



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
BOARD OF FUNERAL DIRECTORS AND EMBALMERS
500 JAMES ROBERTSON PARKWAY, SECOND FLOOR
NASHVILLE, TN 37243-1144
Office: (615) 741-5062 Fax: (615) 532-1903
www.state.tn.us/commerce/boards/funeral

QUARTERLY REPORT OF APPRENTICESHIP TRAINING

Apprentice Name: _____

Registration No: Funeral Director _____ Embalmer _____ E-mail Address: _____

Name of Supervisor(s) and License No(s): _____

Calendar Quarter (check one): Jan-March April-June July-Sept Oct-Dec Year _____

Training Activities (check only items in which the apprentice participated):

FUNERAL DIRECTOR

EMBALMER

- _____ Making removal from place of death
- _____ Arranging for clergy and learning the requirements of funerals for different religions and fraternal organizations
- _____ Supervising pallbearers
- _____ Arranging for procession to cemetery
- _____ Interaction with physicians, nurses, medical examiners, law enforcement, etc.
- _____ Computer Skills
- _____ Preparation of death certificates, cremation authorizations, burial permits, etc.
- _____ Arranging for shipment by common carrier
- _____ Studying Tennessee laws, rules and professional/technical publications
- _____ Management and administration duties
- _____ Preparation of obituary notices
- _____ Participation in funeral arrangements

- _____ First call to hospital or home
- _____ Assist in preparing the body for embalming (bathing, shaving, setting features, etc.)
- _____ Assist in raising vessels, pre-injection, arterial embalming, aspirating and cavity treatment
- _____ Proficient use of embalming machine
- _____ Dressing and casketing of remains
- _____ Disinfection of instruments and equipment
- _____ Maintaining an immaculate preparation room
- _____ Preparation of body for shipment
- _____ Studying Tennessee laws, rules and professional/technical publications
- _____ Completion of embalming case reports
- _____ Publication of articles on embalming
- _____ Presentation to civic group on funeral service
- _____ Interview with media on apprentice related subjects
- _____ Other: _____

BEHAVIOR AND WORK EVALUATION

Unsatisfactory Satisfactory Excellent

Cooperation	_____	_____	_____
Initiative	_____	_____	_____
Integrity	_____	_____	_____
Responsibility	_____	_____	_____
Emotional Stability	_____	_____	_____
Quality of Work	_____	_____	_____
Safety Habits	_____	_____	_____

Additional Comments of Supervisor: _____

