

Rule on Alternative Preparatory Path for Funeral Directors

Pursuant to 26 V.S.A. § 1252(a)(1)(A), an applicant may qualify for a funeral director license without formal funeral-service schooling or CFSEB examination, by instead completing an Office-approved preparatory program and examination. Participants shall apply for prior approval of a preparatory program, using forms supplied by the Office. An approved program shall contain the following minimum elements:

(a) **Education.** In the ten years preceding application, the applicant shall have earned at least 26 collegiate credits from a regionally accredited institution of higher learning, or College Board CLEP credit, including coursework with a clear and dominant focus on:

1. the psychology of death and dying (3 credits);
2. human biology (3 credits);
3. introductory ethics (3 credits);
4. comparative religion (3 credits);
5. financial accounting, to include internal controls and external reporting to service providers, merchandizers, and corporations (4 credits);
6. public speaking and effective communication (3 credits);
7. conflict resolution or mediation (3 credits); and
8. business law (4 credits).

(b) **Course Content.** It is the burden of the applicant to demonstrate that courses offered in satisfaction of subpart (a) have a clear and dominant focus on the enumerated topics. The Director may require course syllabi and other supporting evidence where content is unclear.

(c) **Approved Course Sequences.** The following Community College of Vermont course sequence has been determined to fully satisfy subpart (a) standards:

1. PSY-2130 Death & Dying
2. BIO-1140 Human Biology
3. PHI-1040 Introduction to Ethics
4. PHI-2010 Comparative Religion
5. INT-1050 Dimensions of Self & Society
6. ACC-2121 Financial Accounting
7. ENG-1070 Effective Speaking
8. COM-2360 Conflict Resolution
9. BUS-2450 Business Law

(d) **Networking and Continuing Education.** During the preparatory program, the applicant shall participate in the same ten hours of continuing professional education undertaken each biennium by all licensed funeral directors, shall earn these hours at live events in the company of practicing Vermont funeral directors, and shall demonstrate active engagement in professional and civic activities related to the practice of funeral service.

Rule on Alternative Preparatory Path for Funeral Directors

- (e) **Apprenticeship.** The applicant shall establish an Office-approved apprenticeship at a Vermont licensed funeral establishment, during which the applicant shall attain practical experience under the supervision of a Vermont-licensed funeral director.
1. The applicant must document working at least 50 dispositions, competently exercising under supervision the essential responsibilities of a funeral director, including removal of the deceased from the place of death; service arrangement meeting with the family; gathering information and writing the obituary; completing the Statement of Goods and Services; completing the demographic information on the VT EDRS website; if requested, coordinating clergy, musicians, cemetery, burial vault, flowers, and reception; conducting the funeral or memorial service; securing permits for burial/cremation; notifying the Social Security Administration; and completing a follow-up visit with the family after services.
 2. The apprenticeship must specifically establish the applicant's proficiency in:
 - i. all aspects of the Vermont Mandatory Pre-need Contract, including rules for prepaid funeral funds pursuant to 26 VSA § 1272;
 - ii. VT Advanced Directive and COLST forms as well as using the Advanced Directive online database;
 - iii. the *FTC Funeral Services Rule*;
 - iv. complete crematory operations from delivery of deceased through processing cremated remains, through documented onsite review;
 - v. the use and function of funeral merchandise, including but not limited to caskets, urns, and burial vaults;
 - vi. practical application of Vermont statutes, rules, and probate procedures controlling disposition of human remains, including 18 V.S.A. § 5227;
 - vii. practical application of professional standards and bases for unprofessional conduct set out in Vermont law and regulation.
 3. An apprenticeship supervisor must be a Vermont-licensed funeral director with at least three years of practice in good standing. The supervisor shall be responsible for timely, accurate, and complete filing of evaluative forms supplied by the Office. The Director may limit the number of apprentices a supervisor may oversee simultaneously.
- (f) **Examination.** The applicant shall be satisfactorily examined as to his or her knowledge of funeral practice. The Office may administer its own examination or may designate as an acceptable qualifying examination one or more assessments administered by a Vermont institution of higher learning, technical education program, or professional association. The applicant shall be satisfactorily examined in Vermont jurisprudence.