



South Carolina Department of Labor, Licensing and Regulation
South Carolina Board of Funeral Service
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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

APPRENTICESHIP SUPERVISION ATTESTATION

Apprentice Applicant Name: _____ Certificate No.: _____

SUPERVISOR INFORMATION

Direct supervision by the designated supervising licensee is required when the apprentice is assisting with embalming and/or funeral directing services. Direct supervision means the supervisor must be present on the premises and readily available.

Supervising Licensee Name: _____ License No.: _____

License Type: ☐ Funeral Director ☐ Dual Funeral Director and Embalmer

Facility Name: _____ License No.: _____

Facility Manager Name: _____

Facility Phone: _____ Contact Email: _____

Supervising Licensee Name: _____ License No.: _____

License Type: ☐ Embalmer

Facility Name: _____ License No.: _____

Facility Manager Name: _____

Facility Phone: _____ Contact Email: _____

APPRENTICE EMPLOYMENT

I, the named Supervisor(s), attest to the above-named apprentice applicant being a full-time employee at the above listed facility. I understand that full-time employment means a work schedule of no less than thirty-five (35) hours per week for the entire normal year of operation.

TRAINING

I, the named Supervisor(s), attest that during the duration of the 24-month apprenticeship program, the above-named apprentice applicant will assist me in no less than 50 cases of embalming and/or 50 cases of funeral directing services. Of the 50 cases, 25 cases **must include performing in each of those cases all** of the specific tasks indicated below in bold:

Funeral Directing	Embalming
<u>A.</u> Arranging with family and clergy	M. Bathing and creaming face
B. Preparing obituaries	<u>N.</u> Posing features
C. Arranging funeral procession	<u>O.</u> Mixing fluids
<u>D.</u> Arranging for transportation of decedent, to include obtaining the proper documentation	<u>P.</u> Raising vessels

E. Checking and arranging flowers	<u>Q.</u> Injecting fluids
<u>F.</u> Selling of funeral service, to include preparing funeral service purchase agreement and presenting general price list to family	R. Hypodermic treatments
<u>G.</u> Conducting funeral service	S. Preparing of autopsied body
<u>H.</u> Preparing death certificate	<u>T.</u> Suturing incisions
I. Preparing correspondence and maintaining bookkeeping	<u>U.</u> Trocar cavity treatment
J. Receiving visitors	V. Applying cosmetics
K. Observing sale 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.	<u>X.</u> Dressing and casketing of decedent

I, the named Supervisor of the named apprentice applicant, certify that the above attestations are true and correct.

Signature of Supervisor

Date