

THE KANSAS ASSISTANT FUNERAL DIRECTOR EXAMINATION

Examination Fee: \$50.00

The assistant funeral director examination administered by the Kansas State Board of Mortuary Arts consists of 25 questions valued at one (1) point each. Subjects covered on the test and the number of questions in each section are: Kansas Law (15), Federal Law (5) and Preneed Law (5). All questions are multiple choice (possibilities of A-D). A score of 75% or higher is considered passing. You will be given a maximum of one (1) hour to complete the examination.

An example of a exam question is as follows:

The amount of the Social Security Lump Sum Death Benefit is

- a) \$ 225.00 b) \$ 250.00 c) \$255.00 d) \$275.00

Possible study materials available for the examination include:

1) *The current Kansas rule book*—the rule book is available for purchase from the Board for \$5.00. You may download a free copy of the rule book from the Board website at: <http://ksbma.ks.gov/>

2) *Complying with the Funeral Rule*- see this link for information on the FTC Funeral Rule: <http://business.ftc.gov/documents/bus05-complying-funeral-rule>.

3) *The Funeral Service Compend* --purchasing the compend is **not** required, but is included as a study option based on recommendations by previous examinees. Some may own the book from Mortuary College. The order form for the compend can be found on the KSBMA website at: <http://www.kansas.gov/ksbma/pdf/DallasInstituteOrderForm.pdf>. The Dallas Institute of Funeral Service is not the only vendor who sales the Funeral Service Compend. We have also included a paper order form. Please note that some compend books include mortuary administration and federal law questions in the section titled: "Mortuary Administration". **It is not necessary to study the science portion of this book.**

As you can see, the assistant funeral director examination is not simply a test over Kansas laws. Because of the required education qualifications and responsibilities that go along with the assistant funeral director license, the examination covers a broad range of material the board believes is necessary in order for licensed assistant funeral directors to meet the needs of Kansas consumers.

The examination takes approximately one (1) hour to be administered. You will be notified of your score within two (2) weeks of the examination. Generally results will be mailed to you the day after the examination has been administered. Exam results will not be given over the phone or through e-mail- **No Exceptions.**

Please contact the Mortuary Arts Board at (785) 296-3980 prior to the exam date if you have a disability and need an accommodation to be administered this written examination.

The examination is administered monthly. The filing deadline for each examination is the 15th of the month PRIOR to the examination. EXAMPLE: The filing deadline for the January examination is December 15. Should you fail the examination, you may retake the examination at the next scheduled date for no additional cost. Failure to pass *or appear* at that time requires an additional application and fee.