



South Carolina Department of Labor, Licensing and Regulation  
**South Carolina Board of Funeral Service**  
110 Centerview Dr. • Columbia • SC • 29210  
P.O. Box 11329 • Columbia • SC 29211-1329  
Phone: 803-896-4497 • Contact.Funeral@llr.sc.gov • Fax: 803-896-4554  
llr.sc.gov/fs

## **Funeral Director and/or Embalmer Apprenticeship Program Overview**

Registered apprenticeships are complete when all the following requirements are met:

- Submit a complete application and payment of registration.
- Maintain full-time employment (minimum of 35 hours a week). Part-time work will not be accepted.
- Apprenticeship program must last a total of 24 months under the direct supervision of a designated SC licensee approved by the Board. Apprenticeships will not be marked as complete if less than 24 months of direct supervision is attained.
- Timely submission of all quarterly reports showing completion of assisting in at least 50 cases.
- Submit the Apprenticeship Program Completion Form.

### **Supervision**

An apprentice must be under the direct supervision\* of the designated supervising licensee when assisting with embalming or funeral directing services.

If an apprentice separates from the designated supervising licensee, the apprentice shall submit directly to the Board office via Document Submission in the Licensee Portal, a Quarterly Report reflecting the hours completed during that incomplete quarter.

To change supervisors, an apprentice must submit an updated Apprenticeship Supervision Attestation via Document Submission and receive approval from the Board prior to program resuming. The Affidavit of Service from the prior supervising licensee must be received before approval can be granted for the program to resume under the new supervisor.

Faxed forms will not be accepted. Please review the Document Submission Instructions.

### **Initial Registration and Extensions**

Initial certificate of apprenticeship is valid for 24 months. Certificates may be renewed for an additional 12 months and may not be extended more than 3 times.

Thirty days prior to the expiration date, apprentices will be sent notification via email. If additional time is required to attain the required 24 months, apprentices may submit an extension application online. It is the responsibility of the apprentice to submit an extension application prior to the expiration of the initial or extended certificate end date. Failure to extend will result in the apprenticeship being lapsed.

### **Quarterly Reports**

Apprentices are responsible for timely submission of their [Quarterly Reports](#). Reports are to be submitted via [Document Submission in the Licensee Portal](#) at the end of each quarter: March 31, June 30, September 30 and December 31. **Reports must be submitted no later than 30 days after the quarter's end (April 30, July 30, October 30, and January 30).** Reports not received on time will not be accepted as credit towards completion of apprenticeship. Faxed forms **will not** be accepted. Please review the Document Submission Instructions.

Within the 24 month period, apprentices must complete 50 cases of embalming and/or funeral directing under the supervision of the designated licensed embalmer or funeral director. Of the 50 cases, 25 must include all indicated Board specific tasks (bolded).

<u>Funeral Directing</u>	<u>Embalming</u>
<b>A. Arranging with family and clergy</b>	M. Bathing and creaming face
B. Preparing obituaries	<b>N. Posing features</b>
C. Arranging funeral procession	<b>O. Mixing fluids</b>
<b>D. Arranging for transportation of decedent, to include obtaining the proper documentation</b>	<b>P. Raising vessels</b>
E. Checking and arranging flowers	<b>Q. Injecting fluids</b>
<b>F. Selling of funeral service, to include preparing funeral service purchase agreement and presenting general price list to family</b>	R. Hypodermic treatments
<b>G. Conducting funeral service</b>	S. Preparing of autopsied body
<b>H. Preparing death certificate</b>	<b>T. Suturing incisions</b>
I. Preparing correspondence and maintaining bookkeeping	<b>U. Trocar cavity treatment</b>
J. Receiving visitors	V. Applying cosmetics
K. Observing sales and coordination of pre-need	W. Restorative art procedures
L. Arranging for cremation, to include acquiring appropriate documentation, verifying cremation authorization, and coordinating efforts with coroner's office and crematory.	<b>X. Dressing and casketing of decedent</b>

### **Program Completion**

Following the completion of the required 24 months of supervised experience and submission of all quarterly reports documenting case completion, apprentices are to submit the [Apprentice Program Completion Form](#) via [Document Submission in the Licensee Portal](#). Submission of the form will initiate a full review of the program to ensure full compliance with program requirements. The Board office may deny the completion if all program requirements have not been met. If all requirements have been met, the Board office will send an acknowledgement of program completion to the apprentice and supervising licensee.

Faxed forms **will not** be accepted. Please review the [Document Submission Instructions](#).

Individuals who have completed the apprenticeship program may then apply to the Board for licensure. If an apprentice does not become licensed as a funeral director and/or embalmer within 5 years of the apprentice program completion date, the Board may require the individual to complete all or part of the apprenticeship program.

\*Supervision is defined by S.C. Regulation 57-01(A) as protective oversight, including review, timely quality control, and inspection to assist the supervisee in preparing for practice and strengthening the skills of the supervisee. When the apprentice is assisting with funeral directing activities or embalming activities, the supervisor must be present on the premises and readily available.