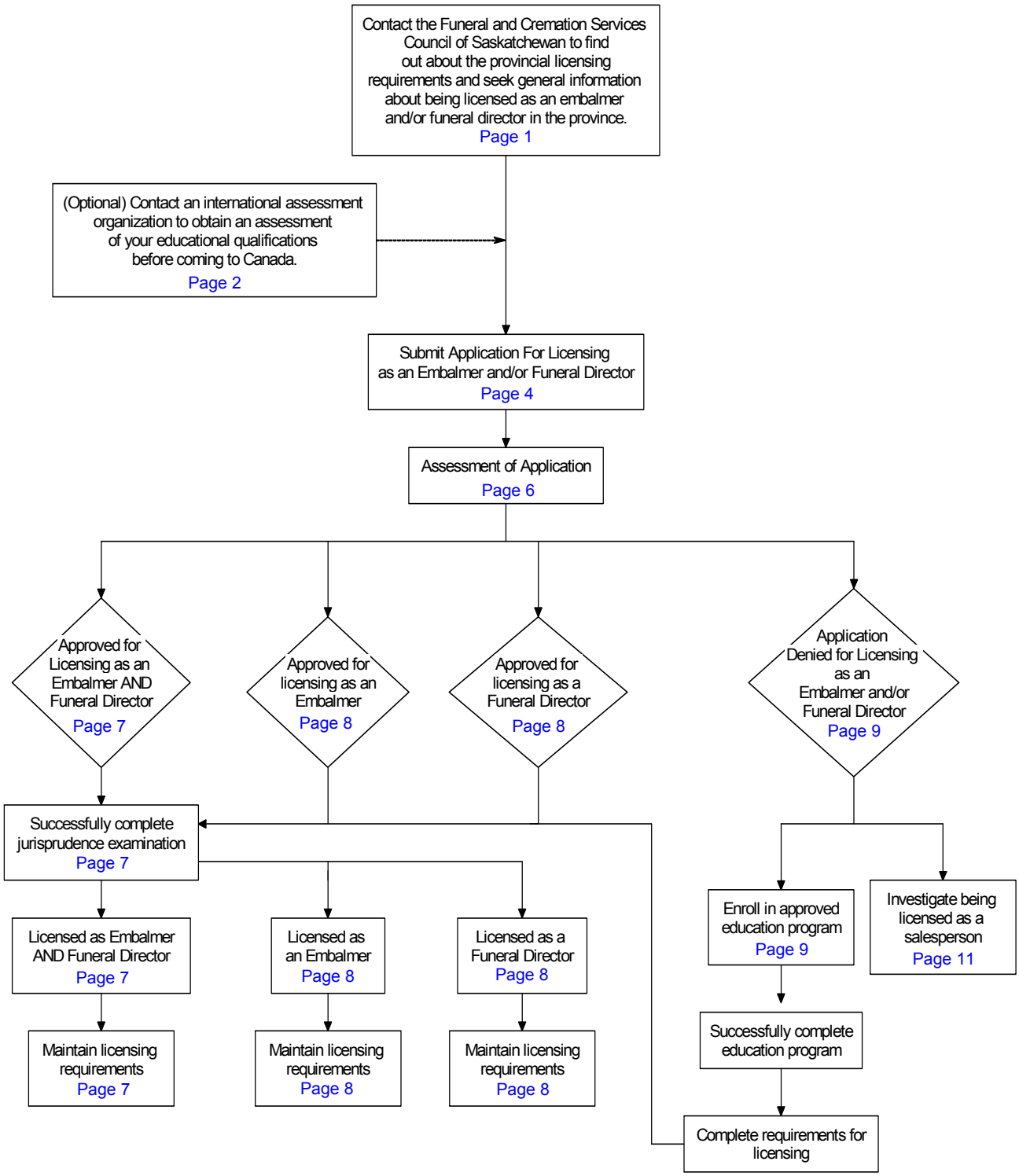
Last Updated March 2010

INTERNATIONALLY TRAINED EMBALMERS AND FUNERAL DIRECTORS



This is a general guide and does not cover every individual situation. For the official and most current information about the licensing process and fees, please contact the regulatory body.

PROCESS MAP FOR INTERNATIONALLY-TRAINED EMBALMER AND/OR FUNERAL DIRECTOR WISHING TO WORK IN SASKATCHEWAN, CANADA

This PROCESS MAP will provide internationally-trained students and professionals with information about the most efficient pathway to obtain membership with Funeral and Cremation Services Council of Saskatchewan (FCSCS). This process map is meant as a guide only, but is based on the experiences of many Embalmers/Funeral Directors that have been through the evaluation process.

Contact the Funeral and Cremation Services Council of Saskatchewan to enquire about the provincial licensing requirements and seek general information about being licensed as an embalmer and/or funeral director in the province.

You may write or email the regulatory body, FCSCS, to ask about the requirements and costs for licensing as a funeral director and/or embalmer.

In Saskatchewan you can be licensed as:

- Embalmer
- Funeral Director
- Embalmer and Funeral Director

Please be aware that employment opportunities for individuals licensed only as a Funeral Director may be limited.

Be sure to ask specifically for information on what parts of the process you can do or start before you leave your home country. For example, you may need to:

- Prepare or obtain documents from your home licensing body or educational institution;
- Obtain and complete forms that are available online;
- Collect documents that demonstrate your work as a funeral director and/or embalmer;
- Obtain personal or work references;
- Begin necessary educational assessments, or;
- Begin applications to programs or examinations.

Funeral and Cremation Services Council of Saskatchewan
3847C Albert Street
Regina, Saskatchewan S4S 3R4
Telephone: 306-584-1575
Fax: 306-584-1576
Email: saskfuneral@sasktel.net
Website: www.fcscs.ca

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(Optional) Contact an international assessment organization to obtain an assessment of your educational qualifications before coming to Canada.

Your application will be assessed by the FCSCS Licensing Committee. You will be provided with information on how international credentials are evaluated. However, FCSCS is not set up to assess international credentials.

Prior to your arrival in Canada, you can obtain an assessment of your educational qualifications from an international assessment organization such as:

- International Qualifications Assessment Service (IQAS)
- International Credential Evaluation Service (ICES) or
- World Education Services (WES).

Check with FCSCS for which assessment organization they prefer.

These assessments indicate how an educational credential received in another country compares to an FCSCS approved educational program in Canada.

Please note that these assessments are advisory and do not guarantee recognition of your qualifications for licensing as an embalmer or a funeral director. Many professional associations will have other requirements in addition to an educational assessment. If you have questions about licensing, registration or employment requirements, contact the Registrar at FCSCS.

Also note that these organizations charge a fee for the assessment.

International Qualifications Assessment Service (IQAS)
9th Floor, 108 Street Building
9942 - 108 Street
Edmonton, AB
Canada T5K 2J5

Telephone: 780-427-2655
Fax: 780-422-9734
Canada and overseas call direct: 780-427-2655
Website: http://employment.alberta.ca/Immigration/4512.html

International Credential Evaluation Service (ICES)
3700 Willingdon Avenue
Burnaby, British Columbia
Canada V5G 3H2

Telephone: 604-432-8800
Facsimile: 604-435-7033
Email: icesinfo@bcit.ca
Toll Free within North America call 866-434-9197
Website: http://www.bcit.ca/ices/

World Education Services (WES)
45 Charles Street East, Suite 700
Toronto, Ontario
Canada M4Y 1S2

Telephone: 416-972-0070
Toll free: 866-343-0070
Fax: 416-972-9004
Website: http://www.wes.org/ca/index.asp

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Submit Application for Licensing as an Embalmer and/or Funeral Director.

If you are an embalmer and/or funeral director licensed in another country and wish to be licensed in Saskatchewan you will be asked to provide the following documents for assessment as part of your application. All applications and documents must be in English and include:

- Completed Form 31 (available on the FCSCS website under Legislation; Schedule of Forms);
- Academic transcript;
- Descriptions of the courses listed on the transcript;
- Certified copy of existing license;
- Letter from the licensing authority in the jurisdiction you are licensed indicating that you are a member in good standing;
- Original copy of a current police criminal record check from the country your license was granted;
- Assessment from an international assessment organization – the assessment should be forwarded to FCSCS directly from the international assessment organization.

If you are from a jurisdiction that does not license embalmers and/or funeral directors, FCSCS will review your educational and work experience to determine if you can be licensed in Saskatchewan. All documents must be provided in English and include:

- Completed Form 31 (available on the FCSCS website under Legislation; Schedule of Forms) – you will not be required to provide evidence of licensing from another jurisdiction;
- Academic transcript;
- Descriptions of the courses listed on the transcript;
- Letter from an employer describing your work experience as a embalmer and/or funeral director;
- Original copy of a current police criminal record check from the country your license was granted;
- Assessment from an international assessment organization – the assessment should be forwarded to FCSCS directly from the international assessment organization.

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Academic transcripts should be sent directly to FCSCS from the educational institution, however if this is not possible FCSCS will accept notarized copies of transcripts provided by you.

A non-refundable application fee is charged. It is advisable that you discuss your education and qualifications with the FCSCS Registrar before you apply.

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Assessment of Application.

You can apply for licensing as an embalmer and/or funeral director from outside of Canada. You do not need to be in Canada for your application to be assessed.

The Registrar will review your application for licensing. Following the assessment, you may be qualified for application for a license as:

- Funeral Director AND Embalmer
- Funeral Director OR Embalmer

Final approval for licensing is subject to successful completion of the jurisprudence examination.

Your application may also be denied for an embalmer and/or for a funeral director.

Approved for Licensing as an Embalmer AND Funeral Director.

If your application for licensing is approved for both funeral director and embalmer, you will be required to write an examination on jurisprudence (relevant legislation and its practice in Saskatchewan). You will be provided with a study guide to study for the examination, which is open book. An open book exam allows you to bring the reference/text book into the exam to use as you write the exam. There is a fee to write the examination.

You can write the jurisprudence examination in Canada or in your home country. If you write the examination in your home country, the examination will need to be administered by an accredited educational institution approved by FCSCS. You will be responsible for making such arrangements. Any fee required by the educational institution to administer the examination will be paid by FCSCS.

The pass mark is 75%. If you fail the examination you will be required to pass a supplemental exam.

Once you successfully complete the jurisprudence examination you will be licensed as an embalmer and funeral director and are able to practice in Saskatchewan.

To maintain your license you will need to:

- Pay an annual licensing fee;
- Abide by the Funeral and Cremation Services Act and Regulations and the bylaws of FCSCS; and
- Participate in a continuing education program.

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Approved for Licensing as a Funeral Director OR Embalmer.

Your application may be approved for licensing only as a Funeral Director or only as an Embalmer. If you are licensed only as an embalmer you can work as a licensed Embalmer in Saskatchewan.

If you are licensed only as a Funeral Director, you can work as a licensed Funeral Director in Saskatchewan; however, you may find that there are limited employment opportunities for individuals who are licensed only as a Funeral Director.

If your application is approved for licensing as an Embalmer or as a Funeral Director you will be required to write an examination on jurisprudence (relevant legislation and its practice in Saskatchewan). There is a fee to write the examination. See page 7 for information on the examination including writing the examination outside of Canada.

Once you successfully complete the jurisprudence examination you will be licensed as either an Embalmer or as a Funeral Director and will be able to practice in those disciplines in Saskatchewan.

To maintain your license as an Embalmer or as a Funeral Director you will need to:

- Pay an annual licensing fee;
- Abide by the bylaws and code of ethics of FCSCS; and
- Participate in a continuing education program.

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Application for Licensing as an Embalmer OR as a Funeral Director is Denied.

If you applied for licensing as both an Embalmer and Funeral Director, and your application for licensing as either an Embalmer or as a Funeral Director was denied, you can apply to an educational institution approved by FCSCS to update/complete your education as an Embalmer (if denied licensing as an Embalmer) or as a Funeral Director (if denied licensing as a Funeral Director).

FCSCS has approved two educational programs:

- Funeral Service Education Program at SIAST – www.siast.sk.ca
- Centre for Funeral Service Education at Mount Royal University – www.mtroyal.ca

Contact the educational programs directly to discuss course requirements, time, fees and to review which courses you are required to take.

When you are enrolled in either of these programs, you will need to register with FCSCS as a student (Form 20, available on the FCSCS website under Legislation; Schedule of Forms) and pay an annual fee.

Once you have completed the course requirements successfully and have found employment, you will apply to FCSCS for a conditional license (Form 21 - available on the FCSCS website under Legislation; Schedule of Forms). You will have 13 months to complete the internship requirements with an employer (supervised by a licensed Embalmer or licensed Funeral Director), and to complete the oral examination for licensing as a Funeral Director or the practical examination for licensing as an Embalmer.

When you have completed all requirements, you may apply for licensing as an Embalmer or as a Funeral Director. If you have not written the jurisprudence examination when you were approved for licensing as an Embalmer or as a Funeral Director, you will be required to write and pass the examination.

Once you have completed all the requirements for licensing, you will be licensed as either an Embalmer or as a Funeral Director and will be able to practice in those disciplines in Saskatchewan.

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To maintain your license as an Embalmer or as a Funeral Director you will need to:

- Pay an annual licensing fee;
- Abide by the bylaws and code of ethics of FCSCS, and
- Participate in a continuing education program.

Funeral Service Education Program
SIAST - Kelsey Campus
Idylwyld and 33rd Street
P.O. Box 1520
Saskatoon SK Canada S7K 3R5

Telephone: (306) 659-4300
Toll Free - All Locations: 866-467-4278
Website: www.siast.sk.ca/programs_courses_descriptions/FNRLCERT.shtml

Centre for Funeral Service Education
Mount Royal University Continuing Education
Holy Cross Campus
2204 - 2 Street SW
Calgary, Alberta, Canada T2S 3C2

403-503-4889 or toll-free 888-240-7203
E-mail: fde@mtroyal.ca
Website: www.mtroyal.ca/ProgramsCourses/ContinuingEducation/funeral/index.htm

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Application for licensing as an Embalmer AND as a Funeral Director is denied.

If your application for licensing as both an Embalmer AND Funeral Director is denied and you wish to continue to work in the funeral services industry there are other options including:

1. You can pursue your education when you arrive in Saskatchewan through the FCSCS approved educational programs (page 9), or

2. Depending on your experience, you can apply to FCSCS to be licensed as a salesperson who can sell prepaid funeral service contracts on behalf of a Saskatchewan licensed funeral home owner or you can apply as a student salesperson. Contact the FCSCS for further information.

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