



## SPONSOR AGREEMENT FORM CANADIAN COLLEGE OF FUNERAL SERVICE

Please have your Sponsor complete and initial the required fields.

As a licensed funeral director and embalmer in the province of \_\_\_\_\_,

I,

\_\_\_\_\_  
Name of Sponsor

hereby agree to provide instruction, training, and practical experience in funeral directing and/or embalming that meets the requirements established by the Canadian College of Funeral Service for

\_\_\_\_\_  
Name of Apprentice

▪ I agree to instruct the apprentice in practices, customs, and protocols practiced in our local area.

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▪ With the understanding that funeral directing and embalming require individuals of exemplary character, I vouch for the apprentice's character, integrity, and qualifications to become a funeral director and/or embalmer.

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▪ I agree to cooperate with the Canadian College of Funeral Service in the educational program and agree to complete the required evaluation forms for the practicum component of the program.

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▪ I understand the requirements and expectations of the program the student is enrolling in.

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▪ I agree to provide the apprentice with sufficient support and resources to complete weekly online lessons and the practicum training requirements.

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▪ I agree the apprentice must and will attend in-class sessions, guest speaker sessions, and examinations.

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▪ I agree to teach and train the apprentice so that they obtain the knowledge and skills necessary for an entry-level funeral director and/or embalmer.

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## CANADIAN COLLEGE OF FUNERAL SERVICE

### Practical Experience Requirements:

▪ The apprentice must be sponsored for twelve to twenty-four months by a firm providing funeral services and embalming to the public and by a licensed funeral director and embalmer in the province.

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▪ The apprentice must work a minimum of 16 hours per week. If the apprentice is unable to fulfill the required minimum of 16 hours per week, I understand the apprentice may not be able to continue and may be dismissed from the licensure program.

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▪ The apprentice must complete the required online lessons, quizzes, case studies, mid-term, and final examinations with a minimum grade of 70% and pass the embalming practicum examination.

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▪ The courses for the licensure programs are divided into two areas of study:

- Funeral Service Studies
- Embalming Technology

### *Funeral Service Practicum Requirements:*

#### *– The Apprentice Must:*

- 1) Complete 1800 hours of workplace training.
- 2) Complete and document fifty (50) funeral arrangement conferences.
- 3) Complete and document thirty (30) transfers.
- 4) Complete and document thirty (30) funeral ceremonies.
- 5) Complete and document thirty (30) graveside ceremonies.
- 6) Witness and document two (2) cremations.
- 7) Witness and document two (2) embalming procedures, which include dressing, cosmetics, hairdressing, and casketing.
- 8) Alberta apprentices must also complete and submit twenty-five (25) Alberta Funeral Services Regulatory Board Arrangement Logs.

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#### *– The Sponsor Must:*

- 1) Complete the Sponsor Evaluation Form at the end of each practicum year.

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### *Embalming Practicum Requirements:*

#### *– The Apprentice Must:*

- 1) Complete 1800 hours of workplace training.
- 2) Complete and document fifty (50) embalming operations, and three (3) must be performed on complete autopsied bodies.
- 3) Complete and document thirty (30) transfers.
- 4) Complete and submit twelve (12) Embalming Case Study Reports.
  - a. Two (2) must be completed on complete autopsy cases.
  - b. Six (6) reports must be completed and submitted in each level/ year.
  - c. Alberta apprentices are not required to complete and submit Embalming Case Study Reports. They must complete and submit fifty (50) Alberta Funeral Services Regulatory Board Embalming Logs, three (3) of which must be performed on complete autopsy cases.
- 5) Complete and pass an embalming practicum examination.

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#### *– The Sponsor Must:*

- 1) Complete the Sponsor Evaluation Form at the end of each practicum year.

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### *The Student Logbook:*

The Student Logbook is provided for each apprentice and must be maintained and submitted for periodic review by the college instructors.

#### **The Logbook:**

- Contains documentation for recording funeral-related work experiences and embalming operations.
- Contains a statutory declaration attesting to the accuracy of the reports that must be signed by the sponsor monthly and quarterly.

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### *The Sponsor Handbook:*

The Sponsor Handbook is provided for each apprentice and their sponsor.

#### **The Sponsor Handbook:**

- Describes the mentoring process and the roles and duties of the sponsor.
- Describes the Logbook documentation process.
- Describes the practicum requirements.

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# SPONSOR AGREEMENT FORM

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### *Sponsor Evaluation Form:*

The sponsor is responsible for ensuring the apprentice receives proper training in all aspects of the profession. An assessment is essential to monitor an apprentice's progress and performance. If an apprentice is weak in a particular area, the sponsor must communicate and work toward improving with the apprentice.

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The assessment assists the College in ensuring the student receives adequate training in funeral service policies, protocols, and experience and embalming technology. Lower scores on the apprentice's final assessment may impede their ability to obtain their licence. The Canadian College of Funeral Service must ensure the student has obtained competency in all areas.

- The Sponsor Evaluation Form includes an assessment of the apprentice's skills and must be completed at the end of each practicum year and before licensing.
- The assessment should be completed in the presence of the apprentice to provide feedback in each skill area. If not, I agree to share the completed evaluation form with the apprentice. I understand that CCFS may share the evaluation with the apprentice in CCFS' discretion and/or if requested by the apprentice.
- The apprentice's progress with their workplace training is documented and recorded on their academic transcript and is part of the overall assessment of the apprentice's performance.

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### *Practicum Premises:*

- The sponsor and employer have a responsibility and duty to provide a safe environment for the apprentice during the practicum.
- The premises of the embalming room must be in accordance with provincial legislated regulations.
- An apprentice must receive the appropriate Personal Protective Equipment (PPE).
- An apprentice must be educated and trained under the Workplace Hazardous Materials Information System (WHIMIS) 2015.
- The sponsor and employer must ensure the apprentice follows the guidelines for Routine Practices to prevent the transmission of pathogens found in blood, body fluids, and body substances.

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## SPONSOR AGREEMENT FORM

### CANADIAN COLLEGE OF FUNERAL SERVICE

My initials and signature confirm I have read and agree to comply with the requirements stated in this document.

\_\_\_\_\_  
Sponsor's Signature

\_\_\_\_\_  
Licence Number (If Applicable)

\_\_\_\_\_  
Sponsor's Personal E-mail Address

\_\_\_\_\_  
Funeral Home

\_\_\_\_\_  
Funeral Home Mailing Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Funeral Home Phone Number

For further information on the program of studies or practicum requirements, please contact the Canadian College of Funeral Service toll-free at 1-888-797-9941 or [info@ccfs.ca](mailto:info@ccfs.ca).