

CFSB Intern / Trainee Application (INT)

Applications are subject to the CFSB Application Terms & Conditions and Internship Guidelines found online at www.cofda.org.

Submit completed application form, supplemental materials, and \$100 non-refundable application fee (payable to the Colorado Funeral Service Board) to the address noted on this form. All applicant materials must be in English – foreign language translation is the responsibility of the applicant.

PART 1.

PLEASE PRINT LEGIBLY OR TYPE ALL INFORMATION BELOW

A. APPLICANT PERSONAL INFORMATION

First name	Middle name	Last	Suffix	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth (mm/dd/yyyy)		Place of Birth		
Home Address		City, State, Postal Code		
Area Code and Phone		How long at current address?		
Email			May we contact you via email? <input type="checkbox"/> YES <input type="checkbox"/> NO	

B. INTERNSHIP DECLARATION I am applying for internship toward becoming a:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certified Mortuary Science Practitioner (CMSP) <i>(mortuary science college is required)</i>	Certified Funeral Director (CFD)	Certified Embalming Technician (CET)

You must declare above the type of internship in which you will be serving. If you are approved for INT certification, Annual Intern Activity Reports will be required to evidence your continuous activity toward a higher degree of CFSB certification and completion of minimum requirements.

C. PROFESSIONAL EMPLOYMENT Please list your current employment in the funeral service profession.

Name of Licensed Funeral Establishment/Crematory		
Business Address		City, State and Postal Code
Business Area Code and Phone	Employment start date (mm/dd/yyyy)	Employment end date (mm/dd/yyyy)
Owner / General Manager		Internship start date (mm/dd/yyyy)

D. EDUCATION Attach copy of high school transcript, diploma or GED with this application. College/transcripts are not required for intern applicants.

Highest level of education completed <input type="checkbox"/> High School <input type="checkbox"/> GED <input type="checkbox"/> Some college <input type="checkbox"/> Associates degree <input type="checkbox"/> Bachelors degree+		High school graduation date (month, year)	
High School Name		City, State	
College / University Name		City, State	
Start date (mm/yyyy)	Degree/Area of study	#hours/credits earned	Completion date (mm/yyyy)
Mortuary Science School Name		City, State	
Start date (mm/yyyy)		Completion date (mm/yyyy)	

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

E. INTERNSHIP PERFORMANCE *Please list the location in which your internship will be performed.*

Name of Licensed Funeral Establishment/Crematory	
Business Address	City, State, Postal code
Business Area Code and Phone	Fax
Name of Supervising CMSP	Internship start date (mm/dd/yyyy)

Be sure to attach Part 2-Affidavit from Supervising CMSP with this application.

F. APPLICANT COMPLETION

I, _____, attest to the completeness and accuracy of the information contained on this application to the Colorado Funeral Service Board for certification as a Certified Intern/Trainee in the State of Colorado.

If accepted for certification, I hereby declare that I have read and agree to abide by the internship supervision guidelines and recommended standards of practice Colorado funeral service professionals as adopted by the Colorado Funeral Service Board.

I will continue to adhere to the specific standards, criteria and requirements necessary as a Certified Intern/Trainee.

I further agree to abide by the rules and regulations and statutes governing the practice of funeral service in the State of Colorado now existing or which may be adopted in the future.

I further realize that the application fee enclosed herewith is not refundable and desire that the governing board and its administrators of the Colorado Funeral Service Board will look favorably upon my application to become a recognized part of the funeral service profession in the State of Colorado.

Signature of Applicant	Date
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ITEMS TO INCLUDE WITH THIS APPLICATION

- Part 1 above (2 pages), completed and signed
- Part 2 - Affidavit signed by Supervising CMSP
- Payment of \$100 non-refundable application fee, payable to the "CFSB"
- Copy of high school transcript, diploma or GED equivalency

Part 2.

AFFIDAVIT FROM SUPERVISING CERTIFIED MORTUARY SCIENCE PRACTITIONER (CMSP)

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 certification.

Signature of Supervising CMSP	Date
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Part 2-Affidavit must accompany the original application submitted by the Intern/Trainee applicant.

***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.

Minimum Internship Period & Case Requirements

- **Certified Mortuary Science Practitioner Internship** - At least 2,000 hours (generally equivalent to one year of full-time employment) plus conduct minimum of 25 funerals/memorials and 25 embalming cases (of which 15 funerals/memorials and 15 embalming cases must be directly supervised by CMSP)
- **Certified Funeral Director Internship** - Option A: At least 2,000 hours (generally equivalent to one year of full-time employment) plus conduct minimum of 50 funerals (of which 25 funerals/memorials must be directly supervised by CMSP); or Option B: At least 2,000 hours plus conduct a minimum of 150 funerals/memorials (of which 75 funerals/memorials must be directly supervised by CMSP)
- **Certified Embalming Technician Internship** - Option A: At least 4,000 hours (generally equivalent to two years of full-time employment) plus conduct a minimum of 50 embalming cases (of which 25 embalming cases must be directly supervised by CMSP); or Option B: At least 4,000 hours plus conduct a minimum of 100 embalming cases (of which 50 embalming cases must be directly supervised by CMSP)

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Colorado Funeral Service Board Internship Guidelines

Accepted by the CFSB Board on August 14, 2012

Qualifications to Become an Intern

- Intern shall have graduated from High School or have a GED.
- Intern shall be at least (18 years) of age at the time the Internship begins.

Conditions of Internship

- Internship shall be conducted within the State of Colorado at a registered funeral establishment and registered crematory (verified through DORA).
- Internship requires continuous activity within a 60-month (five year) period. An individual who has not been employed in funeral service and/or not interning for 60 consecutive months or more will be required to complete a new period of internship.
- Intern shall complete the specified number of funerals and/or embalming cases within the required internship period based on the category of certification. *NOTE: The internship may exceed the minimum time period (2,000 hours, etc.) in order to complete the required minimum cases.*
- Intern shall be required to submit with application and/or annually with INT certification renewal an Intern Activity Report completed by the supervising CMSP. This document will provide evidence to the CFSB that the intern is completing the required tasks and duties associated with internship.
- For CMSP interns, internship may begin: a) prior to enrollment in an accredited mortuary school; b) as a student while attending classes at an accredited mortuary school; or c) after graduation from an accredited mortuary school.
- Internship must be completed within a two-year period after graduation from accredited mortuary science program.

Supervision of Intern

- Intern shall be under the direct and general supervision of a Certified Mortuary Science Practitioner (CMSP) who is in good standing with the CFSB.
- The intern applicant must know who their initial supervising CMSP will be when applying for intern certification.
- **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.
- An intern may change supervising CMSPs one or more times over the course of the internship. However, each time that occurs, the intern must promptly file change notice with the CFSB.

Requirements for Supervising CMSPs

The Supervising CMSP must adhere to the following conditions:

- Must be currently certified and in good standing with the CFSB.
- Be responsible for the work done by interns registered under their 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 practical guidelines for and maintain regular communication with other CMSPs, CFDs CETs who oversee intern's progress and work (based on general supervision requirements).
- Provide direct, on-site supervision for the minimum required cases during the internship period.
- Complete the duties specified on the Intern Activity Report and provide periodic reporting as required based on the intern's type of certification.

Colorado Funeral Service Board Internship Guidelines

Accepted by the CFSB Board on August 14, 2012

Requirements for Completion of Internship: Internship Periods and Minimum Case Requirements

- CMSP internship shall be no less than 2,000 hours (generally equivalent to one year of full-time employment) and conduct a minimum of 25 funerals/memorials and 25 embalming cases (of which 15 funerals/memorials and 15 embalming cases must be directly supervised by CMSP)
- CFD, Option A internship period shall be no less than 2,000 hours (generally equivalent to one year of full-time employment) and conduct a minimum of 50 funerals (of which 25 funerals/memorials must be directly supervised by CMSP)
- CFD, Option B internship period shall be no less than 2,000 hours (generally equivalent to one year of full-time employment) and conduct a minimum of 150 funerals/memorials (of which 75 funerals/memorials must be directly supervised by CMSP)
- CET, Option A internship period shall be no less than 4,000 hours (generally equivalent to two years of full-time employment) and conduct a minimum of 50 embalming cases (of which 25 embalming cases must be directly supervised by CMSP)
- CET, Option B internship period shall be no less than 4,000 hours (generally equivalent to two years of full-time employment) and conduct a minimum of 100 embalming cases (of which 50 embalming cases must be directly supervised by CMSP)

OTHER NOTES AND CONSIDERATIONS

1. The purpose of an Intern Activity Report is to establish a list of tasks and duties that must be completed during the internship under the supervision of a CMSP.
2. Intern Activity Reports submitted on an annual basis (with renewal) will be used to monitor progress of an INT to ensure that they are continuously working toward a higher degree of certification as a CMSP, CFD or CET.
3. CFSB will require completed Intern Activity reports when:
 - a. an individual applies for certification as a CMSP, CFD or CET;
 - b. a currently certified INT applies for certification as a CMSP, CFD or CET;
 - c. a certified INT renews his/her annual certification.
4. Currently certified INTs who maintain CFSB certification will not be required to complete Intern Activity Reports for a maximum of 2 years, however, they will be required to declare the higher degree of certification they seek (CMSP, CFD, CET) with annual renewal. If the INT has not applied for a higher level of certification within 2 years, they will be required to follow the new internship/supervision guidelines for subsequent internship period.
5. Reciprocal standards for CMSP, CFD and CET certification still apply and are not amended by these guidelines.
6. Copies of intern case reports are not necessary for CFSB to determine an applicant's criteria for certifications. The notarized affidavit form that accompanies certification applications for CMSP, CFD and CET is satisfactory because it requires the supervising CMSP to validate the internship period and number of cases handled.
7. Special considerations may exist and will be evaluated by the CFSB Board on a case by case basis.

CFSB Intern Activity Report

Reporting Period: Date _____ **to** _____ (month/year)
 This form must be returned with INT annual certification renewal. Intern/Trainees may report up to twelve months of internship on this form. Original forms must be submitted; fax copies are not acceptable.

For CFSB Use

Type of Certification for which this internship will apply: Certified Mortuary Science Practitioner Certified Funeral Director Certified Embalming Technician

This portion must be completed by the Intern/Trainee.

I attest to the completeness and accuracy of the information contained on this report. I am aware that a false statement or dishonest answer may be grounds for terminating internship, denial or revocation of certification.

Print Name of INT _____ INT number _____
 Intern Signature _____ Date _____

This portion to be completed by CMSP or CFD: Indicate the total number of services performed this period in the spaces indicated below.

- | | |
|--|---|
| # _____ Removing remains from the place of death
_____ Applying cosmetics and arranging hair of deceased
_____ Arranging the receiving/transferring of human remains by common carrier
_____ Performing restorative work
_____ Assisting in making funeral arrangements
_____ Securing information for death certificate and newspapers
_____ Assisting in selling funeral merchandise
_____ Receiving visitors | # _____ Assisting at the funeral
_____ Checking/placing flowers
_____ Filing death certificate/obtaining burial transit permit
_____ Contacting newspapers for placement of death notice
_____ Arranging for clergy
_____ Arranging cemetery details
_____ Arranging for or providing music
_____ Completing and filing social security forms
_____ Completing and filing veterans' forms
_____ Contacting the deceased's lodge, club, or place of employment concerning the death |
|--|---|

Internship period: 2,000 hours (equivalent to 1-year full-time employment). A minimum of 25 funerals/memorials are required for CMSP internship. For CFD internship, a minimum of 50 funerals/memorials are required for Option A; a minimum of 150 funerals/memorials are required for Option B.

This portion to be completed by CMSP or CET: # _____ Non-Autopsied Embalming Cases # _____ Autopsied Embalming Cases

- | | |
|--|--|
| # _____ Set features
_____ Raised vessels
_____ Mixed fluid
_____ Aspirated | # _____ Injected cavity fluid
_____ Sutured autopsy incisions
_____ Bathed remains
_____ Cleaned and disinfected embalming room |
|--|--|

Internship period: 4,000 hours (equivalent to 2-years full-time employment). A minimum of 25 embalming cases are required CMSP internship. For CET internship, a minimum of 50 embalming cases are required for Option A; a minimum of 100 embalming cases are required for Option B. Case reports for each embalming must be maintained and available for review by the CFSB Board upon request.
See reverse side for required additional information.

Is the Intern/Trainee terminating employment / internship at this time?

No Yes Termination date _____

A separate termination report must be filed when the Intern terminates employment or internship.

This portion must be completed by the Supervising Certified Mortuary Science Practitioner

I hereby certify that the information contained in this report is true and accurate. I attest that the above named Intern/Trainee performed the funeral/memorial services or embalming cases indicated above, and that said Intern/Trainee served under my supervision during the entire period indicated above.

Print name of CMSP _____ CMSP Number: _____ Exp Date: _____
 CMSP Signature: _____ Date: _____

CFSB Intern Activity Report

Embalming Case Report Log

Name of Intern _____

Please complete the following information for each embalming case that you perform during internship period.

1	Name of Deceased (last name, first initial)	Date of Death	Date of Embalming	Autopsy? YES NO	Remains Refrigerated prior to embalming? YES NO	Supervising Embalmer
2				YES NO	YES NO	
3				YES NO	YES NO	
4				YES NO	YES NO	
5				YES NO	YES NO	
6				YES NO	YES NO	
7				YES NO	YES NO	
8				YES NO	YES NO	
9				YES NO	YES NO	
10				YES NO	YES NO	
11				YES NO	YES NO	
12				YES NO	YES NO	
13				YES NO	YES NO	
14				YES NO	YES NO	
15				YES NO	YES NO	
16				YES NO	YES NO	
17				YES NO	YES NO	
18				YES NO	YES NO	
19				YES NO	YES NO	
20				YES NO	YES NO	
21				YES NO	YES NO	
22				YES NO	YES NO	
23				YES NO	YES NO	
24				YES NO	YES NO	
25				YES NO	YES NO	

Please print a new copy of this form to report additional cases. Attach this form to Page 1 of Intern Activity Report.