

# Agreement of Apprenticeship

**Between:** \_\_\_\_\_  
**Employer (company name)**

**And:** \_\_\_\_\_  
**Apprentice**

This agreement is to confirm that the above mentioned Apprentice is engaged by the Employer to complete apprenticeship training as prescribed by the **Embalmers and Funeral Directors Board of Newfoundland and Labrador**. The apprentice will be supervised by either or any of the Licensed Embalmers and/or Funeral Directors employed by the employer and either or any of the Licensed Embalmers and/or Funeral Directors will provide written confirmation of apprenticeship completed. This Apprenticeship may be transferred to another Employer at the discretion of the Apprentice and this employer will confirm the portion of apprenticeship completed.

## **OBLIGATION OF MENTOR TO APPRENTICE**

1. An owner of a funeral home or licensee designated by the owner who manages the employment of an Apprentice shall:
  - a. Contribute to the professional training of the apprentice by providing a safe and supportive work environment;
  - b. Ensure the apprentice is provided the necessary knowledge, facilities, equipment, materials and supplies to work in a safe and dignified environment ensuring the safe care and respect in handling the deceased; and
  - c. Assume professional responsibility for the apprentice and their actions directly related to their employment or practicum.

- d. A licensee who supervises an apprentice shall:
- Train and coach the apprentice by sharing his or her knowledge, experience and skill along with their professional expertise;
  - Provide clear and constructive feedback; and
  - Ensure the apprentice fulfills all the requirements of his/her training and identifies the same in the apprentice's journal.

## **INTERNSHIP REQUIREMENTS**

1. Embalmer and funeral director apprentices must complete a twelve month apprenticeship which does not commence until the registrar receives and approves the application for apprenticeship.
2. An Apprentice:
  - a. Shall be under the supervision of a licensee who has been licensed under the Act for a period 2 years and approved by the Board to fulfill the role of preceptor.
  - b. Shall complete record and have certified by their preceptor those activities as related to the funeral industry in the apprentice's journal. A case record of each embalming and each funeral services activity shall be recorded in the apprentice's journal.
  - c. Shall complete quarterly reviews with a Board Representative.
  - d. Shall apply to the registrar to write the licensing examinations (written and practical) and pay the fees stipulated by the board only after written confirmation has been received from the apprentice's preceptor that the apprentice has successfully completed the requirements of his/her apprenticeship.
2. An owner shall forthwith give notice in writing to the registrar when the employment of an intern is terminated and this will result in the automatic cancellation of the apprentice's license (unless the apprenticeship is transferred to another preceptor).
3. Continuation of apprenticeship is at the discretion of the registrar. In exercising this discretion the registrar shall consider:
  - a. Illness or injury;
  - b. Maternity or paternity leave; and
  - c. Personal circumstances or any other such material factor that the registrar considers relevant.

We the undersigned on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ make oath and say that the information stated above is true to the best of my knowledge

\_\_\_\_\_  
Employer Licensed Managing Funeral Director/Embalmer

\_\_\_\_\_  
Apprentice

Sworn before me at \_\_\_\_\_ in the Province of Newfoundland and Labrador

this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Commissioner of Oaths