



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

**APPRENTICE QUARTERLY REPORT  
 FOR FUNERAL DIRECTOR AND/OR EMBALMER**

**Certificate Type:**    Funeral Director    Embalmer    Dual

Name: \_\_\_\_\_ Certificate No.: \_\_\_\_\_ Date: \_\_\_\_\_

Reporting Period: From \_\_\_\_\_ through \_\_\_\_\_

Quarters are as follows:   1<sup>st</sup>: Jan, Feb, Mar   2<sup>nd</sup>: Apr, May, Jun   3<sup>rd</sup>: Jul, Aug, Sept   4<sup>th</sup>: Oct, Nov, Dec

Name and Address of Funeral Establishment: \_\_\_\_\_

All activities of an apprenticeship are important and every apprentice should have ample experience in the areas below. However, there are certain activities that are required for the certification of an apprenticeship.

**Supervisors must be present during all tasks for either a funeral or embalming.**

An Apprentice Funeral Director must assist with at least fifty (50) funerals in order to complete the apprenticeship. Twenty-five (25) of those funerals **MUST INCLUDE ALL** of the following activities: **A, D, F, G, and H (in bold) performed with the same funeral.**

An Apprentice Embalmer must assist with at least fifty (50) bodies in order to complete the apprenticeship. Twenty-five (25) of those bodies **MUST INCLUDE ALL** of the following activities: **N, O, P, Q, T, U, and X (in bold) performed on the same body.**

Funeral Directing

Embalming

- A.** Arranging with family and clergy
- B. Preparing obituaries
- C. Arranging funeral procession
- D.** Arranging for transportation of decedent, to include obtaining the proper documentation
- E. Checking and arranging flowers
- F.** Selling of funeral service, to include preparing funeral service purchase agreement and presenting general price list to family
- G.** Conducting funeral service
- H.** Preparing death certificate
- I. Preparing correspondence and maintaining bookkeeping
- J. Receiving visitors
- K. Observing sale and coordination of pre-need
- L. Arranging for cremation, to include acquiring appropriate documentation, verifying cremation authorization, and coordinating efforts with coroner's office and crematory

- M. Bathing and creaming face
- N.** Posing features
- O.** Mixing fluids
- P.** Raising vessels
- Q.** Injecting fluids
- R. Hypodermic treatment
- S. Preparing of autopsied body
- T.** Suturing incisions
- U.** Trocar cavity treatment
- V. Applying cosmetics
- W. Restorative art procedures
- X.** Dressing and casketing of decedent

The apprentice must keep a record of the names of the deceased and the work done in each case. List the name of the deceased, the date on which the activities were first engaged, and the type of activity. Please include additional sheets, if necessary.

	Name	Date	Activity	
			Funeral Directing	Embalming
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

**IMPORTANT REQUIREMENT:** The supervisor/preceptor of record is the supervisor that is allowed to sign your quarterly reports. Your supervisor(s) must sign for both funeral director and embalmer on every report if you are serving a dual apprenticeship. **All signatures are required to process this report.**

\_\_\_\_\_  
Signature of Apprentice

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**I hereby certify that the statements above are true and correct to the best of my knowledge and belief:**

\_\_\_\_\_  
Signature of Funeral Director Supervisor

\_\_\_\_\_  
FD License No.

\_\_\_\_\_  
Signature of Embalmer Supervisor

\_\_\_\_\_  
Embalmer License No.

**The supervisor of record is the only supervisor that should be signing the form.**

This report must be returned to the Board of Funeral Service, PO Box 11329, Columbia, SC 29211-1329, **within 30 days after the close of each quarter or your report will not be accepted.** Quarterly reports may be emailed **in PDF format only** to [Contact.Funeral@llr.sc.gov](mailto:Contact.Funeral@llr.sc.gov). Quarterly reports **are not** acceptable by fax.