ALABAMA BOARD OF FUNERAL SERVICE ADMINISTRATIVE CODE

CHAPTER 395-X-3 APPRENTICE

TABLE OF CONTENTS

395-X-3-.01 Course Of Apprentice Funeral Director
395-X-3-.02 Course Of Apprentice Embalmer
395-X-3-.03 Apprentice Supervision

395-X-3-.01 Course Of Apprentice Funeral Director.

(1) Time requirements:

(a) The course of a funeral director apprenticeship shall be 60 consecutive months starting on the original issue date of the certification and continuing until the defined end date.

(b) No apprenticeship shall continue beyond the 60-month course, including where an apprentice certification has expired and been reactivated pursuant to Alabama Code §§ 34-13-131 and Alabama Administrative Code r. 395-X-2-.02. An apprenticeship certification may not be reactivated more than two times.

(2) Only one course of apprenticeship may be granted to any individual. Therefore, an individual who holds or receives an active apprentice certification on or after May 1, 2022, may not seek a new apprentice certification.

(3) During the course of a funeral director apprenticeship the apprentice shall:

(a) Renew the apprentice certification annually by submitting each of the following:

(i) Completed renewal application

(ii) Renewal fee

(iii) Case reports

(iv) Annual reports

(v) Skill evaluation

(b) Assist in the practice of funeral directing for a minimum often (10) funeral cases each year.

(c) Complete a course of study culminating in:

(i) a certificate of funeral service arts or graduation from a funeral service program at an accredited mortuary school; or

(ii) a bachelor's degree from an accredited college or university.

(4) Before an apprentice may be certified by the board to take the licensing exams or obtain a license the apprentice shall:

(a) Complete a minimum of24 consecutive months of a funeral director apprenticeship.

(b) Assist in the practice of funeral directing by conducting or arranging a minimum of fifty (50) funeral cases.

(c) Submit the required case reports, annual reports, skill evaluation, and proof of obtaining the education requirements.

(d) Meet all other requirements set forth in Code of Ala 1975, §§34-13-70 through - 73.

(5) The board may offer a waiver of time requirements to an apprentice who experiences an interruption in the course of apprenticeship caused by active-duty military service required by the United States Armed Forces or any other circumstances that the board deems excusable and beyond the control of the applicant.

(6) The provisions of this rule shall apply to all individuals who hold or receive an active apprentice certification on or after May 1, 2022.

Author: Charles M. Perine
Statutory Authority: Code of Ala. 1975, §34-13-26, 34-13-130, 34-13-131, 34-13-132.
History: **Amended:** Filed August 9, 1985. (Rule previously entitled "Apprentice Funeral Directors and Embalmers.") **Amended:** Filed September 12, 2017; effective October 27, 2017. **Amended:** Published July 29, 2022; effective September 12, 2022.

395-X-3-.02 Course Of Apprentice Embalmer.

(1) Time requirements:

(a) The course of an embalmer apprenticeship shall be 60 consecutive months starting on the original issue date of the certification and continuing until the defined end date.

(b) No apprenticeship shall continue beyond the 60-month course, including where an apprentice certification has expired and been reactivated pursuant to Code of Ala. 1975, §§34-13-131 and Alabama Administrative Code r. 395-X-2-.02. An apprenticeship ce1tification may not be reactivated more than two times.

(2) Only one course of apprenticeship may be granted to any individual. Therefore, an individual who holds or receives an active apprentice certification on or after May 1, 2022, may not seek a new apprentice certification.

(3) During the course of an embalmer apprenticeship the apprentice shall:

(a) Renew the apprentice certification annually by submitting each of the following:

(i) Completed renewal application

(ii) Renewal fee

(iii) Case reports

(iv) Annual reports

(v) Skill evaluation

(b) Assist in the practice of embalming for a minimum often (10) embalming cases each year. college in accordance with §34-13-50, Code of Ala. 1975.

(c) Graduate from an accredited embalming school or college in accordance with §34-13-50, Code of Ala. 1975.

(4) Before an apprentice may be certified by the board to take the licensing exams or obtain a license the apprentice shall:

(a) Complete a minimum of24 consecutive months of an embalmer apprenticeship.

(b) Assist in the practice of embalming for a minimum total of fifty (50) embalming cases.

(c) Submit the required case reports, annual reports, skill evaluation, and proof of obtaining the education requirements.

(d) Meet all other requirements set forth in Code of Ala. 1975, §§34-13-90 through - 94.

(5) The board may offer a waiver of time requirements to an apprentice who experiences an interruption in the course of apprenticeship caused by active-duty military service required by

the United States Armed Forces or any other circumstances that the board deems excusable and beyond the control of the applicant.

(6) The provisions of this rule shall apply to all individuals who hold or receive an active apprentice certification on or after May 1, 2022.

Author: Charles M. Perine
Statutory Authority: Code of Ala. 1975, §34-13-26, 34-13-130, 34-13-131, 34-13-132.
History: **Amended:** Filed August 9, 1985. (Rule previously entitled "Apprentice Annual Reports.") **Amended:** Filed September 12, 2017; effective October 27, 2017. **Amended:** Published July 29, 2022; effective September 12, 2022.

395-X-3-.03 Apprentice Supervision.

(1) Title 34, Chapter 13, Code of Ala. 1975, requires apprentice funeral director's period of apprenticeship to be under the supervision of a licensed funeral director. Title 34, Chapter 13, Code of Ala. 1975, requires apprentice embalmers' period of apprenticeship to be under the supervision of a licensed embalmer.

(2) The apprentice supervisor may only supervise three apprentices at any given time, excluding the Embalming Clinical Lab sites for mortuary colleges or schools.

(3) The apprentice supervisor's license(s) must be current, actively working, and in good standing with the board. For this section, good standing means the licensee has a current license with no pending actions and is not on probation with the board.

(4) Whenever an apprentice funeral director or apprentice embalmer is performing any of the activities or duties of licensed funeral directors or embalmers, respectively, a licensed funeral director or licensed embalmer under whose supervision the apprentice funeral director or apprentice embalmer is performing the particular activity or duty, must:

(a) be present on the premises of the funeral establishment where the activities or duties are being performed; and

(b) be readily available to assist the apprentice.

(5) When an apprentice funeral director or apprentice embalmer is performing any of the activities or duties of licensed funeral directors or embalmers, respectively, and that work is not being performed on the premises of the funeral establishment, a licensed funeral director or licensed embalmer under whose supervision the apprentice funeral director or apprentice embalmer is performing the particular activity or duty, must:

(a) be present on the premises of the church, synagogue, chapel, auditorium, cemetery, or any other location where the activities or duties are being performed; and

(b) be readily available to assist the apprentice.

Author: Charles M. Perine
Statutory Authority: Code of Ala. 1975, §34-13-26.
History: **New Rule:** Filed August 10, 2004; effective September 14, 2004. **Amended:** Filed September 12, 2017; effective October 27, 2017.