

Apprentice Funeral Service Practitioner Log

In accordance with [OAR 830-011-0020\(3\)](#) To qualify for a license as a funeral service practitioner, in addition to meeting the time and competency requirements, an apprentice funeral service practitioner must be directly involved in the following during the apprenticeship period under the supervision of a licensed funeral service practitioner:

- (a) At least 25 arrangements that include tasks listed in [OAR 830-030-0004](#).
- (b) For the purpose of this section, "arrangement" means funeral services or final dispositions for at need persons, fully from the initial contact through the disposition of remains.
- (c) For the purpose of this section, "supervision" means that each arrangement shall be performed by an apprentice funeral service practitioner only after receiving direction from a licensed funeral service practitioner.
- (d) An apprentice funeral service practitioner must maintain a log book containing entries of the clearly identifiable completed 25 arrangements. Such log book shall be located at the facility where the apprentice is supervised and the apprentice and apprentice's supervisor must furnish this record to the Board upon request. The apprentice may use a supplemental page to document any of the arrangements or other competencies performed at an alternative facility as directed by their supervisor. All supplemental pages must be included in the log book. The log book must be retained for a period of one year after licensure as a funeral service practitioner, or, if not licensed as a funeral service practitioner, for six years from the last log entry, and must include the following:

- (A) Name of the deceased;
- (B) Date of death;
- (C) Date and location arrangements were made;
- (D) Description of apprentice's direct participation with at need persons;
- (E) Number of hours worked per week and total hours at the completion of apprenticeship;
- (F) Supervisor's written confirmation for each arrangement made by their apprentice; and
- (G) Name of the licensed facility responsible for the final disposition arrangements.

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

FSP Apprentice Name: _____ Supervisor's Name: _____

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

Name of Deceased	Date of Death	Arrangements Date / Place	Facility Responsible for Final Disposition	Description of Apprentice's Direct Participation	Supervisor's Confirmation