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**Call to Order – Blair H. Nelsen, FSL, Committee Chair**

- Welcome and Introductions
- Emergency Egress Procedures
- Mission of the Board

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**Ordering of Agenda**

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**Public Comment**

*The Board will receive public comment related to agenda items at this time. The Board will not receive comment on any pending regulation process for which a public comment period has closed or any pending or closed complaint or disciplinary matter.*

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**Discussion**

- Funeral Service Internship Program
  - Periodic Review Recommendations
  - NOIRA on Regulations for the Funeral Service Internship Program (18 VAC 65-40-10 et seq.) – Incorporation into Periodic Review
  - Review and Recommendations Regarding Funeral Service Internship Program Hours

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**Meeting Adjournment**

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This information is in **DRAFT** form and is subject to change. The official agenda and packet will be approved by the public body at the meeting and will be available to the public pursuant to Virginia Code Section 2.2-3708(D).



Virginia Department of  
**Health Professions**  
Board of Funeral Directors and Embalmers

**Ad Hoc Committee Meeting  
on Internships**

**July 10, 2018**

The Virginia Board of Funeral Directors and Embalmers convened for an Ad Hoc Committee Meeting on Internships on Tuesday, July 10, 2018 at the Department of Health Professions, Perimeter Center, 9960 Mayland Drive, 2<sup>nd</sup> Floor, Training Room #2, Henrico, Virginia.

**BOARD MEMBERS PRESENT:**

Blair Nelsen, FSL, Committee Chair  
R. Thomas Slusser, Jr., FSL, Committee Member  
Joseph Frank Walton, FSL

**DHP STAFF PRESENT FOR ALL OR PART OF THE MEETING:**

Corie Tillman Wolf, Executive Director  
Lynne Helmick, Discipline Deputy Director  
Sarah Georgen, Licensing and Operations Manager  
Heather Wright, Program Manager

**OTHER PARTICIPANTS:**

Janet Stephens, Associate Professor, John Tyler Community College

**QUORUM:**

With 2 members present at the meeting, a quorum was established.

**CALL TO ORDER**

Mr. Nelsen called the meeting to order at 1:06 p.m. and asked the Board members and staff to introduce themselves.

**PUBLIC COMMENT**

There was no public comment.

**PURPOSE OF THE MEETING:**

Mr. Nelsen stated that the purpose of the meeting was to draft regulations regarding the student embalming of cadavers in order to present to the full Board as recommended regulatory language.

**DISCUSSION**

*STUDENT EMBALMING*

*Current and Proposed Structure of Student Embalming Courses in Mortuary Science Programs*

Mr. Nelsen opened the floor for discussion, and requested that Ms. Stephens and Mr. Walton provide insight on the anticipated implementation of student embalming in funeral establishments based on their knowledge as faculty members at accredited mortuary science programs for further discussion by the Committee.

Ms. Stephens provided the Committee with a Funeral Services Preceptor Manual and Training, as well as a PowerPoint presentation of the Preceptor Training provided by John Tyler Community College (JTCC). She briefly discussed the contents of the information and stated that JTCC has implemented a maximum of two students per cadaver until state regulations were approved.

Mr. Nelsen stated that the Board wanted to ensure adequate instruction, ability to supervise, and continuity in the process of instruction and outcome for students. Mr. Walton agreed that legislation of this issue was necessary and suggested that the Committee consider three to four students per cadaver, which would allow two students to work and two students to observe.

The Committee discussed the condition of the preparation room and Mr. Walton requested if the inspection report could be shared with schools to ensure that students are not working with location with disciplinary action or inspection issues. Ms. Helmick stated that the Board was unable to release inspection reports due to specific statutory exemption as outlined in §54.1-2400.2 of the Code of Virginia.

Mr. Walton requested the Committee to consider the American Board of Funeral Service Education (ABFSE) requirements regarding the preparation room requirements.

*Recommendations Regarding Student Embalming Regulations*

Upon discussion of the proposed requirements for students assisting with embalming, the Committee recommended that the mortuary education program verify that the funeral establishment holds a current, unrestricted license issued by the Board (requirement no. 1); that the mortuary education program, the training site, or preceptor meet the requirements of the ABFSE regarding the preparation room, number of embalmings per year, and qualification of licensees or embalmers (requirement no. 2); and specify the permission to embalm should be listed on the authorization to embalm form and ensure consistency in the wording used to reference the form (requirement no. 5).

*FUNERAL SERVICE INTERNSHIP PROGRAM*

*Supervision of Funeral Service Interns During Embalming Procedures*

The Committee briefly discussed the supervision of funeral service interns during the embalming procedures and made no recommendations on the current requirements and regulations at this time; however, the regulations may be further reviewed during the periodic review to ensure internal consistency.

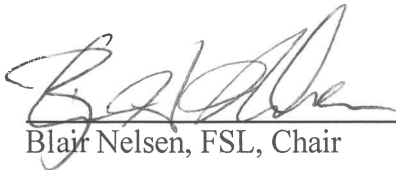
*Recommendations Regarding Periodic Review of 18VAC65-10-10 et seq. Regulations for the Funeral Service Internship Program*

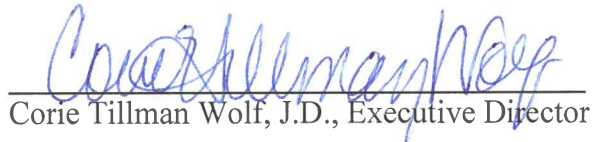
Ms. Tillman Wolf requested the Committee to review the staff recommendations which included revisions to typos (18VAC65-40-110, 18VAC65-40-220), reference to electronic renewal notices (18VAC65-40-90), possible clarification of supervision for funeral interns (18VAC65-40-10, 18VAC65-40-250, 18VAC65-40-340), possible changes to language that relates to deduction of credit hours for late intern reports (18VAC65-40-320, 18VAC65-40-330), and clarification of the discipline provision to include compliance with applicable statutes (18VAC65-40-640).

By a previously filed public comment, Ms. Stephens requested the Board review the number of required hours for an internship (18VAC65-40-130).

**ADJOURNMENT**

With all business concluded, the meeting adjourned at 2:35 p.m.

  
Blair Nelsen, FSL, Chair

  
Corie Tillman Wolf, J.D., Executive Director

7/31/18  
Date

July 31, 2018  
Date



townhall.virginia.gov

## Notice of Intended Regulatory Action (NOIRA) Agency Background Document

<b>Agency name</b>	Board of Funeral Directors and Embalmers, Department of Health Professions
<b>Virginia Administrative Code (VAC) citation(s)</b>	18VAC65-40-10 et seq.
<b>Regulation title(s)</b>	Regulations for the Funeral Service Intern Program
<b>Action title</b>	More accountability for funeral service interns
<b>Date this document prepared</b>	1/16/18

This information is required for executive branch review and the Virginia Registrar of Regulations, pursuant to the Virginia Administrative Process Act (APA), Executive Orders 17 (2014) and 58 (1999), and the *Virginia Register Form, Style, and Procedure Manual*.

### Subject matter and intent

*Please describe briefly the subject matter, intent, and goals of the planned regulatory action.*

The Board of Funeral Directors and Embalmers has adopted a recommendation of the Ad Hoc Committee on Funeral Interns that a Notice of Intended Regulatory Action be initiated to do the following: 1) amend 18VAC65-40-130 (A) to indicate training should be completed within not less than 18 months nor more than 60 months, and that the Board would only consider extensions for extenuating circumstances; 2) require supervisors to register for supervision of each funeral service intern with an expiration for the registration of 60 months or at the completion of the intern's training, whichever occurs first in order to allow the Board to track active supervisors and make sure supervisors are in good standing; and 3) add a regulation requiring that interns be identified to the public as interns in titles, correspondence, and communications with the public.

**Legal basis**

Please identify the (1) the agency (includes any type of promulgating entity) and(2) the state and/or federal legal authority for the proposed regulatory action, including the most relevant citations to the Code of Virginia or General Assembly chapter number(s), if applicable. Your citation should include a specific provision, if any, authorizing the promulgating entity to regulate this specific subject or program, as well as a reference to the agency’s overall regulatory authority.

**18VAC65-40-10 et seq. Regulations for the Funeral Service Intern Program** are promulgated under the general authority of Chapter 24 of Title 54.1 of the Code of Virginia. Section 54.1-2400 (6) provides the Board with authority to promulgate regulations to administer the regulatory system:

**§ 54.1-2400 -General powers and duties of health regulatory boards**

*The general powers and duties of health regulatory boards shall be:*

- ...
- 6. *To promulgate regulations in accordance with the Administrative Process Act (§ [2.2-4000](#) et seq.) which are reasonable and necessary to administer effectively the regulatory system. Such regulations shall not conflict with the purposes and intent of this chapter or of Chapter 1 (§ [54.1-100](#) et seq.) and Chapter 25 (§ [54.1-2500](#) et seq.) of this title.*

Authority for the Board to take disciplinary action for failure to adequately supervise funeral service interns is found in:

**§ 54.1-2806. Refusal, suspension, or revocation of license.**

*The Board may refuse to admit a candidate to any examination, refuse to issue a license to any applicant and may suspend a license for a stated period or indefinitely, or revoke any license or censure or reprimand any licensee or place him on probation for such time as it may designate for any of the following causes: ...*

- 21. *Failure to comply with the reporting requirements as set forth in § [54.1-2817](#) for registered funeral service interns;*
- 22. *Failure to provide proper and adequate supervision and training instruction to registered funeral service interns as required by regulations of the Board;*

Authority to regulation funeral service interns is found in:

**§ 54.1-2817. Funeral service interns.**

*A person desiring to become a funeral service intern shall apply on a form provided by the Board. The applicant shall attest that he holds a high school diploma or its equivalent. The Board, in its discretion, may approve an application to be a funeral service intern for an individual convicted of a felony, if he has successfully fulfilled all conditions of sentencing, been pardoned, or has had his civil rights restored. The Board shall not, however, approve an application to be a funeral service intern for any person convicted of embezzlement or of violating subsection B of § [18.2-126](#).*

*The Board, in its discretion, may refuse to approve an application to be a funeral service intern for an individual who has a criminal or disciplinary proceeding pending against him in any jurisdiction in the United States.*

*When the Board is satisfied as to the qualifications of an applicant, it shall issue a certificate of internship. When a funeral service intern wishes to receive in-service training from a person licensed for the practice of funeral service, a request shall be submitted to the Board. If such permission is granted and the funeral service intern later leaves the proctorship of the licensee whose service has been entered, the licensee shall give the funeral service intern an affidavit showing the length of time served with him. The affidavit shall be filed with the Board and made a matter of record in that office. Any funeral service intern seeking permission to continue in-service training shall submit a request to the Board.*

*A certificate of internship shall be renewable as prescribed by the Board. The Board shall mail at such time as it may prescribe by regulation, to each registered funeral service intern at his last known address, a notice that the renewal fee is due and that, if not paid by the prescribed time, a penalty fee shall be due in addition to the renewal fee.*

*The registration of any funeral service intern who is in the active military service of the United States may, at the discretion of the Board, be held in abeyance for the duration of his service. The Board may also waive the renewal fees for such military personnel.*

*All registered funeral service interns shall report to the Board on a schedule prescribed by the Board upon forms provided by the Board, showing the work which has been completed during the preceding period of internship. The data contained in the report shall be certified as correct by the person licensed for the practice of funeral service under whom he has served during this period and by the person licensed for the practice of funeral service owning or managing the funeral service establishment.*

*Before such funeral service intern becomes eligible to be examined for the practice of funeral service, evidence shall be presented along with an affidavit from any licensee under whom the intern worked showing that the intern has assisted in embalming at least 25 bodies and that the intern has assisted in conducting at least 25 funerals. In all applications of funeral service interns for licenses for the practice of funeral service, the eligibility of the applicant shall be determined by the records filed with the Board. The successful completion by any person of the internship shall not entitle him to any privilege except to be examined for such license.*

*Credit shall not be allowed for any period of internship that has been completed more than three years prior to application for license or more than five years prior to examination for license. If all requirements for licensure are not completed within five years of initial application, the Board may deny an additional internship. A funeral service intern may continue to practice for up to 90 days from the completion of his internship or until he has taken and received the results of all examinations required by the Board. However, the Board may waive such limitation for any person in the armed service of the United States when application for the waiver is made in writing within six months of leaving service or if the Board determines that enforcement of the limitation will create an unreasonable hardship.*

*The Board shall have power to suspend or revoke a certificate of internship for violation of any provision of this chapter.*

*No more than two funeral service interns shall be concurrently registered under any one person licensed for the practice of funeral service, funeral directing or embalming. Each sponsor for a registered funeral service intern must be actively employed by or under contract with a funeral establishment.*

## Purpose

*Please describe the specific reasons why the agency has determined that the proposed regulatory action is essential to protect the health, safety, or welfare of citizens. In addition, please explain any potential issues that may need to be addressed as the regulation is developed.*

The purpose of this regulatory action is to provide clear, enforceable regulations for the supervision and practice of interns, so that interns and funeral homes are not misleading the public about their status and that they are being appropriately supervised to protect the public health and safety in the handling of human remains.

## Substance

*Please briefly identify and explain the new substantive provisions that are being considered, the substantive changes to existing sections that are being considered, or both.*

The Board intends to make the following changes to regulations: 1) amend 18VAC65-40-130 (A) to indicate training should be completed within not less than 18 months nor more than 60 months, and that the Board would only consider extensions for extenuating circumstances; 2) require supervisors to register for supervision of each funeral service intern with an expiration for the registration of 60 months or at the completion of the intern's training, whichever occurs first in order to allow the Board to track active supervisors and make sure supervisors are in good standing; and 3) add a regulation requiring that interns be identified to the public as interns in titles, correspondence, and communications with the public.

## Alternatives

*Please describe any viable alternatives to the proposal considered and the rationale used by the agency to select the least burdensome or intrusive alternative that meets the essential purpose of the action. Also, include discussion of less intrusive or less costly alternatives for small businesses, as defined in § 2.2-4007.1 of the Code of Virginia, of achieving the purpose of the regulation.*

The Board has considered the use of guidance documents but believes definitive rules are necessary for public health and safety.

## Public participation



*Please indicate whether the agency is seeking comments on the intended regulatory action, including ideas to assist the agency in the development of the proposal and the costs and benefits of the alternatives stated in this notice or other alternatives. Also, indicate whether a public hearing is to be held to receive comments. Please include one of the following choices: 1) a panel will be appointed and the agency's contact if you're interested in serving on the panel is \_\_\_\_\_; 2) a panel will not be used; or 3) public comment is invited as to whether to use a panel to assist in the development of this regulatory proposal.*

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The agency is seeking comments on this regulatory action, including but not limited to: ideas to be considered in the development of this proposal, the costs and benefits of the alternatives stated in this background document or other alternatives, and the potential impacts of the regulation.

The agency is also seeking information on impacts on small businesses as defined in § 2.2-4007.1 of the Code of Virginia. Information may include: projected reporting, recordkeeping, and other administrative costs; the probable effect of the regulation on affected small businesses; and the description of less intrusive or costly alternatives for achieving the purpose of the regulation.

Anyone wishing to submit comments may do so via the Regulatory Town Hall website (<http://www.townhall.virginia.gov>), or by mail, email, or fax to Elaine Yeatts at Department of Health Professions, 9960 Mayland Drive, Suite 300, Richmond, VA 23233 or [elaine.yeatts@dhp.virginia.gov](mailto:elaine.yeatts@dhp.virginia.gov) or by fax to (804) 527-4434. Written comments must include the name and address of the commenter. In order to be considered, comments must be received by midnight on the last day of the public comment period.

A public hearing will be held following the publication of the proposed stage of this regulatory action and notice of the hearing will be posted on the Virginia Regulatory Town Hall website (<http://www.townhall.virginia.gov>) and on the Commonwealth Calendar website (<https://www.virginia.gov/connect/commonwealth-calendar>). Both oral and written comments may be submitted at that time.

The Board will not convene a regulatory advisory panel but will hear and consider comment at any meeting at which this subject matter will be discussed.

**Agency** Department of Health Professions**Board** Board of Funeral Directors and Embalmers**Chapter** Regulations for the Funeral Service Intern Program [18 VAC 65 - 40][Back to List of Comments](#)**Commenter:** Janet Stephens

6/13/18 11:52 pm

**Change in Internship Requirement**

In light of the 2017 Funeral Service Provider Workforce Study, funeral service licensees are retiring or leaving the profession at a higher rate than licensees coming into the profession. By the year 2042, half of the current licensees will be at retirement age. If we want to continue to have a pool of qualified candidates entering our profession we must make provisions to attract and attain licensees for the future.

The current 3,000 hour internship requirement is a factor in being able to continually have a pool of qualified funeral service licensees. Funeral services students are opting to go to neighboring states where the internship hours and/or time requirement is less. For example, North Carolina and West Virginia only require a year internship and Maryland only requires 1,000 hours. If we expect to meet the funeral industry future needs, we must look at reducing the internship hours or changing it to a year requirement. This would not have an adverse effect on public health and developing competent and qualified licensees. Interns can still be required to complete the 25 embalmings and 25 funerals within a year or over a period of 1,000 hours but not less than a period of a year.



Agency

Department of Health Professions

Board

Board of Funeral Directors and Embalmers

Chapter

Regulations for the Funeral Service Intern Program [18 VAC 65 - 40]

<b>Action</b>	<u><a href="#">Oversight of funeral intern program</a></u>
<b>Stage</b>	<u><a href="#">NOIRA</a></u>
<b>Comment Period</b>	Ends 9/5/2018

**[Back to List of Comments](#)****Commenter:** Dianne Rencsok

8/6/18 3:19 pm

**Appreciation for intended changes to 18VAC65-40**

The minutes of the Committee on Funeral Service Interns clearly show the effort made to obtain information on Mortuary Science programs. The supervisory requirements assure that Intern training meets educational standards. As well, identification procedures show that this practice is sensitive to the clients who need to use the services of Funeral homes. The concern and research demonstrated are appreciated.

*Commonwealth of Virginia*



**REGULATIONS**  
**FOR THE**  
**FUNERAL SERVICE INTERNSHIP**  
**PROGRAM**

**VIRGINIA BOARD OF**  
**FUNERAL DIRECTORS AND EMBALMERS**

**Title of Regulations: 18 VAC 65-40-10 et seq.**

**Statutory Authority: § 54.1-2400 and Chapter 28**  
**of Title 54.1 of the *Code of Virginia***

**Revised Date: January 14, 2015**

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## **Part I. General Provisions.**

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

In addition to words and terms defined in § 54.1-2800 of the Code of Virginia, the following words and terms when used in this chapter shall have the following meanings, unless the context clearly indicates otherwise:

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

"Supervisor" means a licensed employee at the training site who has been approved by the board to provide supervision for the funeral intern.

"Training site" means the licensed funeral establishment, facility, or institution that has agreed to serve as a location for a funeral service internship and has been approved by the board.

### **18VAC65-40-20 to 18VAC65-40-30. [Repealed]**

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

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

- |  |       |
|--|-------|
| 1. Funeral service intern<br>registration                  | \$150 |
| 2. Funeral service intern renewal                          | \$125 |
| 3. Late fee for renewal up to one<br>year after expiration | \$45  |
| 4. Duplicate copy of intern<br>registration                | \$25  |
| 5. Returned check  | \$35  |
| 6. Registration of supervisor                              | \$35  |
| 7. Change of supervisor                                    | \$35  |
| 8. Reinstatement fee                                       | \$195 |

B. Fees shall be made payable to the Treasurer of Virginia and shall not be refundable once submitted.

### **18VAC65-40-50 to 18VAC65-40-80. [Repealed]**

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

A. The funeral service intern registration shall expire on March 31 of each calendar year and may be renewed by submission of the renewal notice and prescribed fee.

B. A person who fails to renew a registration by the expiration date shall be deemed to have an invalid registration. No credit will be allowed for an internship period served under an expired registration.

C. The funeral service intern is responsible for notifying the board within 14 days of any changes in name, address, employment, or supervisor. Any notices shall be validly given when mailed to the address on record with the board.

**18VAC65-40-100. [Repealed]**

**18VAC65-40-110. Reinstatement of expired registration.**

A. A funeral service intern whose registration has expired may be reinstated within one year following expiration by payment of the current renewal fee and the late renewal fee.

B. A funeral service intern whose registration has been expired for more than one year shall apply for reinstatement by submission of an application and payment of a reinstatement fee. The board may consider reinstatement of an expired registration for up to three years following expiration.

C. When a registration is not reinstated within three years of its expiration date, a new application for registration shall be filed and a new internship begun.

**18VAC65-40-120. [Repealed]**

**Part II. Funeral Service Internship Requirements.**

**18VAC65-40-130. Funeral service internship.**

A. The internship shall consist of at least 3,000 hours of training to be completed within no less than 12 months and no more than 48 months. For good cause shown, the board may grant an extension of time for completion of an internship.

B. The funeral service intern shall be assigned a work schedule of not less than 20 hours nor more than 60 hours per week in order to receive credit for such training. For good cause shown, the board may waive the limitation on an intern's work schedule.

C. A funeral service intern shall receive training in all areas of funeral service.

**18VAC65-40-140 to 18VAC65-40-170. [Repealed]**

**18VAC65-40-180. Intern application package.**

A. Any person who meets the qualifications of §54.1-2817 of the Code of Virginia may seek registration with the board as a funeral service intern by submission of an application package, which shall include documentation of the qualifications and signatures of any supervising licensees.

B. Applicants shall submit school transcripts as part of an application package, including the required fee and any additional documentation as may be required to determine eligibility.

**18VAC65-40-190 to 18VAC65-40-200. [Repealed]**

**18VAC65-40-201. Failure to register.**

If the internship is not approved by the board prior to initiation of training, no credit shall be allowed for the length of time served.

**18VAC65-40-210. Training sites.**

A. Funeral training shall be given at the licensed funeral service establishment or at any branch of such establishment that complies with the provisions of this chapter and is approved by the board as a training site.

B. An individual, firm, or corporation owning or operating any funeral service establishment shall apply to and be approved by the board prior to permitting funeral training to be given or conducted in the establishment.

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

A. The board shall approve only an establishment or two combined establishments to serve as the training site or sites that:

1. Have a full and unrestricted Virginia license;
2. Have complied in all respects with the provisions of the regulations of the Board of Funeral Directors and Embalmers; and
3. Have 50 or more funerals and 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 embalmings, the funeral service intern may seek approval for an additional training site.

B. The board may grant approval for a resident trainee to receive all or a portion of the embalming training at a facility of state or federal government or an accredited educational institution.

**18VAC65-40-230 to 18VAC65-40-240. [Repealed]**

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

A. Training shall be conducted under the direct supervision of a licensee or licensees approved by the board. Credit shall only be allowed for training under direct supervision.

B. The board shall approve only funeral service licensees, licensed funeral directors, or licensed embalmers to give funeral training who have a full and unrestricted Virginia funeral license, have at



least two consecutive years in practice and are employed full time in or under contract with the establishment, facility, or institution where training occurs.

C. A supervisor licensed as an embalmer or a funeral director shall provide supervision only in the areas of funeral practice for which he is licensed.

D. Failure to register as a supervisor may subject the licensee to disciplinary action by the board.

E. If a supervisor is unable or unwilling to continue providing supervision, the funeral service intern shall obtain a new supervisor. Credit for training shall resume when a new supervisor is approved by the board and the intern has paid the prescribed fee for the change of supervisor.

**18VAC65-40-260 to 18VAC65-40-270. [Repealed]**

**18VAC65-40-280. Supervisor application package.**

A. A licensee seeking approval by the board as a supervisor shall submit a completed application and any additional documentation as may be required to determine eligibility.

B. The application for supervision of a funeral service intern shall be signed by the establishment manager and by the persons who will be providing supervision for embalming and for the funeral services.

**18VAC65-40-290. through 18VAC65-40-310. [Repealed]**

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

A. The intern, the supervisor or supervisors, and the establishment shall submit a written report to the board at the end of every 1,000 hours of training. The report shall:

1. Specify the period of time in which the 1,000 hours has been completed and verify that the intern has actually served in the required capacity during the preceding period; and

2. Be received in the board office no later than 14 days following the end of the completion of 1,000 hours. Late reports may result in additional time being added to the internship.

B. If the internship is terminated or interrupted prior to completion of 1,000 hours or if the intern is changing supervisors or training sites, the intern and the supervisor shall submit a partial report to the board with a written explanation of the cause of program termination or interruption or of the change in training or supervision.

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

2. Partial reports shall be received in the board office no later than 14 days after the interruption or termination of the internship or after the change in supervisors or training sites. Credit may be deducted for late reports.

**18VAC65-40-330. Failure to submit training report.**

If the intern, supervisor, or establishment manager fails to submit the reports required in 18VAC65-40-320, the intern may forfeit all or partial credit for training or disciplinary action may be taken against the intern, supervisor and establishment manager.

### **Part III. Internship: Funeral Supervisors' Responsibilities.**

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

- A. The supervisor shall provide the intern with all applicable laws and regulations or sections of regulations relating to the funeral industry.
- B. The supervisor shall provide the intern with copies of and instruction in the use of all forms and price lists employed by the funeral establishment.
- C. The supervisor shall provide the intern with instruction in all aspects of funeral services and shall allow the intern under direct supervision to conduct all necessary arrangements for a minimum of 25 funerals.
- D. The embalming supervisor shall provide instruction on all necessary precautions, embalming functions, and reporting forms and shall allow the intern under direct supervision to perform a minimum of 25 embalmings.
- E. The supervisor shall provide the intern with instruction in making preneed funeral arrangements and instruction on the laws and regulations pertaining to preneed funeral contracts and disclosures.
- F. The supervisor shall provide instruction on cremation and on the laws and regulations pertaining to cremation.
- G. If a training site does not offer preneed funeral planning or cremation services, the supervisor shall arrange for such training at another licensed funeral establishment that does.

#### **18VAC65-40-350 to 18VAC65-40-630. [Repealed]**

### **Part IV. Refusal, Suspension, Revocation, and Disciplinary Action.**

#### **18VAC65-40-640. Disciplinary action.**

The board may refuse to issue or renew a license, registration, or approval to any applicant; and may suspend for a stated period of time or indefinitely, or revoke any license, registration, or approval, or reprimand any person, or place his license or registration on probation with such terms and conditions and for such time as it may designate or impose a monetary penalty for failure to comply with the regulations of the Board of Funeral Directors and Embalmers.