

**HOW TO APPLY**  
for the  
**Ohio Laws & Rules**  
**Examination**  
(OH LR)



Prepared for  
The Ohio Board of Embalmers & Funeral Directors  
by



1885 SHELBY LANE

FAYETTEVILLE, AR 72704

TEL 479-442-7076 ☎ FAX 479-442-7090

E-MAIL: [EXAMS@THECONFERENCEONLINE.ORG](mailto:EXAMS@THECONFERENCEONLINE.ORG)

[WWW.THECONFERENCEONLINE.ORG](http://WWW.THECONFERENCEONLINE.ORG)

APRIL 2009

If you have questions regarding licensure in Ohio  
please contact:

**Ohio Board of Embalmers & Funeral Directors.**

77 South High Street, 16th Floor

Columbus, OH 43215

Phone: 614-466-4252

Web Site: [www.funeral.ohio.gov](http://www.funeral.ohio.gov)

## Part I About the Ohio Laws & Rules Exam

*It is the policy of The Conference to grant equal opportunity to all qualified applicants without regard to race, color, age, sex, religion, national origin, or disability. To deny opportunity to a qualified applicant is an injustice not only to the individual, but to The Conference and the funeral service profession as well. It is the intent and desire of The Conference that equal opportunity be provided for all qualified applicants for the Ohio Laws & Rules Exam.*

### Purpose

The purpose of the OHIO LR is to provide the Ohio Board of Embalmers & Funeral Directors with a valid evaluation of an applicant for licensure in the diverse areas of competency required for the fields of funeral directing and/or embalming.



### Test Format

The OHIO LR is a computer-based exam. The test consists of **60** multiple-choice questions. Scores are calculated based on **50** questions, the remaining 10 are un-scored pre-test questions.

The OHIO LR is a timed examination.  
You are allowed **3** minutes for the Non-Disclosure Agreement.  
You are allowed **60 minutes** to complete the test.



### Where Is the Test Given?

The examination is given at Pearson Professional Testing Centers located across the U.S. For a complete list of testing locations, please visit :[www.pearsonvue.com/icfseb](http://www.pearsonvue.com/icfseb)

### Eligibility

The OH Board of Embalmers & Funeral Directors determines the eligibility of candidates to sit for the OH LR. The OH Board office sends a record of eligibility to The Conference office. **NO CANDIDATE WILL BE SCHEDULED TO SIT FOR THE OH LR UNTIL THIS FORM IS ON FILE WITH THE CONFERENCE OFFICE.** Applicants will submit their application and exam fee (\$120) for the OH LR directly to The Conference.

Verification of eligibility is necessary only for the **FIRST TIME** you register for the exam. However, you **DO** have to submit an **APPLICATION AND PAYMENT EACH TIME** you take the exam. The Ohio Board will collect any other fees involved in the licensure process from the candidates.

### Exam Schedule

You may submit your OHIO LR application at any time. The test is offered year-round and you schedule your own appointment for the time and test center of your choice. There is no required waiting period between scheduling and taking the exam. Waiting time will depend on seating availability only.

### Reschedule or Cancel

If you need to cancel or reschedule your examination appointment, you must contact Pearson VUE at least **24 BUSINESS HOURS** prior to your examination date. **THERE ARE NO EXCEPTIONS TO THIS POLICY !!!**

## Exam Fee

The fee for the OHIO LR is **\$120.00** (each time)

**All registration fees are non-refundable.**

Your payment will be held on account for up to 12 months.  
After 12 months, all fees are forfeited.



**NOTE:** The fee must accompany your application and must be in the form of a money order, cashier's check, or major credit/debit card only.

**No personal or company checks are accepted.**

**If you attempt to pay with a personal or company check, it will be returned to you and your application will not be processed.**

## Part 2 How to Register for the Ohio LR Exam

### STEP 1.

#### **Submit Application and Payment to The Conference**

**MAIL** your completed application and a money order, bank cashier's check, or major credit/debit card authorization to:

The Conference, 1885 Shelby Lane, Fayetteville, AR 72704

**OR FAX** the completed application with credit/debit card authorization to The Conference office at **(479) 442-7090**

### STEP 2.

**Wait! ...** Please allow 2 to 3 business days for processing.

### STEP 3.

**Schedule** your exam with Pearson VUE

**LOCATE** the test center of your choice

Please visit [www.pearsonvue.com/icfseb](http://www.pearsonvue.com/icfseb)  
for a complete listing of testing centers

**THEN GO ON LINE** to [www.pearsonvue.com/icfseb](http://www.pearsonvue.com/icfseb)

**OR CALL** the Pearson Schedule Center at  
**1-800-709-0180**

**NOTE:** Your "ICFSEB or Conference ID number" is your Social Security Number.



## Part 3 Taking the Ohio Laws & Rules Exam

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

## What do I need to bring to the exam?

### 1. Official Picture Identification with Signature

Issued by a government agency, such as a valid (permanent, current, unexpired, legible) driver's license; U.S. passport; or Federal, State, County, or City Employee I.D. card.

**NOTE: A student I.D. card is not considered official identification.**

### 2. Secondary Identification

A second form of identification with your **signature** on it. This can be a credit card with signature, social security card with signature, a student I.D. card with signature, a membership card (i.e., Sam's Card, PACE Card) or a notarized photograph with signature.



### 3. Registration Confirmation

You will receive a letter from Pearson VUE confirming your test appointment.

You may want to bring this letter with you in case any questions arise as to your scheduled location and time.

### Official Photograph

**PLEASE NOTE:** The photograph taken on the day of your examination will be included on your OHIO LR Exam Certified Transcripts sent to the Ohio Board of Embalmers & Funeral Directors for licensure. As these pictures are intended for professional identification purposes, it is of the utmost importance that you pose in a professional manner.

Inappropriate photos will not be accepted -- Your scores will be held until an appropriate notarized photo is received in The Conference office.

## Part 4 After Taking the Ohio Laws & Rules Exam

### Notification of Results

Results of the OHIO LR will be provided to you and to the Ohio Board of Embalmers & Funeral Directors. You will receive your scores immediately following your exam. You will be notified *in writing* within 2 weeks by The Conference if there is any change in your initial score.

**Scores will not be given out over the telephone to anyone.**

**Please keep deadlines with the Ohio Board of Embalmers & Funeral Directors in mind when determining a timeline for registering for the OHIO LR, as your scores must be sent via mail and cannot be faxed under any circumstances.**

### Passing the Ohio Laws & Rules Exam

Once you have passed your Ohio LR Examination, you will receive an 8"x11" Certificate suitable for framing. The certificate will be mailed directly to you from The Conference office and should arrive within approximately 6 weeks from the date you sat for the examination.

### Failure of the Ohio Laws & Rules Exam

- A minimum score of 75% is required to pass the OHIO LR.
- You are required to wait a period of 30 days before retaking the LR.
- The re-examination fee for the OHIO LR is \$120.00.
- **You must repeat the registration process in order to retake the exam.**