Transfer Fee: $45.00

MCB
OREGON MORTUARY & CEMETERY BOARD
Regulating Death Care Facilities & Practitioners in Oregon.

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REQUEST FOR TRANSFER OF APPRENTICE / INTERN APPRENTICE SUPERVISION

APPLICANT INFORMATION:

Name: _____ Certificate/Permit Number: _____

Contact: _____
street address

_____
city, state, zip

_____ _____
telephone e-mail

CURRENT SUPERVISION:

Supervisor's Name: _____ License Number: _____

Facility: _____ _____
facility name facility license number

_____
street address

_____
city, state, zip

_____
telephone

PROPOSED SUPERVISION:

Supervisor's Name: _____ License Number: _____

Facility: _____ _____
facility name facility license number

_____
street address

.

_____
city, state, zip

_____
telephone

I hereby request transfer of my Apprentices / Intern Apprentice supervision from the above current supervision to the above proposed supervision.

Signature: _____ Date: _____

AFFIDAVIT OF PROPOSED LICENSED SUPERVISOR

I, _____, License Number _____,
printed supervisor's name — license number

having been licensed in the State of Oregon for at least one aggregate year within the last ten years, agree to permit said applicant to serve their apprenticeship/intern apprenticeship under my supervision at the above-named licensed facility or facilities.

I understand that I am responsible for monitoring my apprentice's training throughout their apprenticeship period. If my intern apprentice performs any preparations or makes any arrangements for a deceased person, I am responsible.

I understand that I must be working at and located in the same licensed facility as the apprentice I am supervising.

I understand that if I, or my apprentice/intern apprentice, ceases work at this facility, the intern certificate shall become null and void.

It is my responsibility, as supervisor, to notify the Board's office in writing of any termination in employment or supervision of the apprentice.

_____ _____
supervisor's signature — date

- **TRANSFER OF APPRENTICE/INTERN APPRENTICE SUPERVISION IS NOT VALID UNTIL APPROVED BY OMCB.**
- **THE EFFECTIVE DATE WILL BE BASED ON THE DATE COMPLETED REQUEST FOR TRANSFER FORM AND PAYMENT ARE RECEIVED AND ELIGIBILITY OF PROPOSED SUPERVISOR HAS BEEN CONFIRMED BY BOARD STAFF.**

This application must be submitted with the following or it will be returned as incomplete:

Completed Request for Transfer Form

Signed Affidavit of Proposed Licensed Supervisor

Transfer fee, $45.00

In accordance with

Oregon Revised Statutes & **Oregon Administrative Rule**:

TRAINEE (APPRENTICESHIP) GENERALLY

OAR 830-011-0020

(1) Apprenticeship for embalmer, funeral service practitioner, or intern apprentice must be served under persons who are and have been licensed and working in Oregon for at least one aggregate year within the last ten years.

(a) A funeral service practitioner may supervise up to three apprentices at a time and an embalmer may supervise up to three apprentices at a time.

(b) Notwithstanding (a), a combination embalmer/funeral service practitioner may supervise no more than three persons with any combination of trainee (apprentice) licenses.

(c) Notwithstanding (a), a funeral service practitioner, an embalmer or a combination embalmer/funeral service practitioner may serve as preceptor for intern apprentices from an accredited funeral service education provider in addition to any trainee (apprentice) embalmers or funeral service practitioners; if that individual's license meets the requirements for the internship program as identified by the educational institution; however, no licensee may have more than a total of three trainees (apprentices) or interns at any one time.

(2) To qualify for a license as an embalmer, in addition to meeting the time and competency requirements, an apprentice embalmer must be directly involved in the following during the apprenticeship period under the supervision of a licensed embalmer:

(a) Perform at least 35 arterial embalmings.

(b) For the purpose of this section, "supervision" means that each task shall be performed by an apprentice embalmer only after receiving direction from a licensed embalmer.

(c) An apprentice embalmer must maintain a log book containing entries of the clearly identifiable completed 35 arterial embalmings. Such log book shall be located at the facility where the apprentice is supervised and the apprentice and the apprentice's supervisor must furnish this record to the Board upon request. The apprentice may use a supplemental page to document any of the 35 required arterial embalmings performed at an alternate 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 an embalmer, or, if not licensed as an embalmer, for six years after the last log entry and must include the following:

(A) Name of the deceased;

(B) Date of death;

(C) Date and location where embalming was completed;

(D) Description of required embalming competency completed;

(E) Number of hours worked per week and total hours at the completion of apprenticeship;

(F) Supervisor's written confirmation for each embalming performed by their apprentice; and

(G) Name of licensed facility making the embalming arrangements.

(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.

(4) Intern apprentices must serve their apprenticeships in accordance with the internship guidelines established by an accredited funeral service education program and as recognized and approved by the Board. A copy of the guidelines is available from the Board upon request.

(5) Applicants for an apprenticeship certificate must submit an application in accordance with ORS Chapter 692. The application must be submitted on the most current form provided by the Board and be accompanied by:

(a) The fee listed in OAR 830-020-0040;
(b) A copy of the applicant's birth certificate;
(c) A valid US federal or state-issued photo ID; and
(d) Satisfactory proof of high school graduation or equivalency.
(e) If an applicant for an apprentice certificate is unable to provide a high school diploma, one of the following must be submitted:

(A) Satisfactory evidence that the applicant has passed a high school equivalency test (General Education Development Test); or
(B) A copy of transcripts from a college or university accredited by an agency recognized by the US Department of Education or equivalent.

(6) Prior to becoming licensed as a funeral service practitioner, apprentices must provide a certified copy of transcripts from a college or university accredited by an agency recognized by the US Department of Education or equivalent that illustrates completion of an associate degree or higher. Prior to becoming licensed as an embalmer, apprentices must provide proof of completion of an accredited course of funeral service education.

(7) The effective date of the apprenticeship will be the date the completed application, fee, and the required certificates are received and validated in the office of the Board and the application is approved by the Board. A letter will be sent notifying the apprentice of the status of their apprenticeship or application.

(8) The certificate of apprenticeship must be issued to the applicant as a trainee (apprentice) to a specified licensee in good standing. If the apprentice intends to change the licensee to whom apprenticed, the apprentice must immediately file a request for approval of the transfer with the Board and pay the required fee. A certificate must be reissued upon payment of an administrative charge. When an apprentice ceases to work under a specific licensee, the apprenticeship certificate becomes null and void. It is the responsibility of the supervising licensee to notify the Board's office of any termination in employment or supervision of the apprentice.

(9) Trainee (Apprentice) funeral service practitioner and embalmer certificates will not be granted to any person for a period longer than 48 aggregate months. When an apprentice has completed their apprenticeship, they will no longer be licensed as an apprentice, but must qualify either as a licensed embalmer or licensed funeral service practitioner.

(10) Notwithstanding (9), the Board may consider a request for extension of the apprenticeship period for reasonable and extenuating circumstances beyond the control of the trainee (apprentice).

(11) Trainee (Apprentice) supervisors are responsible for all assigned activities and any arrangements made by the trainee (apprentice) at any location.

(12) In lieu of meeting apprenticeship requirements, an applicant for Oregon funeral service practitioner or embalmer licensure is deemed to have satisfied the respective apprenticeship requirement upon submitting

satisfactory proof to the Board that the person has practiced, respectively, as a funeral service practitioner or embalmer licensed in good standing in this state or another state identified by the Board to have requirements substantially similar to Oregon for a minimum of one year.

(13) Embalmer applicants who meet the requirements set forth in section (12) of this rule may be required to demonstrate competency by way of a practical examination at a time and place designated by the Board.

(14) Funeral service practitioner applicants who meet the requirements set forth in section (12) of this rule must successfully complete a written examination and receive a score of not less than 75 percent, based on the total number of questions.

(15) An applicant or licensee whose application for license has been denied or revoked or who voluntarily surrendered the license may not reapply for a minimum period of three years unless otherwise specified in a Board order denying, revoking or accepting a voluntarily surrender of the application or license.

TRAINEES; DISCIPLINARY ACTION; REREGISTRATION; CONFIDENTIALITY.

OAR 692.230

(1) The State Mortuary and Cemetery Board may take disciplinary action as described in ORS 692.180 if the board finds that a trainee committed a prohibited act described in ORS 692.180.

(2) A trainee whose registration has been suspended or revoked under ORS 692.180 may apply for reregistration within one year after completion of the suspension or revocation period, but the board may not allow more than two reregistrations. When the circumstances warrant, the board may allow a trainee credit under a reregistration for time actually served under a previous registration. However, if the previous registration has been suspended or revoked under ORS 692.180, the board may not provide credit for more than 75 percent of the time previously served.

(3) Upon receipt of a complaint, or upon its own motion, the board shall conduct an investigation as described under ORS 676.165.

(4) Information that the board obtains as part of an investigation into trainee conduct or as part of a contested case proceeding, consent order or stipulated agreement involving trainee conduct is confidential as provided under ORS 676.175.