

## TRAINEESHIP FAQ

### **I. General Information**

1. 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.

2. 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.

3. 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.

4. 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.

5. 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.

6. 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 a funeral service.

7. 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.

8. 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; and
- Cavity treatment.

## **II. Applying for a Traineeship**

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

Your traineeship can be served before funeral service / mortuary science education, during the funeral service / mortuary science education process or after completion of funeral service / mortuary science education.

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

The Board does not assist potential trainees with securing employment with a funeral establishment.

3. 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/content.php?page\\_desc=individualforms](https://ncbfs.org/content.php?page_desc=individualforms).

4. Will I need to have a criminal background check done?

The Board will conduct a criminal background check on you while reviewing your traineeship application. Upon receipt of your application, the Board will provide you instructions on how to provide your fingerprints and how to submit a money order or certified check in the amount of \$38.00, made payable to the State Bureau of Investigation.

5. 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.

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

The Board has the authority to refuse to issue a license to an individual who has been convicted of a felony or a crime involving fraud or moral turpitude. Such decisions are made on a case-by-case basis.

7. Where can I find a list of accredited mortuary schools?

A list of accredited mortuary schools can be found here: <https://theconferenceonline.org/resources/directories/accredited-schools/>.

8. How will I know when my traineeship begins?

Prior to your traineeship beginning, you and your supervisor will receive an email from the Board. The packet will include the following: Sample Resident Trainee Work Report; Resident Trainee Work Report Reference Guide; Resident Trainee Daily Checklist; Reference Guide for Activities Requiring Supervision; Trainee Pocket Card; NCBFS Laws and Rules Book; and a Trainee Supervisor Verification Form.

### **III. Supervision Requirements; Discipline**

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

A list of funeral activities and the requisite level of trainee supervision required can be found here: <https://ncbfs.org/forms/trainee/ReferenceGuide-for-TraineeRequisiteSupervision.pdf>.

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

In order 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, embalming or preneed funeral planning. On your monthly work reports, you only can 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 funeral services on either an at-need or a pre-need basis. Your supervisor must review with the purchaser any contract negotiated by you, and then your supervisor must obtain the purchaser's signature on the contract while the purchaser is in your supervisor's presence.

3. What happens if I submit my monthly work report to the Board after the 10<sup>th</sup> day of the month?

Trainees who fail to timely submit work reports to the Board will be subject to the prescribed discipline as set forth below.

<p><u>Late Monthly Work Report:</u> -First time late; or -No previous warning letters sent to Trainee</p>	<p>Warning letter, containing tiered discipline for any subsequent late monthly work reports.</p>
<p><u>Second Late Monthly Work Report:</u> -Second time late; or -Only one previous warning letter containing tiered discipline sent to Trainee</p>	<p>Trainee will be notified that he/she has lost work credit for any and all months in which a late work report was received. Trainee will not lose credit for any months that were included in first warning letter. The notification letter will include a warning that, if the Trainee is late a third time, the traineeship will be automatically terminated.</p>
<p><u>Third Late Monthly Work Report:</u> -Third time late; or -Only two previous warning letters sent to Trainee</p>	<p>Automatic termination of traineeship, with the option for the Trainee to appeal the termination through a hearing before the full Board within thirty (30) days of receipt of termination letter.</p>

**IV. Resident Trainee Work Reports and Daily Checklist**

1. 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/content.php?page\\_desc=individualforms](https://ncbfs.org/content.php?page_desc=individualforms).

2. 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.

3. When must the Board receive my monthly work reports?

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

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

No. The Daily Checklists are to be retained by the trainee and reviewed periodically by the Board's Inspectors.

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

Effective as of July 2017, trainees may submit copies of their work reports to the Board office **instead of** the original work reports. If you choose to submit copies of your work reports, you must retain the originals, which are subject to review periodically by the Board's Inspectors, in your own files; otherwise, retain a copy for your files. The work reports may be submitted through any of the following ways (**do not submit more than one copy**):

- By email in PDF form to [trainee@ncbfs.org](mailto:trainee@ncbfs.org);
- By fax, to 919.733.8271, Attn: Trainee Administrator; or
- By regular mail, to 1033 Wade Ave., Ste. 108, Raleigh NC 27605-1155, Attn: Trainee Administrator

**V. Renewal; Inactive Status; Certification**

1. 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.

2. How many times can I renew my traineeship?

Your traineeship can be renewed twice.

3. 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.

4. 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.

5. 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 traineeship in order to achieve licensure in the future.

6. 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).

7. 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

8. 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 will be responsible for complying with all traineeship requirements for each traineeship.

9. 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://www.ncbfs.org/content.php?page\\_desc=individualforms](https://www.ncbfs.org/content.php?page_desc=individualforms). 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.

10. 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.

11. 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.

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

You must continue to timely send in monthly work reports until your traineeship has been certified.

13. 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 letter. 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 funeral activities.

14. Where do I find the affidavits to certify my traineeship?

The affidavits to certify your traineeship can be found here: [https://www.ncbfs.org/content.php?page\\_desc=individualforms](https://www.ncbfs.org/content.php?page_desc=individualforms).

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

You must complete all criteria for licensure (i.e. graduate from mortuary school, and pass all required exams) within three (3) years from the date that your resident traineeship was certified. Otherwise, you will be required to complete a new resident traineeship before being eligible to apply for licensure at a later date, and lose credit for the resident traineeship already done.

16. In addition to completing my traineeship, what exams must I pass to be eligible for licensure?

In order to be eligible for licensure as a funeral director at the end of your traineeship, you must pass the following exams: (1) the North Carolina State Board Laws and Rules Exam; (2) the North Carolina State Board Exam for Arts; and (3) the North Carolina State Board Exam for Pathology.

In order to be eligible for licensure as a funeral service licensee at the end of your traineeship, you must pass the following exams: (1) the North Carolina State Board Laws and Rules Exam; and (2) either the National Board Exams, or the North Carolina State Board Exam for Arts and the North Carolina State Board Exam for Science.

In order to be eligible for licensure as an embalmer at the end of your traineeship, you must pass the following exams: (1) the North Carolina State Board Laws and Rules Exam; and (2) either the National Board Exam for Science, or the North Carolina State Board Exam for Science.

For more information on when you may take these examinations as a trainee, please contact the Board at: (919) 733-9380.