



State of Ohio
Board of Embalmers and Funeral Directors

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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.

EMBALMER ONLY TASK LIST

TASK	QTY
<p>Removals</p> <ul style="list-style-type: none"> ▪ Discuss proper telephone technique ▪ Take first call, obtain necessary information ▪ Prepare equipment necessary for transportation of remains ▪ Obtain and prepare documentation for removal from place of death ▪ Use universal precautions related to removals from place of death ▪ Direct and assist family members present during removal ▪ Participate in late night/middle of night and/or weekend removals ▪ Participate in sanitation of removal vehicles and cots <p><i>If funeral home uses a removal service, apprentice should ride along or meet at point of removal</i></p>	<p>Not less than 10 removals, with at least one from each of the following:</p> <ul style="list-style-type: none"> - residence - hospital - institution
<p>Embalming</p> <ul style="list-style-type: none"> ▪ Verify permission 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 ▪ Set facial features ▪ Discuss and select of injection and drainage sites ▪ Discuss and select techniques for raising vessels ▪ Discuss and select chemical mixture ▪ Discuss and select injection and drainage methods ▪ Operate and maintain embalming machine ▪ Perform maintenance ▪ Discuss and select aspiration procedures ▪ Discuss and select cavity treatment ▪ Discuss and select methods of closing incisions ▪ Discuss and select suturing techniques ▪ Perform restorative techniques 	<p>at least 25: 5 observe only 5 assist 15 under direct supervision</p>

<p><i>Apprentices and masters are encouraged to include at least one of each of the following:</i></p> <ul style="list-style-type: none"> ▪ Embalming & Suturing of Autopsied Bodies ▪ Restorative Cases ▪ Children/Stillborns ▪ Tissue/Organ Donors 	
<p>Preparation of Body</p> <ul style="list-style-type: none"> ▪ Participate in preparation of embalmed and unembalmed remains for viewing ▪ Participate in dressing ▪ Participate in cosmetizing ▪ Participate in casketing ▪ Participate in scheduling and observing the beautician, barber or cosmetologist ▪ Schedule necessary personnel 	
<p>Preparation Room Maintenance</p> <ul style="list-style-type: none"> ▪ Clean and sanitize preparation room ▪ Demonstrate knowledge of Pandemic Epidemic Plan ▪ Demonstrate knowledge of MSDS records and OSHA records 	
<p>Funeral Home Policies and Procedures</p> <ul style="list-style-type: none"> ▪ Answer phones and consumer inquiries ▪ Inventory and order supplies ▪ 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 home's operation ▪ Participate in maintenance of the public areas of the funeral home and the funeral home vehicles 	
<p>Cremation</p> <ul style="list-style-type: none"> ▪ 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 	
<p>Additional Training Requirements</p> <ul style="list-style-type: none"> ▪ Attend in person or by electronic method, one embalming seminar (topics can range from chemicals to actual procedures) ▪ Attend one additional funeral industry seminar of choice and attend one state board monthly meeting 	