



State of New Hampshire
OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION
DIVISION OF LICENSING AND BOARD ADMINISTRATION
Board of Registration of Funeral Directors & Embalmers
 7 Eagle Square, Concord, NH 03301-2412
 Phone: 603-271-2152

APPRENTICE EMBALMER MONTHLY REPORT OF DUTIES PERFORMED

Rev. 08/2020

Apprentice Name _____ **License No.** _____ **Report Month & Year** _____ **Number of Hours Worked** _____

Each apprentice embalmer is required to serve a one-year (50 weeks) apprenticeship consisting of 2,000 hours of documented embalming and funeral related duties. Please refer to NH Code of Administrative Rules Frl 301.03 for Apprentice Embalmer Requirements.

Embalming Cases:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Embalming Report #																															
Removal																															
Undressed & disinfecting body																															
Set features including eyes/mouth																															
Raised vessels & inserted tubes																															
Mixed & injected fluids																															
Sutured incisions																															
Cavity treatment																															
Washed body & prepared for dressing																															
Applied cosmetics																															
Applied restorative art treatment																															
Preparation of autopsied body																															
Prep following organ and/or tissue donation																															
Dressed & casketed body																															
Cleaning & disinfection of preparation room																															
Washed & sterilized instruments																															
Funeral Directing Cases:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Funeral Directing Report #																															
Assisted w preparing & filing death certificate																															
Assisted w preparing SSA & VA forms																															
Assisted family w selection of merchandise																															
Assisted w arrangement conference																															
Prepared newspaper notices																															
Arranged for clergy, organist																															
Arranged flowers																															
Arranged for military honors																															
Directed traffic and/or park cars																															
Ordered casket/vault																															
Drove hearse, family car or service car																															
Received visitors and/or seated guests																															
Contacted cemetery																															
Arranged for cremation																															
Arranged for fraternal services																															

I hereby certify that this report is accurate and that the above reported information was taken from the records of the establishment listed below and is available for review by the New Hampshire Board of Registration of Funeral Directors and Embalmers.

Signature of Apprentice _____ **Phone #** _____ **Signature & License # of Sponsor** _____