



## Ohio Administrative Code Rule 4717-5-01 Apprenticeship requirements.

Effective: February 18, 2020

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### (A) Embalmer apprenticeship certification application

(1) The applicant for an embalmer apprenticeship shall apply to the board on a form provided by the board for certification, together with the applicable fee prior to starting an apprenticeship.

(2) The applicant shall provide an official college transcript, showing that the applicant has earned a bachelor's degree from a college or university authorized to confer degrees by the Ohio board of regents or comparable agency of another state in which the college or university is located, and an official college of mortuary science transcript, showing that the applicant has completed at least twelve months of instruction at an accredited mortuary program in a prescribed course of instruction approved by the board.

(3) The applicant for certification shall provide and bear the cost of a criminal records check in accordance with section 4776.01 of the Revised Code at the time of the application. The applicant shall establish that the individual has not been convicted of, pleaded guilty to, or had a judicial finding of eligibility for treatment in lieu of conviction for any offense set forth in section 4717.05 or division (A)(2) of section 4717.14 of the Revised Code, or that at least five years has elapsed since the applicant was released from incarceration, a community control sanction, a post-release control sanction, parole, or treatment in connection with such offense.

(a) An applicant requesting a criminal records check shall provide the bureau of criminal identification and investigation with the applicant's name and address and with the name and address of the board.

(b) The applicant shall ask the superintendent of the Ohio bureau of criminal identification and investigation in the request to obtain from the federal bureau of investigation any information it has pertaining to the applicant.



(c) The board will only accept the results of a criminal records check that is submitted to the board directly by the Ohio bureau of criminal identification and investigation.

(4) Upon approval of the application for certification, the board shall issue an embalmer apprentice a card and wall display certifying the apprenticeship. The wall display shall bear the start date and termination date of the apprenticeship. The card shall bear the expiration date of the apprenticeship and shall be carried by the embalmer apprentice at all times while engaged as an embalmer apprentice.

(B) Embalmer apprenticeship program

The objective of an apprenticeship is to provide a practical educational opportunity to teach the apprentice all aspects of embalming in a supervised setting.

(1) The apprentice shall satisfactorily complete not less than twelve months of apprenticeship under the direction of an embalmer. The apprenticeship shall be completed in no more than eighteen months from the start date of the apprenticeship unless the apprenticeship is terminated as outlined in paragraph (D)(2) of this rule. During the apprenticeship, the apprentice must personally assist in the arterial embalming of at least twenty-five dead human bodies under the direct supervision of the master embalmer, and must complete the tasks listed on the "Embalmer Task List." If the board finds that the apprentice did not adequately complete one or more tasks on the "Embalmer Task List" or did not receive the necessary training during their apprenticeship, the board may set out remedial steps for the apprentice to undertake in order to complete the apprenticeship.

(2) During the apprenticeship, the apprentice shall file with the board quarterly case reports upon forms provided by the board. Failure to comply with this requirement shall be grounds for the board to suspend or void any credit time earned by the apprentice.

(3) The apprentice shall report to any licensed board member within thirty days after the first six months of apprenticeship credit time for a personal interview. The apprentice shall report to any licensed board member annually thereafter during any period of apprenticeship, if applicable.

(4) During the apprenticeship, the master embalmer under whom the apprentice is certified shall file



quarterly master embalmer's reports with the board on the apprentice's activities, including fulfillment of the tasks listed on the "Embalmer Task List."

(C) Embalmer apprenticeship program-training requirements

(1) The master embalmer shall ensure that the apprenticeship training encompasses all facets of embalming services, including but not limited to:

(a) Making transfers;

(b) Embalming and restorative art;

(c) Familiarity and compliance with all necessary government documents and/or forms;

(d) Knowledge of business administration;

(e) Sanitation;

(f) Facility maintenance;

(g) Familiarity with local religious organizations and customs;

(h) Accomplishing all tasks prescribed by the board in the "Embalmer Task List" in effect at the time the apprenticeship is certified;

(i) The master's sound professional judgment should determine the progression of the apprentice's responsibility and degree of autonomy afforded to the apprentice based on the mastery of each skill during the term of the apprenticeship. The "Embalmer's Task List" is designed to guide that judgment and measure the progress of an apprentice.

(i) Familiarity with the Chapter 4717. of Revised Code, agency 4717 of the Administrative Code, and any other provisions applicable to the funeral service industry.



(D) Embalmer apprenticeship program- termination of apprenticeship

(1) Upon completion of the apprenticeship, the apprentice shall submit the following:

(a) The embalmer's termination of apprenticeship form bearing the signatures of both the apprentice and master certifying the dates of apprenticeship. The termination of an apprenticeship shall be filed with the board no later than ten days after the completion of any period of apprenticeship;

(b) The apprenticeship wall display certificate; and

(c) The apprenticeship card.

(2) In the event the apprenticeship is interrupted prior to the completion of the apprenticeship, the master and apprentice shall immediately notify the board of the interruption, and submit the embalmer's termination of apprenticeship form, the embalmer's apprenticeship card, and wall display. Failure to submit the embalmer termination of apprenticeship form upon interruption of an apprenticeship prior to its completion shall be grounds for the board to void any credit time earned by the apprentice.

(3) An apprentice who cannot serve any portion of time during an apprenticeship due to disability leave, maternity leave, military leave, or any other board approved leave, shall terminate the apprenticeship during such leave and shall so notify the board in writing within ten days after the termination. The apprentice shall re-certify the apprenticeship upon completion of the leave period by submitting the appropriate forms to the board.

(E) Examinations

(1) An apprentice who has at least six months remaining in the period of apprenticeship that has successfully completed an interview with a member of the board is eligible to take the Ohio laws and rules exam and the required nationally recognized comprehensive exam. Eligibility is at the discretion of the interviewing board member and conditional upon their approval. Earning a passing score on the Ohio laws and rules exam and the required nationally recognized comprehensive exam does not discharge the remainder of the apprenticeship. The apprentice shall successfully complete



all of the apprenticeship program requirements through termination in order to be eligible to apply for a funeral director or embalmer license.

(2) The applicant for an embalmer license shall provide proof of earning a seventy-five percent or higher on each section of a nationally-recognized comprehensive examination.

(3) The applicant for an embalmer license shall provide proof of earning a seventy-five percent or higher on the Ohio laws and rules examination.

(4) Upon earning a passing score of seventy-five percent or higher on each section of a nationally-recognized comprehensive examination and the Ohio laws and rules examination, the applicant may submit to the board an application for an embalmer license in a manner consistent with section 4717.05 of the Revised Code and Chapter 4717-05 of the Administrative Code.

(F) Funeral director apprenticeship certification application

(1) The applicant for a funeral director apprenticeship shall apply to the board on a form provided by the board for certification, together with the applicable fee prior starting an apprenticeship.

(2) The applicant shall provide an official college transcript, showing that the applicant has earned a bachelor's degree from a college or university authorized to confer degrees by the Ohio board of regents or comparable agency of another state in which the college or university is located.

(3) The applicant for certification shall provide and bear the cost of a criminal records check in accordance with section 4776.01 of the Revised Code at the time of application. The applicant shall establish that the individual has not been convicted of, pleaded guilty to, or had a judicial finding of eligibility for treatment in lieu of conviction for any offense set forth in section 4717.05 or division (A)(2) of section 4717.14 of the Revised Code of the Revised Code, or that at least five years has elapsed since the applicant was released from incarceration, a community control sanction, a post-release control sanction, parole, or treatment in connection with such offense.

(a) An applicant requesting a criminal records check shall provide the bureau of criminal identification and investigation with the applicant's name and address and with the name and address



of the board.

(b) The applicant shall ask the superintendent of the Ohio bureau of criminal identification and investigation in the request to obtain from the federal bureau of investigation any information it has pertaining to the applicant.

(c) The board will only accept the results of a criminal records check that is submitted to the board directly by the Ohio bureau of criminal identification and investigation.

(4) Upon approval of the application for certification, the board shall issue a funeral director apprenticeship card and wall display certifying the apprenticeship. The wall display shall bear the start date and termination date of the apprenticeship. The card shall bear the expiration date of the apprenticeship and shall be carried by the apprentice at all times while acting as a funeral director apprentice.

(G) Funeral director apprenticeship program

The objective of an apprenticeship is to provide a practical educational opportunity to teach the apprentice all aspects of the funeral director profession in a supervised setting.

(1) The apprentice who is seeking to complete an embalmer apprenticeship during the funeral director apprenticeship shall satisfactorily complete not less than twelve months of an apprenticeship under the direction of a master funeral director and master embalmer. The apprenticeship shall be completed in no more than eighteen months from the start date of the apprenticeship unless the apprenticeship is terminated as outlined in paragraph (I)(2) of this rule. During the apprenticeship, the apprentice must personally assist in at least twenty-five funerals or memorials under the direct supervision of the master funeral director, and must complete the tasks listed on the "Funeral Director Task List." Additionally, the apprentice must personally assist in the arterial embalming of at least twenty-five dead human bodies under the direct supervision of the master embalmer, and must complete the tasks listed on the "Embalmer Task List." If the board finds that the apprentice did not adequately complete one or more tasks on either "Task List" or did not receive the necessary training during their apprenticeship, the board may set out remedial steps for the apprentice to undertake in order to complete the apprenticeship.



- (a) The apprentice shall file quarterly case reports upon forms provided by the board. Failure to comply with this requirement during the apprenticeship shall be grounds for the board to suspend or void any credit time earned by the apprentice.
- (b) During the apprenticeship, the master funeral director under whom the apprentice is certified shall file quarterly master funeral director reports with the board on the apprentice's activities, including fulfillment of the tasks listed on the "Funeral Director Task List."
- (c) During the apprenticeship, the master embalmer under whom the apprentice is certified shall file quarterly master embalmer reports with the board on the apprentice's activities, including fulfillment of the tasks listed on the "Embalmer Task List."
- (d) The apprentice shall report to any licensed board member within thirty days after the first six months of apprenticeship credit time for a personal interview. The apprentice shall report to any licensed board member annually thereafter during any period of apprenticeship, if applicable.
- (2) The apprentice who is seeking to complete only a funeral director apprenticeship shall satisfactorily complete not less than twenty-four months of apprenticeship under the direction of a master funeral director. The apprenticeship shall be completed in no more than forty-eight months from the start date of the apprenticeship unless the apprenticeship is terminated as outlined in paragraph (I)(2) of this rule. During the apprenticeship, the apprentice must personally assist in at least fifty funerals under the direct supervision of the master funeral director, and must complete the tasks listed on the "Funeral Director Task List." If the board finds that the apprentice did not adequately complete one or more tasks on either "Task List" or did not receive the necessary training during their apprenticeship, the board may set out remedial steps for the apprentice to undertake in order to complete the apprenticeship.
- (a) The apprentice shall file quarterly case reports upon forms provided by the board. Failure to comply with this requirement during the apprenticeship shall be grounds for the board to suspend or void any credit time earned by the apprentice.
- (b) During the apprenticeship, the master funeral director under whom the apprentice is certified shall



file quarterly master funeral director reports with the board on the apprentice's activities, including fulfillment of the tasks listed on the "Funeral Director Task List."

(c) The apprentice shall report to any licensed board member within thirty days after the first six months of apprenticeship credit time for a personal interview. The apprentice shall report to any licensed board member annually thereafter during any period of apprenticeship, if applicable.

(H) Funeral director apprenticeship program-training requirements

(1) The master funeral director shall ensure that the apprenticeship training encompasses all facets of funeral directing services, including but not limited to:

(a) Conducting funeral services;

(b) Making transfers;

(c) Meeting with families to make at-need and preneed arrangements;

(d) Knowledge of embalming and restorative art;

(e) Familiarity and compliance with all necessary government documents and/or forms;

(f) Knowledge of business administration, the electronic death registration system or any program required by the Ohio department of health;

(g) Sanitation;

(h) Knowledge of the preneed recovery fund, the automated reporting and preneed payment system, and any reporting requirements related to preneed.

(i) Facility maintenance;

(j) Familiarity with local religious organizations and customs;



- (k) Accomplishing all tasks prescribed by the board in the "Funeral Director Task List" in effect at the time the apprenticeship is certified;
- (i) The master's sound professional judgment should determine the progression of the apprentice's responsibility and degree of autonomy afforded to the apprentice based on the mastery of each skill during the term of the apprenticeship. The "Funeral Director Task List" is designed to guide that judgment and measure the progress of an apprentice.
- (l) Cremation procedures, documentation, and laws and rule; and
- (m) Familiarity with the Chapter 4717. of Revised Code, agency 4717 of the Administrative Code, and any other provisions applicable to the funeral service industry.
- (I) Funeral director apprenticeship program- termination of apprenticeship
- (1) Upon completion of the apprenticeship, the apprentice shall submit the following:
- (a) The funeral director termination of apprenticeship form bearing the signatures of both the apprentice and master certifying the dates of the apprenticeship. The termination of an apprenticeship shall be filed with the board no later than ten days after the completion of any period of apprenticeship;
- (b) The apprenticeship wall display certificate; and
- (c) The apprenticeship card.
- (2) In the event the apprenticeship is interrupted prior to the completion of the apprenticeship, the master and apprentice shall immediately notify the board of the interruption, and submit the funeral director termination of apprenticeship form, the apprenticeship card, and wall display. Failure to submit the funeral director termination of apprenticeship form upon interruption of an apprenticeship prior to the completion of such apprenticeship shall be grounds for the board to void any credit time earned by the apprentice.



(3) An apprentice who cannot serve any portion of time during an apprenticeship due to disability leave, maternity leave, military leave, or any other board approved leave, shall terminate the apprenticeship during such leave and shall so notify the board in writing within ten days after the termination. The apprentice shall re-certify the apprenticeship upon completion of the leave period by submitting the appropriate forms to the board.

(J) Examination

(1) An apprentice who has at least six months remaining in the period of apprenticeship that has successfully completed an interview with a member of the board is eligible to take the Ohio laws and rules exam and the required nationally recognized comprehensive exam. Eligibility is at the discretion of the interviewing board member and conditional upon their approval. Earning a passing score on the Ohio laws and rules exam and the required nationally recognized comprehensive exam does not discharge the remainder of the apprenticeship. The apprentice shall successfully complete all of the apprenticeship program requirements through termination in order to be eligible to apply for a funeral director or embalmer license.

(2) The applicant for a funeral director license shall provide proof of earning a seventy-five per cent or higher on each section of a nationally-recognized comprehensive examination.

(3) The applicant for a funeral director license shall provide proof of earning a seventy-five percent or higher on the Ohio laws and rules examination.

(4) Upon earning a passing score of seventy-five percent or higher on each section of a nationally-recognized comprehensive examination and the Ohio laws and rules examination, the applicant may submit to the board an application for a funeral director license in a manner consistent with section 4717.05 of the Revised Code and Chapter 4717-05 of the Administrative Code.

(K) Apprenticeship practice following termination and examination

Upon completion of the apprenticeship, an individual may continue to serve in the same capacity as an apprentice under the supervision of a funeral director or embalmer for no more than ninety days



to allow the apprentice to sit for the required examination, or until the apprentice receives his or her grade from the examination, whichever occurs first.

(L) Apprenticeship inactivity

If after inactivity for a five-year period where an apprenticeship is interrupted prior to the completion or if the individual fails to advance to full licensure, the individual forfeits any apprenticeship credit earned and the records shall be destroyed according to the board's record retention schedule.