

# Embalmer Apprentice Log

**Embalmers Apprentices:** Embalmer trainees (apprentices) are required to serve a twelve-month apprenticeship and must be under the direct supervision of an embalmer who is and has been licensed in good standing and working in Oregon for at least one year. The licensee who supervises an apprentice must be working and located in the same licensed facility or facilities as the apprentice he or she is supervising. To qualify for a license as an embalmer, an embalmer apprentice must assist in the embalming of at least 35 human remains during the apprenticeship period (total number not limited to 12 months) under the direct supervision of an Oregon licensed embalmer and must meet the time and competency requirements published by the Board at the time of initial application (must work a **minimum** of 1440 hours within a calendar year is the current time requirement). An embalmer apprentice must maintain a log book of embalmings under supervision, with accurate and current entries, and the apprentice and his or her supervisor must furnish this record to the Board upon request. The apprentice may use a supplemental page to log any arrangements or other competencies performed at an alternate facility as directed by their supervisor. Such page **MUST** be brought back and included in the log at the end of that specific assignment. The **log book** must be retained for a period of one year after full licensure as an embalmer, or, if not licensed as an embalmer, for six years after the last log entry and must include the following: Name of the deceased; Date of death; Date and place of embalming; Name of licensed facility making the embalming arrangements; Supervisor's written confirmation for each embalming performed by their apprentice; and Number of hours worked per week. The log book may be inspected by the Board for confirmation of licensure requirements. Apprentices leaving employment should keep a copy of his or her log book, and the licensed facility should also keep a copy. Embalmer apprenticeship certificates will not be granted to any person for a period longer than 48 aggregate months. When an apprentice has completed his or her apprenticeship, he or she will no longer be licensed as an embalmer apprentice, but must qualify as a licensed embalmer. The Board may consider a request for extension of the apprenticeship period for reasonable and extenuating circumstances beyond the control of the apprentice.

Only a licensed embalmer or embalmer apprentice may provide the necessary handling and preparation of human remains, e.g. washing, disinfecting, setting features, embalming, repair and supervising dressing. A licensed embalmer or embalmer apprentice must supervise and be responsible for the required sanitizing of the preparation room or holding room including, but not limited to, embalming tables, work surfaces, sinks, floors, instruments, and disposal of contaminated waste. A preparation room or holding room must be sanitized after the use of the room. Only a registered preneed salesperson or other funeral service licensee shall engage in prearrangement or preconstruction sales, if employed by a Certified Provider.

An embalmer must not embalm human remains without obtaining written or oral permission of a person who has the right to control the disposition of the remains. When oral permission is received to embalm, the licensee obtaining the oral permission must document the oral permission in writing. Documentation must include the name and phone number of the authorizing agent, relationship to the deceased, date and time oral permission was obtained, and printed name and signature of the licensee or facility representative acquiring the oral authorization. An authorizing agent must confirm the oral permission on a written, signed embalming authorization form as outlined in OAR 830-040-0000(7).

Below is a sample of an embalmer apprentice log. Please customize to fit your needs, but remember, each area below is a requirement of the log's contents.

Embalmer Apprentice Name: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Week of: _____								
Hours:	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
	_____	_____	_____	_____	_____	_____	_____	_____

Name of Deceased	Date of Death	Date / place of Embalming	Facility Making Arrangements	Supervisor's written confirmation