

Adopt Frl 301.02 through Frl 301.07, previously effective 5/1/14 (Document #10567), and expired 5/1/24, to read as follows:

Frl 301.02 Qualifications.

- (a) Each applicant for apprentice embalmer shall possess a high school diploma or equivalent.

Frl 301.03 Requirements. Each applicant for apprentice embalmer shall meet the following conditions and requirements to fulfill an apprenticeship:

(a) Each apprentice embalmer applicant and his/her sponsor shall meet with the board or a board member to review the apprenticeship requirements.

(b) Each apprentice embalmer shall be employed by a funeral establishment inspected by the board and serve a minimum one year apprenticeship consisting of 2,000 hours of documented funeral related duties, as follows:

(1) One year shall equal 50 weeks, where funeral directing and/or embalming is the principal occupation;

(2) An apprentice embalmer shall not count hours spent sleeping toward the required apprenticeship hours;

(3) Each apprentice embalmer shall complete an “Apprentice Embalmer Monthly Report” documenting the hours of embalming and funeral related duties performed each month, by providing the following:

a. Name and license number of apprentice embalmer;

b. Month and year of reporting period;

c. Number of hours worked during reporting period;

d. A completed column for each corresponding day of the month worked;

e. Identify the embalming form number and number of hours spent performing the following:

1. Removal;

2. Set features including eyes and mouth;

3. Embalming;

4. Wash body and prepare for dressing;

5. Apply cosmetics;

6. Apply restorative art treatment;

7. Dress and casket body;

8. Clean and disinfect preparation room;

9. Wash and sterilize instruments; and

10. Complete embalming form;

f. Identify the funeral directing form number and number of hours spent performing the following:

1. Assist with arrangement conference;
2. Follow up to arrangement conference;
3. Work calling hours;
4. Work funeral service; and
5. Complete funeral directing report;

g. Signature and phone number of apprentice embalmer; and

h. Signature, license number of sponsor.

(c) The form shall be provided by the board and shall be submitted to the board office no later than 30 days following the reporting period. Failure to submit reports when due shall be sufficient cause for suspension or revocation of apprentice embalmer license.

(d) Each apprentice embalmer shall work at all times under the instruction and personal supervision of the sponsoring licensed embalmer and funeral director, who shall be held responsible for all acts or omissions of that apprentice embalmer which occur while that apprentice embalmer is sponsored by him or her.

(e) The licensed embalmer and funeral director who serves as the chief executive or chief operating officer of the sole proprietorship, partnership, corporation, association, limited liability partnership, limited liability company or other business organization which employs said apprentice embalmer shall also be held responsible for all acts or omissions of the apprentice embalmer which occur in the course of that apprentice embalmer's employment with that entity.

(f) Each apprentice embalmer so employed shall comply with any and all requirements of RSA 325, Frl 100-700, and any and all other federal, state and local laws and rules, and regulations pertaining to the business or profession of embalming and funeral directing.

(g) The entity which employs an apprentice embalmer shall notify the board, in writing, of any change in the identity of the sponsoring licensed embalmer and/or funeral director to whom that apprentice embalmer is responsible, and of any change in the name and address of the licensed funeral establishment(s) in which each such apprentice embalmer works.

(h) The total number of apprentice embalmers employed by any one entity shall not exceed one apprentice embalmer for each 50 cases, or fraction thereof, for which funeral goods and services were provided by the entity during the preceding calendar year.

(i) Each apprentice embalmer shall successfully complete a full course of instruction of at least 12 months in an accredited institution of mortuary science approved by the American Board of Funeral Service Education (ABFSE) and earn an associate's degree. No time spent attending embalming school or any postsecondary institution shall constitute any part of the required apprentice funeral home working requirement.

(j) Each apprentice embalmer shall provide certified transcript(s) of completion of 30 credit hours of postsecondary education.

(k) Prior to the conclusion of his or her first year as a licensed apprentice embalmer, each apprentice embalmer shall provide, in writing, a letter of acceptance at an accredited school of mortuary science.

Frl 301.04 Additional Requirements.

(a) Each apprentice embalmer shall assist in embalming 25 bodies according to (e) below. Assisted embalmings shall be completed prior to unassisted embalmings.

(b) Each apprentice embalmer shall embalm 25 bodies unassisted according to (e) below.

(c) Each apprentice embalmer shall arrange the details required for conducting 25 funerals along with conducting the arrangement conference, assisting families with selection of merchandise and other phases of the profession.

(d) Each apprentice embalmer shall complete 25 "Apprentice Funeral Directing Form" by providing the following:

- (1) Number of this consecutive apprentice funeral directing form;
- (2) Name and license number of apprentice embalmer;
- (3) Name and license number of sponsor;
- (4) Name and address of funeral home sponsoring apprentice;
- (5) Name, address and date of birth of deceased;
- (6) Place and date of death;
- (7) Address of place of death;
- (8) Type of funeral service, checking all that apply:
 - a. Funeral service funeral;
 - b. Calling/visitation hours;
 - c. Memorial service;
 - d. Graveside service; or
 - e. Direct cremation;
- (9) Place and time of funeral service;
- (10) Address of funeral service;
- (11) Name of officiating clergy and faith;
- (12) List of funeral participation, checking all that apply:
 - a. Assisted in filing death certificate and applicable permits;
 - b. Assisted family with selection of merchandise;

- c. Assisted with arrangement conference;
 - d. Arranged for clergy;
 - e. Arranged for organist;
 - f. Arranged flowers;
 - g. Arranged for military honors;
 - h. Parked cars;
 - i. Ordered casket/vault;
 - j. Directed traffic;
 - k. Drove family car;
 - l. Drove hearse;
 - m. Prepared newspaper notices;
 - n. Received visitors;
 - o. Drove service car;
 - p. Seated guests at service;
 - q. Contacted cemetery;
 - r. Arranged for cremation;
 - s. Arranged for fraternal services; or
 - t. Assisted with Social Security and Veterans Administration forms;
- (13) Signature of apprentice embalmer and date; and
- (14) Signature of sponsor and date.

(e) Each apprentice embalmer shall complete an “Apprentice Embalming Form” for each embalming completed in (a) and (b) above, by providing the following:

- (1) Number using consecutive numbers in chronological order;
- (2) Current apprenticeship license effective date;
- (3) Name and license number of apprentice embalmer;
- (4) Name and license number of sponsor;
- (5) Name and address of funeral home sponsoring apprentice;
- (6) Name, address and date of birth of deceased;
- (7) Place and date of death;
- (8) Cause and time of death;

- (9) Date and time body received at funeral home;
- (10) Name of funeral home receiving body;
- (11) Name of attendants on first call;
- (12) Pre-embalming condition of body, checking all that apply;
 - a. Straight, non-posted;
 - b. Partial or full autopsy, describe;
 - c. Emaciated/dehydrated;
 - d. Edematous/dropsical;
 - e. Purge;
 - f. Tissue gas;
 - g. Odor;
 - h. Skin slip;
 - i. Discoloration;
 - j. Rigor mortis;
 - k. Mutilations;
 - l. Jaundice;
 - m. Organ and/or tissue donor, describe;
 - n. Surgery;
 - o. Exposure to temperature extremes, describe; or
 - p. Other, describe.
- (13) Time between death and embalming;
- (14) Body refrigerated, indicating 'yes' or 'no';
- (15) Arteries used for injection;
- (16) Veins used for drainage;
- (17) Type and index of arterial fluid used, rate of flow;
- (18) Method of injection, hand pump, gravity or machine pressure;
- (19) Concentration of arterial fluid injected and number of gallons injected;
- (20) Type and amount of cavity fluid used;
- (21) Other supplemental chemicals or fluids used;

- (22) Occurrences during embalming, checking all that apply;
 - a. Clearing;
 - b. Purge;
 - c. Distention of face or hands;
 - d. Firming;
 - e. Leakage; or
 - f. Vascular problems.
- (23) How any problems were encountered and rectified, with a description;
- (24) Checking the following procedures completed;
 - a. Undressed and washed body;
 - b. Disinfected/packed orifices;
 - c. Shaved;
 - d. Set features, including closing eyes/mouth;
 - e. Inserted cannulea/drain tubes;
 - f. Mixed and injected fluids;
 - g. Aspirated cavities, injected cavity fluid;
 - h. Treated cavities/viscera for autopsy case;
 - i. Reaspire cavities;
 - j. Sutured/sealed incisions;
 - k. Treated skin slip and decubitus ulcers;
 - l. Washed body and prepared for dressing;
 - m. Dressed and casketed body;
 - n. Applied cosmetics, treated discoloration chemically;
 - o. Applied restorative measures;
 - p. Cleaned/sanitized table, floor, prep room;
 - q. Washed/sterilized instruments;
 - r. Hypodermic treatment; or
 - s. Chose injection site, indicating incisions, raised vessels;
- (25) Embalming operation complications, indicating 'yes' or 'no';
- (26) Description of embalming complications and methods used for correction;

(27) Signature of apprentice embalmer and date; and

(28) Signature of sponsor and date.

(f) The forms shall be provided by the board and shall be submitted to the board office monthly in conjunction with the "Apprentice Embalmer Monthly Report".

Frl 301.05 Effective.

(a) Licenses shall be issued by the board for a one year period.

(b) Apprenticeships shall become effective on the date the completed application is approved by the board.

Frl 301.06 Extensions.

(a) Extensions shall be granted in one year intervals and shall not exceed 4 consecutive extensions. Extension requests shall be made in writing 30 days prior to the expiration date and shall be signed by the requesting apprentice embalmer.

(b) Apprenticeships shall be completed within a contiguous 5 year period unless the apprentice embalmer petitions the board, in writing, and shows cause why the board should extend special consideration. Cause shall include personal, financial, or medical hardship. The board shall request that the apprentice embalmer appear before the board.

(c) Once the 5 year period is exceeded, if the board does not grant a special exception, the apprentice embalmer shall be required to reapply for an embalmers apprentice license as specified in Frl 301.

Frl 301.07 Changing Sponsors.

(a) If there is a change in the employment status of any apprentice embalmer, the entity/sponsor which employed the apprentice embalmer shall submit to the board a written affidavit indicating the length of time that the apprentice embalmer was employed. The new entity/sponsor shall notify the board of the new employee/apprentice embalmer.

(b) Each apprentice embalmer shall also notify the board of any change in employment or sponsorship. Failure to notify the board of such change shall result in disallowing time served with new entity/sponsor.

Adopt Frl 301.09, previously effective 5/1/14 (Document #10567), and expired 5/1/24, to read as follows:

Frl 301.09 Examination.

(a) No prior examination shall be required to become an apprentice embalmer.

Adopt Frl 302.02 through Frl 302.04, previously effective 5/1/2014 (Document #10567), and expired 5/1/24, to read as follows:

Frl 302.02 Qualifications. Each applicant shall meet the qualifications as set forth in RSA 325:13.

Frl 302.03 Requirements. Each applicant shall pass a practical/oral examination.

Frl 302.04 Practical/Oral Examination.

(a) Each applicant shall have served a one year apprenticeship to be eligible for practical/oral examination.

(b) Each applicant shall receive a letter of eligibility for the practical/oral examination from the board. This letter shall be presented to the board member administering the examination.

(c) Oral questions shall be part of the practical examination. These questions shall pertain to embalming as defined in RSA 325:1 VI and shall be administered by the board member present.

(d) In order to be eligible for licensure each applicant shall successfully complete the practical/oral examination as confirmed by the board member administering the examination.

(e) Each applicant shall submit the practical/oral examination fee as cited in Frl 307.01 for each examination at or before the time of examination.

(f) Any applicant that fails the practical/oral examination shall submit to the board a written request for reexamination after 30 days.

(g) If an applicant fails to pass the practical/oral examination after 2 attempts, he/she shall not be eligible for reexamination for 6 months.

(h) During the 6 months waiting period the applicant shall maintain an active embalmers apprentice license as cited in Frl 301.03, Frl 301.04 and Frl 301.05.

Adopt Frl 303, previously effective 5/1/14 (Document #10567), and expired 5/1/24, to read as follows:

Frl 303.01 Application for Funeral Director's License. An application for funeral director's license shall consist of a written request for the board to administer the written examination.

Frl 303.02 Qualifications. Each applicant shall meet the qualifications as set forth in RSA 325:14.

Frl 303.03 Written Examination.

(a) The written examination shall consist of questions derived from RSA 5-C, RSA 289, RSA 290, RSA 325, RSA 325-A, RSA 611-B, administrative rules Frl 100-700;

(b) Each applicant shall submit the written examination fee as cited in Frl 307.01 for each examination, at or before the time of examination.

(c) An applicant shall pass the written examination with a minimum grade of 75% to be eligible for licensure. Any applicant that fails the written examination shall submit to the board a written request for reexamination after 30 days.

(d) If an applicant fails to pass the written examination after 2 attempts, he/she shall not be eligible to reapply for 6 months from the date of the last failed written examination.

APPENDIX

Rule	State Statutes Implemented
Frl 301.02 – Frl 301.07	RSA 325:29, RSA 325:30
Frl 301.09	RSA 325:29, RSA 325:30
Frl 302.02 – Frl 302.04	RSA 325:13
Frl 303.01 – Frl 303.03	RSA 325:14