

**HOW TO APPLY**  
for the  
**Tennessee State Board  
Examination**  
(TN SBE)



Prepared for  
The Tennessee Board of  
Funeral Directors & Embalmers  
by



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## Table of Contents

<b>Part 1</b>	<b>About the TENNESSEE SBE</b>
Purpose .....	2
Test Format .....	2
Locate a Computerized Testing Center .....	2
Eligibility .....	3
Exam Schedule .....	3
Reschedule or Cancel .....	3
Exam Fee .....	3
<b>Part 2</b>	<b>How to Register</b>
Application Procedure .....	4
<b>Part 3</b>	<b>Taking the Exam</b>
What do I need to bring to the exam? .....	5
Official Photograph .....	5
<b>Part 4</b>	<b>After the Exam</b>
Notification of Results .....	6
Passing the Exam .....	6
Failure of Exam/Retesting .....	6
SBE Study Guide .....	6
Questions Regarding Licensure in Tennessee .....	6
<b>SBE Study Guide Order Form</b>	<b>Back Cover</b>

*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 Tennessee State Board Exam.*

## Part I About the Tennessee State Board Exam

### Purpose

The purpose of the TENNESSEE SBE is to provide the Tennessee Board of Funeral Directors & Embalmers with a valid evaluation of an applicant for licensure in the diverse areas of competency required for an entry level position in funeral directing.



### Test Format

The TENNESSEE SBE is a computer-based exam. *The areas of competency measured in the examination are:*

Tennessee SBE--ARTS (150 items)
Sociology/Funeral History - 18 items
Psychology - 21 items
Funeral Directing - 27 items
Business Law - 18 items
Funeral Service Law - 24 items
Funeral Service Merchandising - 18 items
Accounting/Computers - 24 items

Tennessee SBE—Science (150 items)
Embalming—42 items
Restorative Arts—42 items
Microbiology—15 items
Pathology—24 items
Chemistry—12 items
Anatomy—15 items



The TENNESSEE SBE is a timed examination.

You are allowed **3** minutes for the Non-Disclosure Agreement.

You are allowed **2 hours 37** 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)

## Part I, continued More About the Tennessee State Board Exam

### Eligibility

The Tennessee State Board Office determines eligibility of candidates to sit for the TN SBE . Upon determination of eligibility, the TN board office faxes a record of eligible SBE candidates to The Conference office along with candidate contact information. This record will indicate if the candidate needs to sit for the TN SBE Arts Exam, TN SBE Science Exam, or both. **NO CANDIDATE WILL BE SCHEDULED TO SIT FOR THE TENNESSEE SBE UNTIL THIS FORM IS ON FILE WITH THE CONFERENCE OFFICE.**

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.

### Exam Schedule

Once we have the necessary application, payment and certification of eligibility, you will schedule your own appointment for the time and test center of your choice. The test is offered year-round and there is no required waiting period between scheduling and taking the exam. Waiting time will depend on seating availability only.

Remember, You may submit your TENNESSEE SBE application at any time, but your application cannot be processed until The Conference receives confirmation of your eligibility from the TN State Board Office.

### Reschedule or Cancel

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

### Exam Fee

The fee for the TENNESSEE SBE (Arts or Sciences) is **\$165.00** (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 (Apply) for the Tennessee State Board Exam

### Application Procedure

#### STEP 1.

Contact the **Tennessee Board of Funeral Directors & Embalmers** to establish eligibility.

#### STEP 2.

##### 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 major credit/debit card authorization to The Conference Office at  
**(479) 442-7090**

#### STEP 3.

**Wait! ...**

Please allow 2 to 3 business days for processing.

#### STEP 4.

**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**

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

OR

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

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



## Part 3 Taking the Tennessee State Board Exam

Applicants for the Tennessee SBE 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?

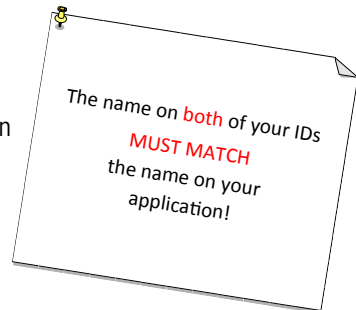
#### 1. Official Picture Identification with Signature

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 TENNESSEE SBE Exam Certified Transcripts sent to the Tennessee Board of Funeral Directors & Embalmers 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 Tennessee State Board Exam

### Notification of Results

Results of the TENNESSEE SBE will be provided to you and to the Tennessee Board of Funeral Directors & Embalmers. You will receive your scores immediately following your exam. You will be notified by The Conference *in writing* within 2 weeks 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 Tennessee Board of Funeral Directors & Embalmers in mind when determining a timeline for registering for the TENNESSEE SBE, as your scores must be sent via mail and can not be faxed under any circumstances.

### Passing the Tennessee State Board Exam

Once you have passed the Tennessee State Board 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 Tennessee State Board Exam

- A minimum scaled score of 75 is required to pass the TN SBE.
- You are required to wait a period of 30 days before retaking the TN SBE.
- The re-examination fee for the TN SBE is \$165.00.
- You must repeat the registration process in order to retake the exam.

### Study Guide

The Conference has prepared a Study Guide available for use in reviewing for the Tennessee State Board Exam.

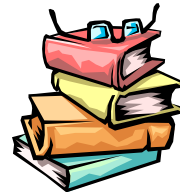
This guide is available from the Conference office for \$30.

All orders are processed within two business days and are shipped USPS

Priority Mail. You may order the Study Guide

on our web site at [theconferenceonline.org/students-sbe](http://theconferenceonline.org/students-sbe).

Or you may use the Study Guide order form on the back page of this brochure.



### Questions Regarding Licensure in Tennessee:



If you have questions regarding licensure as a Funeral Director in Tennessee please contact:

Tennessee Board of Funeral Directors & Embalmers  
500 James Robertson Parkway, 2nd Floor  
Nashville, TN 37243-1144  
Phone: 615-741-5062  
Web Site: [www.state.tn.us/commerce/boards/funeral](http://www.state.tn.us/commerce/boards/funeral)

The International Conference of  
Funeral Service Examining Boards, Inc.  
**SBE Study Guide Order Form**

The Cost of the Study Guide is **\$30.00**.

Orders are shipped within two business days via U.S. Postal Service Priority Mail. The Study Guide includes:

- Sample Questions
- Test-Taking Strategies
- Content Outlines
- Professional Expectations
- Glossary Items
- Appendices for Reference

To place an order, please complete the following information, enclose appropriate payment, and:

Mail to **The Conference**  
1885 Shelby Lane  
Fayetteville, AR 72704

Or Fax to: **479-442-7090**

**(NO REFUNDS WILL BE MADE ON STUDY GUIDE ORDERS !!)**

Ship To:

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*City, State*

\_\_\_\_\_  
*Zip*

\_\_\_\_\_  
*Daytime Phone*

\_\_\_\_\_  
*# of Study Guides*

**NO PERSONAL OR BUSINESS CHECKS WILL BE ACCEPTED!!!**

*Method of Payment:*

- Cashier's Check or Money Order (made payable to "The Conference")*
- VISA    MasterCard    AMEX    Discover

\_\_\_\_\_  
*15 or 16 digit Credit Card #*

\_\_\_\_\_  
*4 digit Exp Date*

\_\_\_\_\_  
*3 digit CSC #*

*I authorize The Conference to charge my credit/debit card (indicated above) for the cost of my Study Guide Order. I have listed the total amount to be charged in the Total field below.*

\_\_\_\_\_  
*Authorized Credit Card Signature*

\_\_\_\_\_  
*Date*

\$

\_\_\_\_\_  
*Authorized Total \$ to be charged*