

Trainee Supervisor Certification

In Accordance with 21 NCAC 34B .0103

NC Board of Funeral Service

1033 Wade Avenue, Suite 108

Raleigh, NC 27605

Purpose of Traineeship

- To develop an individual's practical understanding and application of the work experiences in a funeral establishment so that when licensed the individual can fulfill the duties & functions of the license held. The traineeship is to complement the academic requirements. Ideally on certification, the trainee should be able to perform the duties without assistance.
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Supervisor responsibilities

- ❑ Knowledgeable of laws and regulations governing the practice of funeral service and cremation.
 - ❑ Knowledgeable of laws, regulations, and late report policies related to traineeships.
 - ❑ Provide a trainee with opportunities to gain experience
 - ❑ Assure completion of case requirements
 - ❑ Assure monthly reports reports are accurate and filed on time.
 - ❑ Sign all monthly reports.
 - ❑ Respond to staff requests.
 - ❑ Assure that trainee is proficient in areas of traineeship.
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Trainee

- ❑ Complete 25 cases as required
 - ❑ Requires 12 months (and 2000 hours). Person may take up to 3 years to complete requirements.
 - ❑ Monthly reports are due by the 10th of the following month.
 - ❑ 30 days to file affidavit and certification after leaving proctorship
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Policy on late or unfiled work reports

- ❑ With first late report a Board staff advisory letter is issued.
 - ❑ With first unfiled report, staff issues directive to submit the report within 5 days of notice. If trainee does not comply or contact Board staff regarding the directive, the traineeship is automatically suspended for 30 days and until trainee meets with Traineeship committee.
 - ❑ If there is a second occurrence of late or unfiled reports, traineeship is automatically suspended for 30 days and until trainee meets with Traineeship committee. For second occurrences, the trainee supervisor is required to accompany the trainee to meet with the Traineeship committee.
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On premise work

Any licensee may supervise the trainee for work done on establishment premises, HOWEVER, only work done under the trainee's supervisor will be applied toward requirements. A licensee must be present in the same room when a trainee accepts initial payment or negotiates contracts for funeral services either at need or pre-need.

Off premise work

Must be always be supervised by a licensee.

As with on establishment premises work, only work performed under the supervision of the trainee's registered supervisor will be applied to requirements.

Review of case requirements

- ❑ Requirements to receive credit for an embalming case
 - ❑ Requirements to receive credit for funeral directing cases (arrangements, ceremonies, dispositions.)
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Additional training areas

- ❑ Death registration, social security notices and VA documents
 - ❑ Compliance with the FTC Funeral Rule and state and federal laws
 - ❑ Understanding merchandise and services offered by the establishment
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