

QUARTERLY REPORT FILING INSTRUCTIONS and SCHEDULE WORKSHEET



STATE OF OHIO
BOARD OF EMBALMERS
AND FUNERAL DIRECTORS

APPRENTICESHIP DESIGNATION
Embalmer Only
12-month term – 4 quarters

LABELING and SUBMITTING INSTRUCTIONS for QUARTERLY REPORTS

Please follow these guidelines to avoid delays in processing your Quarterly Reports.

Read ALL instructions before starting your first Case.

PROCEDURE:

- Print the following Quarterly Report forms:
 - Apprentice Quarterly Case Report – Embalming Cases**, Form 008 (you will need 1 copy per Decedent)
 - Quarterly Master’s Evaluation Report**, Form 010 (give a copy to your Master)
- Completing the paper forms:
 - Apprentice fills out multiple **Embalming Case Reports** (fill these out and save them as you complete each Case)
You will file these Case Reports based on the **Quarterly Report Schedule Worksheet, page 2**
 - Master fills out one **Quarterly Master’s Evaluation Report** per quarter
- Apprentice collects the completed **Quarterly Master’s Evaluation Report** and all appropriate completed **Embalming Case Reports** and scans them into their computer. Use the **“Save As”** feature to rename your scanned documents according to the chart below.

IMPORTANT: Combine **ALL Embalming Case Reports** for the quarter into one electronic .pdf file and use the appropriate **“Save As”** file name per quarter from column 3 below.

Reason for Submitting Additional Documentation Request	Master’s Evaluation Report scan “Save As” File Name	Apprentice Case Report scan “Save As” File Name
Q1 Master Report and Q1 EMB Reports	Q1 Master Report	Q1 EMB Reports
Q2 Master Report and Q2 EMB Reports	Q2 Master Report	Q2 EMB Reports
Q3 Master Report and Q3 EMB Reports	Q3 Master Report	Q3 EMB Reports
Q4 Master Report and Q4 EMB Reports	Q4 Master Report	Q4 EMB Reports

(see next page)

USING eLICENSE TO FILE:

Now you are ready to login to your eLicense dashboard.

4. Select your **Certified Embalmer Apprenticeship** license.

Click on **OPTIONS** and choose **Submit Additional Documentation** from the drop down menu.

The system will prompt you to enter text in the **Reason for Submitting Additional Documentation Request** field.

Use the appropriate text from column 1 (previous page).

Ex: Q1 Master Report and Q1 EMB Reports

5. Click **Save and Upload Documents**.

This will take you to the upload page where you will choose your files from your computer.

You will upload:

1. One electronic .pdf file containing your **Quarterly Master’s Evaluation Report** for that quarter

Ex: Q1 Master Report

2. One electronic .pdf file containing **ALL** of your **Embalming Case Reports** for that quarter

Ex: Q1 EMB Reports

Click **SUBMIT**, you will get a message that says **Service Request Submitted**. Click **DONE**.

You will follow this same procedure every time you file Quarterly Reports.

QUARTERLY REPORT SCHEDULE WORKSHEET

DO NOT SUBMIT THIS WORKSHEET

Fill out the schedule according to your Start Date and use it as a guide to stay on track with your report filings.

Please spread out reports over all quarters as suggested.

Report Type	QUARTER 1 Number of Cases	Start Date of your 1st Quarter	Due Date Approx. 90 days (3 months) from your Start Date
Embalming Cases	6		
Master’s Quarterly Evaluation Report	1		

Report Type	QUARTER 2 Number of Cases	Start Date of your 2nd Quarter	Due Date Approx. 180 days (6 months) from your Start Date
Embalming Cases	6		
Master’s Quarterly Evaluation Report	1		

Report Type	QUARTER 3 Number of Cases	Start Date of your 3rd Quarter	Due Date Approx. 270 days (9 months) from your Start Date
Embalming Cases	6		
Master's Quarterly Evaluation Report	1		

Report Type	QUARTER 4 Number of Cases	Start Date of your 4th Quarter	Due Date Approx. 365 days (12 months) from your Start Date
Embalming Cases	7		
Master's Quarterly Evaluation Report	1		

BOARD MEMBER INTERVIEW AND APPRENTICESHIP TERMINATION INFORMATION

BOARD MEMBER INTERVIEW SCHEDULE

Action Item	Interview Date
6-Month Apprentice Interview w/Board Member	Notify Kim Grossman at KGrossman@funeral.ohio.gov when you reach your 6-month mark. She will work with you to schedule your Interview.

APPRENTICESHIP TERMINATION FORMS Due within 30 days after your Apprenticeship End Date

Action Item	Who Fills It Out	Who Signs It
Certification of Embalming Cases	Apprentice	Apprentice and Master
Affidavit of Additional Training	Apprentice	Apprentice and Master
Official Termination of Apprenticeship Form * Must be Notarized	Apprentice and Master	Apprentice and Master