

EMBALMERS AND FUNERAL DIRECTORS

RULE V - APPRENTICESHIP

1. Any person desiring to apprentice in the science of embalming in this state shall be 18 years of age, have graduated from an accredited high school or been issued a certificate of equivalency issued by the public school system or the military service, or an accredited college or university, one (1) year in an Arkansas licensed establishment under an embalmer licensed by this Board, and shall assist in the preparation of at least fifty (50) bodies. This apprenticeship shall be registered with the Board, on applications provided by the Board, and individual case reports must be signed by both the apprentice and the licensed embalmer under whose supervision the work was done, and filed with the Board by the 10th day of the following month. This apprenticeship may be served before, during, or after attending mortuary school, except when receiving the State Assistance Grant to attend mortuary school, then the apprenticeship must be served prior to attending mortuary school.
2. Any person desiring to apprentice in the business of funeral directing in this state shall be 18 years of age, have graduated from an accredited high school or been issued a certificate of equivalency issued by the public school system or the military service, or an accredited college or university. He/she shall serve two (2) years in an Arkansas licensed establishment under a funeral director licensed by this Board, and shall actively assist in the conducting of fifty (50) funerals. This apprenticeship shall be registered with the Board, on forms provided by the Board, and individual case reports must be signed by both the apprentice and the licensed funeral director under whose supervision the work was done, and filed with the Board by the 10th day of the following month. If any person is a graduate of an accredited school of mortuary science and has passed the National Conference Exam, that person shall be required to serve only one (1) year as an apprentice funeral director.
3. All funeral director and/or embalmer 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.
4. Any person who is registered as an apprentice embalmer and/or funeral director in the State of Arkansas is required to complete this apprenticeship within three (3) years of the date of registration. If not completed within three (3) years, the apprentice may re-register for a second three (3) years. If the apprenticeship is not completed within six (6) years of the date of original registration, he or she shall not be eligible to register as an apprentice for twenty-four (24) months. After this twenty-four (24) month period, a person may register as an apprentice and begin the process from the beginning, including case reports.
5. All funeral director apprentices shall perform the following duties, and register the required number of services with the Board during his/her term of apprenticeship:
 - (a) Ten (10) Services: Either make the arrangements or observe the arrangements being made with the family, including the selection of merchandise.
 - (b) Five (5) Services: Make the church set-up and organize how family and friends are to be directed.
 - (c) Ten (10) Services: Direct family, or assist in doing so, at the funeral and cemetery service, and dismiss family and friends at the conclusion of the service.

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- (d) Five (5) Services: Be in charge of the movement of the casket and instruct the pallbearers.
 - (e) Five (5) Services: Organize the funeral procession, and determine where and how parking is to be done, either chapel or church, or any other place.
 - (f) Five (5) Services: Arrange flowers.
 - (g) Five (5) Services: Direct movement of people when viewing remains, at either chapel, church or any other place.
 - (h) Five (5) Services: Organize "Order of Service" with minister and musicians.
6. Any person desiring to apprentice in the business of funeral directing and or embalming with more than one firm, may do so by completing the applicable apprenticeship form(s) and statement of apprenticeship form and register with the Board office. There are no additional fees for adding an additional location.
 7. Any person registered as an apprentice who desires to add additional licensees/supervisors, may do so by having those licensees send a signed, notarized statement to the Board office indicated their willingness to serve as a supervisor.
 8. Any person registered as an apprentice who desires to leave a registered location for a new location, must register the new location with the Board before starting that apprenticeship.