



ARKANSAS INSURANCE DEPARTMENT
FUNERAL SERVICES DIVISION | EMBALMERS & FUNERAL DIRECTORS

APPRENTICE FUNERAL DIRECTOR'S CASE REPORT

****IMPORTANT****

Per [Rule V – Apprenticeship, \(3\)](#), all case reports must be filed in the Board Inspector's office by the 10th of the month following the month in which work was actually performed. The report may be **mailed, e-mailed** (as a scanned attachment), or **faxed**, but it must be received by the Inspector by the close of business on the 10th day of the month. If the 10th day of the month falls on a weekend day or state holiday, then the report is due by the close of business on the first business day following the weekend or holiday.

Apprentice Funeral Director's Name _____

Apprenticeship No. _____

Date Case Completed _____

Case Number (e.g. 1, 2, ..., 50) _____

IDENTIFICATION SECTION:

Name of Deceased: _____ Address: _____

Age at Death: _____ Sex: _____ Place of Death: _____ DOD: _____ Hour: _____

Location of Funeral: _____ Date: _____ Hour: _____

Location of Burial: _____ Cremation? ☐ Yes ☐ No Where? : _____

Cause(s) of Death: _____ How ascertained? _____

Was the Body Embalmed? ☐ Yes ☐ No Casket Type: _____

Outer Burial Container Type: _____ Condition of Body - Day of Funeral: _____

DUTIES/RESPONSIBILITIES: [Refer to [Rule V, \(5\)](#) for required number of services. Check All That Apply]

- _____ A. Make the arrangements or observe the arrangements being made with the family, including the selection of merchandise.
- _____ B. Set up the church and organize how family and friends are to be directed.
- _____ C. Direct family, or assist in doing so, at the funeral and cemetery service, and dismiss the family and friends at the conclusion of the service.
- _____ D. Be in charge of the movement of the casket and instruct the pallbearers.
- _____ E. Organize the funeral procession and determine where and how parking is to be done at the chapel or church or any other place.
- _____ F. Arrange flowers.
- _____ G. Direct movement of people when viewing the deceased at the chapel or church or any other place.
- _____ H. Organize the "Order of Service" with minister and musicians.

NARRATION REQUIRED: On Page 2 of this report form, in your own words, describe, in detail, your duties/responsibilities on this case.

Apprentice Funeral Director's Signature

Date Signed

I certify that the information contained in this case report is a true and correct statement of the work done in the above-referenced funeral service and that this work was done under my direct supervision.

Licensed Funeral Director's Signature (Mentor)

Date Signed

Mentor's Board ID No.

****IMPORTANT: All portions of this form MUST BE COMPLETED or the case report will not be accepted****

APPRENTICE FUNERAL DIRECTOR'S CASE REPORT (CONTINUED)

Apprentice Funeral Director's Name

Apprenticeship No.

Date Case Completed

Case Number (e.g. 1, 2, ..., 50)

OTHER DUTIES/RESPONSIBILITIES: [Not itemized under [Rule V, #5](#), but that may be required by employer.]

- ☐ Prepared Notice of Service/Obituary for newspapers and/or other (hardcopy print and/or web-based media)
- ☐ Order copy(ies) of Death Certificate [Electronic Registration of Arkansas Vital Events (ERAVE) system]
- ☐ Prepared Funeral Service Programs and/or Video Life Tribute
- ☐ Coordinated Military Veteran arrangements: Flag, Military Honor Guard, Marker, etc.
- ☐ Processed file documentation: information sheet(s), insurance assignment(s), final billing statement, etc.
- ☐ Filed claim(s) on assigned insurance/annuity policies, Social Security benefits, etc.
- ☐ Make removals from place of death.
- ☐ Other (Describe): _____
- ☐ Other (Describe): _____

COMMENTS / DESCRIPTIONS / NOTES:

NOTE: The Comments/Descriptions/Notes for each new case should be an *original narrative* – not copied or “cut-and-pasted” from previous case reports.

Any attachments to this case report form should include the **Apprentice Funeral Director's Name** and **Case Number** for reference purposes.

Return Completed Case Report To: Arkansas Department of Commerce
Arkansas Insurance Department | Funeral Services Division
1 Commerce Way, Suite 502 | Little Rock, AR 72202-2087
Phone (501) 682-0574 | Fax (501) 682-0575
E-Mail: AID.EFD@arkansas.gov