

1 21 NCAC 34B .0110 is proposed for amendment as follows:

2
3 **21 NCAC 34B .0110 REPORTS ON WORK REPORTS AND CHECKLISTS**

4 ~~(a) The Active resident trainee trainees shall submit a report to the Board every month on a form provided by the~~
5 ~~Board. Board no later than the 10th day of the calendar month that immediately follows the month during which the~~
6 ~~work was performed. On the report, the resident trainee shall provide: The resident trainee shall furnish the name of~~
7 ~~the trainee; the reporting period for the work report; the name and address of the funeral establishment where the~~
8 ~~resident trainee is serving; a description of the work performed during the preceding month; and any other information~~
9 ~~the Board deems necessary as required by law. The form shall be signed by the resident trainee and must be certified~~
10 ~~as correct by the licensee under whom the trainee served during the period and by the manager of the funeral~~
11 ~~establishment. The names of the deceased persons, and the names of the purchasers of preneed funeral contracts, on~~
12 ~~whose cases the trainee assisted and reported during traineeship must be retained by the trainee until his traineeship~~
13 ~~requirement has been fulfilled, and during such time such information shall be subject to inspection by the Board or~~
14 ~~its authorized agent. Such reports must be filed in the office of the Board not later than the 10th day of the calendar~~
15 ~~month which immediately follows the completion of each one month period of resident traineeship. Failure to submit~~
16 ~~such reports when due shall be sufficient cause for suspension or revocation of the certificate of resident traineeship.~~

- 17 (1) The trainee's name and signature;
18 (2) The month during which the work was performed;
19 (3) The number of hours worked during the preceding month;
20 (4) The name and address of the funeral establishment where the resident trainee is working;
21 (5) A description of the work performed during the preceding month;
22 (6) The name, license number, and notarized signature of the trainee's supervisor; and
23 (7) The name, license number, and notarized signature of the licensed manager of the funeral
24 establishment where the resident trainee is working.

25 ~~(b) By signing the report, the trainee's supervisor shall certify that the data contained in the report is correct. Neither~~
26 ~~the trainee nor the trainee's supervisor shall be permitted to amend or revise the work report after it is submitted to~~
27 ~~the Board. The Board shall not accept incomplete work reports and a trainee who fails to submit a complete work~~
28 ~~report by the date on which it is due shall be subject to the provisions of Paragraph (c) of this Rule.~~

29 ~~(c) A late fee of twenty-five dollars (\$25.00) shall be assessed against the trainee for each work report that is submitted~~
30 ~~to the Board after the date on which it is due. Additionally, following a trainee's first failure to timely submit a work~~
31 ~~report, the Board shall issue the trainee a letter that cautions against future non-compliance with this Rule. Following~~
32 ~~a trainee's second failure to timely submit a work report, the work set forth in the second untimely work report shall~~
33 ~~not be credited toward the certification of the trainee's resident traineeship. Following a trainee's third failure to~~
34 ~~timely submit a work report, the Board shall revoke the trainee's resident traineeship.~~

35 ~~(d) Resident trainees must maintain a checklist for each decedent for whom he or she performs funeral services on a~~
36 ~~form provided by the Board. The checklist shall contain the following information:~~

- 37 (1) The name of the deceased person;

- 1 (2) The date on which the services were provided;
- 2 (3) The trainee's name and signature;
- 3 (4) A description of the funeral services provided; and
- 4 (5) The supervisor's signature.

5 (e) Resident trainees must maintain a list of the preneed funeral contracts with which the resident trainees participated.
6 (f) All documents and information set forth in this Rule must be retained by the trainee until his or her traineeship
7 requirement has been certified by the Board, and during such time such information shall be subject to inspection by
8 the Board or its authorized agent.

9
10 *History Note: Authority G.S. 90-210.23(a),(d),(f); 90-210.25(a)(4)e.,(4)g; 90-210.67(a); 90-210.69(a);*
11 *Eff. February 1, 1976;*
12 *Readopted Eff. September 27, 1977;*
13 *Amended Eff. November 1, 2004; June 1, 1994; August 1, 1988; September 1, 1979;*
14 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. August 19,*
15 2017. 2017:
16 Amended Eff. November 1, 2020.