

# Colorado Funeral Service Board

## Change of Registered Supervision for Certified Intern/Trainee

Please complete this affidavit to report the change of a Direct Supervisor registered for a Certified Intern/Trainee (INT).  
This document should be filed with the CFSB within 30 days following a change of employment or supervision.

### Intern/Trainee Information *print legibly below*

First name \_\_\_\_\_ Last name \_\_\_\_\_ INT# \_\_\_\_\_

I, (CMSP name) \_\_\_\_\_,

Certified Mortuary Science Practitioner # \_\_\_\_\_, acknowledge that I have read the Internship Guidelines adopted by the Colorado Funeral Service Board and agree to comply with the CFSB's conditions and requirements for direct and general supervision\*, including:

- Be responsible for the work done by interns registered under my supervision.
- Provide initial direction at the beginning of the internship period.
- Inspect the premises and conditions under which the intern is practicing to ensure that minimum standards are maintained.
- Provide periodic, hands-on inspection of the intern's work on a continuous basis.
- Provide direct, on-site supervision for the minimum required cases during the internship period.
- Provide practical guidelines for and maintain regular communication with other CMSPs, CFDs and CETs who oversee this intern's progress and work (based on general supervision requirements).
- Complete the duties specified on the Intern Activity Report and provide periodic reporting as required based on the intern's type of certification.

I hereby endorse this applicant (*intern name*)

\_\_\_\_\_ as an Intern/Trainee and certify that he/she started training under my direct supervision on

Month \_\_\_\_\_ Date \_\_\_\_\_ Year \_\_\_\_\_ at the following location:

Name of Licensed Funeral Establishment/Crematory

Business Address

City, State, Postal code

**By my signature below, I attest to the completeness and accuracy of the information contained above.**

I am aware that a false statement or dishonest answer may be grounds for disciplinary action against my own certification.

Signature of Supervising CMSP

Date

**\*Direct supervision** means responsible supervision and control while the supervising CMSP is physically present and/or on the premises at all times when the intern is practicing.

**General supervision** means responsible supervision and control that allows the CMSP supervisor to direct other CMSPs, CFDs CETs (who are currently certified by the CFSB and employed at the registered funeral establishment or registered crematory) to oversee intern's progress and work as warranted.

COLORADO FUNERAL SERVICE BOARD

A Voluntary Professional Certification Agency for the Advancement of Professionalism in Funeral Service in Colorado  
c/o Colorado Funeral Directors Association, P. O. Box 631664, Highlands Ranch, CO 80163-1664  
Phone 303-791-2336, Fax 303-395-2609, Email mail@cofda.org www.cofda.org