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LA BOARD  
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## LETTER OF UNDERSTANDING FOR 2017

From: Sarah Gill, Examination Services Manager  
Date: December 1, 2016  
RE: Louisiana State Board and LRR Examinations (LA SBE #1004, LA LRR #2004)

This Letter of Understanding is between The International Conference of Funeral Service Examining Boards, Inc. (The Conference) and the Louisiana State Board of Embalmers & Funeral Directors outlining the policies and procedures that govern the administration of the Louisiana State Board and Laws, Rules, and Regulations Examinations. Please review the policies and procedures that follow, and contact The Conference should you have any questions.

### Testing Location:

The Louisiana SBE and LRR are computer based examinations and are given at Pearson Professional Centers. Test center locations can be found at [www.pearsonvue.com/theconference](http://www.pearsonvue.com/theconference).

### Registration Procedure:

All candidates (First Time Takers and/or Retakes) sitting for the LA SBE and/or LRR are required to complete an LA SBE and/or LRR application and submit it to The Conference with payment. As of January 1, 2017, the SBE is \$250 and the LRR is \$140. The Conference accepts applications and payments at [www.theconferenceonline.org](http://www.theconferenceonline.org) or via mail with a cashier's check or money order. The Conference does not accept personal or business checks.

### Eligibility to sit for the LA SBE and LA LRR:

Candidate eligibilities must be submitted to The Conference by the Louisiana Board of Funeral Service. The appointed staff member(s) at the Louisiana Board office will send eligibilities via a secure online form through The Conference's website.

### Eligibility to RETAKE the LA SBE and LA LRR:

Candidates registering to retake the Louisiana SBE and/or Louisiana LRR are eligible **without** additional certification from the Louisiana Board of Funeral Service. Unsuccessful candidates are required to wait a period of 30 days before retaking the LA SBE and/or LA LRR. SBE attempts are limited to a maximum of three times in a one year period. The examination fee for retaking the LA SBE is \$250 and the LA LRR is \$140. Candidates are responsible for obtaining and submitting registration materials to The Conference. Candidates must submit an application along with payment each time they retake the LA SBE and/or LA LRR.

### Applications & Brochures:

The Louisiana Board of Funeral Service should direct candidates to The Conference website, <http://www.theconferenceonline.org/examinations/> to acquire registration materials for both the LA SBE and LA LRR. Candidates that do not have access to the internet should contact The Conference and registration materials can be sent via mail or fax. While candidates can download and complete applications at any time, they will not be allowed to schedule an exam until The Conference receives eligibility from the Louisiana Board of Funeral Service.

**Processing of Eligible Applications & Payments:**

Candidates' information is released to Pearson VUE within three (3) business days from receipt of application and payment. Candidates should allow three (3) business days before contacting Pearson VUE to schedule an exam. Candidates can schedule their testing appointment online at [www.pearsonvue.com/theconference](http://www.pearsonvue.com/theconference), or by calling 1-800-709-0180.

**LA SBE and LA LRR Score Reports:**

Candidates will receive an unofficial candidate copy of their LA SBE pass/fail results and LA LRR score report immediately after completing their examination. **The Conference does not release SBE scores to candidates.** Official score reports will be sent to the Louisiana Board of Funeral Service within three business days of the testing date. Scores will be sent either through a secure platform electronically or mailed to the following address:

Louisiana State Board of Embalmers & Funeral Directors  
Attn: Kim W. Michel, Executive Director  
3500 N. Causeway Blvd., Ste. 1232  
Metairie, LA 70002

**Monthly Reporting:**

Monthly reports will be issued for candidates that have taken the LA SBE. These reports will be sent via password protected email within the first two weeks of the following month.

**Review Policy:**

There are no reviews offered for any Louisiana SBE administered through The Conference.

**LRR Updates:**

Please contact The Conference if you are interested in reviewing and/or updating the LRR exam. This includes any upcoming law changes that may affect items on the exam. While there are publishing fees associated with updating examination content, The Conference will assist with the process as requested.

**ADA Accommodations:**

Candidates with disabilities may request accommodations during their exams by submitting the ADA Accommodations Request Form, along with any necessary documentation, directly to The Conference for review. This form is available on The Conference's website or may be sent directly to the candidate on request.

You can view this information on-line at <http://www.theconferenceonline.org/examinations/>. If you have questions or concerns regarding this information, please contact Sarah Gill, Examination Services Manager at 479-442-7076, ext. 8 or by e-mail at [exams@theconferenceonline.org](mailto:exams@theconferenceonline.org).