



**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](http://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:

