



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.

FUNERAL DIRECTOR 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>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>Funeral Home Policies and Procedures</p> <ul style="list-style-type: none"> ▪ Demonstrate knowledge of insurance assignments, policies, procedures, practices, forms and payment options for both preneed and at-need funerals ▪ Demonstrate knowledge of payment policy and billing procedures ▪ Answer phones and consumer inquiries ▪ Inventory and order supplies ▪ Prepare obituaries, write and proofread ▪ 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 home's operation 	<p>At least 15</p> <p>At least 15</p>

<ul style="list-style-type: none"> ▪ Participate in maintenance of the public areas of the funeral home and the funeral home vehicles 	
<p>Arrangement Conferences</p> <ul style="list-style-type: none"> ▪ 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) ▪ Complete special request of the family 	<p>at least 25: 10 observe only 15 assist 25 under direct supervision</p>
<p>Funeral Services</p> <ul style="list-style-type: none"> ▪ Participate in at least 25 complete 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 	<p>at least 25: 10 observe only 15 assist 25 under direct supervision</p>
<p>Preneed funeral arrangements</p> <ul style="list-style-type: none"> ▪ 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 	
<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 	

<ul style="list-style-type: none"> ▪ 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 	
<p>Federal Trade Commission Requirements</p> <ul style="list-style-type: none"> ▪ Demonstrate knowledge of the FTC funeral rule ▪ Demonstrate knowledge of general price list requirements 	
<p>Veteran’s Administration and Social Security</p> <ul style="list-style-type: none"> ▪ Prepare Veteran’s benefits paperwork ▪ Prepare Social Security paperwork 	
<p>Additional Training Requirements</p> <ul style="list-style-type: none"> ▪ Attend in person or by electronic method, one marketing seminar (topics can range from preneed sales to general funeral services) ▪ Attend in person or by electronic method, one grief counseling/management seminar ▪ Attend in person or by electronic method, one embalming seminar (topics can range from chemicals to actual procedures) ▪ Attend in person or by electronic method, one additional funeral industry seminar of choice and attend one state board monthly meeting ▪ OSHA Training 	