



Ohio Administrative Code Rule 4717-5-03 Apprenticeship.

Effective: December 2, 2019

(A) Master embalmer and master funeral director responsibilities

(1) A master embalmer or master funeral director shall arrange for the apprentice to receive training from any other master embalmers or funeral directors in the state of Ohio in those areas where the primary master embalmer or funeral director does not have sufficient business to satisfy the requirements of the "Embalmer and/or Funeral Director Task List." However, no apprentice may serve more than one-half of their time working under a embalmer or funeral director who is not the master certifying the apprenticeship.

(2) A master embalmer or funeral director may certify an apprentice only if they are employed or self-employed at the licensed funeral home or embalming facility where the apprentice has certified. The funeral home or embalming facility where the master embalmer or master funeral director is employed must have completed not less than thirty deaths in the previous year, except if granted prior written permission by the board.

(3) In no case shall an apprentice spend more than twenty per cent of any apprenticeship assisting in pre-need solicitation or arrangements.

(4) An apprentice is not permitted to sign a funeral purchase record or contract. The apprentice is not permitted to sign an insurance contract unless the apprentice is a licensed insurance agent.

(B) Multiple apprentices

A master embalmer or master funeral director shall certify to the board only one apprenticeship at one time for each license, except under extenuating circumstance and with prior written permission from the board.

(C) Master embalmer and master funeral director disability



In case of the death or disability of the master embalmer or master funeral director, the board may accept in lieu of the master's certification of apprenticeship one or more affidavits from other funeral directors, embalmers, or reputable citizen having knowledge of the apprenticeship. Such affidavit(s) shall include the dates of the apprenticeship, the relationship of the affiant to the applicant, and the circumstances which give the affiant knowledge of the apprenticeship, its nature, extent, the services provided, and the tasks accomplished.

(D) Direct supervision of an apprentice

(1) Direct supervision, as defined in division (I) of section 4717.01 of the Revised Code, is required for at least twenty-five arterial adult embalming cases performed and reported over the course of a minimum of two calendar quarters in which the apprentice embalmer assists and the first twenty-five funeral services in which the apprentice funeral director assists and reports over the course of two calendar quarters of apprenticeship or, in the case of an apprentice who did not complete mortuary science college, the course of six calendar quarters of apprenticeship.

Supervision, as defined in division (H) of section 4717.01 of the Revised Code is required for all acts of the apprentice.

(2) A funeral director apprentice who has, in the sound professional judgment of the master funeral director, attained sufficient skill and experience during the apprenticeship, including but not limited to, assisting under the direct supervision of a licensed funeral director with twenty-five funerals and who has successfully completed nine months of an apprenticeship or, in the case of an apprentice who did not complete mortuary science college, completed eighteen months of an apprenticeship, may meet independently with families that have been advised prior to the meeting of the apprentice's status, to prepare at-need and preneed funeral arrangements using a worksheet to determine and define the family's desires. The worksheet shall be given to the master or other licensed funeral director associated with the same funeral home as the master who will use it to prepare a funeral purchase contract conforming to the federal trade commission part 453 - funeral industry practices revised rule.