

Funeral Director Intern Training Report

Use this form to report your funeral director internship activities for each quarter. We recommend that you keep a copy for your records.

Reports must be submitted every 3 months for no less than the required year term of internship and 1,800 hours of employment.

You must submit training reports prior to changing sponsors to avoid loss of training credit.

When complete, mail to: Funeral and Cemetery Licensing

Department of Licensing

PO Box 9012

Olympia, WA 98507



Qualifying activities you may report toward your internship are:

- 1. Receive initial notification of death.
- 2. Remove remains from place of death.
- 3. Wear protective clothing/observe universal precautions.
- 4. Obtain the identity of remains/place identification on remains.
- 5. Comply with embalming/refrigeration regulations.
- 6. Observe funeral arrangements.
- 7. Conduct arrangement conference.
- 8. Gather vital statistic information.
- 9. Compose obituary/death notices.
- 10. Obtain authorizations for embalming, cremation, release etc.
- 11. Obtain burial transit permit.
- 12. Complete Statement of Funeral Goods and Services Selected.
- 13. Plan and coordinate service and disposition details.
- 14. Present and explain a general price list.
- 15. Present and explain a casket price list.
- 16. Present and explain an outer burial container price list.
- 17. Determine financial responsibility.
- 18. Document and remove personal effects.

- 19. Complete and file death certificate.
- 20. Obtain certified copies of death certificate.
- 21. Explain FTC requirements.
- 22. Explain Social Security and VA benefits.
- 23. Assist with visitation.
- 24. Assist with funeral/memorial or graveside service.
- 25. Receive and arrange flowers.
- 26. Viewing room set-up.
- 27. Make disposition arrangements.
- 28. Maintain appropriate licensing.
- 29. Maintain confidentiality of information.
- 30. Coordinate funeral service participants (clergy, military, etc.)

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- 31. Prepare and present honorariums/gratuities.
- 32. Conclude service and dismiss attendees.
- 33. Arrange casket/urn settings.
- 34. Confirm identity of decedent prior to disposition.
- 35. Complete disposition of cremated human remains.

TYPE or PRINT Name		Firm na	me
10-digit phone number	Email		
Report period Three months from	to		Hours

	Name of deceased	Date	Activities performed for each case	Name of licensee providing training
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

Licensed sponsor evaluation of intern

Ans	wer the following							
1.	Progress toward level of skill required to wo	rk independently	Satisfactory	Unsatisfactory				
2.	Exhibits professional attitude		Satisfactory	Unsatisfactory				
3.	Quality of work		Satisfactory	Unsatisfactory				
4.	Use of sanitary and safety devices		Satisfactory	Unsatisfactory				
5.	Maintains confidentiality of information		Satisfactory	Unsatisfactory				
6.	Complies with laws, rules, and regulations g and business operations		Satisfactory	Unsatisfactory				
7.	Complies with OSHA standards		Satisfactory	Unsatisfactory				
8.	Complies with laws, rules, and regulations resales and funding contracts		Satisfactory	Unsatisfactory				
9.	Maintains awareness of changes in funeral	service law	Satisfactory	Unsatisfactory				
10	Applies an understanding of funeral service	law	Satisfactory	Unsatisfactory				
Со	mments:							
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I declare under penalty of perjury under the law of Washington that I performed all listed activities and that the foregoing is true and correct.								
	TY	PE or PRINT Name						
	Re X	egistration number						
Date	and place Sig	Signature of intern funeral director						
	intern funeral director named above assisted ctor. I declare under penalty of perjury under							
	TY	PE or PRINT Name						
	Lic	cense number						
Date	and place Sig	Signature of licensed funeral director/sponsor						