

**RESIDENT TRAINEE WORK REPORT – FUNERAL SERVICE**

Trainee Name \_\_\_\_\_ Trainee Signature \_\_\_\_\_ Hours Worked \_\_\_\_\_ Month \_\_\_\_\_

<b>FUNERAL DIRECTING ACTIVITIES</b>																															
<b>Dates of Work</b>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
<b>Core Arranging Activities</b>																															
At-need or preneed arranging (includes all related documents and records)																															
Imminent/pending death (hospice) arranging																															
Observe sale of funeral service																															
<b>Core Ceremony &amp; Disposition Activities</b>																															
Assist with funeral or memorial or interment/committal ceremonies for casketed remains																															
Assist with funeral or memorial or interment/committal ceremonies for cremated remains																															
<b>Secondary Funeral Directing Activities</b>																															
Attendance at funeral home																															
Answer telephone/correspondence, handle records, bookkeeping																															
Care for equipment & premises																															
Prepare death notices/obituaries																															
Ship-in/Ship out arrangements																															
Prepare death certificate																															
Secure permits, prepare VA or social security forms																															
Receive visitors																															
Funeral procession and arrangement																															
Transport survivors and clergy																															
Witness/arrange cremation services																															
Complete cremation authorization forms																															
ID authorizing agent/next of kin																															
Evaluate OCME jurisdiction																															

