



Sponsor Agreement Form

Please have your Sponsor complete the following form (page 1 only) and send it in with your Application for Admission.

As a licensed embalmer and funeral director in the Province of _____, I, _____ hereby agree to provide instruction, training and practical experience in embalming and/or funeral directing that meets the requirements established by the Canadian College of Funeral Service for _____.

(Student's full name)

I will instruct the aforementioned articulated student in practices, customs and protocols that are practiced in our local area.

Understanding that funeral directing/embalming requires individuals of exemplary character; I also vouch for the student's character, integrity and qualifications to become a funeral director/embalmer.

I will cooperate with the College in the educational program and I agree to complete the necessary evaluation forms required for the practicum components of the program.

I have read the attached document and the information provided on CCFS' website (www.ccfs.ca) describing the course of studies and fully understand the extent of the program in which the aforementioned student is enrolling and will ensure that the student has sufficient time and resources to complete and attend all lessons, seminars, practicum and examinations. (For further information on the program of studies or practicum requirements contact the Canadian College of Funeral Service at 1-888-797-9941 or info@ccfs.ca)

Sponsor's Signature

Licence Number (If Applicable)

Sponsor's Personal E-mail Address

Funeral Home

Funeral Home Mailing Address

Date

Funeral Home Phone Number



Practical Experience/Sponsor Requirements

(This document is for the Sponsor's records)

The student must be sponsored for a twelve to twenty-four-month period by a firm providing embalming and funeral services to the public and be articulated to a licensed embalmer and funeral director in the Province. Students must successfully complete required assignments, on-line lessons, embalming case reports, term examinations, final examinations and a practicum embalming examination. The minimum passing grade is 70%.

The courses for each of the licensure programs are divided into two areas of study: Embalming Technology Studies and Funeral Service Studies. There are two practicum courses in both Level I and Level II of the program that are completed in the worksite: Embalming Practicum and Funeral Service Practicum.

The requirements for the Embalming Practicum are:

- 1) the documentation of the following activities completed by the student during the course of the program:
 - fifty (50) embalming operations, three of which must be autopsied cases
 - thirty (30) transfers;
- 2) the submission of twelve (12) embalming case reports during the course of the program;
- 3) a final evaluation report completed by the sponsoring licensed practitioner at the conclusion of each practicum at both levels of the program; and
- 4) a practicum embalming exam under the direct supervision of a College accredited evaluator.

The requirements for the Funeral Service Practicum are:

- 1) the documentation of the following activities completed by the student during the course of the program:
 - eighteen hundred (1800) hours of funeral service-related work experience in a licensed funeral service facility
 - fifty (50) funeral service arrangements
 - thirty (30) transfers
 - thirty (30) funeral ceremonies
 - thirty (30) graveside ceremonies
 - two (2) witness cremation processes
 - two (2) witness of embalming procedures (includes dressing, cosmetizing, and placement into the casket)

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- 2) a final evaluation report completed by the sponsoring licensed practitioner at the conclusion of each practicum at both levels of the program.

A Student Logbook is provided for each student at the outset of the program and is required to be maintained and submitted for periodic inspection by the instructors of the College. The Logbook contains the documents for recording embalming operations and funeral-related work experience. It also requires that a statutory declaration attesting to the accuracy of the reports contained therein is signed by the sponsoring licensed practitioner on a quarterly basis.

Premises for the Practicum

The sponsor and employer have a responsibility and duty to provide a safe environment for the student to complete the practicum. The premises of the embalming room must be in accordance with the requirements indicated in your respective provincial legislation. An apprentice must be provided with appropriate Personal Protective Equipment (PPE) and must be educated and trained under WHIMIS 2015. The sponsor and employer must ensure that an apprentice follows the guidelines under Routine Practices to prevent the transmission of pathogens found in blood, blood fluids and body substances.