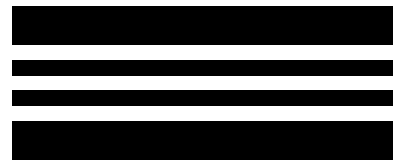




Funeral Director Intern Training Report



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**



24004-SUPPORTING

For questions or language help call: (360) 664-1575

Qualifying activities you may report toward your internship are:

- | | |
|--|--|
| 1. Receive initial notification of death. | 17. Determine financial responsibility. |
| 2. Remove remains from place of death. | 18. Document and remove personal effects. |
| 3. Wear protective clothing/observe universal precautions. | 19. Complete and file death certificate. |
| 4. Obtain the identity of remains/place identification on remains. | 20. Obtain certified copies of death certificate. |
| 5. Comply with embalming/refrigeration regulations. | 21. Explain FTC requirements. |
| 6. Observe funeral arrangements. | 22. Explain Social Security and VA benefits. |
| 7. Conduct arrangement conference. | 23. Assist with visitation. |
| 8. Gather vital statistic information. | 24. Assist with funeral/memorial or graveside service. |
| 9. Compose obituary/death notices. | 25. Receive and arrange flowers. |
| 10. Obtain authorizations for embalming, cremation, release etc. | 26. Viewing room set-up. |
| 11. Obtain burial transit permit. | 27. Make disposition arrangements. |
| 12. Complete Statement of Funeral Goods and Services Selected. | 28. Maintain appropriate licensing. |
| 13. Plan and coordinate service and disposition details. | 29. Maintain confidentiality of information. |
| 14. Present and explain a general price list. | 30. Coordinate funeral service participants (clergy, military, etc.) |
| 15. Present and explain a casket price list. | 31. Prepare and present honorariums/gratuities. |
| 16. Present and explain an outer burial container price list. | 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	
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.				
7.				
8.				
9.				
10.				

Licensed sponsor evaluation of intern

Answer the following

- Progress toward level of skill required to work independently Satisfactory Unsatisfactory
- Exhibits professional attitude Satisfactory Unsatisfactory
- Quality of work Satisfactory Unsatisfactory
- Use of sanitary and safety devices. Satisfactory Unsatisfactory
- Maintains confidentiality of information Satisfactory Unsatisfactory
- Complies with laws, rules, and regulations governing funeral service and business operations Satisfactory Unsatisfactory
- Complies with OSHA standards. Satisfactory Unsatisfactory
- Complies with laws, rules, and regulations regarding pre-arrangement sales and funding contracts. Satisfactory Unsatisfactory
- Maintains awareness of changes in funeral service law. Satisfactory Unsatisfactory
- Applies an understanding of funeral service law Satisfactory Unsatisfactory

Comments:

I declare under penalty of perjury under the law of Washington that I performed all listed activities and that the foregoing is true and correct.

TYPE or PRINT Name

Registration number

X _____
Signature of intern funeral director

Date and place

The intern funeral director named above assisted in all activities listed under the supervision of a licensed funeral director. I declare under penalty of perjury under the law of Washington that the foregoing is true and correct.

TYPE or PRINT Name

License number

X _____
Signature of licensed funeral director/sponsor

Date and place