

# APPRENTICE TASK LIST

APPRENTICESHIP DESIGNATION

**Embalmer Only**

**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 Director 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

- 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

### 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

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

- 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 ONLY**

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

**Affidavit of Additional Training**

Complete

**Signed and Notarized**

**Official Termination of Apprenticeship Form**

Complete

Comments: \_\_\_\_\_  
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**NOTES:**

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