



STATE OF WEST VIRGINIA
Board of Funeral Service Examiners
179 Summers Street, Suite 319
Charleston, WV 25301

(304) 558 0302
(304) 558 0660 Fax
www.wvfuneralboard.com
wvfuneralboard@wv.gov

THIRD 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. Indicate the level of knowledge and proficiency you observe in your apprentice on a scale of 1-10: (1-Unsatisfactory, 10-Excellent). Please comment on each area.

<i>AREA OF KNOWLEDGE AND PROFICIENCY</i>	<i>Rating (1-10)</i>
A) West Virginia Law	
B) Federal Law	
C) Vital Statistic Regulations	
D) Merchandise/Merchandising	
E) Funeral Arranging	
F) Counseling	
G) Funeral Directing	
H) Knowledge at Religious and Fraternal Rites and Procedures	
I) General Business Procedures	

3. Please comment on the Apprentice's attitude towards a career in funeral service.

4. After nine months of supervision, please evaluate and comment on the Apprentice in the follow areas on a scale of 1-10 (1-Unsatisfactory, 10-Excellent).

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

5. Can the Apprentice perform most embalming functions with minimal supervision?

6. In terms of embalming techniques, what are the Apprentice's

Strengths:

Weaknesses:

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