



# NORTH CAROLINA BOARD OF FUNERAL SERVICE

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## *Resident Traineeship Program Frequently Asked Questions*

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### APPLYING FOR A TRAINEESHIP

#### Will the Board help me find a funeral establishment where I can complete my traineeship?

The Board is not involved in securing employment with funeral establishments for trainees or prospective trainees.

#### Do I need to finish school before I can apply for my traineeship?

No. You may begin a traineeship before, during or after enrollment in a mortuary science education program at an accredited college or university.

#### What applications and forms do I need to start my traineeship and where can I find them?

All trainee application forms can be found on the Board's website here:

<https://ncbfs.org/licensee-resources/applications-forms/#traineeship>

#### Will I need to have a criminal background check done?

Yes. The Board requires that you submit your fingerprints to the NC State Bureau of Investigation for a report on criminal history. Upon submission of an application and application fee, the Board will provide you the instructions and forms necessary for the background check.

#### Can I become a trainee if I have been convicted of a misdemeanor or felony?

Possibly. In determining qualification for a traineeship, the Board will consider any criminal history reported by the NC SBI, and it may deny an application depending on the particular circumstances associated with the SBI report. The Board has provided information on its website at [www.ncbfs.org](http://www.ncbfs.org) regarding the use of criminal history information under **License and Permit Information**. Applicants may also petition the Board for a predetermination of a decision regarding an application for a traineeship. This information is also provided on the Board website under **License and Permit Information**.

How long does it take the Board to process my application?

Please allow Board staff approximately four (4) to six (6) weeks to process your application.

How will I know when my traineeship begins?

Prior to your traineeship beginning, you and your supervisor will receive an email from the Board. This email will include all necessary paperwork and instructions for your traineeship.



TRAINEESHIP REQUIREMENTS

How long must my traineeship last?

A traineeship must be a minimum of twelve (12) months but cannot last longer than thirty-six (36) months.

Can I work part-time on my traineeship?

Part-time employment with a funeral home is acceptable as long as all traineeship requirements are met within the thirty-six (36) months allowed.

What are the requirements to complete a **funeral service** traineeship?

Each funeral service trainee must work at least 2,000 hours, complete twenty-five (25) funeral arranging activities, complete twenty-five (25) activities pertaining to the funeral ceremony and disposition of the body, and complete twenty-five (25) embalming cases. The traineeship must be completed in a minimum of twelve (12) months but cannot last longer than thirty-six (36) months.

What are the requirements to complete a **funeral directing** traineeship?

Each funeral directing trainee must work at least 2,000 hours, complete twenty-five (25) funeral arranging activities, and complete twenty-five (25) activities pertaining to the funeral ceremony and disposition of the body. The traineeship must be completed in a minimum of twelve (12) months but cannot last longer than thirty-six (36) months.



What are the requirements to complete an **embalming** traineeship?

Each embalming trainee must work at least 2,000 hours and complete twenty-five (25) embalming cases. The traineeship must be completed in a minimum of twelve (12) months but cannot last longer than thirty-six (36) months.

What must I do to get credit for funeral directing activities?

Each time that you complete one of the following core funeral arranging activities, you will receive credit for one (1) funeral arranging case toward the twenty-five (25) cases required:

- At-need or preneed arranging (includes all related documents and records);
- Imminent/pending death (hospice) arranging; or,
- Observe the sale of funeral goods and services.

What must I do to get credit for ceremony and disposition activities?

Each time that you complete one of the following core ceremony and disposition activities, you will receive credit for one (1) ceremony and disposition case toward the twenty-five (25) cases required:

- Assist with funeral or memorial or interment/committal ceremonies for casketed remains; or
- Assist with funeral or memorial or interment/committal ceremonies for cremated remains.

What must I do to get credit for an embalming case?

Each time that you complete five (5) of the following six (6) activities while embalming a decedent, you will receive credit for one (1) embalming case toward the twenty-five (25) cases required:



- Setting features
- Mixing fluids
- Raising vessels and inserting tubes
- Injecting fluids
- Suturing incisions
- Cavity treatment

Can I undergo a traineeship for embalming under one supervisor and a traineeship for funeral directing under another supervisor at the same time?

Yes. Applicants interested in working two (2) traineeships at the same time must submit separate applications to the Board, and they will be responsible for complying with all traineeship requirements for each traineeship.



SUPERVISION

What funeral activities am I allowed to do as a trainee?

A list of allowable funeral activities and the requisite level of trainee supervision required can be found here: <https://ncbfs.org/licensee-resources/applications-forms/#traineeship>

Does my supervisor have to be in the same room with me when I am performing funeral service activities during my traineeship?

No. To receive credit toward your traineeship, your supervisor must be on the funeral establishment's premises but not necessarily in the same room when you assist in funeral service, funeral directing, or embalming activities. The same is true for trainees engaged in preneed funeral planning. On your monthly work reports, you can only report the work that you perform under the guidance of your registered supervisor; no credit will be given for any funeral activities performed while your supervisor is away from the funeral establishment.

Your supervisor must be present in the same room whenever you accept any initial payment or negotiate any contract for either at need or preneed funeral services. Your supervisor must review with the purchaser any contract you have negotiated with a consumer, and then your supervisor must obtain the purchaser's signature on the contract while the purchaser is in your supervisor's presence.



RESIDENT TRAINEE WORK REPORTS AND DAILY CHECKLIST; DISCIPLINE

How do I keep track of the work I complete every month?

Daily Checklists must be completed on a daily basis and kept by the trainee. Monthly Work Reports must also be completed and sent to the Board. These forms are available here:  
<https://ncbfs.org/licensee-resources/applications-forms/#traineeship>

How often should I update my monthly work report?

The best practice for meeting the monthly reporting requirement is to update your work report on a daily basis.

When must the Board receive my monthly work reports?

Pursuant to 21 NCAC 43B .0110, the Board must receive your monthly work report **on or before the 10<sup>th</sup> calendar day** of the month that immediately follows the month for which activities are being reported.

How should I submit my monthly work report to the Board?

Monthly work reports are only accepted in PDF format and must be submitted electronically to [trainee@ncbfs.org](mailto:trainee@ncbfs.org)

Do I send my Daily Checklists in with my monthly reports?

No. The Daily Checklists are to be retained by the trainee and are subject to periodic review by the Board's Compliance Inspectors.

If my supervisor and location manager are the same person, do I need both the supervisor and manager sections completed on the monthly work report?

Yes. Even if your location manager and supervisor are the same person, each section must be completed in its entirety including two notary signatures and two notary stamps.

Am I required to submit a monthly work report even if I have no hours or cases to report?

Yes. Monthly work reports must be submitted every month for as long as you are a registered trainee on active status.

What happens if I submit my monthly work report to the Board after the 10<sup>th</sup> day of the month, submit a deficient monthly work report or fail to submit a monthly work report?

Late work report submission and submission of deficient monthly work reports are subject to the following disciplinary chart.

First time	Warning letter which cautions against future non-compliance
Second time	Trainee will lose work credit for this month
Third time	Automatic termination of traineeship

***The Board does not accept incomplete work reports. Failing to submit a complete work report is considered the same as failing to submit any work report at all.***

What is considered a deficient monthly work report?

A monthly work report is considered deficient if it is missing any of the following:

- Hours worked
- Notary seals
- Incomplete supervisor section
- Incomplete manager section

Is there a late fee for failing to submit a complete monthly work report?

Trainees who fail to timely submit a complete work report to the Board will be charged a \$25 late fee.



## RENEWAL; INACTIVE STATUS; CERTIFICATION

### How do I renew my traineeship beyond 12 months?

In the event that you do not complete your traineeship requirements within twelve (12) months, or if you wish to continue in your traineeship for an additional period of time, you may renew your traineeship by submitting a renewal fee in the amount of \$35.00, which will authorize you to continue your training for an additional year or until your traineeship requirements are completed. You **must** continue to submit monthly work reports in a timely fashion until the extended traineeship is completed.

### How many times can I renew my traineeship?

Your traineeship can be renewed twice.

### What happens if I fail to renew my traineeship?

Traineeships that are not renewed or certified upon the completion of the twelve (12) month period will be automatically terminated. If your traineeship is terminated for non-renewal, you will have the option to re-activate your traineeship within twelve (12) months of termination upon payment of the \$35.00 renewal fee and a \$25.00 late renewal fee, pursuant to N.C. Gen. Stat. § 90-210.28. If you do not reactivate your traineeship within twelve (12) months of termination, you will be required to re-start a new traineeship in the future to pursue licensure.

### How do I place my traineeship on inactive status?

To place your traineeship on inactive status, you must send written notification to the Board and you must continue to renew your traineeship by paying the \$35.00 renewal fee on an annual basis.

### Do I still need to renew my traineeship if it is on inactive status?

Yes. A traineeship cannot last longer than three (3) years, and the three (3) year period will continue to run while your traineeship is on inactive status. If you do not complete the requisite number of cases and hours within three (3) years from the start of your traineeship, you will be required to restart a new traineeship in order to achieve licensure in the future.

### How do I restart my traineeship after being on inactive status?

To return to active status, you must send the Board written notice. If there is a change of supervisor or funeral establishment upon return to active status, a Change in Employment Form must be completed. A new supervisor will be required to complete the Trainee and Trainee Supervisor Verification form. These forms are available here: [https://www.ncbfs.org/content.php?page\\_desc=individualforms](https://www.ncbfs.org/content.php?page_desc=individualforms)

Will work done toward a traineeship in another state transfer to North Carolina?

No. Traineeships done in other states cannot be transferred to North Carolina. However, individuals currently licensed in other jurisdictions may be eligible for licensure in North Carolina by reciprocity, without completing a North Carolina traineeship and should contact the Board office for more information.

How do I change supervisors?

To change supervisors, a Change in Employment Form must be completed and submitted to the Board. A new supervisor will be required to complete the Trainee and Trainee Supervisor Verification form. These forms are available here: <https://ncbfs.org/licensee-resources/applications-forms/#traineeship>. Pursuant to N.C. Gen. Stat. § 90-210.28, a voluntary supervisor change request must be accompanied by a \$50.00 voluntary change in supervisor fee.

Do I lose my credits if I change supervisors or my place of employment during my traineeship?

You will not lose credit for work completed.

What do I do after I complete all my case requirements and hours?

Once you have completed all of your traineeship requirements and you wish to certify your traineeship, contact the Board to request certification.

Once I have completed all my case requirements, do I continue to send in monthly work reports?

You must continue to send in monthly work reports by the due date until your traineeship has been certified.

How do I certify my traineeship?

You and your supervisor must complete the Affidavit to Certify Resident Traineeship and Affidavit of Competency for Resident Traineeship that are available on the Board's website. You must return the completed Affidavits with your trainee pocket card, and you will receive a certification email. Upon certification of your traineeship, you are neither a trainee nor a licensee and you are not permitted by North Carolina law to engage in the practice of funeral service.

Where do I find the affidavits to certify my traineeship?

The affidavits to certify your traineeship can be found here:  
<https://ncbfs.org/licensee-resources/applications-forms/#traineeship>

How long do I have to obtain licensure once my traineeship is certified?

You must complete all requirements for licensure. These requirements include passing scores on all applicable examinations and graduation from a mortuary science education program from an accredited

college or university. You must complete all licensure requirements within three (3) years from the date your traineeship was certified.

If you fail to complete all licensure requirements, you must begin and complete a new resident traineeship. Upon successful completion of the new traineeship, you may then apply for licensure. You will lose credit for the prior resident traineeship.



## EXAMS

### What Exams must I pass to become a funeral director?



Licensure in Funeral Directing requires passing scores on the following examinations:

- North Carolina State Board Laws and Rules Exam;
- National Board Exam [NBE] for Arts; and
- North Carolina State Board Exam for Pathology.

### What exams must I pass to become a funeral service licensee?

Licensure in Funeral Service requires passing scores on the following examinations:

- North Carolina State Board Laws and Rules Exam;
- National Board Exam [NBE] for Arts; and
- National Board Exam [NBE] for Science.

### What exams must I pass to become an embalmer?

Licensure in Embalming requires passing scores on the following examinations:

- North Carolina State Board Laws and Rules Exam; and
- National Board Exam [NBE] for Science.