

Funeral Director Intern Training Report

Use this form to report your funeral director internship activities for each quarter. We recommend that you keep a copy for your records.

Reports must be submitted every 3 months for no less than the required year term of internship and 1,800 hours of employment.

You must submit training reports prior to changing sponsors to avoid loss of training credit.

When complete, mail to: Funeral and Cemetery Licensing

Department of Licensing

PO Box 9012 Olympia. WA 98507

For questions or language help call: (360) 664-1555

Qualifying activities you may report toward your internship are:

- 1. Receive initial notification of death.
- 2. Remove remains from place of death.
- 3. Wear protective clothing/observe universal precautions.
- 4. Obtain the identity of remains/place identification on remains.
- 5. Comply with embalming/refrigeration regulations.
- 6. Observe funeral arrangements.
- 7. Conduct arrangement conference.
- 8. Gather vital statistic information.
- 9. Compose obituary/death notices.
- 10. Obtain authorizations for embalming, cremation, release etc.
- 11. Obtain burial transit permit.
- 12. Complete Statement of Funeral Goods and Services Selected.
- 13. Plan and coordinate service and disposition details.
- 14. Present and explain a general price list.
- 15. Present and explain a casket price list.
- 16. Present and explain an outer burial container price list.
- 17. Determine financial responsibility.
- 18. Document and remove personal effects.

- 19. Complete and file death certificate.
- 20. Obtain certified copies of death certificate.
- 21. Explain FTC requirements.
- 22. Explain Social Security and VA benefits.
- 23. Assist with visitation.
- 24. Assist with funeral/memorial or graveside service.

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- 25. Receive and arrange flowers.
- 26. Viewing room set-up.
- 27. Make disposition arrangements.
- 28. Maintain appropriate licensing.
- 29. Maintain confidentiality of information.
- 30. Coordinate funeral service participants (clergy, military, etc.)
- 31. Prepare and present honorariums/gratuities.
- 32. Conclude service and dismiss attendees.
- 33. Arrange casket/urn settings.
- 34. Confirm identity of decedent prior to disposition.
- 35. Complete disposition of cremated human remains.

TYPE or PRINT Name			Firm name				
(Area code) Phone number		Email	Email				
Report period							
Three months from to							
	Name of deceased	Date	Activities pe	rformed for each case	Name of licensee providing training		

	Name of deceased	Date	Activities performed for each case	Name of licensee providing training
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

Licensed sponsor evaluation of inte	ern	
Answer the following Progress toward level of skill required to we	ork independently □ Satisfactory	☐ Unsatisfactory
,	Satisfactory	☐ Unsatisfactory
·	Satisfactory	☐ Unsatisfactory
	Satisfactory	☐ Unsatisfactory
	Satisfactory	☐ Unsatisfactory
Complies with laws, rules, and regulations		
and business operations	Satisfactory	☐ Unsatisfactory
Complies with OSHA standards	□ Satisfactory	☐ Unsatisfactory
Complies with laws, rules, and regulations sales and funding contracts	regarding pre-arrangement Satisfactory	☐ Unsatisfactory
Maintains awareness of changes in funeral	service law	☐ Unsatisfactory
Applies an understanding of funeral service	e law	☐ Unsatisfactory
Comments:	·	·
	law of Washington that I performed all listed ac	tivities and that the
foregoing is true and correct.		
	TYPE or PRINT Name	
	Registration number	
Date and place	Signature of intern funeral director	
	isted in all activities listed under the supervision nder the law of Washington that the foregoing is	
	TYPE or PRINT Name	
	License number	
Date and place	Signature of licensed funeral director/sponsor	