



State of Ohio
Board of Embalmers and Funeral Directors

77 South High Street, 16th Floor, Columbus, OH 43215-6108 • Phone (614) 466-4252 • Fax (614) 728-6825
 E-Mail: oh.emb.bd@funeral.ohio.gov • Website: www.funeral.ohio.gov

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 |
| Comments: | |

This section DOES NOT APPLY to funeral director only apprentices.

| Date Duty Performed <i>(a date must be provided for each duty)</i> | 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 <i>(a date must be provided for each duty)</i> | 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 <i>(a date must be provided for each duty)</i> | 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 <i>(a date must be provided for each duty)</i> | 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 <i>(a date must be provided for each duty)</i> | 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 |
|---|--|
| | Tour casket manufacturing plant and/or seminar on casket construction |
| | Tour of vault/outer burial container manufacturing plant and/or seminar on actual construction of vault/outer burial container* |
| | Tour of urn/cremation container manufacturing plant and/or seminar on variety of urns available to the public* |
| | Attend in person or by electronic method, one state or national convention |
| | 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, two additional funeral industry seminars of choice |
| | 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