

LOUISIANA

State Board Exam

Desk Reference

2020

The *Conference*
THE INTERNATIONAL CONFERENCE OF
FUNERAL SERVICE EXAMINING BOARDS

Which Exam Does A Licensee Need?

National Board Exam (NBE):

- Exam candidates are eligible to take the NBE if they have graduated from an ABFSE-accredited mortuary science program.
- The NBE consists of an Arts Exam and a Sciences Exam.

State Board Exam (SBE):

- Exam candidates are typically made eligible by the state licensing board.*
- The SBE consists of an SBE Arts exam and an SBE Sciences exam.
- Exam candidates who have passed the NBE are not typically required to take the SBE.
- The SBE is based on the same content outline as the NBE and is not state specific content.

* In MD, OK, TN, & TX, exam candidates are made eligible by the mortuary science program from which they graduated.

State Laws, Rules, and/or Regulations Exam (LRR):

- Exam candidates are made eligible by the state (except TN).
- Consists of state-specific content covering laws, rules, and regulations of the state.

Candidate Exam Application Process

For your reference, we have provided the below chart to demonstrate the application process for an SBE exam candidate. Please note, a new application and exam fee must be received each time a candidate wishes to take a Conference exam.

BEFORE APPLYING FOR AN EXAM

STEP 1

Candidates visit theconferenceonline.org and click on "State Board Exam" (SBE).

The Candidate Handbook and Policies & Procedures are then reviewed. Candidates must agree to the terms and conditions of these documents when applying.

An SBE FAQ page is provided for reference in this section as well.

APPLYING FOR AN EXAM

STEP 2

Candidates apply & pay for the SBE on The Conference website. Applications are processed in 2-3 business days.

PROCESSING AN APPLICATION

STEP 3

If eligibility has been submitted by your licensing board, the candidate will be able to schedule an exam appointment with Pearson VUE within 2-3 business days.

If eligibility has not been submitted by your licensing board, the candidate **will not** be able to schedule with Pearson VUE until the eligibility has been received.

SBE Eligibility

SBE eligibilities are submitted through a secure process by authorized representatives from your licensing board. If you need to update your authorized representative(s), have questions, or need assistance, please contact our office at allie@theconferenceonline.org or 479-442-7076.

Current Authorized Eligibility Representatives

Primary Authorized Representative: Heidi Penouilh

Secondary Authorized Representative: Kim Michel

FAQs

How does a candidate apply and schedule an exam?

- Exam candidates apply and submit the exam fee online at theconferenceonline.org. Once the application and payment are received, exam eligibility from the licensing board (or mortuary school) is verified. If all three items are received, scheduling instructions are emailed to the candidate within 2-3 business days.

How much is the exam fee?

- The fee to take the SBE is \$285.

Does The Conference provide testing accommodations?

- Yes, reasonable ADA accommodations are provided to qualified examinees who have documented disabilities and submit the appropriate forms.

Will a candidate receive their results at the testing location?

- Immediately after the exam, candidates receive their unofficial results with a pass or fail notification only; numerical exam scores are only released to licensing boards for licensure purposes. The Conference does not recommend numeric scores be shared with exam candidates.

When will our board receive exam results?

- Exam results are typically sent via secure electronic transfer within 2-3 business days following an exam. Once they are sent, they can be retrieved from the transfer system by your authorized transfer system representative(s).

Do I submit a new exam eligibility every time a candidate tests?

- An eligibility is only required for a candidate's first exam attempt; they will not need a new eligibility submitted to us to retake an exam.

After a Candidate Passes the SBE

RESULTS

- After a candidate completes an exam, an official copy of the result is submitted directly to the licensing board(s) indicated on their application for use in licensure purposes. Results are typically sent within 2-3 business days following an exam.

WALL CERTIFICATES

- A wall certificate is mailed to the address provided by the candidate on their exam application. The wall certificate is typically sent within 2 weeks of passing an exam; however, we ask that they allow 3-4 weeks for delivery.

LICENSE RECIPROCITY

- If a candidate needs an official copy of their results sent to another state for licensure, they may place an order through the certified results order form on our website. The fee for this service is \$50.

After a Candidate Fails the SBE

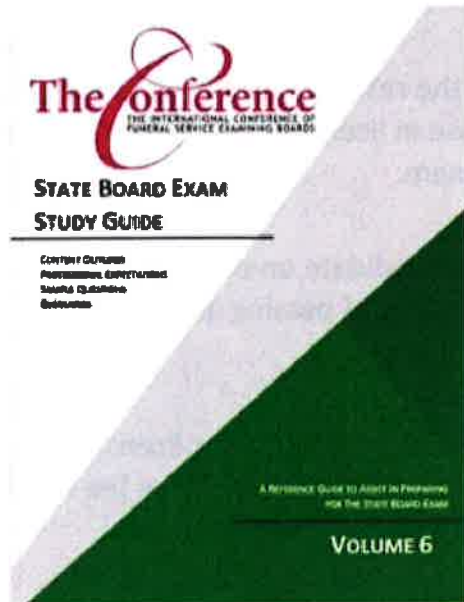
WAIT PERIOD

- There is a 30-day wait period between all SBE attempts. However, a new application and exam fee can be submitted at any time.
- Eligible candidates may sit for the SBE up to three times in a 12-month time period.

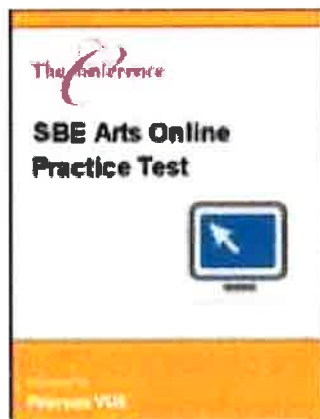
RE-APPLYING & RE-SCHEDULING

- A new application and exam fee are required every time a candidate takes an exam with The Conference.
- Candidates may apply using the same process from the chart illustrated in this booklet. Applications and exam fees may be submitted online or via mail with a cashier's check or money order. Once received, the application and payment are processed within 2-3 business days.
- Candidates will be able to schedule the exam with Pearson VUE once the application has been processed; however, the next exam date must be at least 30 days after the previous exam attempt.

Study Material for the SBE



- Volume 6
- Shipped within 2-3 business days
- \$43 (plus shipping & handling)



- 75 question, timed exam
- 1 hr 15 min test taken on own computer
- single-use, 7 day authorization
- \$60

The following can be found in the SBE study guide:

- Structure of an Item
- Test Taking Principles
- Helpful Resources
- Sample Questions
- Content Outlines
- ABFSE Glossaries
- Appendices provide additional information as a convenient reference.

Please Note: No study guide can make up for information a candidate did not learn in the classroom or through training. The study guide is to be used to refresh, reinforce and organize knowledge that a candidate has already learned.

There are two forms of the SBE-Arts Practice Exam. Each form has 75 multiple choice items that are statistically representative of the number of questions in each subsection of the exam blueprint. After taking a practice exam, candidates receive a score report reflecting their performance and general feedback on content areas in which they answered items incorrectly. This feature is designed to give candidates a clear picture of their areas of strength and weakness.

Both the study guide and practice exam are available under "Place an Order" on The Conference website.

The Conference staff is here to support & assist you!



Dalene Paull
Executive Director
 director@theconferenceonline.org
 479-442-7076, ext. 9

**Chief Executive & Administrative
 Officer of The Conference**



Lauren Thomas
Member Services Manager
 services@theconferenceonline.org
 479-442-7076, ext. 6

- Membership Services
- Model Documents
- Regulatory Support



Sarah Gill
Examination Services Manager
 exams@theconferenceonline.org
 479-442-7076, ext. 8

- Exam Development
- ADA accommodations



Dustin Wardlow
Information & Technology Manager
 info@theconferenceonline.org
 479-442-7076, ext. 7

- Electronic score transfer support
- Eligibility log-in assistance



Allie Sparkman
Candidate Services Manager
 allie@theconferenceonline.org
 479-442-7076, ext. 6

- Candidate assistance
- Verify receipt of eligibilities
- Process & send exam results



Emily Hesslen
Administrative Coordinator
 admin@theconferenceonline.org
 479-442-7076, ext. 4

- Exam application assistance
- Name change requests
- Certified results requests for license reciprocity

Interested in The Conference administering a laws exam for your board? Please contact Sarah Gill!



The Conference
THE INTERNATIONAL CONFERENCE OF
FUNERAL SERVICE EXAMINING BOARDS