## RESIDENT TRAINEE WORK REPORT - FUNERAL DIRECTING

Trainee Name: JOHN DOE Trainee Signature: 904M DOE Hours Worked: 160 Month: January 2017

DATE OF WORK	1	2	3	4	5	6	7	8	9	10	11	1 12	I 1	3   1	4	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Core Arranging Activities	-				1			1	1	1 20	<u> </u>	1	1,5	- 11	-   -	10 [	10		1.0	120	1 20	1		1 20	1	1 =0	1 20	1 - 1	1 20	1 20	1 00	
At-need or preneed arranging (includes all related documents and records)		0.000								6 6														X	* 7							b
Imminent/pending death (hospice) arranging.										X							2						1000			1						
Observe sale of funeral service										X		10.79									3											
Core Ceremony & Disposition Activities											-																					
Assist with funeral or memorial or interment/committal ceremonies for casketed remains																								2								
Assist with funeral or memorial or interment/committal ceremonies for cremated remains		332					8 S							10 mg							X											
Secondary Funeral Directing Activities																		12.														
Attendance at funeral home		X	X				77			X					-		X		X		X		X	X	X			***				
Answer telephone/correspondence, handle records, bookkeeping		X	Х							X			86 86	e e			X		X		X		X	X								
Care for equipment & premises																					- 4											
Prepare death notices/obituaries	33: 1	6	X						577.5	p				Ý	4 53		X															
Ship-in/Ship out arrangements							ř										Х	8: 30 0											54	1		
Prepare death certificate																	X		X			18							1.0			

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Secure permits, prepare VA or social security forms				1	54 12 40 - 40	13	ì	6	1	1				1					
Receive visitors	X		.0	(4)		- VI	0 0				X								
Funeral procession and arrangement									143		X		e e						
Transport survivors and clergy											x				: -		ij		
Witness/arrange cremation services											x	Spanish	Х				25		
Complete cremation authorization forms									0.00		54		X			2	525		
ID authorizing agent/next of kin									3. 30		8		X		==				
Evaluate OCME jurisdiction											29		X					5.	

Each time that you complete one (1) "core arranging" activity, you will receive credit for one (1) funeral arranging case. Each time that you complete one (1) "core ceremony and disposition" activity, you will receive credit for one (1) ceremony and disposition case. Completion of "secondary funeral directing activities" is necessary to demonstrate that you obtained experience in all other aspects of funeral directing, but you will not receive credit toward the twenty-five (25) funeral arranging and twenty-five (25) ceremony and disposition cases needed to complete your funeral directing traineeship.

In the example above, Trainee John Doe will receive credit for nine (8) funeral arranging activities during the month of January 2017, as follows:

- January 10 Two (2) arrangements
- January 16 Two (2) arrangements
- January 20 Three (3) arrangements
- January 23 One (1) arrangement

Trainee John Doe also will receive credit for three (3) ceremony and disposition activities during the month of January 2017, as follows:

- January 20 One (1) ceremony and disposition activity
- January 23 Two (2) ceremony and disposition activity

Please note that each column in the monthly work report correlates with a date rather than a case number. Therefore, all activities performed on particular date should be listed in the same column on your monthly work report (e.g. all work done on January 20 should be listed under the column labeled "20"). You must maintain a separate daily checklist for each decedent with which you assist.