



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

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

Supervisor's Name: _____ Funeral Home: _____

1. 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%

2. Now that the Apprentice has completed the one year apprenticeship, how would you rate the Apprentice's knowledge and proficiency 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) Anatomy	
B) Restorative Art	
C) Safety and Sanitation	
D) Embalming Techniques	

3. Is this apprentice ready for licensure? Why or Why Not?

4. Please comment on any aspect of the apprenticeship program that needs to be strengthened.

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