

New Hampshire Code of Administrative Rules

CHAPTER Frl 300 REGISTRATION AND LICENSURE

PART Frl 301 APPRENTICE EMBALMER

Frl 301.01 Application for Embalmer's Apprentice License.

(a) Each applicant for a license to practice as an embalmer's apprentice in the state of New Hampshire shall supply the board with the following on the "Application for Embalmer's Apprentice License" form:

- (1) Name, address, date of birth, place of birth, place of employment and telephone number;
- (2) Name and location of high school, academy or college attended;
- (3) Date of diploma, certificate or degree, with copy of diploma, certificate or degree attached;
- (4) Name, address and date of employment by apprentice sponsor;
- (5) Affidavit accepting apprentice for one year apprenticeship term by sponsoring licensed embalmer;
- (6) Affidavit indicating the applicant acknowledges the apprenticeship requirements and affirms the application is completed accurately.

(b) Applicant shall submit the apprentice licensing fee as cited in Frl 307.01.

Source. #1689, eff 12-22-80; ss by #2344, eff 4-15-83; ss by #2986, eff 3-18-85; ss by #4357, eff 1-20-88, EXPIRED: 1-20-94

New. #8257, eff 1-15-05

Frl 301.02 Qualifications.

(a) Each applicant for apprentice embalmer shall possess a high school diploma or equivalent.

Source. #1689, eff 12-22-80; ss by #2344, eff 4-15-83; ss by #2986, eff 3-18-85; ss by #4357, eff 1-20-88, EXPIRED: 1-20-94

New. #8257, eff 1-15-05

Frl 301.03 Requirements. Each applicant for apprentice embalmer shall meet the following conditions and requirements to fulfill an apprenticeship:

(a) Each apprentice embalmer applicant and his/her sponsor shall meet with the board or a board member to review the apprenticeship requirements.

(b) Each apprentice embalmer shall be employed by a funeral establishment inspected by the board and shall serve a one year apprenticeship. One year shall equal 50 weeks, where funeral directing and/or embalming is the principal occupation.

(c) Upon receipt of full-time status, a student may request, in writing, approval to serve minimum intervals of 8 consecutive weeks of apprenticeship, where funeral directing and /or embalming is the principal occupation. The board shall grant up to 3, 8 consecutive week intervals per requesting student.

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(d) Each apprentice embalmer shall work at all times under the instruction and personal supervision of the sponsoring licensed embalmer and funeral director, who shall be held responsible for all acts or omissions of that apprentice embalmer which occur while that apprentice embalmer is sponsored by him or her.

(e) The licensed embalmer and funeral director who serves as the chief executive or chief operating officer of the sole proprietorship, partnership, corporation, association, limited liability partnership, limited liability company or other business organization which employs said embalmer apprentice shall also be held responsible for all acts or omissions of the apprentice embalmer which occur in the course of that apprentice embalmer's employment with that entity.

(f) Each apprentice embalmer so employed shall comply with any and all requirements of RSA 325, Frl 100-700, and any and all other federal, state and local laws and regulations pertaining to the business or profession of embalming and funeral directing.

(g) The entity which employs an apprentice embalmer shall notify the board, in writing, of any change in the identity of the sponsoring licensed embalmer and/or funeral director to whom that apprentice embalmer is responsible, and of any change in the name and address of the licensed funeral establishment(s) in which each such apprentice embalmer works.

(h) The total number of apprentice embalmers employed by any one entity shall not exceed one apprentice embalmer for each 50 cases, or fraction thereof, for which funeral goods and services were provided by the entity during the preceding calendar year.

(i) Each apprentice shall successfully complete a full course of instruction of at least 12 months in an accredited institution of mortuary science approved by the American Board of Funeral Service Education (ABFSE). No time spent attending embalming school or any postsecondary institution shall constitute any part of the required apprentice funeral home working requirement.

(j) Each apprentice embalmer shall provide certified transcript(s) of completion of 30 credit hours of postsecondary education.

(k) Prior to the conclusion of his or her first year as a licensed apprentice embalmer, each apprentice embalmer shall provide, in writing, a letter of acceptance at an accredited school of mortuary science.

Source. #1689, eff 12-22-80; ss by #2344, eff 4-15-83; ss by #2986, eff 3-18-85; ss by #4357, eff 1-20-88, EXPIRED: 1-20-94

New. #8257, eff 1-15-05

### Frl 301.04 Additional Requirements.

(a) Each apprentice embalmer shall assist in embalming 25 bodies according to (e) below.

(b) Each apprentice embalmer shall solo embalm 25 bodies according to (e) below.

(c) Each apprentice embalmer shall arrange the details required for conducting 12 funerals along with conducting the arrangement conference, assisting families with selection of merchandise and other phases of the profession.

(d) Each apprentice embalmer shall complete 12 Apprentice Funeral Directing Forms as follows:

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- (1) Number of this consecutive apprentice funeral directing form;
- (2) Name and license number of apprentice;
- (3) Name and license number of sponsor;
- (4) Name and address of funeral home sponsoring apprentice;
- (5) Name, address and date of birth of deceased;
- (6) Place and date of death;
- (7) Address of place of death;
- (8) Type of funeral service, check all that apply;
  - a. Funeral service funeral;
  - b. Calling/visitation hours;
  - c. Memorial service;
  - d. Graveside service; or
  - e. Direct cremation;
- (9) Place and time of funeral service;
- (10) Address of funeral service;
- (11) Name of officiating clergy and faith;
- (12) List funeral participation, check all that apply;
  - a. Assisted in filing death certificate;
  - b. Assisted in obtaining burial permit;
  - c. Assisted family with selection of merchandise;
  - d. Assisted with arrangement conference;
  - e. Arranged for clergy;
  - f. Arranged for organist;
  - g. Arranged flowers;
  - h. Checked/recorded flowers;
  - i. Arranged for military honors;
  - j. Parked cars;
  - k. Assisted with office work;
  - l. Ordered casket/vault;
  - m. Carried casket;

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- n. Directed traffic;
- o. Drove family car;
- p. Drove hearse;
- q. Prepared newspaper notices;
- r. Received visitors;
- s. Drove service car;
- t. Seated guests at service;
- u. Contacted cemetery;
- v. Arrange for cremation;
- w. Arranged for fraternal services; or
- x. Assisted with Social Security and Veterans Administration forms;

(13) Signature of apprentice and date; and

(14) Signature of sponsor and date.

(e) Each apprentice embalmer shall complete an Apprentice Embalming Form for each embalming completed in (a) and (b) above, as follows:

- (1) Number of this consecutive unassisted or assisted apprentice embalming form;
- (2) Current apprenticeship license effective date;
- (3) Name and license number of apprentice;
- (4) Name and license number of sponsor;
- (5) Name and address of funeral home sponsoring apprentice;
- (6) Name, address and date of birth of deceased;
- (7) Place and date of death;
- (8) Cause and time of death;
- (9) Date and time body received at funeral home;
- (10) Name of funeral home receiving body;
- (11) Name of attendants on first call;
- (12) Pre embalming condition of body, check all that apply;
  - a. Straight, non-posted;
  - b. Partial or full autopsy, describe;

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- c. Emaciated/dehydrated;
  - d. Edematous/dropsical;
  - e. Purge;
  - f. Tissue gas;
  - g. Odor;
  - h. Skin slip;
  - i. Discoloration;
  - j. Rigor mortis;
  - k. Mutilations;
  - l. Jaundice;
  - m. Organ and/or tissue donor, describe;
  - n. Surgery;
  - o. Exposure to temperature extremes, describe; or
  - p. Other, describe.
- (13) Time between death and embalming;
- (14) Body refrigerated, indicate yes or no;
- (15) Arteries used for injection;
- (16) Veins used for drainage;
- (17) Type and index of arterial fluid used, rate of flow;
- (18) Method of injection, hand pump, gravity or machine pressure;
- (19) Concentration of arterial fluid injected and number of gallons injected;
- (20) Type and amount of cavity fluid used;
- (21) Other supplemental chemicals or fluids used;
- (22) Occurred during embalming, check all that apply;
- a. Clearing;
  - b. Purge;
  - c. Distention of face or hands;
  - d. Firming;
  - e. Leakage; or
  - f. Vascular problems.

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(23) How were any problems encountered, rectified, describe;

(24) Check the following procedures completed;

- a. Undressed and washed body;
- b. Disinfected/packed orifices;
- c. Shaved;
- d. Set features, including closing eyes/mouth;
- e. Inserted cannulea/drain tubes;
- f. Mixed and injected fluids;
- g. Aspirated cavities, injected cavity fluid;
- h. Treated cavities/viscera for autopsy case;
- i. Reaspirate cavities;
- j. Sutured/sealed incisions;
- k. Treated skin slip and decubitis ulcers;
- l. Washed body and prepared for dressing;
- m. Dressed and casketed body;
- n. Applied cosmetics, treated discoloration chemically;
- o. Applied restorative measures;
- p. Cleaned/sanitized table, floor, prep room;
- q. Washed/sterilized instruments;
- r. Hypodermic treatment; or
- s. Chose injection site, made incisions, raised vessels.

(25) Embalming operation complications, indicate yes or no;

(26) Describe embalming complications and methods used for correction;

(27) Signature of apprentice and date; and

(28) Signature of sponsor and date.

(f) These forms are provided by the board and shall be submitted to the board office on a quarterly basis.

Source. #1689, eff 12-22-80; ss by #2344, eff 4-15-83; ss by #2986, eff 3-18-85; ss by #4357, eff 1-20-88, EXPIRED: 1-20-94

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New. #8257, eff 1-15-05

Frl 301.05 Effective.

(a) Licenses shall be issued by the board for a one year period.

(b) Apprenticeships shall become effective retroactive to the date that the completed application was received in the board office.

Source. #1689, eff 12-22-80; ss by #2344, eff 4-15-83; ss by #2986, eff 3-18-85; ss by #4357, eff 1-20-88, EXPIRED: 1-20-94

New. #8257, eff 1-15-05

Frl 301.06 Extensions.

(a) Extensions shall be granted in one year intervals and shall not exceed 4 consecutive extensions. Extension requests shall be made in writing and shall be signed by the requesting apprentice.

(b) Apprenticeships shall be completed within a contiguous 5 year period unless the apprentice petitions the board, in writing, and shows cause why the board should extend special consideration. Written cause shall include justification for personal, financial, or medical hardship. In accordance with RSA 541-A:29, the board shall request that the apprentice appear before the board.

(c) Once the 5 year period is exceeded, if the board does not grant a special exception, the apprentice shall be required to reapply for an embalmers apprentice license as specified in Frl 301.

Source. #1689, eff 12-22-80; ss by #2344, eff 4-15-83; ss by #2986, eff 3-18-85; ss by #4357, eff 1-20-88, EXPIRED: 1-20-94

New. #8257, eff 1-15-05

Frl 301.07 Changing Sponsors.

(a) If there is a change in the employment status of any apprentice embalmer, the entity/sponsor which employed the apprentice embalmer shall submit to the board a written affidavit indicating the length of time that the apprentice embalmer was employed. The new entity/sponsor shall notify the board of the new employee/apprentice.

(b) Each apprentice embalmer shall also notify the board of any change in employment or sponsorship. Failure to notify the board of such change shall result in disallowing time served with new entity/sponsor.

Source. #1689, eff 12-22-80; ss by #2344, eff 4-15-83; ss by #2986, eff 3-18-85; ss by #4357, eff 1-20-88, EXPIRED: 1-20-94

New. #8257, eff 1-15-05

Frl 301.08 Unannounced Appearance.

(a) The board shall conduct unannounced visits to each apprentice embalmer at his or her place of employment to verify employment status and review documents relative to the apprenticeship.

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Source. #1689, eff 12-22-80; ss by #2344, eff 4-15-83; ss by #2986, eff 3-18-85; ss by #4357, eff 1-20-88, EXPIRED: 1-20-94

New. #8257, eff 1-15-05

Frl 301.09 Examination.

- (a) No prior examination shall be required to become an apprentice.

Source. #1689, eff 12-22-80; ss by #2344, eff 4-15-83; ss by #2986, eff 3-18-85; ss by #4357, eff 1-20-88, EXPIRED: 1-20-94

New. #8257, eff 1-15-05

PART Frl 302 EMBALMER

Frl 302.01 Application for Embalmer License.

- (a) Each applicant for a license to practice as an embalmer in the state of New Hampshire shall supply the board with the following on the "Application for Embalmer License" form:

- (1) Name, address, telephone number, date and place of birth, date and place of naturalization;
- (2) Name and location of high school attended and date received diploma;
- (3) Name and location of college attended, date and type of degree received, with official transcript attached;
- (4) Name and location of mortuary school attended, date of degree or diploma if different from Frl 302.01(a)(3), with official transcript attached;
- (5) List all states currently licensed;
- (6) Certified copy of the Conference of Funeral Service Examining Board certification form with a raised seal;
- (7) Affidavit indicating apprentice has successfully completed the requirement set forth in Frl 301.03 and Frl 301.04 by sponsoring New Hampshire licensed embalmer;
- (8) Certified copy of applicant's birth certificate with raised seal;
- (9) Affidavit of good professional character by New Hampshire licensed funeral director or embalmer;
- (10) Affidavit of good professional character by New Hampshire licensed funeral director or embalmer, other than employer; and
- (11) Denial or affirmation with explanation upon request of the following:
  - a. Conviction of a felony, or crime involving moral turpitude;
  - b. Past or current impairment by, or diversion of chemical substances; and
  - c. Mental and physical competence to practice embalming.

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(12) By their signature affirm the following pledge: “I, state the information provided is accurate to the best of my knowledge and belief. I understand knowingly providing false information may be grounds for denial, reprimand, suspension, revocation of a license (RSA 325:32), and may be grounds for conviction of a misdemeanor”, and

(13) Signature and date on the form.

(b) The applicant shall submit the embalmer licensing fee as cited in Frl 307.01.

Source. #1689, eff 12-22-80; ss by #2344, eff 4-15-83; ss by #2986, eff 3-18-85; ss by #4357, eff 1-20-88, EXPIRED: 1-20-94

New. #8257, eff 1-15-05

Frl 302.02 Qualifications.

(a) Each applicant shall meet the qualifications as set forth in RSA 325:13.

Source. #1689, eff 12-22-80; ss by #2344, eff 4-15-83; ss by #2986, eff 3-18-85; ss by #4357, eff 1-20-88, EXPIRED: 1-20-94

New. #8257, eff 1-15-05

Frl 302.03 Requirements.

(a) Each applicant shall pass a practical/oral examination.

Source. #1689, eff 12-22-80; ss by #2344, eff 4-15-83; ss by #2986, eff 3-18-85; ss by #4357, eff 1-20-88, EXPIRED: 1-20-94

New. #8257, eff 1-15-05

Frl 302.04 Practical/Oral Examination.

(a) Each applicant shall have served at least 10 months of a one year apprenticeship to be eligible for practical/oral examination.

(b) Each applicant shall receive a letter of eligibility for the practical/oral examination from the board. This letter shall be presented to the board member administering the examination.

(c) Oral questions shall be part of the practical examination. These questions shall pertain to embalming as defined in RSA 325:1 VI and shall be administered by the board member present.

(d) In order to be eligible for licensure each applicant shall successfully complete the practical/oral examination as confirmed by the board member administering the examination.

(e) Each applicant shall submit the practical/oral examination fee as cited in Frl 307.01 for each examination.

(f) Any applicant that fails the practical/oral examination shall submit to the board a written request for reexamination after 30 days.

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(g) If an applicant fails to pass the practical/oral examination after 2 attempts he/she shall not be eligible to reapply for 6 months.

(h) During the 6 months waiting period the applicant shall maintain an active embalmers apprentice license as cited in Frl 301.03, Frl 301.04 and Frl 301.05.

Source. #1689, eff 12-22-80; ss by #2344, eff 4-15-83; ss by #2986, eff 3-18-85; ss by #4357, eff 1-20-88, EXPIRED: 1-20-94

New. #8257, eff 1-15-05

PART Frl 303 FUNERAL DIRECTOR

Frl 303.01 Application for Funeral Director.

(a) An application for funeral director shall consist of a written request for the board to administer the written examination.

Source. #1689, eff 12-22-80; ss by #2344, eff 4-15-83; ss by #2986, eff 3-18-85; ss by #4357, eff 1-20-88, EXPIRED: 1-20-94

New. #8257, eff 1-15-05

Frl 303.02 Qualifications.

(a) Each applicant shall meet the qualifications as set forth in RSA 325:14.

Source. #1689, eff 12-22-80; ss by #2344, eff 4-15-83; ss by #2986, eff 3-18-85; ss by #4357, eff 1-20-88, EXPIRED: 1-20-94

New. #8257, eff 1-15-05

Frl 303.03 Written Examination.

(a) The written examination shall consist of questions derived from RSA 289, RSA 290, RSA 325, RSA 325-A, RSA 611, RSA 611-A, Frl 100-700 and vital records administrative rules He-P 7006;

(b) Each applicant shall submit the written examination fee as cited in Frl 307.01 for each examination.

(c) An applicant shall pass the written examination with a minimum grade of 75% to be eligible for licensure. Any applicant that fails the written examination shall submit to the board a written request for reexamination after 30 days.

(d) If an applicant fails to pass the written examination after 2 attempts he/she shall not be eligible to reapply for 6 months from the date of the last failed written examination.

Source. #1689, eff 12-22-80; ss by #2344, eff 4-15-83; ss by #2986, eff 3-18-85; ss by #4357, eff 1-20-88, EXPIRED: 1-20-94

New. #8257, eff 1-15-05

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PARTS FrI 304 - FrI 306 - RESERVED

Source. #1689, eff 12-22-80; ss by #2344, eff 4-15-83; ss by #2986, eff 3-18-85; ss by #4357, eff 1-20-88, EXPIRED: 1-20-94

PART FrI 307 FEE SCHEDULE

FrI 307.01 Fees. The following fees shall apply as cited in Tables 307-1, and 307-2 below:

Table 307-1 Apprentice, Embalmer, and Funeral Director Fees

	<u>Apprentice</u>	<u>Embalmer</u>	<u>Funeral Director</u>
License Fee	\$100	\$75	\$100
Practical Examination		\$150	
Written Examination			\$150
Renewal License	\$50	\$75	\$150
Replacement Certificate	\$10	\$20	\$20
Licensure Verification		\$50	\$50

Table 307-2 Funeral Home Inspection Fees

<u>Fees</u>	<u>Funeral Home Inspections</u>
New Facility Funeral Home Or Chapel	\$250
Funeral Home Reinspection (every 3 years)	\$200
Funeral Home Reinspection (Deficiencies)	\$100
Chapel Reinspection (every 3 years)	\$100
Replacement Certificate	\$20

New. #6928, eff 1-1-99, EXPIRED: 1-1-07

New. #9387, eff 2-13-09

PART FrI 308 - RESERVED

Source. #2344, eff 4-15-83; ss by #2986, eff 3-18-85; ss by #4357, eff 1-20-88, EXPIRED: 1-20-94