



**COURIER:** 307-3450 Uptown Blvd. Victoria, BC V8Z 0B9  
**MAIL:** PO Box 9244 Victoria, B.C. V8W 9J2  
**FAX:** (250) 920-7181 **P:** (604) 320-1664 **TF:** 1 888 777-4393  
 www.consumerprotectionbc.ca

**APPRENTICESHIP EMPLOYER  
 SUPERVISION & FACILITY  
 DECLARATION**

The information in this declaration is required under Section 37(3) of the Cremation, Interment and Funeral Services Regulation.

Every apprentice must be employed by a licensed funeral provider who maintains or has access to facilities suitable for the full range of funeral services including a private arrangement room and a preparation room for the disinfecting, preservation and restoration of human remains. In completing this form the funeral provider declares and acknowledges that it maintains or has access to such facilities.

The funeral provider must also have a current licence to do business in B.C. and the licence must be displayed in a conspicuous place on the premises that is accessible to the public (*Cremation, Interment and Funeral Services Act*).

The licensed provider (the employer) and supervisor (trainer) are responsible for the apprenticeship of:

**APPRENTICE NAME:** \_\_\_\_\_

**EMPLOYER BUSINESS NAME:** \_\_\_\_\_

**EMPLOYER LICENCE NUMBER:** \_\_\_\_\_

**SUPERVISOR NAME(S):** \_\_\_\_\_

**SUPERVISOR LICENCE NUMBER(S):** \_\_\_\_\_

Every apprentice must be trained under the direct supervision of a funeral director/embalmer who maintains a current licence to funeral direct/embalm in the province of BC. Under the Cremation, Interment and Funeral Services Regulation, direct supervision means that a licensed funeral director and/or embalmer is present at the time the apprentice is assisting with, or performing the duties of a funeral director or embalmer.

**On April 1, 2016** amendments to the Cremation, Interment and Funeral Services Regulation came into effect that allow for an apprentice who has completed 1,800 hours of practical training AND participated in arranging 25 funeral contracts (or 25 embalmings in the case of embalmer apprentices) to move to a more flexible level of supervision where the apprentice must have access to, and be able to readily communicate with a licensed funeral director (in the case of a funeral direction apprentice) or a licensed embalmer (in the case of an embalmer apprentice).

**EMPLOYER TRAINING FACILITY REQUIREMENTS**

In addition to the above declaration concerning supervisory requirements, every employer who is responsible for training an apprentice shall have, or have access to facilities for the disinfection, preservation and restoration of human remains. These facilities must meet the requirements of Section 32 of the Cremation, Interment and Funeral Services Regulation as follows:

**Facility requirements for funeral providers**

- 32** (1) A funeral provider must ensure that any meeting with one or more customers or potential customers occurs in a separate room that is private and suitable for the purpose of discussing funeral services.
- (2) If a funeral provider accepts human remains and does not do disinfecting, preservation or restoration of human remains, the funeral provider must have at least one separate room for the care and preparation of human remains prior to disposition, and must ensure that this room meets the following requirements:
  - (a) is at least 11 square metres in size;
  - (b) is clearly labeled from the outside to prohibit access by anyone other than staff of the funeral provider and other authorized persons;
  - (c) is well lit and mechanically ventilated to the outside of the building;
  - (d) is capable of being easily disinfected;
  - (e) the surfaces of the room are composed of non-porous materials that are capable of preventing fluids from soaking into them;
  - (f) is equipped with a first aid kit;
  - (g) contains a holding table or examining table that is capable of being disinfected easily;
  - (h) contains a sink that has hot and cold running water;
  - (i) has a vacuum breaker on each water supply for each station in this room;

- (j) contains storage facilities for equipment and supplies;
  - (k) contains enough, protective eyewear and disposable protective covering for hands, body and feet for each person who works in this room;
  - (l) contains sheets or towels;
  - (m) contains disinfectants, germicidal soap, paper towels, a pail and mop, and detergent.
- (3) If a funeral provider disinfects, preserves or restores human remains, the funeral provider must also ensure that the room referred to in subsection (1) is equipped with
- (a) a second sink, or the sink referred to in subsection (1) must have two compartments,
  - (b) a continuous flow eyewash facility with a minimum duration of 15 minutes,
  - (c) supplies necessary for the disinfection, preservation and restoration of human remains performed by the funeral provider, and
  - (d) sanitary drains for the disposal of bodily fluids and embalming fluids, that are equipped with splash guards and a backflow valve.

I hereby declare that I will ensure the apprentice named above will be employed and trained in accordance with the above supervisory and facility requirements. I also consent to the information in this declaration being shared with the British Columbia Funeral Association for the purposes of administering the BC Apprenticeship Program.

\_\_\_\_\_  
Signed on behalf of funeral provider

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**SUPERVISORY DECLARATION**

**As a licensed funeral director and/or embalmer with 2 years good standing, I hereby agree to take responsibility for direct supervision of \_\_\_\_\_  
Apprentice Name  
during their apprenticeship.**

**I also agree to:**

1. Support my apprentice on an ongoing basis by providing the necessary practical work-site training in the various aspects of funeral service;
2. Provide on-site demonstrations to the apprentice in all aspects of embalming and/or funeral directing;
3. Ensure that my apprentice understands Universal Precautions and will utilize Universal Precautions at all times;
4. Ensure my apprentice is keeping a complete and up-to-date log book and at the end of each quarter I will verify the daily log book entries by signature and declaration;
5. Provide my apprentice with a copies of the *Business Practices and Consumer Protection Act*; *Business Practices and Consumer Protection Regulation*; *Consumer Contracts Regulation*; *Cremation, Interment and Funeral Services Act*; *Cremation, Interment and Funeral Services Regulation* and the *Administrative Penalties Regulation*. (Acts and Regulations can be downloaded from [www.consumerprotectionbc.ca](http://www.consumerprotectionbc.ca).)

In addition to the above declaration, I consent to the information in this declaration being shared with the British Columbia Funeral Association for the purposes of administering the BC Apprenticeship Program.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**Attach this form to the completed apprentice application form and submit to Consumer Protection BC**

PO Box 9244 Victoria BC V8W 9J2 Phone: 604 320-1664 Fax: 250 920-7181