



STATE OF WEST VIRGINIA
Board of Funeral Service Examiners
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SECOND QUARTER APPRENTICE EVALUATION

Apprentice's Name: _____ AFD: ____ AE: ____

Supervisor's Name: _____ Funeral Home: _____

1. Has the Apprentice shown adequate progress this quarter? Please explain. ____ Yes ____ No

2. Over half of the apprenticeship is now completed. How is the apprentice doing as a total employee?

3. Is the Apprentice making funeral arrangements under the direct supervision of a licensed funeral director?
____ Yes ____ No

If "No" please explain what contact is made between the Apprentice and families.

4. On a scale of 1-10 (1-Unsatisfactory, 10-Excellent) please rate the Apprentice and comment on the following areas:

AREA OF KNOWLEDGE AND PROFICIENCY	Rating (1-10)
A) Responsibility	
B) Reliability	
C) Interpersonal Relationships	
D) Initiative	
E) Attitude	
F) Overall Quality of Work	

5. The Apprentice has now completed one-half of his/her apprenticeship. Please rate and comment on the Apprentice's progress and improvement during the last three months utilizing the following scale:

1 - Unsatisfactory Progress, 2 - Marginal Progress, 3 - Good Progress, 4 - Exceptional Progress.

<i>AREA OF KNOWLEDGE AND PROFICIENCY</i>	<i>Scale (1-4)</i>
A) Embalming Technique	
B) Safety and Sanitation	
C) Restorative Art	
D) Attitude Toward Funeral Service	
E) Responsibility	

I certify that this is an accurate report on the progress of the above-named Apprentice and has been prepared without consultation with the Apprentice.

Signature of Preceptor

Date