



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 on-line lessons, quizzes, case studies, 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 completion of 1800 hours of workplace training (3600 in BC)
- 2) The documentation of fifty (50) embalming operations completed by the student during the course of the program (three out of the fifty cased must be autopsied)
- 3) The documentation of thirty (30) transfers completed by the student during the course of the program
- 4) The submission of twelve (12) Embalming Case Study Reports.
 - Two of the reports must be on an autopsy case
 - Six reports to be submitted in each level/year
 - Alberta apprentices are not required to complete and submit these Case Study Reports. Instead, an Alberta apprentice must complete and submit 50 AFSRB Embalming Logs
- 5) The successful completion of an embalming practicum examination
- 6) A final evaluation report completed by the sponsoring licensed practitioner at the conclusion of each practicum at both levels of the program

The requirements for the Funeral Service Practicum are:

- 1) The completion of 1800 hours of workplace training (3600 in BC)
- 2) The documentation of fifty (50) funeral arrangement conferences completed by the student during the course of the program;
- 3) The documentation of thirty (30) transfers completed by the student during the course of the program;
- 4) The documentation of thirty (30) funeral ceremonies completed by the student during the course of the program;
- 5) The documentation of thirty (30) graveside ceremonies completed by the student during the course of the program;
- 6) The documentation of two (2) witness cremations;
- 7) The documentation of two (2) embalming procedures, including dressing, cosmetics, hairdressing and casketing;
- 8) A final evaluation report completed by the sponsoring licensed practitioner at the conclusion of each practicum at both levels of the program, and.
- 9) Alberta apprentices must complete and submit a total of 25 AFSRB Arrangement Logs.

The Logbook

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 monthly and quarterly basis.

The apprentice and sponsor will also be provided with a "Sponsor Handbook – Guidelines for the Logbook" at the outset of the program. This handbook will describe details about the mentoring process, the roles and duties of the sponsor, the logbook documentation process, and the practicum requirements.

Sponsor Evaluation Form

It is the sponsor's responsibility to ensure that the apprentice has received proper training in all aspects and duties of the profession. An assessment is an important part of monitoring an apprentice's progress and performance. If an apprentice is weak in a certain area, the sponsor must communicate with the apprentice and work toward improving on this area. The "Sponsor Evaluation Form" includes an assessment on the apprentice that they must complete at the end of each academic year, and prior to licensing. The assessment should be completed in the presence of the apprentice and feedback should be given in each area.

This assessment assists the college to ensure that the student receives adequate training in the technology of embalming and funeral service policies, protocols, and experience. Lower scores on the apprentice's final assessment may impede their ability to obtain their licence. CCFS needs to ensure that the student has obtained competency in all areas. The student's progress with their workplace training practicum will be documented and recorded on their transcript of marks and form part of the overall assessment of the student's performance.

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.