of the licensure process, directly to the board(s) indicated on your exam application. We recommend following up with the state in which you are seeking licensure for any additional requirements.

Reporting Exam Results to Licensing Boards

All passing and failing NBE-Arts and NBE-Sciences results, including any previous attempts and other Conference administered exams, will be released to the licensing board(s) indicated on your application. Your results will reflect the exam name at time of administration. The first exam results request to a licensing board is fulfilled at no additional cost to the candidate. Additional licensing boards may be chosen on the application for an additional fee. If exam results need to be re-released to a licensing board more than one year after the original release date, candidates must submit an order form and payment for the service. Candidates can place an order to release their exam results to additional licensing boards at any time by clicking “Send Results” on The Conference’s website. Candidates are solely responsible for submitting exam results requests in a timely manner. Requests to release exam results take 2-3 business days to process. Please check with the state where you are applying for licensure-related deadlines.

When The Conference reports your official exam results to the designated licensing board, it may be reported along with the identification and educational information that you provided to The Conference on your application. This ensures your exam result is matched correctly to the licensing application you submit to the licensing board.

In the event of a discrepancy or inaccuracy that questions your eligibility to sit for the NBE-Arts and/or NBE-Sciences, The Conference may request documentation to verify or otherwise substantiate the information provided on your exam application. If any of the information on your exam application is determined to be inaccurate, misrepresented, or falsified, The Conference reserves the right to invalidate your exam results, suspend future access to the NBE-Arts and/or NBE-Sciences or other Conference programs and services, or impose other conditions on access to exams. The Conference also reserves the right to impose fees to offset any administrative or legal costs associated with the investigation and/or adjudication of the case.

Study Material

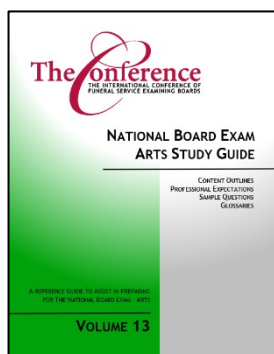
The Conference offers two official study options for both the NBE-Arts and the NBE-Sciences:

Study Guides

[Official study guides for the NBE-Arts and NBE-Sciences](#) are available in soft cover, spiral-bound books, or in interactive digital format via VitalSource. These study guides are the only official exam preparation resource published by and affiliated with The Conference.

The NBE-Arts and NBE-Sciences Study Guides are two separate books, with each including sections on professional expectations, corresponding content outline, sample questions, and answer key. Additional sections include test taking principles, the structure of a question, and a list of helpful resources. Glossaries are also provided at the end of each study guide.

Study material is copyrighted content and cannot be shared or reproduced.

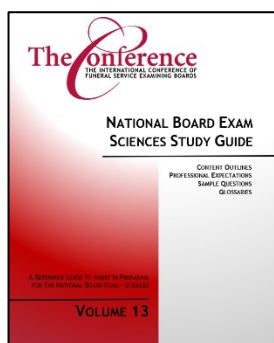


NBE-Arts Study Guide

Order online:

theconferenceonline.org/shop

Cost: \$50 plus shipping & handling
(S&H not applicable to digital version)



NBE-Sciences Study Guide

Order online:

theconferenceonline.org/shop

Cost: \$50 plus shipping & handling
(S&H not applicable to digital version)

Practice Exam

The Conference also produces an [online practice exam](#) which provides a realistic exam experience to assist in your exam preparation. There are two versions of the NBE-Arts and two versions of the NBE-Sciences. As long as you are signed into the same Practice Exam Pearson VUE account, the versions alternate each time you take the exam, so you may find it beneficial to take each section more than once.

Each form has 75 multiple choice questions that are statistically representative of the number of questions in each subsection of the exam blueprint. Candidates taking the Practice Exam will also receive general feedback for content areas in which questions were answered incorrectly and percentage scores for each subsection to help identify areas where you may need additional preparation.

While payment is required each time you take the Practice Exam, prior approval to access the exam is not required. Exam authorization and payment expires seven days from purchase, so it is recommended that you do not purchase the Practice Exam until you are ready to take it.

Study material is copyrighted content and cannot be shared or reproduced.

Practice NBE-Arts & NBE-Sciences Exams

Order online: pearsonvue.com/theconference

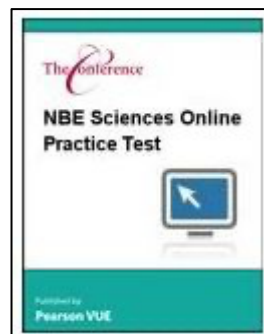
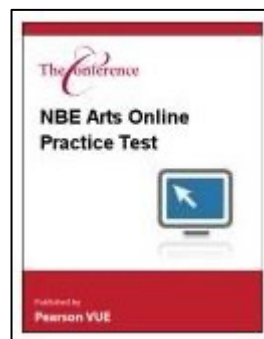
About:

\$60 for each section/attempt

Single-use, 7-day authorization (voucher rules vary).

Two versions of the Practice Arts and Practice Sciences available.

75 questions timed at 1-hour & 15 minutes.



Testing Accommodations

ADA Testing Accommodations

The Conference complies with the Americans with Disabilities Act of 1990 (ADA) and accepts requests from qualified candidates with a diagnosed disability for accommodations to take the NBE. Requests should be reasonable, properly documented, and not fundamentally alter the exam or jeopardize exam security.

Exam candidates who wish to request testing accommodations should refer to the [ADA Testing Accommodations Handbook](#). The Accommodations Handbook explains the process of requesting accommodations, along with the required forms and documentation. If you need assistance with the application process itself, please contact The Conference.

All exams with approved accommodations must be scheduled by following the instructions on the approval email by calling the Pearson VUE Accommodations Coordinator at 1-800-466-0450, option 3. It is important that you confirm your accommodations at time of scheduling.

Temporary Conditions

If you have a temporary condition or other condition that is not covered by the ADA (e.g., a bone fracture or pregnancy) and the condition requires only minor modifications to the general testing environment, then you do not need to complete the ADA testing accommodations request process.

Instead, candidates requesting a non-standard testing condition must submit their request in writing to annascott@theconferenceonline.org for review. These are non-standard testing conditions and are granted at the sole discretion of The Conference. This request should include the candidate's full name, name of the exam they are taking, and the nature of the request.

If approved, The Conference will communicate your request to the test administrator, Pearson VUE. Some requests are covered in Pearson VUE's Comfort Aid List, which do not require pre-approval (e.g., eye drops, crutches, inhaler, etc.). If needed, please contact The Conference to inquire if a comfort aid is included on the list. Modifications to the testing environment cannot be considered or approved at the test center or on the day of testing.

Additional Exam Information

Fraud and Exam Irregularities

In the event of a fraudulent application, submission of fraudulent documents, inaccuracies, misrepresentations or discrepancies, the introduction of fraud at any point in the application or exam process, sharing exam content after your exam administration, advance access to exam content prior to your exam administration (exam irregularities), or violation of any Conference and test site rules, policies or procedures, The Conference reserves the right to impose fees to offset any administrative or legal costs associated with the investigation and/or adjudication of the case.

Exam Result Invalidations

Violation of any Conference exam policy or Pearson VUE testing center rule may be grounds for a candidate's exam results being invalidated by The Conference. In the event of an exam policy violation or other application or exam irregularity, The Conference will request that you submit a written response to the policy violation and any documentation supporting your position. The Conference will then review all information received and available to determine the necessary action(s), which includes, but is not limited to, the invalidation of your exam results and/or suspension of future access to the NBE-Arts and/or NBE-Sciences or other Conference programs and services. The Conference reserves the right to notify all state licensing boards and agencies of all exam results invalidations.

Exam Language

The Conference offers the NBE in the English language only.

Name Changes

If your name changes during your experience with The Conference, please submit the "Request For Name Change" form found at theconferenceonline.org/name along with the appropriate supporting documentation (e.g. marriage certificate, divorce decree or court documents showing a legal name change). Please allow time for review and processing, noting this process will not extend any timeframes or application expirations.

Exam Reviews

The Conference does not allow reviews of any exam. If you have concerns about exam content, feedback is welcomed during the exam through the “comment” feature available for each exam question. Exam development is ongoing and we use these comments as one of the many phases of the review process.

Exam Development

The NBE is developed in stages. In the first stage, a job task analysis is outlined by a panel of expert practitioners from varying demographics in the field of funeral service. These outlines describe the functions of a practitioner and the knowledge needed to perform those functions. The job task analysis is then validated by surveying practitioners throughout the United States. The NBE content outline is created from this survey. The second, on-going stage of development, involves other representative groups of practitioners across the country who work with The Conference to write questions based on the NBE content outline. These new questions are reviewed by a committee of subject matter experts and are edited to ensure they are clearly written and there is only one correct answer to each question. All questions are pretested before they are presented as scored questions on the exam. Exam development is ongoing to ensure the exam remains relevant to current practice standards.

Commitment to a Fair, Valid, and Reliable Exam

The Conference contracts with an independent vendor for the ongoing development and psychometric analysis of the NBE. Pearson VUE, the global leader in electronic testing for regulatory and other credentialing boards, is the professional testing agency contracted by The Conference to assist in the administration, scoring, and reporting of the NBE.



@theconference



The International Conference of Funeral Service Examining Boards



ICFSEB (The Conference)