



Secretary of State
Office of Professional Regulation

FUNERAL SERVICE
Funeral Director Apprenticeship Initiation Form

The applicant must document working at least 50 dispositions, competently exercising under supervision the essential responsibilities of a funeral director, including removal of the deceased from the place of death; service arrangement meeting with the family; gathering information and writing the obituary; completing the Statement of Goods and Services; completing the demographic information on the VT EDRS website; if requested, coordinating clergy, musicians, cemetery, burial vault, flowers, and reception; conducting the funeral or memorial service; securing permits for burial/cremation; notifying the Social Security Administration; and completing a follow-up visit with family after services.

APPLICANT

First Name	MI	Last Name & Title (Jr., Sr., II, III, etc.)	Date of Birth

SUPERVISOR

Supervisor Name	License #	License Expiration Date
	022. _____	
Name of Establishment		
Establishment License #	023. _____	

Competencies

The apprenticeship must specifically establish the applicant's proficiency in the following competencies. Please provide a detailed plan for training and supervision for each of the competencies required for licensure. Any changes which occur to the approved plan must be submitted to the office in advance.

Competency: Vermont Mandatory Pre-need Contract, including rules for prepaid funeral funds pursuant to 26 VSA § 1272

Competency: VT Advanced Directive and COLST forms as well as using the Advanced Directive online database

Competency: FTC Funeral Services Rule

Competency: Crematory operations from delivery of deceased through processing cremated remains, through documented onsite review

Competency: Use and function of funeral merchandise, including but not limited to caskets, urns, and bur vaults

Competency: Practical application of Vermont statutes, rules, and probate procedures controlling disposition of human remains, including 18 V.S.A. § 5227

Competency: Practical application of professional standards and bases for unprofessional conduct set out in Vermont law and regulation.

STATEMENT OF SUPERVISOR AND APPRENTICE

I certify, under the pains and penalties of perjury, that all information I have provided in this application is true and accurate. I understand that furnishing false information may constitute unprofessional conduct and result in the denial of my application or further disciplinary action. The maximum penalty for perjury is fifteen years in prison and/or a \$10,000 fine. (13 V.S.A. §2901)

(Signature of Supervisor)

(Date)

(Signature of Apprentice)

(Date)