

RESIDENT TRAINEE WORK REPORT - FUNERAL DIRECTING

Trainee Name: JOHN DOE

Trainee Signature: JOHN DOE

Hours Worked: 160

Month: January 2017

DATE OF WORK	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	
Core Arranging Activities																																
At-need or preneed arranging (includes all related documents and records)																							X									
Imminent/pending death (hospice) arranging										X					2																	
Observe sale of funeral service										X											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																					X											
Secondary Funeral Directing Activities																																
Attendance at funeral home		X	X							X					X		X		X		X		X	X	X							
Answer telephone/correspondence, handle records, bookkeeping		X	X							X					X		X		X		X		X	X								
Care for equipment & premises																																
Prepare death notices/obituaries			X												X																	
Ship-in/Ship out arrangements															X																	
Prepare death certificate															X		X															

