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

Apprentice's Name:_____ AFD: ____

Supervisor's Name:_____ Funeral Home:_____

1. 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.

AREA OF KNOWLEDGE AND PROFICIENCY	*Rating (1-10)*
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	

2. Please estimate the amount of the Apprentice's time during an average work week spent in each of the following areas:

A) First Calls/Removals	**%**
B) Driving of Vehicles	**%**
C) Assisting in Funeral Arrangements	**%**
D) Funeral Services (Visitations, Services, etc.)	**%**
E) Administrative Duties (Filing Death Certificates, paperwork, etc.)	**%**
F) Maintenance (Explain)	**%**

G) Other Duties (Explain)	**%**

Total 100%

3. After three months of supervision, indicate the level of knowledge and proficiency you observe in your Apprentice on a scale of 1-10: (1-Unsatisfactory, 10-Excellent). In addition, please comment on each area.

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

4. Is this Apprentice willing to accept instruction and directions? Please Comment.

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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**