

APPRENTICE TASK LIST

APPRENTICESHIP DESIGNATION

Embalmer and Funeral Director (Dual)

12-month term



STATE OF OHIO
BOARD OF EMBALMERS
AND FUNERAL DIRECTORS

This form is for your personal use and does not have to be submitted to the Board

During the Apprenticeship, the Applicant must complete the tasks listed.

If the Board finds that the Apprentice did not adequately complete one or more tasks on the list, or did not receive the necessary training during the Apprenticeship, the Board may set out remedial steps for the Apprentice to undertake in order to complete his or her Apprenticeship.

Name _____ CERT # _____

QUANTITY REQUIRED

At least **10 Transfers**, with at least one from each of the following:

- Residence
- Hospital
- Institution

TRANSFERS

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

- ☐ Understand and use proper telephone technique
- ☐ Take first call, obtain necessary information
- ☐ Have familiarity with local religious organizations and customs
- ☐ Prepare equipment necessary for transportation of remains
- ☐ Obtain and prepare documentation for transfer from place of death
- ☐ Use Universal Precautions related to transfer from place of death
- ☐ Direct and assist family members present during transfer
- ☐ Participate in late-night/middle-of-night and/or weekend transfers
- ☐ Participate in sanitation of transfer vehicles and cots

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
- ☐ Assist in scheduling necessary personnel

QUANTITY REQUIRED

At least **25 Embalmings**, under the Direct Supervision of the Master, broken down as follows:

- 5 observe only
- 5 personally assist
- 15 perform under Direct Supervision

EMBALMING

- ☐ Verify permission to embalm from authorizing agent
- ☐ Understand and use Universal Precautions
- ☐ Transfer from stretcher or cot to preparation table
- ☐ Position on preparation table
- ☐ Perform pre-embalming analysis
- ☐ Bathe, shampoo and disinfect
- ☐ Set facial features

(Continued)

EMBALMING (Continued)

- ☐ Discuss and select injection and drainage sites
- ☐ Discuss and select injection and drainage methods
- ☐ Discuss and select techniques for raising vessels
- ☐ Discuss and select chemical mixture
- ☐ Operate and maintain embalming machine
- ☐ Perform maintenance
- ☐ Discuss and select aspiration techniques
- ☐ Discuss and select cavity treatment
- ☐ Discuss and select methods of closing incisions
- ☐ Discuss and select suturing techniques
- ☐ Perform restorative techniques
- ☐ Clean and sanitize preparation room

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

FUNERAL HOME POLICIES AND PROCEDURES

- ☐ Demonstrate knowledge of insurance assignments, policies, practices, forms and payment options for both Preneed and At-need funerals
- ☐ Demonstrate knowledge of payment policy and billing procedures
- ☐ Prepare obituaries
- ☐ Prepare/order memorial products
- ☐ Answer phones and consumer inquiries
- ☐ Inventory and order supplies
- ☐ Complete Death Certificates using EDRS, **QUANTITY REQUIRED:** At least 15
- ☐ Prepare Certificates of Service, if required
- ☐ Prepare Burial Permit/Cremation Permit using EDRS, **QUANTITY REQUIRED:** At least 15
- ☐ Participate in day-to-day errands as they relate to the funeral home's operation
- ☐ Participate in maintenance of the public areas of the funeral home and the funeral home vehicles

QUANTITY REQUIRED

At least **25 Arrangement Conferences**, under the Direct Supervision of the Master, broken down as follows:

For reporting purposes, if you participate in **BOTH** the Arrangement Conference **AND** Funeral/Memorial Service for the **SAME** Decedent, it counts as 1 Arrangement Conference **AND** 1 Funeral/Memorial Service.

5 observe only

5 personally assist

15 perform under Direct Supervision

ARRANGEMENT CONFERENCES

- ☐ 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 family meeting
- ☐ Obtain necessary family 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 outer burial container provider (when necessary)
- ☐ Contact and schedule services of florist, musicians and vocalists (when necessary)
- ☐ Assist with special requests of the family

QUANTITY REQUIRED

At least **25 Funeral/Memorial Services**, under the Direct Supervision of the Master, broken down as follows:
For reporting purposes, if you participate in **BOTH** the Arrangement Conference **AND** Funeral/Memorial Service for the **SAME** Decedent, it counts as 1 Arrangement Conference **AND** 1 Funeral/Memorial Service.

- 5 observe only
- 5 personally assist
- 15 perform under Direct Supervision

FUNERAL/MEMORIAL SERVICES

- ☐ Place flowers
- ☐ Greet visitation/funeral attendees
- ☐ Arrange music
- ☐ Arrange seating
- ☐ Open/close casket
- ☐ Instruct and assist pall bearers
- ☐ Assemble Funeral Procession
- ☐ Drive vehicles in procession
- ☐ Assist, direct and/or perform graveside committal services
- ☐ Close graveside committal services
- ☐ Direct and instruct funeral attendees as they leave the services
- ☐ Complete the post-service process with client families

PRENEED FUNERAL ARRANGEMENTS

- ☐ Observe at least 3 family Preneed arrangement meetings
- ☐ Conduct at least 3 family Preneed arrangement meetings under Direct Supervision
- ☐ Complete required documentation (worksheets)
- ☐ Perform financial transactions/documentation as required by law
- ☐ Knowledge of funeral contract disclosures as required by law
- ☐ Knowledge of the ARPPS reporting system software
(Automated Reporting and Preneed Payment System)

CREMATION

- ☐ Verify the identity of the 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 remains to urn
- ☐ Handle and deliver cremated remains per authorization instructions

OSHA, FEDERAL TRADE COMMISSION, and ORC/OAC

- ☐ Demonstrate knowledge of MSDS records and OSHA records
- ☐ Demonstrate knowledge of the FTC Funeral Rule
- ☐ Demonstrate knowledge of general price list requirements
- ☐ Demonstrate familiarity with Ohio Revised Code (ORC) 4717, and Ohio Administrative Code (OAC) 4717

VETERANS ADMINISTRATION AND SOCIAL SECURITY

- ☐ Prepare VA Benefits paperwork
- ☐ Prepare Social Security paperwork

ADDITIONAL TRAINING REQUIREMENTS, Attend in person or by electronic method:

- ☐ One marketing seminar (topics can range from Preneed sales to general funeral services)
- ☐ One grief counseling/management seminar
- ☐ One embalming seminar (topics can range from chemicals to actual procedures)
- ☐ OSHA Training
- ☐ One State of Ohio Board of Embalmers and Funeral Directors monthly Board Meeting
- ☐ One additional funeral profession seminar of your choice

END OF APPRENTICESHIP – REQUIRED TERMINATION FORMS – EMBALMER and FUNERAL DIRECTOR (DUAL)

The following documents will need to be submitted in order to complete the Apprenticeship. All termination forms must be submitted to the Board by the Apprentice no later than 10 days after the date of termination. Failure to submit items within 10 days could extend the Apprenticeship period.

Certification of Embalming Cases

25 Cases

☐ Complete

Certification of Funeral Directing Cases and Arrangement Conferences

25 Arrangement Conferences

25 Funeral/Memorial Services

☐ Complete☐ Complete

Cases are per Decedent. For reporting purposes, if you participate in **BOTH** the Arrangement Conference **AND** Funeral/Memorial Service for the **SAME** Decedent, it counts as 1 Arrangement Conference **AND** 1 Funeral/Memorial Service.

Affidavit of Additional Training

☐ Complete

Signed and Notarized

Official Termination of Apprenticeship Form

☐ Complete

Comments: _____

NOTES:
