



State of Ohio
Board of Embalmers and Funeral Directors

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MASTER CHECKLIST OF REQUIRED TASKS

Dual Funeral Director Only Embalmer Only

Apprentice's Name: _____ Registration# _____
 Currently in month _____ of a _____ month apprenticeship.

Master's Name: _____
 Funeral Home Name: _____
 Funeral Home Address: _____
 Funeral Home County: _____
 Daytime Phone: _____

The following is a list of items and tasks to be reviewed with your apprentice every six months for the duration of their apprenticeship.

This section applies to **ALL** apprentices.

Date Duty Performed <i>(a date must be provided for each duty)</i>	Removals <i>Note: If funeral home uses a removal service, apprentice should ride along or meet at point of removal</i>
	Discuss proper telephone technique
	Take first call, obtain necessary information
	Prepare 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 at removal
	Participate in late night/middle of night and/or weekend removals
	Participate in sanitation of removal vehicles
Comments:	

This section applies to **ALL** apprentices.

Date Duty Performed <i>(a date must be provided for each duty)</i>	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
<i>Comments:</i>	

This section DOES NOT APPLY to funeral director only apprentices.

Date Duty Performed <small>(a date must be provided for each duty)</small>	Embalming
	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 techniques
	Discuss and select cavity treatment
	Discuss and select methods of closing incisions
	Discuss and select suturing techniques
	Perform restorative techniques
	<i>Apprentices and masters are encouraged to include at least one of each of the following: Embalming & Suturing of Autopsied Bodies, Restorative Cases, Children/Stillborns, Tissue/Organ Donors</i>
Comments:	

This section DOES NOT APPLY to funeral director only apprentices.

Date Duty Performed <small>(a date must be provided for each duty)</small>	Preparation Room Maintenance
	Clean and sanitize preparation room
	Demonstrate knowledge of Pandemic Epidemic Plan
	Demonstrate knowledge of MSDS records and OSHA records
Comments:	

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

Date Duty Performed <i>(a date must be provided for each duty)</i>	Funeral Home Policies and Procedures
	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*
	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
	Participate in maintenance of the public areas of the funeral home and the funeral home vehicles
Comments:	

This section DOES NOT APPLY to embalmer only apprentices.

Date Duty Performed <i>(a date must be provided for each duty)</i>	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 request of the family
Comments:	

This section DOES NOT APPLY to embalmer only apprentices.

Date Duty Performed <small>(a date must be provided for each duty)</small>	Funeral Services
	Participate at least 25 complete funeral 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
Comments:	

This section DOES NOT APPLY to embalmer only apprentices.

Date Duty Performed <small>(a date must be provided for each duty)</small>	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
	Perform financial transactions/documentation as required by law
Comments:	

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

Date Duty Performed <small>(a date must be provided for each duty)</small>	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*
Comments:	

This section DOES NOT APPLY to embalmer only apprentices.

Date Duty Performed (a date must be provided for each duty)	Federal Trade Commission Requirements
	Demonstrate knowledge of the FTC funeral rule
	Demonstrate knowledge of general price list requirements
Comments:	

This section DOES NOT APPLY to embalmer only apprentices.

Date Duty Performed (a date must be provided for each duty)	Veteran's Administration and Social Security
	Prepare Veteran's benefits paperwork
	Prepare Social Security paperwork
Comments:	

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

Date Duty Performed (a date must be provided for each duty)	Additional Training Requirements
	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 state or ***** national convention
	Attend in person or by electronic method, one embalming seminar(topics can range chemical to actual procedures)
	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 " procedure)**
	OSHA Training
Comments:	

I certify that report is accurate and has been prepared with consultation with the apprentice.

Signed and certified by:

Printed name of Master

License #

Signature of Master

Daytime Phone

I attest to the completeness and accuracy of the information contained on this report.

Signed and certified by:

Printed name of Apprentice

Registration #

Signature of Apprentice

Daytime Phone