

## APPROVED

### BOARD OF FUNERAL DIRECTORS AND EMBALMERS MINUTES OF TASK FORCE ON THE RESIDENT TRAINEE PROGRAM

Wednesday, April 27, 2005

Department of Health Professions  
6603 W. Broad Street, 5th Floor Room 1  
Richmond, Virginia, 23230

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**CALL TO ORDER:** A meeting of the Virginia Board of Funeral Directors, Task Force on the Resident Trainee Program was called to order at 9:00 a.m.

**PRESIDING:** Randy Minter, Chair

**MEMBERS PRESENT:** Billie Watson-Hughes, Board Member  
Rick Sikon, Program Director, JTCC  
Frank Walton, Program Director, NSU  
D. D. Watson, President, VMA  
Bill Carter, F.S.L., Bliley Funeral Home

**BOARD MEMBERS PRESENT:** Michael Williams

**MEMBERS ABSENT:** Bob Burger, Jr., Board Member

**STAFF PRESENT:** Elizabeth Young, Executive Director  
Annie B. Artis, Operations Manager  
Elaine Yeatts, Senior Policy Analyst

**OTHERS PRESENT:** David Partridge, Regulatory Support Services

**QUORUM:** With six members present, a quorum was established.

**ORDER OF AGENDA:** On a properly seconded motion by Mr. Walton, the Committee moved to accept the agenda with amendments.

**INTRODUCTION OF BOARD AND STAFF** Members of the Board, the Task Force Committee, DHP staff and guests introduced themselves.

**PUBLIC COMMENT:** Mr. Partridge stated that the publication, The Director of the National Funeral Directors Association requested that an article be written by Meredyth Partridge regarding education and trainee. Mr. Williams recommended that the article be submitted to the Board for review at its next full Board meeting in June.

**REVIEW OF MINUTES**

The minutes from the Task Force Meeting on the Resident Trainee program of February 9, 2005 and the Board meeting of March 8, 2005 were reviewed; **(Ms. Hughes had one correction)**

**DRAFT AMENDMENTS TO  
THE RESIDENT TRAINEE  
PROGRAM**

Mr. Sikon recommended that the resident trainees be audited each renewal period to verify hours worked if the Board selected to change the program to 3000 hours. There was discussion of 18 VAC 65-40-130 (A.) of the Resident Trainee regulations regarding the minimum of hours of 30 to work. Mr. Sikon and Mr. Walton stated that changing the number of hours to 20 hours would make it more conducive to those who had a second profession. Mr. Watson expressed concern about the lack of having a tracking system in place to monitor hours that were actually worked. Ms. Young stated that the current system currently has no tracking system; all reporting is on an honor system.

Mr. Sikon and Mr. Walton both agreed that the intent of requiring fewer hours was to grant flexibility, as well as, making the resident trainees more attractive to funeral homes by enabling them to hire on a part-time basis; therefore, increasing the placement of resident trainees. Mr. Sikon further stated that the intent is not to make it easier for individuals; but he wants to present the opportunity for those to work who would not otherwise be able to work an apprenticeship on a full-time basis. He stated that at John Tyler Community College, there are forty-students graduating and only nine have apprenticeships. The proposed change may make it more attractive for funeral homes to hire resident trainees.

A suggestion was made to write letters to the associations inviting them to attend the May 10, 2005 meeting: IFHV, VFDA, and VMA.

Mr. Williams stated that mortuary schools now offer more flexibility due to the availability of the internet. It has enabled individuals to work while taking classes at various times of the day.

Mr. Watson stated that some states are requiring that resident trainees acquire employment at a funeral home prior to being accepted into mortuary science school.

The Committee recommended the following amendments to  
The resident trainee regulations:

#### **18VAC65-40-10. Definitions.**

"Direct supervision" means that a licensed funeral service professional is present and on the premises of the facility.

"Full-time school attendance" means that the individual attending mortuary science school is enrolled in 12 or more semester hours of coursework per semester.

#### **18VAC65-40-40. Fees.**

A. The following fees shall be paid as applicable for registration:

1. Funeral service resident trainee registration, reinstatement or renewal \$75; 100;
2. Late fee for renewal up to 30 days after expiration \$25; 35
5. Change of supervisor \$15;25

#### **18VAC65-40-90. Renewal of registration.**

A. The resident trainee registration shall expire on ~~January~~ March 31 of each calendar year and may be renewed by submission of the renewal notice and prescribed fee.

#### **18VAC65-40-130. Resident training.**

A. The trainee program shall consist of at least ~~18 months~~ 3000 hours with a minimum of 30 hours per week of resident training. Every resident trainee shall be assigned a full-time work schedule of at least 20 hours each week in order to obtain credit for such training. If the resident trainee works a minimum of 20 hours per week, he shall complete the resident trainee program within 24 months of application. The trainee shall be required to receive training in all areas of funeral service. Additional and further hours may be at the discretion of the supervisor or may be a requirement of the facility as prescribed in 54.1-2813 (iv.) of the Code of Virginia.

B. An individual may hold an active traineeship registration for a maximum of 48 months from the date of initial registration for the traineeship program. The board, in its discretion, may grant an extension of the traineeship registration. After five years within the program, the Board may grant an extension or deny the request.

~~C. A resident trainee shall not attend school full-time while serving his traineeship.~~

C. The Board may waive any limitations if it determines that their Enforcement of any regulations will create an unreasonable hardship.

#### **18VAC65-40-160. Trainee work schedule. Repealed.**

~~Every resident trainee shall be assigned a full time work schedule of at least 40 hours each week in order to obtain credit for such training. The trainee shall be required to receive training in all areas of funeral service. Additional and further hours may be at the discretion of the supervisor or may be a requirement of the facility.~~

**18VAC65-40-220. Qualifications of training site.**

3. Have ~~35~~ 50 or more funerals and ~~35~~ 50 or more bodies for embalming over a 12-month period for each person to be trained. This total must be maintained throughout the period of training. If the establishment does not meet the required number of funerals or embalming, the resident trainee may seek approval for an additional training site.

**18VAC65-40-250. Requirements for supervision.**

B. The board shall approve only funeral service licensees, licensed funeral directors, or licensed embalmers to give funeral training who ~~have hold~~ have hold a full and unrestricted Virginia funeral license for five consecutive years and are employed ~~full-time or under contract with in~~ full-time or under contract with in the establishment where training occurs.

**18VAC65-40-300. Interruption and reinstatement.**

A. If the program is interrupted, the trainee shall ~~obtain a new supervisor and submit a new application for approval.~~ submit a new application after 48 months. If a resident trainee changes his supervisor, he shall submit new forms.

**18VAC65-40-320. Reports to the board: ~~six-month~~ 1000 hour report; partial report.**

A. The trainee, the supervisor or supervisors, and the establishment shall submit a written report to the board at the end of every ~~six months~~ 1000 hours of training. The report shall:

1. Verify that the trainee has actually served in the required capacity during the preceding ~~six months;~~ 1000 hours and

2. Be received in the board office no later than 10 days following the end of the ~~six-month~~ 1000 hour period. Late reports may result in additional time being added to the traineeship.

B. If the training program is terminated or interrupted prior to completion of a six-month period, the trainee and the supervisor shall submit a partial report to the board with a written explanation of the cause of program termination or interruption. If the resident trainee changes his supervisor or training site, he shall submit a partial credit report.

1. The partial report shall provide the amount of time served and the dates since the last reporting period. Credit for partial reports shall indicate the number of hours of training completed ~~be given in increments of one month.~~

2. Partial reports shall be received in the board office no later than 10 days after the change in supervisor or training site ~~interruption or termination of the trainee program~~. Credit may be deducted for late reports.

**18VAC65-40-340. Supervisors' responsibilities.**

E. The supervisor shall provide the trainee with learning opportunities for instruction in making preneed funeral arrangements providing cremation service, and instruction on the laws and regulations pertaining to the practice of funeral service. ~~preneed funeral contracts and disclosures.~~

**DRAFT OF REVISED RESIDENT  
TRAINEE REPORTING FORMS**

The Task Force reviewed and revised the new reporting forms. The forms are attached to the minutes. Further, the Task Force recommends requiring the Supervisor completes the forms and submits the forms to the board; and has the Resident trainee submit the form listing the number of embalmings and funerals.

**DRAFT AMENDMENTS TO THE  
RESIDENT TRAINEE STATUTE**

The Task Force recommended the terminology change from resident trainee to funeral service intern.

**ADJOURNMENT**

With all business concluded, the Committee adjourned at 12:00 noon.

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**Randy Minter, Chairperson**

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**Elizabeth Young, Executive Director**

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Date

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Date