

# 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.

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## **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.