

The following is list of tasks to be reviewed with you apprentice every six months for the during of the apprenticeship. This form is to be completed and submitted during termination from the apprenticeship program

### Master's Checklist of Required Tasks

Apprentice's Name

Master's Name

Funeral Home

Termination Date

### Transfer

Note: If funeral home uses a transfer service, apprentice should ride along or meet at point transfer

Discuss proper telephone technique

Take first call, obtain necessary information

Prepare necessary transportation of remains

Obtain and prepared documentation for transfer from place of death

Direct and assist family members present at removal

Participate in late night/ middle of night and/or weekend transfers

Participate in sanitation of transfer vehicles

Comments

## Preparation of Body

- Assist in preparation of embalmed and unembalmed remains for viewing
- Assist in dressing
- Assist in cosmetizing
- Assist in casketing
- Assist in scheduling and observing the beautician, barber, or cosmetologist

## Embalming

This section DOES NOT APPLY to funeral director only apprentices

- Verify permissions to embalm from authorizing agent
- Use Universal Precautions
- Remove from stretcher or cot to preparation table
- Position on preparation table
- Perform pre-embalming analysis
- Bath, shampoo, and disinfect
- Discuss and select injection and drainage sites
- Discuss and select chemical mixture
- Discuss and select injection and drainage methods
- Operate and maintain embalming machine
- Perform Maintenance
- Discuss and select aspiration techniques
- Discuss and select cavity treatment
- Discuss and select methods of closing injections
- Discuss and select suturing techniques

Perform restorative techniques

Clean and sanitize preparation room

Demonstrate knowledge of Pandemic Epidemic Plan

Demonstrate knowledge of MSDS records and OSHA records

Apprentices and masters are encouraged to include at least one of each of the following: Embalming and suturing of autopsied bodies, restorative cases, children/stillborns, tissue/organ donors

Comments

## Funeral Home Policies and Procedures

This section applies to all apprentices unless marked with an asterisk. Asterisk tasks do not apply to an embalmer only apprentice.

Demonstrate knowledge of insurance assignments, policies, procedures, practices, forms, and payment options for both at need and preneed funerals

\*Demonstrate knowledge of payment policy billing procedures

Answer phone and consume inquires

Inventory and order supplies

\* Prepare obituaries

Prepare/order memorial products

Complete death certificate using EDRS

Prepare certificate of service, if required

Prepare burial permit/cremation permit using EDRS

Participate in day to day errands as they relate to the funeral homes' operation

Participate in maintenance of the public areas of the funeral home and the funeral home vehicles

## Arrangement Conferences

This section does not apply to embalmer only apprentices.

Demonstrate knowledge of merchandise offered by the funeral home

Demonstrate knowledge of service options available to families

Demonstrate knowledge of credit policies of the funeral home

Schedule time/place for client family meeting

Obtain necessary information via phone

Obtain biographical information

Complete funeral arrangement forms, including statement of goods and services

Contact and schedule clergy

Contact cemeteries and/or crematories and schedule necessary services

Secure burial container, if necessary

Contact and schedule services of florist, musicians, and vocalists

Assist with special request of client family

Comments

## Funeral Services

This section does not apply to embalmer only apprentices.

Participate in at least 25 funeral or memorial services

Participate in at least 50 funeral or memorial services (Funeral Director Only)	<input type="text"/>
Arrange Seating	<input type="text"/>
Place flowers	<input type="text"/>
Arrange Music	<input type="text"/>
Open/close casket	<input type="text"/>
Instruct and assist pall bearers	<input type="text"/>
Assemble funeral procession	<input type="text"/>
Drive vehicles in procession	<input type="text"/>
Assist, direct and/or perform graveside committal services	<input type="text"/>
Close graveside committal services	<input type="text"/>
Direct and instruct funeral attendees as they leave the services	<input type="text"/>
Complete the post services process with client families	<input type="text"/>
Comments	

## Preneed Funeral Arrangements

This section does not apply to embalmer only apprentices.

Preneed funeral arrangements	<input type="text"/>
Observe at least 3 family preneed arrangements	<input type="text"/>
Conduct at least 3 family preneed arrangements	<input type="text"/>
Observe quarterly reporting and submission in ARPPS	<input type="text"/>
Complete required documentation	<input type="text"/>
Perform financial transactions/documentation as required by law	<input type="text"/>
Discuss funeral contract disclosures as required by law	<input type="text"/>

## Cremation

This section does not apply to embalmer only apprentices.

Verify the identity of human remains to be cremated

Prepare remains for receiving crematory

Prepare required cremation forms

Escort human remains to crematory

Observe at least 3 cremations

Observe and/or transfer cremated remains to temporary container or urn

Handle and deliver cremated remains per authorization instructions

Comments

## Federal Trade Commission Requirements

This section does not apply to embalmer only apprentices.

Demonstrate knowledge of the FTC funeral rule

Demonstrate knowledge of general price list requirements

Comments

## Veteran's Administration and Social Security

This section does not apply to embalmer only apprentices.

Prepare veteran's benefits paperwork

Prepare social security paperwork

Comments

## Additional Training Requirements

This section does applies to all apprentices

Attend in person or by electronic method, one grief counseling/management seminar

Attend in person, one state board meeting

Attend in person or by electronic method, one embalming seminar (topics can range to actual procedures)

OSHA Training

## Termination Forms

Please confirm that all of the following items are complete. All termination forms must be submitted to the board no later than 10 days after the date of termination. Failure to submit items within 10 days could extend the apprenticeship period.

Certification of Cases (25 funeral directing cases)	Yes	No	N/A
Certification of Cases (50 funeral directing cases- Funeral Director Only)	Yes	No	N/A
Certification of Cases (25 embalming cases)	Yes	No	N/A
Certification of Cases (50 embalming cases- Embalmer Only)	Yes	No	N/A
Affidavit of additional training	Yes	No	N/A
Master's Checklist of Required Tasks	Yes	No	N/A