

Task Guide

Portal

Internships and Exams

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1. Internship Registration Applications

1.1 Navigate to Internship Registration Applications

From the homepage of the Portal, you can click on the 'Applications' section of the main banner heading near the top of the page, and then click on 'Internship Registration Applications' to navigate to the Internship Registration Application page.

The screenshot shows the BAO website interface. At the top right, there is a 'Contact Us' link. The main navigation bar includes 'Home', 'Applications', 'Public Register', 'Communications', and 'Brian Jr'. The 'Applications' menu is open, showing options: 'Internship Registration Applications', 'Exam Registration Applications', 'Personal Licence Applications', and 'Personal Licence Renewals'. Below the navigation is a large banner image depicting a park scene with people walking and sitting on a bench. Underneath the banner, there are two informational boxes. The left box is a welcome message for 'Brian Jr.' and provides contact information for the Licensing department. The right box is titled 'Questions?' and provides a phone number for assistance. At the bottom, there are two columns of application categories: 'Applications' (listing Internship, Exam, Personal Licence, and Renewals) and 'Communications' (listing Letters and Notifications, and Cases and Support).

Welcome to the BAO's Membership portal, Brian Jr.
And in the "Questions?" box on the right side of the screen, please replace the existing wording with this:

If you need assistance, please contact the BAO's Licensing department by phone at 647-483-2645 or by email at:

- Licensing@thebao.ca for licensed operator contacts
- PersonalLicensing@thebao.ca for individual licensees/applicants
- Trust@thebao.ca for prepaid and care & maintenance trust reporting

Questions?
If you have any questions or need help setting up your account, call at: **647-483-2645**.

Applications

- Internship Registration Applications
- Exam Registration Applications
- Personal Licence Applications
- Personal Licence Renewals

Communications

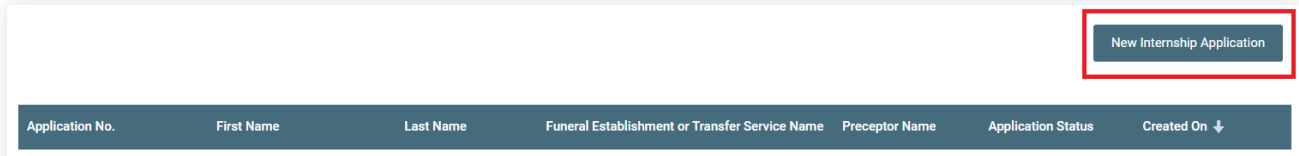
- Letters and Notifications
- Cases and Support

1.2 Create a new Internship Application

On the Internship Registration Applications page, you will be able to see any previous applications and can create a new Internship Application by clicking on the 'New Internship Application' button on the right-hand side of the page. (If a student's eligibility for internship has not yet been confirmed by the applicable college, this button will be greyed out.)

Home » Applications » Internship Registration Applications

Internship Registration Applications



The screenshot shows a web interface for 'Internship Registration Applications'. At the top right, there is a button labeled 'New Internship Application' which is highlighted with a red rectangular border. Below this is a table with a dark blue header. The table has seven columns: 'Application No.', 'First Name', 'Last Name', 'Funeral Establishment or Transfer Service Name', 'Preceptor Name', 'Application Status', and 'Created On' with a downward arrow icon.

You will be taken to an application page that will require a range of information including your personal information, your educational information, and details of your internship.

Please carefully read and fill out the application form and the declarations at the bottom of the page. Once you have completed the form and the declaration you will be able to click on the 'Next' button.

I declare that the information given on this form and on all documents sent in support of my application for internship registration are correct and complete.

I hereby give my consent to allow the Registrar, FBCSA to obtain information about my status at the educational institution and allow said educational institution to share such information with Registrar, FBCSA.

I hereby give my consent to allow the Registrar, FBCSA, to obtain information regarding any criminal history I may have and permit this information to be shared by law enforcement with the Registrar, FBCSA. I understand that this information will be used by Registrar, FBCSA to determine my eligibility for internship.

As an Intern, I agree to:

- be trained in all the competencies of funeral and transfer service in accordance with the Funeral, Burial and Cremation Services Act, 2002 and the regulations thereunder, as related to the specified license class
- apply theoretical knowledge to practical and real life experience under the guidance of a professional
- demonstrate a willingness to learn
- accept responsibility for being open to the training provided
- engage in learning opportunities with other licensees and staff
- Comply with the College's reporting requirements
- comply with all related legislation, including:
 - Human Rights Code
 - Occupational Health and Safety Act
 - Bill 168
 - Employment Standards Act

Next

You will be taken to the next page of the application process and will see an Invoice.

Application for Internship Registration

General Invoices

Invoices

Invoice ID	Total Amount	Status	Created On ↓
INV-30755-C6D7R7	\$91.68	Active	03/01/2024 4:32 PM

Previous

Click on the Invoice to open it, and select 'Credit Card' as the payment method. You will then be able to click on a PayPal link to process the payment.

Invoice

Payment may only be made by credit or debit. Please select "Credit Card" as the payment method. and then click on the "Click here to pay" button."


« Back

Summary Download Invoice

Invoice ID *
INV-30755-C6D7R7

Payment Method *
Credit Card

Transaction Ref No.

 Click here to pay

Product Name	Price Per Unit	Quantity	Extended Amount
INTERN: FD Class 1 (embalming)	\$91.68	1.00000	\$91.68

Detail Amount
\$91.68

(+) Total Tax
\$0.00


Total Amount
\$91.68

On the PayPal window you can complete the transaction.


Invoice Payment With PayPal x

Invoice Id: INV-30755-C6D7R7 Total Amount(CAD): 91.68

Description: BAO Invoice



Debit or Credit Card

Powered by 

Close

1.3 Reviewing your Applications

To review your existing applications you can view them on the Internship Registration Applications page. To view more details of an application, click on the 'Details' button on the right-hand side of the table.

Home » Applications » Internship Registration Applications

Internship Registration Applications

New Internship Application

Application No.	First Name	Last Name	Funeral Establishment or Transfer Service Name	Preceptor Name	Application Status	Created On ↓
AIR-01055	Brian	Jr	Scott Funeral Home	Stephanie Rolo	Received	03/01/2024 4:32 PM ▼
AIR-01056	Brian	Jr	Golden Funeral Homes Limited	Tracey Burton	Approved by Manager	10/01/2023 11:01 AM

On the Details page of your application, you can use the 'Add comment' button on the right-hand side of the page to communicate with the BAO about a particular detail of your application.

Internship Registration Application Details

Applicant Information

Application No. *

AIR-01055

[Add comment](#)

Salutation

Mr.

First Name *

There are no activities to display.

If you have not paid the Invoice, you can find it at the bottom of the Detail page and access it. Once the invoice is paid, the Status will change to "Paid."

Invoices

Invoice ID	Total Amount	Status	Created On ↓	
INV-30755-C6D7R7	\$91.68	Active	03/01/2024 4:32 PM	Details >

2. Exam Registration Applications

2.1 Navigate to Exam Registration Applications

From the homepage of the Portal, you can click on the 'Applications' section of the main banner heading near the top of the page, and then click on 'Exam Registration Applications' to navigate to the Exam Registration Application page.

The screenshot shows the BAO (Bereavement Authority of Ontario) website. The top navigation bar includes 'Home', 'Applications', 'Public Register', 'Communications', and 'Brian Jr'. The 'Applications' menu is open, showing options: 'Applications', 'Internship Registration Applications', 'Exam Registration Applications', 'Personal Licence Applications', and 'Personal Licence Renewals'. Below the navigation, there is a 'Welcome to the BAO's Membership portal, Brian Jr.' message with contact information for the Licensing department. To the right, there is a 'Questions?' section with contact details. At the bottom, there are two main sections: 'Applications' and 'Communications'. The 'Applications' section lists: Internship Registration Applications, Exam Registration Applications, Personal Licence Applications, and Personal Licence Renewals. The 'Communications' section lists: Letters and Notifications and Cases and Support.

2.2 Create a New Exam Application

On the 'Exam Registration Applications' page you will see a table that lists all of your registered exams and their status.

To create a new Exam Application, click on the 'New Examination Application' button on the right-hand side of the page.

Home » Applications » Exam Registration Applications

Exam Registration Applications



The screenshot shows a web interface for 'Exam Registration Applications'. At the top right, there is a button labeled 'New Examination Application' which is highlighted with a red rectangular border. Below this is a table with a dark blue header. The table has seven columns: 'Examination Ref No.', 'First Name', 'Last Name', 'Examination', 'Exam Date', 'Application Status', and 'Created On' with a downward arrow icon.

You will be taken to an application page that will require a range of information including your personal information, and the details of the exam you wish to take.

Please carefully read and fill out the application form and make your selections for the licence class and type of exam you are registering for and the dates and location. Once you have completed the form and attached relevant documents you will be able to click on the 'Next' button.

You will be taken to the Invoice to pay for the examination where you can click on the PayPal button to open the payment processing.

Invoice

Payment may only be made by credit or debit. Please select "Credit Card" as the payment method, and then click on the "Click here to pay" button."

« Back

Summary Download Invoice

Invoice ID *
INV-23268-J0J6W5

Payment Method *
Credit Card

Transaction Ref No.

Click here to pay

Product Name	Price Per Unit	Quantity	Extended Amount
EXAM: Entry-to-Practice	\$284.00	1.00000	\$284.00

Detail Amount
\$284.00

(+) Total Tax
\$0.00

Total Amount
\$284.00

The PayPal window will allow you to make a payment by credit or debit card

Invoice Payment With PayPal

×

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Invoice Id: INV-23268-J0J6W5 Total Amount(CAD): 284

Description: BAO Invoice

PayPal

Debit or Credit Card

Powered by **PayPal**

Close

2.3 Review your existing Exam Applications

To review your existing applications you can view them on the Exam Registration Applications page. To view more details of an application, click on the 'Details' button on the right-hand side of the table.

Home » Applications » Exam Registration Applications

Exam Registration Applications

[New Examination Application](#)

Examination Ref No.	First Name	Last Name	Examination	Exam Date	Application Status	Created On ↓	
AEX-01029	Brian	Jr	Entry to Practice Exams (Licensing only)	11/14/2023 9:00 AM	Received	11/12/2023 7:27 AM	Details >
AEX-01006	Brian	Jr	Entry to Practice Exams (Jurisprudence only)	10/26/2023 8:00 AM	Exam Completed	10/12/2023 10:16 AM	Details >

On the Details page of your application you can use the 'Add comment' button on the right-hand side of the page to communicate with the BAO about a particular detail of your application.

Home » Applications » Exam Registration Applications » Exam Registration Application

Exam Registration Application

Applicant Information

First Name *
Brian

Last Name *
Jr

Middle Name
Adam

Date of Birth *
10/14/1983

Residence Phone
+1 (647) 555-0000

[Add comment](#)

There are no activities to display.

If you have not paid the Invoice, you can find it near the bottom of the Detail page and access it.

Invoices

Invoice ID	Total Amount	Status	Created On ↓	
INV-23268-J0J6W5	\$284.00	Active	11/12/2023 7:27 AM	Details >

The results of the Exam will be available at the bottom of the Details page and will be updated when the BAO marks and confirms the results.

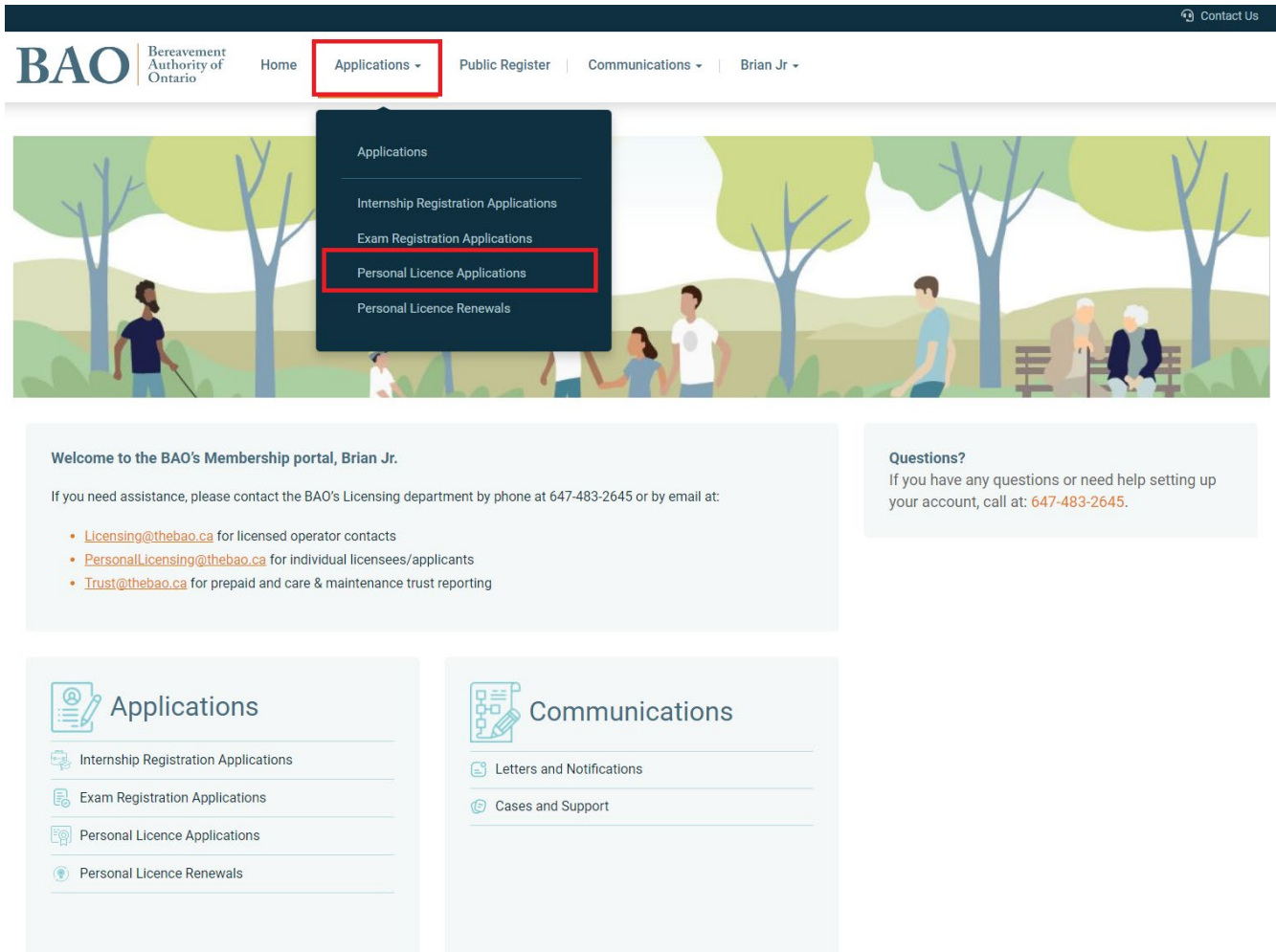
Exam Results

Exam Name	Attempt #	Out Of (Marks)	Obtained Marks	Marks Percentage (%)	Result	Created On ↓
Entry to Practice Exams (Licensing only)	1	80	60.00	75.00	Pass	10/26/2023 3:14 PM
Entry to Practice Exams (Jurisprudence only)		150	90.00	60.00	Fail	10/12/2023 10:33 AM

3. Personal Licence Applications

3.1 Navigate to Personal Licence Applications

From the homepage of the Portal, you can click on the 'Applications' section of the main banner heading near the top of the page, and then click on 'Personal Licence Applications' to navigate to the Personal Licence Application page.



3.2 Create a New Personal Licence Application

On the 'Personal Licence Applications' page you will see a table that lists all of your licence applications and their status.

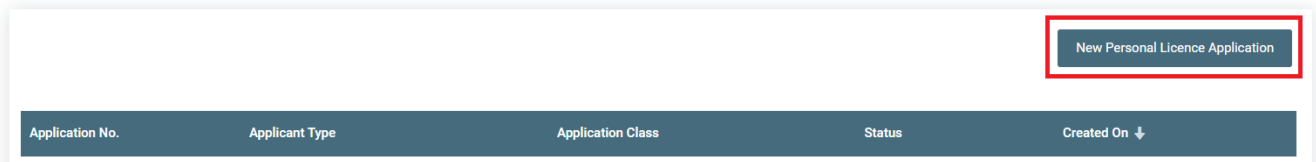
Note: The only time you will see more than one personal licence application is if you were applying to “upgrade” your existing licence, for example from a Funeral Preplanner or Transfer Service Sales Representative Licence to a Funeral Director – Class 1 or 2 licence. Otherwise, you will only ever see one licence application in this section.

If you hold one licence and you wish to apply for a second licence of a different class, then you would need to contact the Personal Licensing and Education department at PersonalLicensing@thebao.ca to have a new profile created for the second licence class.

To create a new Application, click on the ‘New Personal Licence Application’ button on the right-hand side of the page.

Home » Applications » Personal Licence Applications

Personal Licence Applications



The screenshot shows a web interface for 'Personal Licence Applications'. At the top right, there is a button labeled 'New Personal Licence Application' which is highlighted with a red rectangular border. Below this is a table with a dark blue header. The table has five columns: 'Application No.', 'Applicant Type', 'Application Class', 'Status', and 'Created On' with a downward arrow icon.

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You will be taken to an application page that will require a range of information including your personal information, and the details of the Licence you are applying for.

Please carefully read and fill out the application form and the declarations. Once you have completed the form, the declarations, and attached relevant documents you will be able to click on the ‘Next’ button.

You will be taken to the Invoice page to pay for the examination where you can click on the PayPal button to open the payment processing.

Invoice

Payment may only be made by credit or debit. Please select "Credit Card" as the payment method, and then click on the "Click here to pay" button."


« Back

Summary Download Invoice

Invoice ID *
INV-30758-N0Z2X4

Payment Method *
Credit Card

Transaction Ref No.

 Click here to pay

Product Name	Price Per Unit	Quantity	Extended Amount
PERSONAL LICENCE: Funeral Director-Class 1 (embalming) New	\$305.58	1.00000	\$305.58

Detail Amount
\$305.58

(+) Total Tax
\$0.00

Total Amount
\$305.58

The PayPal payment processing window will allow you to pay via credit or debit card.

Invoice Payment With PayPal



Invoice Id

INV-30758-N0Z2X4


Total Amount(CAD)

305.58

Description

BAO Invoice



 Debit or Credit Card

Powered by 

Close

3.3 Review your existing Personal Licence Applications

To review your existing applications, you can view them on the Personal Licence Applications page. To view more details of an application, click on the 'Details' button on the right-hand side of the table.

Home » Applications » Personal Licence Applications

Personal Licence Applications

[New Personal Licence Application](#)

Application No.	Applicant Type	Application Class	Status	Created On ↓	
PLA-01043	Ontario FSE Program graduate	Funeral Director - Class 1	Received	03/03/2024 4:46 PM	Details >

You can review your licence application and if you have not paid the Invoice, you can find it near the bottom of the Detail page and access it.

Invoice ID	Total Amount	Status	Created On ↓	
INV-30674-Q3N1K6	\$305.58	Paid	02/27/2024 9:03 AM	Details >

4. Personal Licence Renewals

4.1 Navigate to Personal Licence Renewals

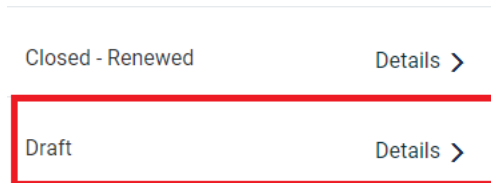
From the homepage of the Portal, you can click on the 'Applications' section of the main banner heading near the top of the page, and then click on 'Personal Licence Renewals' to navigate to the Personal Licence Renewals page.

The screenshot shows the BAO (Bereavement Authority of Ontario) portal homepage. At the top right, there is a 'Contact Us' link. The main navigation bar includes 'Home', 'Applications', 'Public Register', 'Communications', and 'Brian Jr'. The 'Applications' menu is open, showing options: 'Applications', 'Internship Registration Applications', 'Exam Registration Applications', 'Personal Licence Applications', and 'Personal Licence Renewals'. The 'Personal Licence Renewals' option is highlighted with a red box. Below the navigation bar, there is a banner image of people in a park. Below the banner, there are two informational boxes. The left box is titled 'Welcome to the BAO's Membership portal, Brian Jr.' and provides contact information for the Licensing department. The right box is titled 'Questions?' and provides contact information for account setup. At the bottom, there are two main sections: 'Applications' and 'Communications'. The 'Applications' section lists: 'Internship Registration Applications', 'Exam Registration Applications', 'Personal Licence Applications', and 'Personal Licence Renewals'. The 'Communications' section lists: 'Letters and Notifications' and 'Cases and Support'.

4.2 Completing your Personal Licence Renewal

Before renewing your licence, please review your Personal Information, Employment History, and Continuing Education on the Portal and update as necessary; all of these pages can be reviewed and updated at any time during the year, including Continuing Education courses

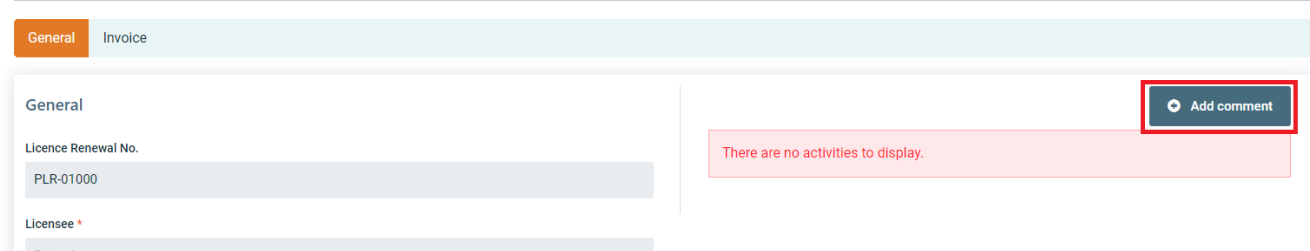
which you can now record as soon as you have taken the course. Once you have updated and reviewed the above pages, you can find the relevant Licence Renewal on the page. The Licence Renewal will be generated and available on the Portal once it is time to renew. When you find the relevant renewal, which will have a 'Draft' status, you may click on 'Details' to begin processing your renewal application.



On the renewal details page, you will be able to view and add comments to communicate with the BAO regarding the application.

Home » Applications » Personal Licence Renewals » **Personal Licence Renewal**

Personal Licence Renewal



You can fill out and complete your Licence Renewal and make the declarations. Once you have added all relevant details and attachments you can click on the 'Next' button to go to the Invoice page and complete the application.

Declarations

I confirm that my personal information in my Profile is up to date.

I confirm that my employment history is up to date.

I confirm that I have updated all of my continuing education (CE) course information on the Continuing Education page, and that I have completed at least six (6) hours of CE, with at least four (4) of the six (6) hours being classified as Category A courses.

Since the date of the last application, have you been found guilty of an offence under any laws or are there any charges pending against you? This includes those instances where a conditional or absolute discharge or pardon has been ordered or granted. Only Highway Traffic Act offences are excluded.

No Yes

I declare that the information I have provided on this online licence renewal application form and on all documents to be uploaded in support of my application (if any), is true and correct.



Click here to upload file

Next