

Funeral Service Practitioner Apprentice Log

FSP Apprentices: FSP trainees (apprentices) are required to serve a twelve-month apprenticeship and must be under the supervision of an FSP 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 FSP, an FSP apprentice must work a **minimum** of 1,440 hours within a calendar year and must assist in the planning of at least 25 funerals or dispositions per year through some form of direct contact with the family or legal representative of the deceased.

An FSP apprentice must keep a **log book** on the premises of the licensed facility where he or she is supervised, showing all arrangements made or participated in by the apprentice. 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 apprentice, under supervision, must make accurate and current entries. The apprentice and his or her supervisor must furnish the log book to the Board upon request. The log book must be retained for a period of one year after licensure as a funeral service practitioner, or, if not licensed, for six years from the last log entry, and must include the following: (a) Name of deceased and person authorizing final disposition arrangements; (b) Date of death; (c) Date and place arrangements were made; (d) Description of apprentice’s direct participation with family; (e) Number of days and hours worked per week; (f) Specific competency demonstrated; (g) Supervisor’s written confirmation for each arrangement made by their apprentice; and (h) Name of the licensed facility responsible for the final disposition arrangements. “Authorizing Agent” An authorizing agent is a person legally entitled to order the arrangements and disposition of human remains and cremated remains. 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.

Only an FSP or FSP apprentice shall: (a) Work directly with at need persons to arrange for the disposition of human remains; and (b) Coordinate and direct the various tasks associated with performing funeral services for at need persons including but not limited to: taking all vital information on the deceased for the purpose of filing the death certificate; arranging for transportation of the remains; coordinating the services for final disposition; supervising or otherwise controlling the care, preparation, processing and handling of human remains. 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 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 _____ Total _____

Name of Deceased	Date of Death	Person (Agent) Authorizing Arrangements	Arrangements Date / Place	Facility Responsible for Final Disposition	Description of Apprentice’s Participation	Specific competency demonstrated	Supervisor's Confirmation