

Funeral Director Intern Training Report

You can use this form to submit a training report for all activities performed by a Funeral Director Intern for each human remains. Reports must be submitted every three months for no less than the required year term of internship and 1,800 hours of employment. We recommend that you keep a copy for your records. Sponsor's must submit training reports prior to changing sponsors to avoid loss of training credit. When completed, mail or fax to:

Funeral and Cemetery Licensing, Department of Licensing, PO Box 9012, Olympia, WA 98507 Fax: (360) 570-7098

Care and custody of remains

1. Receive notice of death/initial information
2. Removal of remains from place of death
3. Wear protective clothing/observe universal precautions
4. Obtain the identity of the remains
5. Place or direct the placement of identification on the remains
6. Comply with embalming/refrigeration regulations

Services

12. Arranged shipment
13. Viewing room set up
14. Explain services/merchandise and their prices
15. Prepared/Filed required forms
16. Arranged flowers
17. Ushered
18. Supervised pallbearers
19. Composed obituary and clergy data
20. Arranged/Supervised cortege
21. Drive funeral service
22. Assisted with funeral or memorial service disposition
23. Assisted at visitation
24. Post-funeral follow-up

Arrangements

7. Determine the person(s) with the right to control
8. Observed funeral arrangements
9. Conduct funeral arrangement conference
10. Made or assisted with arrangements for final disposition
11. Arranged for clergy/fraternal organization

Disposition

25. Assisted at committal service
26. Assist with graveside service

Name	Firm name
Report period Three months from _____ to _____	

	Name of deceased	Date	Activities performed for each case	Name of licensee providing training
1.				
2.				
3.				
4.				
5.				
6.				
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11.				
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