



### REPORT OF APPRENTICESHIP

Section 7665 of the Business and Professions Code requires a report of apprenticeship be **filed with the Bureau annually on or before January 15**, covering the period of apprenticeship ending December 31<sup>st</sup> of the prior year, or whenever any of the following occurs:

- There is a change of supervising embalmer or employer, or both.
- Your apprenticeship is completed.
- Upon application for a leave of absence for a period in excess of 15 days.
- When you begin embalming college courses and suspend your apprenticeship.
- Upon re-registration after suspension or revocation where a complete report has not previously been submitted.

SECTION A: APPRENTICE INFORMATION			
Last Name	First	Middle Initial	Certificate Registration Number AE
Name of Establishment			License Number FD
Establishment Telephone Number (        )		Establishment Fax Number (        )	
Managing Funeral Director		License Number FDR	
Supervising Embalmer		License Number EMB	
Date This Reporting Period Began		Date This Reporting Period Ended	
Number of embalming of human remains I <b>ASSISTED</b> in during this reporting period			→
Number of embalming of human remains I <b>PERFORMED</b> during this reporting period			→
I have completed all the requirements of my apprenticeship <input type="checkbox"/> Yes <input type="checkbox"/> No		I am ready to be licensed <input type="checkbox"/> Yes <input type="checkbox"/> No	
SECTION B: SUPERVISING EMBALMER CERTIFICATION			
I certify under penalty of perjury under the laws of the State of California, that I supervise the apprentice embalmer named above and that he/she has performed the work stated in this report.			
Signature of Supervising Embalmer			Date
SECTION C: MANAGING FUNERAL DIRECTOR CERTIFICATION			
I certify under penalty of perjury under the laws of the State of California, that the statements made by the above named apprentice and supervising embalmer are true and correct and that both are in compliance with the Cemetery and Funeral Bureau laws, rules and regulations.			
Signature of Managing Funeral Director			Date

**SECTION D: APPRENTICE CASE LIST**

**Note:** Title 16, California Code of Regulations Section 1229 requires that an apprentice shall embalm or assist in embalming at least the first 25 of the 100 bodies required, only under the direct supervision and in the presence of his or her designated supervising embalmer. (Make additional copies as needed)

Number	Date of Procedure	Name of Deceased			Date of Death	City/County of Death	Procedure performed (assisted with embalming or embalmed) <i>See note above</i>	Initials of the apprentice embalmer	Initials of the supervising embalmer
		Last	First	MI					
1									
2									
3									
4									
5									
6									
7									
8									
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21									
22									
23									
24									
25									

**SECTION E: APPRENTICE CERTIFICATION**

I certify under penalty of perjury under the laws of the State of California that all statements furnished in connection with this apprentice report are true and accurate.

\_\_\_\_\_  
Signature of Apprentice

\_\_\_\_\_  
Date

Mail the Completed Report of Apprenticeship to 1625 North Market Blvd., Suite S208, Sacramento, CA 95834



## NOTICE ON COLLECTION OF PERSONAL INFORMATION

### Collection and Use of Personal Information

The Cemetery and Funeral Bureau of the Department of Consumer Affairs collects the personal information requested on this form as authorized by Business and Professions Code Sections 30, 144, 7617.1, 7618, 7619, 7620, 7628, 7642, 7643, 7661, 7662, 7665, 7667, 9650, 9650.2, 9650.3, 9700, 9701, 9702.1, 9704, 9715, 9715.1, 9716, 9723, 9723.1, 9741, 9745, 9746, 9781, 9787.3 and the Information Practices Act. The Cemetery and Funeral Bureau uses this information principally to identify and evaluate applicants for licensure, issue and renew licenses, and enforce licensing standards set by law and regulation.

### Mandatory Submission

Submission of the requested information is mandatory unless otherwise noted on the form. The Cemetery and Funeral Bureau cannot consider your application for licensure or renewal unless you provide all of the requested information.

### Access to Personal Information

You may review the records maintained by the Cemetery and Funeral Bureau that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

### Possible Disclosure of Personal Information

We make every effort to protect the personal information you provide us. The information you provide, however, may be disclosed in the following circumstances:

- In response to a Public Records Act request (Government Code Section 6250 and following), as allowed by the Information Practices Act (Civil Code Section 1798 and following);
- To another government agency as required by State or Federal law; or,
- In response to a court or administrative order, a subpoena, or a search warrant.

### Contact Information

For questions about this notice or access to your records, you may contact the Custodian of Records, Cemetery and Funeral Bureau at 1625 North Market Boulevard, Suite S-208, Sacramento, CA 95834, by phone at (916) 574-7870, or by e-mail at [emailcfb@dca.ca.gov](mailto:emailcfb@dca.ca.gov). For questions about the Department's Privacy Policy, you may contact the Department of Consumer Affairs at 1625 North Market Boulevard, Sacramento, CA 95834, by phone at (800) 952-5210, or by e-mail at [dca@dca.ca.gov](mailto:dca@dca.ca.gov).