

COMPUTERIZED EXAMINATIONS

As you are aware, the State Board of Embalmers and Funeral Directors has been working on the implementation process for computerized examinations. The computerized examinations became effective with the Missouri State Board on October 1, 2007. We have provided an overview of this process as listed below.

1. Contact our office when you are eligible and/or interested in taking the Missouri Arts and/or Law at 573/751-0813.
2. Upon approval, you will be issued a certificate of Eligibility for the Missouri Arts and/or Law examination(s). Each exam will have their own eligibility certificate. Upon receiving this certificate, you will need to sign, include payment (cashier's check, money order or credit card payment) and mail or fax to the International Conference of Funeral Service Examining Boards (Conference).
3. Allow 7 working days from mailing, or faxing, your eligibility certificate to the Conference to allow for processing, before contacting the Pearson Scheduling Center at 1-800-709-0180 to schedule your examination(s). You do not need to call the Board or Conference after submission and during the required processing days.
4. Please become familiar with the Conference website: <http://www.theconferenceonline.org/order-sbe-sg.shtml>, <http://www.theconferenceonline.org/students-nbe.shtml> category "Order Products and Services" and "For Students". This website will assist you in understanding the computerized examination process, ordering study guides, scheduling and test center locations. The Missouri Law does not have a study guide. Please review and study your Missouri law book issued by the State Board.
5. When you take a computerized examination, you will know immediately if you have successfully completed the examination. Once the board office receives the results of your examination(s), and all requirements for licensure have been met, your license(s) will be issued by the Board office.
6. If you do not successfully complete the examination, you will know immediately. Once the Board office receives your results, we will send you another certificate of eligibility form. There is a mandatory 30-day waiting period between all examinations.
7. Please note, even after reviewed and approved by the Board, it will take additional time for processing your application and scheduling of examinations. The Board wants to ensure you are aware of the timeframes of processing, as we will have no ability to waive scheduling and payment guidelines, as set by the Conference.
8. Missouri testing centers have been provided for your information. Examinations are administered from 8:00 am to 5:30 pm Monday through Friday at Pearson Professional Centers.
9. The Missouri Arts examinations is \$150, the Missouri Law examinations is \$120. NO fees for examinations are paid to our office, only to the Conference.
10. The Board will continue to conduct oral embalmer examinations at board meetings and the board office, upon eligibility and scheduling availability.
11. Please start your examination process as soon as possible, please do not wait until the last few months of your apprenticeship, as a particular date and/or site cannot be guaranteed. Examination sites are based upon availability.
12. Please contact our office at 573/751-0813 with any questions regarding the examination process.
13. SUPERVISORS AND FUNERAL ESTABLISHMENTS: Encourage your apprentices to start the examination process as soon as eligible and not to wait until the last few months of their apprenticeship.
14. APPRENTICES: Please start your examination process as soon as eligible and follow the application process, no waivers no exceptions can be granted.

International Conference of Funeral Service Examining Boards (Conference):

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

<http://www.theconferenceonline.org/order-sbe-sg.shtml>

Phone: 479.442.7076 • Fax: 479.442.7090

What do I need to bring with me for the examination?

Official Picture Identification with Signature

Issued by a governmental agency, such as a permanent, current or unexpired 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.**

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, etc.) or a notarized photograph with signature. **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.

Note: ***Both forms of identification must match the name on your Certificate of Eligibility identically.*** If you arrive to test with forms of ID that do not match the name on your Certificate of Eligibility identically you will not be allowed to test and you will have to reregister and pay The Conference the applicable examination fees before you will be allowed to schedule another examination.

Test Center Locator

The Conference (ICFSEB) Test Centers in Arkansas, United States

Test Centers - Sorted by City	Telephone	Address
Pearson Professional Centers-Fort Smith AR	479-484-5660	1401 Waldron Road, Suite 208 Fort Smith, Arkansas 72903
Pearson Professional Centers-Little Rock AR	501-312-9082	10802 Executive Center Dr. Benton Building Suite 201 Little Rock, Arkansas 72211
Pearson Professional Centers-Texarkana AR	870-772-3247	210 North State Line Avenue Landmark Building Suite B100 Texarkana, Arkansas 71854

The Conference (ICFSEB) Test Centers in Illinois, United States

Test Centers - Sorted by City	Telephone	Address
Pearson Professional Centers-Chicago (Wacker Drive)	800-247-8731	111 East Wacker Drive Suite 515 Chicago, Illinois 60601
Pearson Professional Centers-Chicago IL (La Salle)	312-422-8621	1 North LaSalle St. Suite 1250 Chicago, Illinois 60602
Pearson Professional Centers-Marion IL	618-993-8253	103 Airway Drive Suite 1 Marion, Illinois 62959
Pearson Professional Centers-Matteson (Chicago Sou)	708-283-9093	4801 Southwick Drive Suite 602 Matteson, Illinois 60443

Pearson Professional Centers-Peoria IL	309-682-8638	4507 N. Sterling Ave Norwoods Professional Bldg Suite 302 Peoria, Illinois 61615
Pearson Professional Centers-Schaumburg (ChicagoNW)	847-925-1032	1827 Walden Office Sq. Gateway Executive Park - Suite 540 Algonquin Road, west of Rt 53 Schaumburg, Illinois 60173
Pearson Professional Centers-Springfield IL	217-789-9482	3000 Professional Drive Suite A Springfield, Illinois 62703

The Conference (ICFSEB) Test Centers in Iowa, United States

Test Centers - Sorted by City	Telephone	Address
Pearson Professional Centers-Coralville (Iowa City)	319-545-4183	2441 Coral Court Suite 2 Coralville, Iowa 52241
Pearson Professional Centers-Davenport (QuadCities)	563-386-0906	100 East Kimberly Road, Suite 401 Northwest Bank & Trust Company Davenport, Iowa 52806
Pearson Professional Centers-Sioux City IA	712-274-2114	4300 S. Lakeport Suite 204 Sioux City, Iowa 51106
Pearson Professional Centers-West Des Moines IA	515-226-0502	3737 Woodland Ave Colony Park Office Building Suite 232 West Des Moines, Iowa 50266

KANSAS

Test Centers - Sorted by City	Telephone	Address
Pearson Professional Centers-Hays KS	785-650-0152	205 E. 7th St. Hadley Center Suite 237 Hays, Kansas 67601

Pearson Professional Centers-Topeka KS	785-273-4304	4125 SW Gage Center Drive Gage Center Office Suites Suite 201 Topeka, Kansas 66604
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Pearson Professional Centers-Wichita KS	316-687-9015	7701 E. Kellogg Equity Bank Suite 450 - 4th Floor Wichita, Kansas 67207
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KENTUCKY

Test Centers - Sorted by City	Telephone	Address
Pearson Professional Centers-Lexington KY	859-273-6443	2317 Alumni Park Plaza Alumni Office Park Suite B-130 Lexington, Kentucky 40517
Pearson Professional Centers-Louisville KY	502-451-4222	1941 Bishop Lane Suite 713 Louisville, Kentucky 40218

MISSOURI

Test Centers - Sorted by City	Telephone	Address
Pearson Professional Centers-Columbia MO	573-449-0524	3610 Buttonwood Drive, Suite 102A Buttonwood Building Columbia, Missouri 65201
Pearson Professional Centers-Kansas City MO	816-363-8571	9200 Ward Parkway Ward Parkway Corporate Centre Suite 101 Kansas City, Missouri 64114
Pearson Professional Centers-Springfield MO	417-864-3033	1111 S. Glenstone Eleven Eleven Building Suite 2-103 Springfield, Missouri 65804
Pearson Professional Centers-St Louis MO	314-961-4551	1600 S. Brentwood Blvd Center Forty Building Suite 120 St. Louis, Missouri 63144

NEBRASKA

Test Centers - Sorted by City	Telephone	Address
Pearson Professional Centers-Lincoln NE	402-466-3100	300 North 44th Street, Suite 104 44 Corporate Place Office Park

		Lincoln, Nebraska 68503
Pearson Professional Centers-North Platte NE	308-534-5336	121 N. Dewey Nebraskaland Bank Building Suite 212 North Platte, Nebraska 69101
Pearson Professional Centers-Omaha NE	402-697-9119	10832 Old Mill Road Omni Corporate Park Omaha, Nebraska 68154

The Conference (ICFSEB) Test Centers in **Oklahoma**, United States

Test Centers - Sorted by City	Telephone	Address
Pearson Professional Centers-Oklahoma City OK	405-917-7325	5100 N Brookline Suite 282 Oklahoma City, Oklahoma 73112
Pearson Professional Centers-Tulsa OK	918-663-0671	10830 East 45th Street Town Centre Office Park Building 10830, Suite 210 Tulsa, Oklahoma 74146

The Conference (ICFSEB) Test Centers in **Tennessee**, United States

Test Centers - Sorted by City	Telephone	Address
Pearson Professional Centers-Chattanooga TN	423-485-8524	5726 Marlin Road, Suite 310 Franklin Building Chattanooga, Tennessee 37411
Pearson Professional Centers-Johnson City TN	423-926-9294	207 Mockingbird Lane, Suite 401 Sun Trust Bank Building Johnson City, Tennessee 37604
Pearson Professional Centers-Knoxville TN	865-670-9035	135 Fox Road Keystone Center Suite C Knoxville, Tennessee 37922
Pearson Professional Centers-Memphis TN	901-761-3372	6060 Poplar Avenue Suite LL01 Memphis, Tennessee 38119
Pearson Professional Centers-Nashville TN	615-255-8672	545 Mainstream Drive Riverview Office Building Suite 410 Nashville, Tennessee 37228