

## **201 KAR 15:040. Examination.**

RELATES TO: KRS 316.030 4(h), 5(g)

STATUTORY AUTHORITY: KRS 316.030, 316.210(1)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 316.030 (4)(h) and (5)(g) require an applicant for an embalmer's license or a funeral director's license to pass an examination prepared or approved by the board. This administrative regulation establishes the administration, content, and evaluation of examinations by the board.

### Section 1. Exam administration.

- (1) The board shall administer examinations for funeral director and embalmer licenses at the regular meetings of the board.
- (2) An applicant seeking to take an examination administered by the board shall submit the fee required by KRS 316.030(4)(g) or (5)(f) to the board at least forty-five (45) days before the desired examination.
  - (a) The examination fee shall include a license in good standing for the remainder of the fiscal year if the applicant is successful in the examination.
  - (b) An applicant shall be entitled to only one (1) examination for each fee paid.
- (3) One (1) or more members of the board shall administer the written examination for a license issued by the board.
- (4) An applicant may seek a reasonable accommodation in the manner for which an examination by the board is given.
  - (a) Accommodations will be considered by the board on the same basis as reasonable accommodations that may be available under the Americans with Disabilities Act, 42 U.S.C. § 12101 et seq.
  - (b) An applicant who takes an examination with a reasonable accommodation must still perform the essential functions of taking the examination and meet the normal performance requirements for passage.
- (5) At the discretion of the board, examinations may be held at other times, if necessary.

### Section 2. Content of Examination.

- (1) The examination for an embalmer's license shall include the following subjects:
  - (a) Embalming;
  - (b) Anatomy;
  - (c) Microbiology;
  - (d) Pathology;
  - (e) Chemistry;
  - (f) Restorative art;
  - (g) Mortuary administration and law;
  - (h) Accounting;
  - (i) Sociology;
  - (j) Psychology; and
  - (k) Requirements of KRS Chapter 316 and the administrative regulations promulgated pursuant to KRS Chapter 316.
- (2) The examination for a funeral director's license shall include the following subjects:
  - (a) Mortuary administration;
  - (b) Ethics;
  - (c) Accounting;
  - (d) Sociology;
  - (e) Business law;
  - (f) Primary psychology;
  - (g) Transportation rules;
  - (h) Hygiene, sanitation, and disinfection; and

(i) Requirements of KRS Chapter 316 and the administrative regulations promulgated pursuant to KRS Chapter 316.

(3) All written questions for the embalmer's and funeral director's examinations are the property of the board and applicants shall return the questions to the board with their answers.

Section 3. Evaluation. A score of seventy-five (75) percent on any examination administered by the board shall constitute a passing grade

Section 4. Alternative to Written Examination by the Board. An applicant who has successfully completed the examination prepared and administered by the Conference of Funeral Service Examining Boards may request exemption from the written examination. The applicant shall successfully complete an oral examination administered by one (1) or more members of the board in lieu of the written examination.

(BEFD-Rule 18; 1 Ky.R. 1013; eff. 6-11-1975; Am. 20 Ky.R. 2655; eff. 5-18-1994; 22 Ky.R. 2319; eff. 8-1-1996; 46 Ky.R. 93, 1095; eff. 11-1-2019.)