

Funeral Trainee Instructions

Please be sure to **thoroughly** read through the requirements so you understand what is required of both the trainee and the sponsor. A copy of Administrative Rule 20:45:03:02 which outlines the requirements of the trainee program, as well as ARSD 20:45:03:02.03, which outlines the supervision requirements for the sponsor are included.

The traineeship must be a minimum of one year (and no less than 2,080 hours) and completed within three years of the **initial registration date**. Your initial trainee license will be effective for 24 months from the initial registration date. If the final 12 months (for a total of 36 months or 3 years) are needed, you must contact the board office for instructions on how to update the license. Beyond that, South Dakota law prohibits any extensions. A trainee must apply for licensure within 5 years of completing the traineeship, or the traineeship must be repeated.

If the trainee is terminated by the sponsor or changes sponsors, the trainee must **reapply** and be granted registration under a new sponsor before a trainee resumes work. The initial registration date of the traineeship is still the initial registration date with the **first** sponsor. The trainee must notify the board in writing with any changes in circumstances or supervision within ten days of the event. *If a trainee was granted their license under the requirement of being enrolled in a mortuary program, versus completed with a mortuary program, it is the trainee's responsibility to notify the board if they are no longer enrolled in the mortuary program, as they would no longer be eligible to hold their license as a trainee. It is not the responsibility of the board to track the ongoing education status of the trainee. The administrative rule specifically requires the trainee to notify the board of those changes. You've already agreed to this by signing the trainee application.

During the traineeship, the trainee must:

- 1) Work at least 2,080 hours (this is equivalent to full time work for 1 year)
- 2) Complete 25 acceptable embalming case reports
- 3) Complete monthly report cards
- 4) Assist in directing 25 funerals
- 5) Present 5 sets of funeral arrangements

All forms can be found on the board website: <https://doh.sd.gov/licensing-and-records/boards/funeral/licensing-requirements/>

Please carefully review the information on how to submit reports as this process has changed

*Please note, activities being completed for credit towards an accredited mortuary program may not also be used to satisfy the requirements above. You've already agreed to this on the application for your traineeship by signing it.

Supervisor Requirements

Sponsors, be sure to carefully review ARSD 20:45:02:03 to understand the requirements of supervision. Failure to comply with this section is grounds for licensure action pursuant to SDCL 36-19-38. Please be advised that:

- 1) Sponsors must be **physically present** at the same funeral establishment as the trainee to directly supervise the trainee's **first five** embalming cases. Thereafter, if the sponsor determines the trainee has demonstrated competency and professionalism, the trainee may only work if the sponsor is immediately available in person or by telecommunications.
- 2) The sponsor must notify the board in writing within 10 days if they terminate the traineeship.
- 3) If the sponsor is no longer available, the trainee may not perform any work until the trainee has applied for and received registration under a new sponsor.
- 4) The sponsor is responsible for the trainee's actions and work in funeral service, and for ensuring the trainee completes all required reports and forms.
- 5) As a sponsor, you may not supervise more than one trainee at a time.
- 6) A trainee's registration must be displayed at the establishment
- 7) Please be reminded, a funeral service licensee may NOT:
 - a. Allow an individual to do the work of a trainee if the individual is not registered with the board
 - b. Allow an individual who has completed the traineeship to continue to do the work of a trainee (ie, once the license of the trainee is expired, it is expired, there are no exceptions)

Submitting reports, this process has changed, please read carefully:

All reports and forms will need to be submitted at the end of the traineeship, in numerical order, at once. Everything should be dated for when the service occurs. It is the responsibility of the trainee and sponsor to ensure forms are completed correctly and entirely. The board review officer will only review the forms once a complete packet is submitted. Do not send individual forms or reports in. Make sure you keep all reports and forms in a safe place until they are ready to be submitted, as you are responsible for them.

All reports can be found, here: <https://doh.sd.gov/licensing-and-records/boards/funeral/licensing-requirements/> under "types and forms" and then "trainee forms".

If the board office can be of assistance to you, please do not hesitate to contact us at 605-642-1600.