

# **Preceptor Manual and Training**

Funeral Home-Based (Online) Program



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## **Being a Preceptor**

Welcome to the DMACC Mortuary Science Program!

Deciding to be a preceptor for a student of funeral service education is a great responsibility. Because of the practical nature of our work, preceptors are an integral part of funeral service education and your role as a mentor and guide is valued and appreciated. DMACC looks forward to working with you during the coming year and we believe that, with your partnership, we can produce a graduate who is ready to make a valuable contribution to funeral service.

If at any time during the student's education process you have questions or concerns about your role and responsibilities or the student's role and responsibilities, do not hesitate to contact us here at DMACC. Our main phone line is (515) 965-7171 and we will be glad to hear and address your questions and concerns.

In accordance with the standards of the American Board of Funeral Service Education (ABFSE), any establishment at which a student receives instruction must be visited by a representative of the funeral service institution or must submit a video tour of the funeral home prior to any instruction. This is to confirm the facility can provide the required activities and ensure a safe and effective learning environment for the student. DMACC will schedule a visit to your firm at some point before the student starts the program. At the end of this manual, you will find the checklist used by the DMACC representative during your site visit.

## **DMACC Mortuary Science Student and Preceptor Responsibilities**

The following is a brief description of what a DMACC student and preceptor should be accomplishing during the program.

### **Student Responsibilities:**

- The student may only work under the direct supervision of a licensed funeral director and therefore cannot perform any aspect of professional activities by him/herself.
- The student should come to the funeral home on time and dressed appropriately.
- The student should spend enough time at the funeral home to complete the assigned activities. This time can include study time if there are no services at the funeral home. If this includes activities during the night, the funeral home assumes the responsibility for the student's safety.
- The student should actively participate in embalming cases. They cannot learn by observing.
- The student should actively participate in funeral services. This can include the student setting up and assisting during a visitation or assisting during a funeral.
- The student should observe at-need arrangement conferences. During this time, they will take notes on the information needed during the conference and be able to complete the forms following the arrangements.
- The student should assist a funeral director with transfers of remains. It is essential that students gain an understanding of the procedures used to transfer the remains from the place of death to the funeral home.
- The student will complete online work, as well as on-campus activities to prepare for the National Board Examination.
- The student will be asked to familiarize themselves with the products and services offered by the funeral home as well as the collection policies.

### **Preceptor Responsibilities:**

- The preceptor should serve as a mentor to the student.
- The preceptor should work with the student to schedule adequate experiences so the student can learn professional skills such as assisting with the arrangement conference, funerals, and embalming cases.
- Treat the student as a professional. Please do not require them to paint the garage, mow the lawn, and make all the night transfers of remains while not giving them the opportunity to observe an arrangement conference, embalm a body, or assist with a funeral.
- Teach the student about the products, services, and pricing offered at your funeral home.
- Promptly read and sign all reports completed and submitted to you by the student.

## **On-Boarding the DMACC Student**

Many of our students are already employees of the funeral home that they are utilizing for the professional activities of the program.

If they are new to your funeral home, please take a few minutes on the first day to onboard them properly. If they have been at the funeral home a while, it can be abbreviated, but you should still review the following information which you probably already shared with them when they began working at the funeral home.

To begin, remember that there was a first time you walked into a funeral home and an embalming room. There was some point in time when you didn't know anything about funeral service.

Information to share with students:

1. Logistical information such as where to park, what to wear, and to whom they should report.
2. Schedule and expectations for arriving and completing professional activities.
3. Site-Specific OSHA Training/form will be completed
4. Professional interactions:
  - If the student is also an employee, where does one end and the other begin
  - No undue influence will be placed on the student
    - Preceptors have a position of power over interns and students; and
    - Preceptors are held to a higher standard
  - No sexual harassment will be tolerated
    - EEOC defines Sexual Harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
    - All such activity is illegal when:
      - Submission to such conduct is explicitly or implicitly made a term or condition of employment.
      - Submission to or rejection of the suggested conduct is used as a basis for employment decisions affecting the individual.
      - Such conduct has the purpose or effect of substantially and unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

## **Acknowledgement of Clinical Site Interruption**

A preceptor may dismiss the student and interrupt the Affiliation Agreement by notifying the student and/or the course faculty.

The Program may remove the student from a clinical site and interrupt the Affiliation Agreement by notifying the student and the preceptor.

## **DMACC Student Activities**

Students will receive their education in four ways:

- Academic content delivered in an online format;
- Interactive video/chat sessions with the program faculty members;
- On-campus days where the student will demonstrate proficiency; and
- Working under the direct supervision of a licensed funeral director/preceptor to complete all course-required activities.

The following courses require a signed funeral home affiliation agreement to be on file in the Office of the Program Chair. (Certain courses require the Hepatitis B Vaccination form and Exposure Liability form that outlines who is responsible in the event of a needle stick injury):

- MOR 324 – Funeral Home Operations I
- MOR 334 – Funeral Home Operations II
- MOR 336 – Embalming I Clinical
- MOR 341 – Embalming II Clinical
- MOR 941 – Funeral Service Practicum

The following sections will give the preceptor an overview of the requirements and expectations for each of these courses that require the funeral home affiliation.

DMACC utilizes e-forms for nearly every documentation. This manual contains a step-by-step tutorial on how to create your account which will allow you to quickly and easily sign reports for the student.

## **MOR 324 – Funeral Home Operations I**

### **1. Observe and Conduct Arrangement Conferences**

Students will work with their preceptor to discuss how arrangement conferences are conducted at your funeral home. The course will require two (2) observations and two (2) role-play activities. Each student will observe two (2) at-need arrangement conferences to focus on listening to how information is shared during the arrangement conference. Each student will also meet with the preceptor to conduct two (2) mock arrangement conferences. The preceptor will role-play the part of the informant, and the student will serve as the funeral director in obtaining the information.

**Preceptor Role:** Ask families if they are comfortable with a student sitting in and observing the arrangement conference for the arrangement conference observations. For the activity of the student role-playing, meet with the student and play the role of a family member who has lost a loved one as the student assumes the role of a funeral director obtaining the information. Finally, after each observation and role-play activity, sign each electronic DMACC Arrangement Conference Report.

### **2. Death Certificates**

The student will use the DMACC e-form to complete their own death certificate as well as death certificates for the arrangement conferences they observe / conduct in a simulated format. Even though not all students are in Iowa, we utilize a generic DMACC Death Certificate formatted after the Iowa Death Certificate. For non-Iowa students, the format may be different but the material in it should be the same.

**Preceptor Role:** Allow the student to ask you how to complete the form, as the relevance of some items may not be understood by the student as they complete the form.

### **3. Burial Transit Permit**

The student will use the DMACC e-form to complete a burial transit permit or disposition permit based on a scenario. Even though not all students are in Iowa, we utilize a generic DMACC Burial Transit Permit formatted after the Iowa Burial Transit Permit. For non-Iowa students, the format may be different but the material in it should be the same.

**Preceptor Role:** Allow the student to ask you how to complete the form, as the relevance of some items may not be understood by the student as they complete the form.

#### **4. Student Register Book Assignment**

Students will input their own information in addition to the information obtained in the simulated arrangement conferences to prepare register books and other memorialization paper products for the services.

**Preceptor Role:** Minimal assistance should be needed in completing this assignment. However, the student may have questions about information contained in the register book.

#### **5. Receive Notifications of Death Calls**

Students will receive two (2) notifications of death during the semester. We utilize the DMACC Notification of Death form while this form may be different from the student's funeral home's notification of death form, the material on the form should be similar.

**Preceptor Role:** The preceptor will role-play notifications with the student. The preceptor should assume various roles, such as that of medical personnel, family members, law enforcement, or friends, who may be making the notification to the funeral home. Finally, after each role-play notification, the preceptor will sign each electronic DMACC Notification of Death Verification Report.

#### **6. Complete Federal and Veterans Forms**

The student will complete a variety of government forms such as Social Security Statement of Death by Funeral Director and Veterans Administration forms related to veteran's benefits.

**Preceptor Role:** Minimal assistance should be needed in completing this assignment.

#### **7. Transfer of Remains**

Students will work with their preceptor to discuss the process of transferring a decedent from a place of death to the funeral establishment. Each student will assist their preceptor with one (1) transfer or remains.

**Preceptor Role:** Allow the student to assist with a real transfer of remains during the course. Upon completion of the transfer, sign the electronic DMACC Transfer of Remains Report.

#### **8. Visitation Observation**

Each student will assist their preceptor in setting up and preparing for one (1) visitation.

**Preceptor Role:** Allow the student to participate in setting up a visitation, then read and sign each electronic DMACC Visitation Report.

### **9. Funeral Observation**

Each student will observe one (1) funeral during the course.

**Preceptor Role:** Allow the student to participate in observing and assisting with one (1) funeral, then read and sign each electronic DMACC Funeral Report.

## **MOR 334 – Funeral Home Operations II**

### **1. Observe Funeral Ceremonies**

The faculty member coordinates a visit to various places of worship in the Des Moines area, including a:

- Roman Catholic church;
- Greek Orthodox church;
- Jewish synagogue;
- Islamic Cultural Center; and
- Military funeral honors.

**Preceptor Role:** If the student is not able to attend the on-campus sessions, the preceptor would be asked to help the student coordinate an observation of the above religious services.

### **2. Observe and Document Funeral Ceremonies**

During the semester, each student will observe five funerals and provide documentation of each funeral. The funerals will be from the following categories:

- Military Service
- Fraternal Service
- Roman Catholic Service
- Eastern Orthodox Service
- Liturgical Protestant Service
- Non-Liturgical Protestant Service
- Jewish Service
- Muslim Service
- Buddhist Service
- Hindu Service
- Secular Service

**Preceptor Role:** The preceptor would be asked to help the student coordinate an observation of the above funeral services. The preceptor will read and sign the Funeral Service Report e-form.

### **3. Visitation Set Ups**

Each student will assist their preceptor in setting up and preparing for two (2) visitations.

**Preceptor Role:** Allow the student to participate in setting up two (2) visitations, then read and sign each electronic DMACC Visitation Report.

### **4. Flag Display**

The student will demonstrate the ability to properly display a US Burial Flag on an open and closed casket and fold the flag into a triangular fold.

**Preceptor Role:** Minimal assistance should be needed in completing this assignment.

### **5. Observe Arrangement Conferences**

Students cannot effectively conduct funeral arrangements without first observing an arrangement conference. We expect students to observe their preceptors conducting at-need arrangement conferences. Each student will observe their preceptor/funeral practitioner as they meet with two (2) families to arrange a funeral for a decedent.

**Preceptor Role:** Ask at-need families if they are comfortable with a student sitting in and observing the arrangement conference for the arrangement conference observations. Finally, after each observation, sign each electronic DMACC Arrangement Conference Report.

## **MOR 336 – Embalming I Clinical**

### **1. Embalming Cases**

Each student is required to embalm five (5) bodies during the course.

#### **Preceptor Role:**

The faculty will provide an overview of generally accepted embalming theory and its various applications in the preparation room. The preparation room is where the student will be able to apply the information they are learning, and this is where the preceptor is essential. The preceptor can help or harm the student's educational experience a great deal in this single area.

If the student is only allowed to observe without performing any embalming activities, or only allowed to aspirate, the student will only learn minimal skills and will graduate without having a command of these skills.

If the student is allowed to perform embalming activities while the preceptor is instructing and observing, the student will learn through that experience and have the potential to become a good embalmer over time. **When the student gets "hands-on" experience in the embalming room, the theory learned in the classroom is greatly enhanced and is generally retained better.**

Here are ways the preceptor can help the student gain the skills needed:

- Allow the student to set features. Sometimes the case may dictate the amount of involvement but be sure to let them attempt this important aspect. The worst- case scenario is that it will need to be corrected before arterial injection.
- Allow the student to select the fluids to be used, place them on the counter near the embalming machine, and tell you how many ounces of each need to be mixed into the solution and tell you **WHY** those chemicals are used. **At this point, please resist the tendency to select the fluids for them. Also, resist telling them their mixture won't work just because it may be different than yours.** Analyze whether their thought process was correct in selecting the fluids. As an example, if the student opts for 20 ounces of a 28-index fluid but you would have used 28 ounces of a 20-index fluid, consider if the fluids have everything else the same, and if so, discuss why you would have selected the lower index. In each case, do not allow the student to pour chemicals into the embalming machine until you have approved them, and they have explained why they chose that chemical(s).
- Allow the student to make the incision and raise the vessels. If they have difficulty, one of the techniques you can use early on is to raise the vessels and then replace them in the incision (without ligature) and ask the student to re-raise them. This enables the student to learn by doing rather than watching.
- Allow the student to aspirate, though you may wish to double check before you allow the student to inject cavity fluid.
- Allow the student to perform all the functions of initial and terminal disinfection.

Following each embalming case, the student will complete an embalming report. Please read each report for accuracy and sign each electronic DMACC Embalming Report.

## 2. Embalming Chemicals Inventory

In an effort for students to understand the chemicals they are using; each student will submit a complete prep room chemical list. The list should contain arterial fluids, supplemental fluids (e.g. pre/co-injection fluids, humectants, edema fluids, water correctives, etc.), cavity fluids, accessory chemicals (e.g. autopsy compounds, embalming powders/gels, etc.) and any other chemicals pertinent to the embalming process.

**DMACC Role:** Students learn about the specific chemicals (e.g. formaldehyde, sorbitol, methanol, etc.) in the MOR 335 course but their exposure to actual products (e.g. Introfiant, Metaflow) happens in the prep room. The faculty will use this inventory list to help students understand what chemicals they have access to when having discussions in the course.

**Preceptor Role:** While there is no form for the preceptor to complete, at this stage the student may need help in understanding what each chemical is and its purpose. The preceptor should explain the purpose of these chemicals and when/why the chemicals would be used.

## 3. Embalming Proficiency Checklist

Each student will demonstrate a variety of embalming tasks during the course. The student will print the electronic embalming checklist and present it to their preceptor to track dates in which the student demonstrate proficiency in a variety of embalming tasks. This is a course requirement assignment.

**Looking ahead to Funeral Capstone:** To successfully complete the Embalming Certification requirement of the Funeral Capstone course, the student will be required to demonstrate proficiency in embalming and be certified in the general techniques of embalming.

To be certified, the student will embalm a body, start to finish, in the presence of (and without assistance from) the faculty member. To pass the certification case, the student must demonstrate minimal proficiency. A grading rubric covering all areas of the embalming process will be used during the case to determine the student's proficiency.

**Preceptor Role:** Throughout the semester the preceptor will provide opportunities for the student to demonstrate proficiency related to specific embalming tasks (e.g. pre-embalming analysis, selecting and mixing fluids, setting features, incision sites and ligating vessels, utilizing arterial and drainage instruments, adjusting the embalming machine, suturing, aspiration, completing cavity treatment, and proper terminal disinfection.) The preceptor will document dates of proficiency on the electronic DMACC Embalming Proficiency Checklist and sign the report.

#### 4.Preparations for Disposition

Each student will participate in cosmetic applications, dressing, and casketing of five (5) deceased human remains during the course.

**Preceptor Role:** Allow the student to participate in applying cosmetics and preparing a decedent for a viewing of five (5) decedents. The preceptor will read and sign each electronic DMACC Preparation for Disposition Report.

#### 5. Terminal Disinfection

Each student will be responsible for terminally disinfecting embalming instruments, embalming equipment, and the embalming preparation area five (5) times during the semester.

**Preceptor Role:** Allow the student the opportunity to complete five (5) terminal disinfections, read and sign each electronic DMACC Terminal Disinfection Report.

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## **MOR 341 Embalming II Clinical**

### **1. Embalming Cases**

Each student is required to embalm five (5) bodies during the course.

**Preceptor Role:** The faculty will provide an overview of generally accepted embalming theory and its various applications in the preparation room. The preparation room is where the student will be able to apply the information they are learning, and this is where the preceptor is essential. The preceptor can help or harm the student's educational experience a great deal in this single area.

If the student is only allowed to observe without performing any embalming activities, or only allowed to aspirate, the student will only learn minimal skills and will graduate without having a command of these skills.

If the student is allowed to perform embalming activities while the preceptor is instructing and observing, the student will learn through that experience and have the potential to become a good embalmer over time. **When the student gets "hands-on" experience in the embalming room, the theory learned in the classroom is greatly enhanced and is generally retained better.**

Here are ways the preceptor can help the student gain the skills needed:

- Allow the student to set features. Sometimes the case may dictate the amount of involvement but be sure to let them attempt this important aspect. The worst- case scenario is that it will need to be corrected before arterial injection.
- Allow the student to select the fluids to be used, place them on the counter near the embalming machine, and tell you how many ounces of each need to be mixed into the solution and tell you **WHY** those chemicals are used. **At this point, please resist the tendency to select the fluids for them. Also, resist telling them their mixture won't work just because it may be different than yours.** Analyze whether their thought process was correct in selecting the fluids. As an example, if the student opts for 20 ounces of a 28-index fluid but you would have used 28 ounces of a 20-index fluid, consider if the fluids have everything else the same, and if so, discuss why you would have selected the lower index. In each case, do not allow the student to pour chemicals into the embalming machine until you have approved them, and they have explained why they chose that chemical(s).
- Allow the student to make the incision and raise the vessels. If they have difficulty, one of the techniques you can use early on is to raise the vessels and then replace them in the incision (without ligature) and ask the student to re-raise them. This enables the student to learn by doing rather than watching.
- Allow the student to aspirate, though you may wish to double check before you allow the student to inject cavity fluid.
- Allow the student to perform all the functions of initial and terminal disinfection.

Following each embalming case, the student will complete an embalming report. Please read each report for accuracy and sign each electronic DMACC Embalming Report.

## 2. Embalming Proficiency Checklist

Each student will demonstrate a variety of embalming tasks during the course. The student will print the electronic embalming checklist and present it to their preceptor to track dates in which the student demonstrate proficiency in a variety of embalming tasks. This is a course requirement assignment.

**Looking ahead to Funeral Capstone:** To successfully complete the Embalming Certification requirement of the Funeral Capstone course, the student will be required to demonstrate proficiency in embalming and be certified in the general techniques of embalming.

To be certified, the student will embalm a body, start to finish, in the presence of (and without assistance from) the faculty member. To pass the certification case, the student must demonstrate minimal proficiency. A grading rubric covering all areas of the embalming process will be used during the case to determine the student's proficiency.

**Preceptor Role:** Throughout the semester the preceptor will provide opportunities for the student to demonstrate proficiency related to specific embalming tasks (e.g. pre-embalming analysis, selecting and mixing fluids, setting features, incision sites and ligating vessels, utilizing arterial and drainage instruments, adjusting the embalming machine, suturing, aspiration, completing cavity treatment, and proper terminal disinfection.) The preceptor will document dates of proficiency on the electronic DMACC Embalming Proficiency Checklist and sign the report.

## 3.Preparations for Disposition

Each student will participate in cosmetic applications, dressing, and casketing of five (5) deceased human remains during the course.

**Preceptor Role:** Allow the student to participate in applying cosmetics and preparing a decedent for a viewing of five (5) decedents. The preceptor will read and sign each electronic DMACC Preparation for Disposition Report.

## 4. Terminal Disinfection

Each student will be responsible for terminally disinfecting embalming instruments, embalming equipment, and the embalming preparation area five (5) times during the semester.

**Preceptor Role:** Allow the student the opportunity to complete five (5) terminal disinfections, read and sign each electronic DMACC Terminal Disinfection Report.

## **MOR 940 Funeral Service Capstone**

All Capstone activities will take place on the DMACC Campus or in Des Moines area funeral homes.

During the week of activities, the students will work directly with the program faculty members to complete all of these final semester activities.

### **1. Embalming Certification Process**

To meet the requirements of accreditation and successfully complete the Capstone course, the student will be required to demonstrate competence in embalming and be certified in the general techniques of embalming. These techniques include: mixing solution, setting features, raising vessels (at primary and secondary injection sites), arterial solution injection, suturing incisions, aspiration and cavity treatment, and primary, concurrent, and terminal disinfection.

To be certified, the student will embalm a body, start to finish, in the presence of (and without assistance from) the faculty member. To pass the certification case, the student must demonstrate minimal proficiency. A grading rubric covering all areas of the embalming process will be used during the case to determine the student's proficiency.

At a scheduled time, the student will come to the Des Moines area and embalm a body without assistance from the instructor, who will evaluate the student's performance using a grading rubric.

### **2. Modeling Activities**

Each student must complete the wax restoration of eyes, ears (right and left), nose, and mouth on a plastic skeletal armature. The student will have access to instructional videos and the student will have time on campus to complete the wax restorations.

### **3. Transfer of Remains**

Each student will demonstrate their ability to conduct a transfer of remains.

### **4. Dressing of Remains**

Each student will demonstrate their ability to dress remains.

### **5. Visitation Setup**

During their time on campus, all students will set up a visitation (e.g. casket/urn, lamps/candles, crucifix, prie dieu, etc.) for the various religious customs. The student will select a random visitation scenario and set it up under the supervision of a faculty member.

## **6. Flag Presentation**

The student will demonstrate the ability to fold a US Burial Flag into a triangular fold and placement on an open and closed casket.

## **7. Arrangement Conference**

At a scheduled time, one of the Capstone instructors will meet with each student on campus to conduct a simulated funeral arrangement conference. The student will assume the role of the funeral director and the instructor will assume the role of a family member planning funeral ceremonies for a deceased relative. The instructor will email the student basic information about the scenario (e.g. name of the deceased and relationship.) The student will meet the "family member" at the scheduled time and conduct the arrangement conference to plan services for the deceased. The "family member" (i.e. instructor) may desire a variety of services and goods, so the "funeral director" (i.e. student) should be knowledgeable in all areas to present the goods, services, and prices in an intelligent and understandable manner. The student is expected to comply with all FTC and state regulations.

At the conclusion of the arrangements conference, the student will provide the "family member" with an itemized statement of goods and services (per FTC regulations.)

Following the arrangement conference, the student will complete a number of deliverables, such as a death certificate, full obituary, register book, memorial folders, and an arrangement worksheet.

## **MOR 941 Funeral Practicum**

The Funeral Service Practicum is one of the final courses in the program. This course provides students with practical experiences in a funeral home setting. During the course, students will work in a funeral home and participate in embalming cases, funerals, and any other required tasks available at the time. Students will be affiliated with a funeral home (approved by DMACC) to learn procedures and policies of the funeral home and perform duties directly relating to the practice of funeral service as assigned by the preceptor, licensed funeral home staff, and faculty members. The required activities of this course are as follows:

### **1. Embalming Cases**

Each student will embalm five (5) bodies during the course. By this time, the student will have embalmed a minimum of 10 cases (in MOR 336 and MOR 341) and should be able to understand the general procedure in the embalming room, if not proficient at many functions of the embalming process.

**Preceptor Role:** Allow the student to participate in observing and assisting with five (5) embalmings, then read and sign each electronic DMACC Embalming Report.

### **2. Initial Notifications of Death Calls**

Each student will participate in collecting information for five (5) notifications of death during the course. These can be real or simulated notifications.

**Preceptor Role:** Allow the student to participate in five (5) notifications of deaths and sign the electronic DMACC Notification of Death Verification Report.

### **3. Transfer of Remains**

Each student will assist the preceptor/funeral practitioner with two (2) transfers of remains during the course. These transfers must be actual and cannot be simulated.

**Preceptor Role:** Allow the student to participate in two (2) transfers of remains, then read and sign each electronic DMACC Transfer of Remains Report.

### **4. Preparation of Remains for Viewing**

Each student will participate in cosmetic applications, dressing, and casketing of five (5) deceased human remains during the course.

**Preceptor Role:** Allow the student to participate in applying cosmetics and preparing a decedent for a viewing of five (5) decedents. The preceptor will read and sign each electronic DMACC Preparation for Disposition Report.

## 5. Visitation Setups

Each student will assist their preceptor in setting up two (2) visitations at the funeral home or another venue.

**Preceptor Role:** Allow the student to participate in setting up two (2) visitations, then read and sign each electronic DMACC Visitation Report.

## 6. Participation in Funeral Services

The student will participate in five (5) funerals during the Practicum. This can include duties such as seating guests, distributing memorial folders, briefing bearers, or greeting guests at the door. The student should have an active role in the service, not be relegated to observation.

**Preceptor Role:** Allow the student to participate in observing and assisting with five (5) funerals, then read and sign each electronic DMACC Funeral Report.

## 7. Observe Arrangement Conferences

Each student will observe their preceptor as they meet with five (5) families to arrange a funeral for a deceased person.

**Preceptor Role:** Allow the student to participate in observing five (5) arrangement conferences, then read and sign each electronic DMACC Arrangement Conference Report.

## 8. Participate in 240 hours at the funeral home

Each student will spend a minimum of 240 hours assisting in the daily functions and responsibilities of a funeral practitioner at the funeral home during the course.

**Preceptor Role:** Allow the student to spend a minimum of 240 hours at the funeral home, then read and sign each electronic DMACC Funeral Home Weekly Hours Report.

## **Preceptor Rules and Qualifications**

This portion of the manual will deal with the American Board of Funeral Service Education (ABFSE) standards that govern preceptors. It will also cover Iowa law concerning student practicums.

### **ABFSE Requirements**

There are three standards that speak directly to the requirements of the Preceptor who is working with any student. We list excerpts of the standards below.

5.4.6.h Off-campus embalming instructional sites where students receive college credit are to be physically visited by a representative of the program and approved prior to the start of instruction.

6.2 All personnel serving as off-campus preceptors must be licensed to practice funeral directing, embalming or both. Embalming preceptors must be graduates of ABFSE accredited programs. If the preceptor graduated from a funeral service program outside the United States, the program must have academic requirements and standards equivalent to an ABFSE accredited program.

6.2.1 Preceptor credentials must be verified by the program in one of the following ways:

6.2.1.a Have on file an official transcript from the accredited funeral service program from which the preceptor graduated plus a copy of his or her state license;

6.2.1.b Have on file a copy of the preceptor's license from the state licensing authority (if the state requires graduation from an ABFSE accredited program)

6.2.1.c Have on file a copy of (or be able to provide access to) verification from the State web site that the preceptor is licensed in the state (if the state requires graduation from an ABFSE accredited program) with the name of the preceptor and date of the issuance of the license maintained by the program.

6.2.2 If preceptors are used, there must be an identified certification process in place and formal documentation that each preceptor has been properly oriented about the school's requirements concerning knowledge base, competency, and evaluation of student procedures and criteria.

7.1.3 All instructional facilities on or off-campus must meet federal, state, provincial/territorial, and local regulations.

7.2 The following is for off-campus instructional sites which includes instruction for management, funeral directing and embalming clinical. Whenever students receive program credit for work carried out off the main campus, the following facilities requirements must be in effect:

7.2.1 The funeral home where students receive credit must be licensed by the appropriate authorities;

7.2.2 Off-campus instruction must take place in locations which offer adequate learning space for students. In the case of instruction in embalming, the facility must be of sufficient size to allow for satisfactory participation by each student.

7.2.3 Inspections of off-campus instructional sites must occur at least once every three years or prior to each use if the use occurs intermittently over a period of several years. Inspections must also occur whenever physical changes to the facility are reported.

7.2.3.a Inspections of off-campus instruction sites must ensure the location has a valid, current license.

7.2.3.b Inspections must ensure that off-campus sites are clean and adequate for instructional purposes.

7.2.3.c The inspection must ensure that appropriate equipment and protocols (drench shower, eye wash station, SDS and blood borne pathogen program, Ventilation system, proper protective equipment, etc.) are in place and functioning.

7.2.4 The program must have written affiliation agreements with each off-campus instructional site.

## **Additional Iowa Laws & Rules (for Iowa students only)**

**901.4(1)** A student may participate in a student practicum in a licensed funeral establishment in Iowa if the student's school is accredited by and in good standing with the American Board of Funeral Service Education (ABFSE). The student practicum must meet the requirements of the ABFSE.

**901.4(2)** Students serving a practicum in Iowa will be under the direct physical supervision of a funeral director who meets the following requirements:

- a.* Has completed the Iowa preceptor training course within the immediately preceding five years.
- b.* Has not had any formal disciplinary action within the past five years.
- c.* Is affiliated with a funeral establishment that has not had any formal disciplinary action within the past five years.

## **How DMACC Meets Applicable Standards**

Because every student in the DMACC Mortuary Science program must fulfill part of their coursework in a funeral home, these standards will be applied to every student in the program. The student may complete their coursework or their Practicum requirements at a funeral establishment that is located either in or out of Iowa. This funeral establishment must be in compliance with all applicable state regulations that pertain to the presence of a student in the funeral establishment setting.

To meet the standards, DMACC requires the funeral home with which a student works to complete an Affiliation Agreement (Appendix.) Once this form is received in the program office, the program chair will verify the funeral home meets the qualifications as set forth by the accreditation standards or Iowa laws. A listing of these requirements includes:

- Ensure a signed affiliation agreement is on file.
- Ensure there is no discipline against the funeral home for the past 5 years (Iowa laws and rules).
- Document proper licensure in the state in which the funeral home is located (this is usually done through an electronic search of the listing on State Board websites).
- Schedule a program representative to visit the funeral home or review a completed video tour of the funeral home PRIOR to any instruction. We cannot count any coursework/embalming cases until the visit is completed.

Once the funeral home verification is complete, the program chair then verifies that the preceptor meets the necessary requirements, including:

- Documentation of licensure;
- Documentation of graduation from an ABFSE program;
- Verification of no discipline within the past 5 years (Iowa laws and rules); • Verification of licensure for at least 1 year (ABFSE Standards); and
- Completion of preceptor training or receiving of this manual.

## **What forms will I complete?**

In order to comply with accreditation, the program needs to maintain documentation that students completed the professional activities that we require.

To accomplish this, we have students prepare a form/report for each of the activities they do. Each form is then automatically sent to you (the preceptor) as a link from an email. When you complete your portion, the form is forwarded to the program for filing.

Here are a list of the forms you (the preceptor) will complete:

- Affiliation Agreement
- Site Visit Form
- Arrangement Conference Form
- Preparation for Disposition Report
- Cremation Observation Report
- Embalming Case Report
- Embalming Proficiency Checklist
- Terminal Disinfection Report
- Funeral Service Report
- Transfer of Remains Verification Report
- Visitation Report
- Notification of Death Verification Report
- Practicum Weekly Hours Worked Log

A copy of each of these forms are included as Appendix A.

Instructions on how to complete the forms are located in Appendix B.

## **Iowa Internship / Preceptorship Training**

Iowa Internship Preceptors:

By Iowa Administrative Rule – 481-901.3(2) Preceptorship, the requirements for a preceptor are:

- a. A preceptor must have completed a training course within five years prior to accepting an intern. This training course shall cover Iowa law and rule content areas including, but not limited to, Iowa law and rules governing licensure and the practice of mortuary science and human resource issues.
- b. Any duly Iowa-licensed funeral director who has been practicing for a minimum of five years and who has not had any formal disciplinary action within the past five years with the Board of Mortuary Science and has completed a preceptor training course detailed in paragraph 901.3(2)“a” will be eligible to be a preceptor.
- c. The preceptor shall be affiliated with a funeral establishment that has not had any formal disciplinary action within the past five years.

To document this, the Preceptor will submit a Preceptor application at the same time the Intern submits her/his application. They will also ask you for a copy of the verification of completion of the Preceptor Training.

## **Iowa Internship**

By Iowa Administrative Rule - **481—901.3**

- a. The intern must serve a minimum of one year of internship under the direct supervision of an Iowa board-certified preceptor. The beginning and ending dates of the internship shall be indicated on the internship certificate. The intern shall engage in the practice of mortuary science only during the time indicated on the internship certificate.
- b. The intern shall, during the internship, be a full-time employee with the funeral establishment at the site of internship except as provided in paragraph 901.3(2)“i.”
- e. The intern shall, during the internship, complete the requirements outlined in subrule 901.3(3), including to embalm not fewer than 25 human remains and direct or assist in the direction of not fewer than 25 funerals under the direct supervision of the certified preceptor and to submit reports on forms furnished by the department of public health. Work on the first 5 embalming cases, first 5 funeral arrangements, and first 5 funeral or memorial services must be completed in the physical presence of the preceptor. The first 12 embalming cases and the first 12 funeral case reports must be completed and submitted by the completion of the sixth month of the internship.

### **Forms to complete during the Internship:**

- Embalming/Funeral Directing Reports (25)
- Six-month Intern Evaluation
- Year-end confidential evaluation of Intern (completed by preceptor)
- Year-end confidential evaluation of Program (completed by intern)

### **Iowa Internship Requirements**

By Administrative Rule 901.3(3), the intern must complete the following requirements (a complete listing of the rule is found in Appendix C):

a. The board-approved preceptor shall ensure that the intern is knowledgeable of each of the following items during the internship:

- (1) The requirements of the Federal Trade Commission Funeral Rule.
- (2) The requirements of the Occupational Safety and Health Act.
- (3) The requirements of the Americans with Disabilities Act.
- (4) The benefits of the Social Security and Veterans Health Administrations.
- (5) The requirements of Iowa funeral law and forms

b. The board-approved preceptor shall ensure that the intern performs each of the following under the preceptor's direct supervision:

(1) Assists with or performs a minimum of 10 transfers of human remains.

(2) Performs 25 embalming of human remains to include:

1. Obtaining permission to embalm.
2. Placement of human remains on preparation table.
3. Pre-embalming analysis.
4. Primary disinfection.
5. Setting features.
6. Selection of injection/drainage sites and raising those vessels.
7. Selection and mixing of embalming chemicals and operation of the embalming machine.
8. Injection and drainage methods.
9. Cavity treatment.
10. Suturing techniques.

- (3) Prepares a minimum of 10 human remains for viewing to include:
  1. Dressing.
  2. Cosmetizing.
  3. Casketing.
  
- (4) Assists with cremation procedures to include:
  1. Contacting the medical examiner.
  2. Completing required cremation forms.
  3. Preparing human remains for cremation.
  
- (5) Makes complete funeral arrangements with a minimum of 10 families to include each of the following, as applicable:
  1. Presentation of funeral goods, products and services.
  2. Presentation of payment options for families.
  
- (6) Contacting third-party suppliers of goods and services, such as clergy, cemetery personnel, outer burial container provider, cremation establishment, florist, and musicians.
  
- (7) Completing the obituary.
  
- (8) Presentation of general price list and associated price lists.
  
- (9) Preparation and presentation of statement of funeral goods and services.
  
- (10) Coordinates, at a minimum, 10 visitations to include:
  1. Preparing the chapel, visitation room or other facility.
  2. Setting up floral arrangements.
  3. Setting up register book and memorial folders or prayer cards.
  
- (11) Directs a minimum of 25 funerals or memorial services to include, as applicable:
  1. Greeting funeral attendees.
  2. Assisting casket bearers.
  3. Preparing for funeral procession.
  4. Driving a vehicle in procession.
  5. Assisting at graveside committal.
  6. Transporting flowers.
  7. Coordinating with officiant and family.

As a reminder, work on the first 5 embalming cases, first 5 funeral arrangements, and first 5 funeral or memorial services must be completed in the physical presence of the preceptor.

Appendix A:

**Copies of the DMACC Electronic forms:**

- DMACC Mortuary Science Affiliation Agreement
- DMACC Mortuary Science Funeral Home Site Visit Form
- DMACC Mortuary Science Arrangement Conference form
- DMACC Mortuary Science Preparation for Disposition Report
- DMACC Mortuary Science Cremation Observation form
- DMACC Mortuary Science Embalming Case Report
- DMACC Mortuary Science Embalming Proficiency Checklist
- DMACC Mortuary Science Terminal Disinfection Report
- DMACC Mortuary Science Funeral Service Report
- DMACC Mortuary Science Transfer of Remains Verification Report
- DMACC Mortuary Science Visitation Report
- DMACC Mortuary Science Notification of Death Verification Report
- DMACC Mortuary Science Weekly Hours Log



DES MOINES AREA COMMUNITY COLLEGE
MORTUARY SCIENCE / FUNERAL SERVICES PROGRAMS
AFFILIATION AGREEMENT

Student First Name: [input] Student Last Name: [input]

DMACC Email: [input] This will end in @dmacc.edu. If you do not submit your DMACC email the form will be returned.

Professional activities to be completed at this location: [dropdown: -- Please Select --]

- I (student) acknowledge an Affiliation Agreement form must be completed for each funeral home location I will use to complete professional activities while I am in the Mortuary Science Program.
I (student) acknowledge a new Affiliation Agreement does not need to be completed during a second semester unless I change funeral homes or preceptors/funeral directors.
I (student) grant permission for DMACC Mortuary Science to contact the funeral director serving as my preceptor to discuss the courses I may be enrolled in, the activities which I need to complete at the funeral home, and my status as a student. In addition, I acknowledge that at the beginning of each semester a letter will be posted in each online course requiring a preceptor, which I am to print and give to my preceptor.

Funeral Home Name (AGENCY): [input] Establishment License #: [input] (Completed by Preceptor)
Funeral Home Mailing Address: [input] Phone #: [input]
Funeral Home City: [input] State: [dropdown: -- Choose --] Zip: [input]

Primary (Preceptor) Contact:

Note the Student will only fill in the name and the Preceptor will add their primary email and license information.

Form with fields: First Name, Last Name, Email, State of Licensure, F.D. License #, Embalmer License #

Student Acknowledgement and Instructions

Prior to beginning the affiliation, the program must verify the funeral home site visit form has been completed which includes the required OSHA safety equipment and a recent formaldehyde test prior to the start of instruction.

If any OSHA required items are missing, including results of a formaldehyde test, please work with your preceptor to complete the missing items as soon as possible, since it is needed to complete the affiliation.

Hepatitis B Vaccination

The Student will select from the drop down and mark the acknowledgement.

[dropdown: -- Please Select --]

- I acknowledge I will be participating in professional activities that potential involve exposure to blood or other potentially infectious materials.

OSHA-Required Items

Formaldehyde Testing and Results

ABFSE (the accrediting agency) requires compliance with formaldehyde testing if a funeral home has a mortuary science student gaining experiential learning at the funeral home. OSHA formaldehyde regulations can be found here: OSHA Formaldehyde Standard 1910.1048

- Preceptor Acknowledgement: I certify compliance with all applicable OSHA standards.

## **Site Specific OSHA Training**

*This section will be completed by the Preceptor.*

<b>OSHA Training Topics</b>
Acknowledgement of Name of Funeral Home's OSHA Compliance Officer
Location of all SDSs (Safety Data Sheets) as required by the Hazard Communication Standard
Location of the written Hazard Communication Plan (HCP) as required by the Hazard Communication Standard
Location of OSHA required drench shower and eyewash station
Location of the written Exposure Control Plan (ECP) as required by the Bloodborne Pathogen Standard
Location of the regulatory text of each standard (i.e. the actual OSHA standards: the student will have copies of these as well)
Instructions for handling of spills, emergencies, and clean-up procedures
Engineering and work practice controls used to reduce exposure at the funeral home
Who to contact in case of an emergency/incident exposure involving blood, OPIM, or hazardous chemicals

**I, the Preceptor, certify the above listed components of site specific OSHA Training were reviewed with the student on this date:**

## **Funeral Home Visit**

Off-campus instructional sites where students receive college credit are to be reviewed and confirmed by a representative of the program and approved prior to the start of instruction. "Instruction" entails participation in professional activities in the funeral directing and clinical embalming settings.

To accomplish the clinical site visit, the student will create a video "tour" of the funeral facility that covers all required areas (e.g., drench shower, ventilation, OSHA documentation, etc.) as required by the American Board of Funeral Service Education (ABFSE) and provide narration during the video.

The virtual clinical site visit video will remain in force for a maximum of three years; after that period, a new video must be created and submitted by a student. A new video must be submitted if any physical changes are made to the facility.

The student will upload the video to send to the appropriate faculty member who will then download the video to be archived for three years per ABFSE regulations. Specific details and instructions regarding this entire process are included on a separate Funeral Home Virtual Site Visit Form.

## **Preceptor Training**

Both Iowa law and our ABFSE accreditation standards require all funeral directors who work with our students to complete preceptor training. We accomplish this in several ways:

- You can access the Preceptor Manual on this webpage - [Preceptor Manual](#).
- If you wish to take the Iowa Preceptor Training, you can complete the online video training for continuing education credit. The training can be found on the DMACC Mortuary Science Program website - [Iowa Preceptor Training Course](#).
- \* I (Funeral Director/Preceptor) have read and acknowledge the preceptor [Affiliation Agreement Terms and Conditions](#) and that I have viewed and will abide by the Preceptor Manual linked above.

## **Acknowledgement of Clinical Site Interruption**

A preceptor may dismiss the student and interrupt the Affiliation Agreement by notifying the student and/or the course faculty.

The Program may remove the student from a clinical site and interrupt the Affiliation Agreement by notifying the student and the preceptor.

Please see the Student Handbook and Preceptor Manual for reasons for student dismissal or removal.

- You can access the Preceptor Manual on this webpage - [Preceptor Manual](#)
- You can access the Student Handbook on this webpage - [Student Handbook](#)
- \* I (Student) have read and acknowledge the procedures related to clinical site interruption.
- \* I (Preceptor) have read and acknowledge the procedures related to clinical site interruption.

## **Funeral Director/Preceptor Agreement**

The program will verify funeral director licensure and if additional information is needed, we will contact you.

## **To Be Completed By Mortuary Science Program**

- \* The funeral establishment licensure has been verified by the program.

Funeral Establishment License Number:

Funeral Home License Expiration Date:

Funeral Establishment Discipline:

\* The preceptor licensure has been verified by the program.

Preceptor License Number:

Preceptor License Expiration Date:

Has preceptor been licensed longer than one year:

Preceptor Discipline:

Funeral Home Site Visit form is on file with the program.

Student Signature

Date:

Preceptor Funeral  
Director Signature

Mortuary Science License  
Verification Signature

Mortuary Science  
Department Signature



DES MOINES AREA COMMUNITY COLLEGE  
MORTUARY SCIENCE / FUNERAL SERVICES PROGRAMS  
FUNERAL HOME VIRTUAL SITE VISIT

Student First Name:

Student Last Name:

Date of Video:

**Funeral Home/Clinical Site Information:**

Funeral Home Name (AGENCY):

Funeral Home Address:

City:

State:

Zip:

**Name of Person Responsible for Facility:**

First Name:

Last Name:

**Name of Person Recording Video:**

First Name:

Last Name:

Professional activities to be completed at this location:

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**Formaldehyde Testing and Results**

ABFSE (the accrediting agency) requires compliance with formaldehyde testing if a funeral home has a mortuary science student gaining experiential learning at the funeral home. OSHA formaldehyde regulations can be found here: [OSHA Formaldehyde Standard 1910.1048](#)

\* Preceptor Acknowledgement: I certify compliance with all applicable OSHA standards.

Date of last formaldehyde test:

STEL Result:

TWA Result:

Location of SDS manual(s):

**Actions Steps for Formaldehyde Exposure for TWA and STEL:**

**If TWA is 0.5 – 0.74 ppm (Action level):**

- Post formaldehyde warning sign on door
- Conduct medical surveillance
- Develop written plan to reduce levels
- Repeat monitoring at least every 6 months

**If TWA is at/above 0.75 ppm or STEL is at/above 2 ppm:**

- Post formaldehyde warning sign on door
- Conduct medical surveillance
- Develop written plan to reduce levels
- Repeat monitoring at least every 12 months
- Issue fit-tested respirators to all who use room

**If TWA is below 0.5 ppm and STEL is below 2 ppm:**

- Retest according to OSHA guidelines such as personnel, structural, or procedural changes (e.g. new hire, updates to ventilation system, new embalming machine.)

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**Funeral Home Visit / Video Tour**

Off-campus instructional sites where students receive college credit are to be reviewed and confirmed by a representative of the program and approved prior to the start of instruction. "Instruction" entails participation in professional activities in the funeral directing and clinical embalming settings.

To accomplish the clinical site visit, the student will create a video "tour" of the funeral facility that covers all required areas (e.g., drench shower, ventilation, OSHA documentation, etc.) as required by the American Board of Funeral Service Education (ABFSE) and provide narration during the video.

The virtual clinical site visit video will remain in force for a maximum of three years; after that period, a new video must be created and submitted by a student. A new video must be submitted if any physical changes are made to the facility.

### Video Tour Checklist

The following areas must appear in the video and will be verified by a DMACC Mortuary Science faculty member. A narration must be included of the following areas.

---

**All items below this line will be completed by a Mortuary Science Faculty as they view the video.  
The only item completed below this will be student and preceptor signatures.**

Community Areas: These will be shown on the video and verified by the Mortuary Science faculty. Students cannot check these boxes.

- Establishment Sign
- Public Entrance

Licenses: ABFSE (the accrediting agency) requires all funeral practitioner and embalming licenses of the establishment to be clearly viewed in the video and verified by the Mortuary Science faculty. Students cannot check these boxes.

Current establishment license(s) posted?	Yes	No
Expiration date of establishment license was viewed?	Yes	No
Current individual license(s) posted?	Yes	No
Expiration dates of all funeral practitioners (funeral directors/embalmers) was viewed?	Yes	No

Public Areas of Facility: These will be shown on the video and verified by the Mortuary Science faculty (e.g. hallway, visitation room, chapel room, restroom doors.) Students cannot check this box.

Work-Related Areas of Facility: These will be shown on the video and verified by the Mortuary Science faculty. Students cannot check these boxes.

- Office Space
- Arrangements Area
- Merchandise Selection Area

Employee-Only Areas of Facility (if applicable): These will be shown on the video and verified by the Mortuary Science faculty (e.g. lounge, locker room, employee toilet/shower facilities, PPE changing area.) Students cannot check this box.

Equipment: These will be shown on the video and verified by the Mortuary Science faculty. Students cannot check these boxes.

Number of embalming machines:	<input type="checkbox"/>	Describe:	<input type="text"/>
Number of embalming tables:	<input type="checkbox"/>	Describe:	<input type="text"/>
Aspirator:	Hydroaspirator	Electric	Describe: <input type="text"/>
Sterilizer/Disinfection Equipment:	Yes	No	Describe: <input type="text"/>

Instruments: These will be shown on the video and verified by the Mortuary Science faculty. Students cannot check these boxes.

Arterial tubes:	Yes	No	Aneurysm hook/needle:	Yes	No
Drainage instruments:	Yes	No	Scissors:	Yes	No
Hemostats (locking forceps):	Yes	No	Suture needles:	Yes	No
Forceps:	Yes	No	Trocar(s):	Yes	No
Needle injector:	Yes	No	Autopsy aspirator:	Yes	No
Scalpel:	Yes	No			

Supplies: These will be shown on the video and verified by the Mortuary Science faculty. Students cannot check these boxes.

Embalming chemicals and products:	Yes	No	Describe:	<input type="text"/>
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Safety/OSHA Equipment: These will be shown on the video and verified by the Mortuary Science faculty. Students cannot check these boxes.

Embalming machine safe and maintained?	Yes	No
Ventilation/exhaust system (Demonstrated Working Ability)?	Yes	No
Personal Protective Equipment available?	Yes	No
Eye-wash & drench shower station (Demonstrated Working Ability)?	Yes	No
OSHA signage posted?	Yes	No
Hazardous Waste receptacle present?	Yes	No
Biohazard labels in use?	Yes	No
Sharps container available?	Yes <sup>32</sup>	No

First-Aid kit available and maintained?	Yes	No
Fire extinguisher available?	Yes	No

Other: These will be shown on the video and verified by the Mortuary Science faculty. Students cannot check these boxes.

Refrigeration available?	Yes	No
Crematory on-site?	Yes	No

### Funeral Home Visit / Video Tour

The student will upload the video to the Stream app in their DMACC Microsoft 365 OneDrive and will send the link to **two** emails: [kepatterson@dmacc.edu](mailto:kepatterson@dmacc.edu) (it will show as Kevin Patterson, Faculty in the address book) and [sangell@dmacc](mailto:sangell@dmacc) (it will show as Steve Angell, Faculty in the address book). The video will be downloaded and archived for three years per ABFSE regulations.

Specific details and instructions regarding this entire process are included in the Funeral Home Site Visit Form instructions.

By signing this form, I also give DMACC Mortuary Science Program permission to download the video for accreditation purposes.

***This form is intended solely as an evaluation of a clinical site for educational purposes in compliance with American Board of Funeral Service Education (ABFSE) Standards. This form is not intended for any other purpose.***

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Preceptor Funeral Director Signature

Mortuary Science Faculty Signature



**DES MOINES AREA COMMUNITY COLLEGE  
MORTUARY SCIENCE / FUNERAL SERVICES PROGRAMS  
ARRANGEMENT CONFERENCE REPORT**

Student First Name:  Last Name:  Course:

Date of Arrangement Conference:  Time of Arrangement Conference:   
Report #:  Preceptor:   
Funeral Home:  Phone Number:   
City of Funeral Home:   
Type of Arrangement Conference:

**Service Information:**

Type of Service:   
If Other service was selected, describe:   
Religion (if applicable):   
Service Location:   
Date of Service:   
Time of Service:   
Designate Involved Participants:  
Clergy / Officiant:   
Other (e.g. Staff):

**Merchandise Information:**

**Disposition Information:**

Disposition Type:   
If Other service was selected, describe:   
Cemetery or Crematory Name:

**Military Status:**

Veteran:  DD-214 Received:   
Branch:  If Other, describe:   
Flag recipient:

**Special Notes:**

**Form completed by student as part of the arrangement conference process:**

- Death Certificate
- Burial Transit Permit
- SSA 721 (Statement of Death by Funeral Director)
- Death Notice
- Obituary
- FTC - compliant Statement of Funeral Good and Services Selected
- Veterans Flag Application
- Veterans Burial Benefits Form Application
- Veterans Headstone/Marker Form Application
- Veterans Presidential Memorial Certificate Application

Student Signature

Date:

Preceptor Funeral  
Director Signature

Electronic Signature Pending

Faculty Signature

Electronic Signature Pending



**DES MOINES AREA COMMUNITY COLLEGE  
MORTUARY SCIENCE / FUNERAL SERVICES PROGRAMS  
PREPARATION FOR DISPOSITION**

**Student First Name:** 
**Last Name:** 
**Course:**

**Report #:**

**Date of Activity:**

**Preceptor:**

**Funeral Home Name:**

**City of Funeral Home:**

**Student Participation:** Check those activities performed by you (the student) and describe the technique or materials used for each activity, if applicable. A minimum of three (3) activities must be documented on each report.

<u>Activity Information</u>	<u>Performed</u>
Opened Casket:	<input type="text" value="-- Choose --"/>
Positioned Casket Interior after Opening Casket:	<input type="text" value="-- Choose --"/>
Closed Casket:	<input type="text" value="-- Choose --"/>
Positioned Casket Interior prior to Closing Casket:	<input type="text" value="-- Choose --"/>
Raised and/or Lowered Bed:	<input type="text" value="-- Choose --"/>
<b>Casket Manufacturer:</b> <input type="text"/>	

<u>Activity Information</u>	<u>Performed</u>	<u>Description of Completion of Activity</u>
Use of facial cosmetics:	<input type="text" value="-- Choose --"/>	Type of foundation used: <input type="text"/>
		Method of application of foundation: <input type="text"/>
		Method of powder application: <input type="text"/>
		Lip Treatment: <input type="text"/>
Use of hand cosmetic:	<input type="text" value="-- Choose --"/>	Type of cosmetic used on hands: <input type="text"/>
Use of tissue builder:	<input type="text" value="-- Choose --"/>	Location of tissue builder: <input type="text"/>
Dressing of deceased:	<input type="text" value="-- Choose --"/>	<input type="text"/>
Casketing of deceased:	<input type="text" value="-- Choose --"/>	<input type="text"/>

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Preceptor Funeral Director Signature

Faculty Signature



**DES MOINES AREA COMMUNITY COLLEGE  
MORTUARY SCIENCE / FUNERAL SERVICES  
PROGRAMS  
CREMATORY VISIT**

**Student First Name:**  **Last Name:**  **Course:**

**Name of Crematory:**  **Crematory Location:**   
**Preceptor:**  **Date of Cremation:**

**Processes Observed:**

- Pre-heating the retort**
- Placing body into the retort**
- Removing cremated remains from retort**
- Processing of cremated remains and placement into urn**

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Preceptor Funeral Director Signature



**DES MOINES AREA COMMUNITY COLLEGE  
MORTUARY SCIENCE / FUNERAL SERVICES PROGRAMS  
EMBALMING REPORT**

**STUDENT:**

First Name:  Last Name:  Course:

Preceptor Name:  Funeral Establishment:  City of Funeral Home:

Date of Embalming:  DMACC Case Number:

**DESCRIPTION OF DECEASED:**

Approximate Age:  Gender:  Race:

Death Date:  Height:  Weight:

Death Time:  Date Embalming Started:  Time Embalming Started:  Time Embalming Completed:

**CONDITION OF BODY (PRE-EMBALMING):**

Refrigeration:  Length of Refrigeration:  Rigor Mortis:  Livor Mortis:

Stain:  Autopsy:  Cranial:  Thoracic:  Abdominal:

Teeth: Natural  Dentures  Partial

Organ/ Tissue Donor:  Organs/ Tissues procured:

Evidence of Disease:  Evidence of Surgery:

For each condition, enter Yes or No:

Emaciated: <input type="text"/>	Edematous: <input type="text"/>	Purge: <input type="text"/>	Skin Slip: <input type="text"/>	Discolorations: <input type="text"/>
Wounds: <input type="text"/>	Mutilations: <input type="text"/>	Tumors: <input type="text"/>	Ulcerations: <input type="text"/>	Gas: <input type="text"/>
Fractures: <input type="text"/>	Lacerations: <input type="text"/>	Burns: <input type="text"/>	Normal: <input type="text"/>	

**Pre-Embalming Analysis:**

**EMBALMING TECHNIQUES:**

Disinfection: Eyes    Nose    Mouth    Other Offices:     Technique used:

**Vessels Used:** (Select all vessels used)

**ARTERIES:**

Com: Carotid  Com: Iliac

Subclavian  Femoral

Axillary  Radial

Brachial  Ulnar

Other:

Condition of Arteries:

**VEINS:**

Int: Jugular  Int: Vena Cava

Subclavian  Femoral

Com: Iliac

Axillary

Other:

Condition of Veins:

**Machine Settings:**

Potential Pressure:  Actual Pressure:  Differential:  Rate of Flow:  oz./min  
(if applicable)

Injection: Restricted Cervical    One-Point    Multi-Point    Instant Tissue Fixation (Head Freeze)    Split Injection

Drainage: Continuous    Intermittent    Direct Heart Drainage (Heart Tap)    Alternate Drainage

**EMBALMING SOLUTION: Total Gallons Used for First Injection:**  **Type of Machine:**

**Was this a Waterless Embalming?**

-- Choose --

1st Injection:	Brand Name	Company Name	Index/ CPF	Oz/ Gallon
Pre-Injection:				
Pre-Injection:				
Pre-Injection:				
Arterial Fluid:				
Co-Injection:				
Co-Injection:				
Co-Injection:				

**EMBALMING SOLUTION: Total Gallons Used for Second Injection:**

2nd Injection:	Brand Name	Company Name	Index/ CPF	Oz/ Gallon
Pre-Injection:				
Pre-Injection:				
Arterial Fluid:				
Co-Injection:				
Co-Injection:				
Co-Injection:				

**EMBALMING SOLUTION: Total Gallons Used for Third Injection:**

3rd Injection:	Brand Name	Company Name	Index/ CPF	Oz/ Gallon
Arterial Fluid:				
Co-Injection:				
Co-Injection:				
Co-Injection:			39	

**CAVITY TREATMENT:**

Aspiration: \*  Length of delay:

Cavity Fluid: \*  Manufacturer: \*  Index: \*  Oz. Used: \*

**AUTOPSY:**

Viscera/ Abdominal Wall Treatment:

Cranial/ Calvarium Treatment:

Areas Receiving Poor Distribution:

Special Treatments:  
(e.g. hypo, surface embalming etc.)

**POST-EMBALMING CONDITION:**

Condition of Body at Completion of Embalming:                      Good              Fair              Poor              Unknown

Condition of Body at Time of Funeral:                                      Good              Fair              Poor              Unknown

**PROCEDURE CHECKLIST:**

**Check PPEs Worn**

Personal Protective Equipment (PPE):

Gowns:

Face Shield:

Head Cover:

Gloves:

Face Mask:

Shoe Cover:

Any Other PPE used:

Student Performed	Embalming Procedure Performed by Student	Describe How Procedure Was Performed By Student
	Verify Permission to embalm	
	Transfer from stretcher/ cot	
	Positioned body on table	
	Primary Disinfection/ Bathing	
	Shaving	
	Setting features	
	Selection of vessels	
	Incise injection site(s)	
	Locate and elevate vessels	
	Insert arterial tube	
	Insert drainage device	
	Chemical selection/ mixing	
	Injection/ Drainage techniques	
	Set pressure/ ROF on machine	
	Massaged following areas:	
	Aspiration	
	Cavity Treatment	
	Incisions sutured (sutures used):	
	Autopsy treatments	
	Terminal disinfection	
	Orifices Packed:	
	<b>Students Involved in the Embalming Case</b>	
	Student Performed with no other students present	
	Other Student:	

**PRECEPTOR REMARKS (OPTIONAL):** In general, describe how the student performed their duties.

Student Signature \_\_\_\_\_

Date: \_\_\_\_\_

Course Instructor Signature

Preceptor Funeral Director Signature

Faculty Signature



**DES MOINES AREA COMMUNITY COLLEGE  
MORTUARY SCIENCE / FUNERAL SERVICES PROGRAMS  
EMBALMING PROFICIENCY CHECKLIST  
EMBALMING CLINICAL**

**STUDENT:**

First Name:  Last Name:  Course:

Preceptor Name:  Funeral Establishment:

**Clinical Student Performance**

Proficiency Status	Embalming Task
<input type="text" value="-- Please Select --"/>	Verbalized preembalming analysis
<input type="text" value="-- Please Select --"/>	Selected and mixed appropriate fluids
<input type="text" value="-- Please Select --"/>	Set features (i.e. mouth/eyes)
<input type="text" value="-- Please Select --"/>	Incise injection site(s)
<input type="text" value="-- Please Select --"/>	Located and ligated right internal jugular vein
<input type="text" value="-- Please Select --"/>	Located and ligated right common carotid artery
<input type="text" value="-- Please Select --"/>	Located and ligated femoral artery
<input type="text" value="-- Please Select --"/>	Inserted arterial tube into artery
<input type="text" value="-- Please Select --"/>	Inserted drainage device into vein
<input type="text" value="-- Please Select --"/>	Set pressure/ ROF on machine
<input type="text" value="-- Please Select --"/>	Sutured incision
<input type="text" value="-- Please Select --"/>	Aspirated body cavities
<input type="text" value="-- Please Select --"/>	Performed cavity treatment (i.e. injected cavity fluid)
<input type="text" value="-- Please Select --"/>	Performed proper disinfection

Preceptor Comments:

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Preceptor Funeral Director Signature

Faculty Signature



**DES MOINES AREA COMMUNITY COLLEGE  
MORTUARY SCIENCE / FUNERAL SERVICES PROGRAMS  
TERMINAL DISINFECTION REPORT**

**STUDENT:**

First Name:  Last Name:  Course:

Preceptor Name:  Funeral Establishment:  City of Funeral Home:

Date of Activity:  Report Number:

**DISINFECTION OF INSTRUMENTS AND EQUIPMENT:**

Arterial tubes:	Yes	No	Aneurysm hook/needle:	Yes	No
Drainage instruments:	Yes	No	Scissors:	Yes	No
Hemostats (locking forceps):	Yes	No	Suture needles:	Yes	No
Forceps:	Yes	No	Trocar(s):	Yes	No
Needle injector:	Yes	No	Autopsy aspirator:	Yes	No
Scalpel:	Yes	No	Tubing:	Yes	No

**Disinfectant(s) Utilized for Instruments:**

**DISINFECTION OF PREPARATION AREA:**

Embalming Table:	Yes	No	Floor:	Yes	No
Faucets:	Yes	No	Drain:	Yes	No
Sinks:	Yes	No	Drawers:	Yes	No
Cabinets:	Yes	No	Doors:	Yes	No
Handles:	Yes	No	Mortuary Cot:	Yes	No

**Disinfectant(s) Utilized:**

**Cleaning Method (e.g. wiping down surfaces, scrubbing, mopping, soaking):**

**PERSONAL PROTECTIVE EQUIPMENT (PPE) WORN:**

Gown:	Yes	No	Face Shield:	Yes	No
Gloves:	Yes	No	Head Cover:	Yes	No
Face Mask:	Yes	No	Shoe Covers:	Yes	No

Other PPE Used:

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Preceptor Funeral Director Signature

Faculty Signature



DES MOINES AREA COMMUNITY COLLEGE  
MORTUARY SCIENCE / FUNERAL SERVICES PROGRAMS  
FUNERAL SERVICE REPORT

Student First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Course:

Date of Service: \_\_\_\_\_ Time of Service (a.m./p.m.): \_\_\_\_\_

Report #:  Preceptor: \_\_\_\_\_

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

City of Funeral Home: \_\_\_\_\_

**Service Information:**

In Person Service:

Type of Service:

If Other service was selected, describe: \_\_\_\_\_

Religion (if applicable): \_\_\_\_\_

Service Location: \_\_\_\_\_

Clergy / Officiant: \_\_\_\_\_

Other (e.g. Staff): \_\_\_\_\_

**Disposition Information:**

Disposition Type:

If Other service was selected, describe: \_\_\_\_\_

Cemetery or Crematory Name: \_\_\_\_\_

**Student Participation:**

Describe your role in the service.

(e.g. "passed out folders", "parked cars", or "seated guests")

Large empty text area for describing student participation.

My two artifacts (documentation) are attached, a folder and obituary for example. Artifacts must be attached as PDF files.

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Preceptor Funeral Director Signature \_\_\_\_\_  
Electronic Signature Pending





DES MOINES AREA COMMUNITY COLLEGE
MORTUARY SCIENCE / FUNERAL SERVICES PROGRAMS
TRANSFER OF REMAINS VERIFICATION

Student First Name: [text box] Last Name: [text box] Course: [Please Select -- dropdown]

Transfer of Remains Report Number: [-- Choose -- dropdown]

Type of Transfer: [-- Choose -- dropdown]

Preceptor Name: [text box]

Funeral Home Name: [text box]

City of Funeral Home: [text box]

Date of Activity: [text box] Time of Activity: [text box]

Sex of Decedent (M/F): [-- Choose -- dropdown]

Location of Transfer: [-- Choose -- dropdown]

City of Death: [text box]

County of Death: [text box]

State of Death: [text box]

Special Instructions: [text area with scroll arrows]

I wore appropriate PPE during the transfer: [-- Choose -- dropdown]

Types of PPE Worn (e.g. gloves, mask): [text box]

I transferred the cot into the transfer vehicle myself without assistance: [-- Choose -- dropdown]

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Preceptor Funeral Director Signature [Electronic Signature Pending]

Faculty Signature [Electronic Signature Pending]



**DES MOINES AREA COMMUNITY COLLEGE  
MORTUARY SCIENCE / FUNERAL SERVICES PROGRAMS  
VISITATION REPORT**

Student First Name:  Last Name:  Course:

Report #:

Date of Visitation:

Preceptor:

Funeral Home:

Phone Number:

City of Funeral Home:

**Visitation Information:**

Start Time (a.m./p.m.):

End Time (a.m./p.m.):

Location of Visitation:

If Other Location, Describe:

Special Participants:

**Student Participation:**

Describe your role in setting up the visitation.

(e.g. "placed flowers in visitation room" or "placed Catholic equipment near casket")

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Preceptor Funeral Director Signature

Faculty Signature



**DES MOINES AREA COMMUNITY COLLEGE  
MORTUARY SCIENCE / FUNERAL SERVICES PROGRAMS  
NOTIFICATION OF DEATH VERIFICATION**

Student First Name:  Last Name:  Course:

Notification of Death Report Number:

Date of Notification of Death:

My artifact (documentation) of the DMACC Notification of Death worksheet is attached.  
The artifact must be attached as a PDF file. **No other artifact or file will be accepted.**

**Preceptor Verification**

As the preceptor for this student and signing this form I verify I assisted the student with this notification of death activity.

Student Signature

Date:

Preceptor Funeral  
Director Signature

Electronic Signature Pending

Faculty Signature

Electronic Signature Pending



Appendix B:

**How Do I Sign DMACC e-Forms?**

As already stated, preceptors are an integral part of funeral service education and we appreciate your time and effort. The DMACC Mortuary Science Program utilizes e-forms to help you quickly and efficiently verify the student’s work with an electronic signature. What follows is a step-by-step tutorial to guide you through the process of electronically signing these forms.

- 1. When the student begins to fill out an electronic report (e.g. an embalming report), their first step is to \*submit the preceptor’s name and email address. Here is a screenshot of what **they** see:

DMACC Embalming Case Report

Instructions



To be directed to your form, you must first enter the Email address of your Preceptor. To do so:

- 1. Click on **Enter contact information** below
- 2. Enter the **NAME** and **EMAIL** of your preceptor for the Mortuary Science Program
- 3. Click **Save** icon (to the right)
- 4. Click **Continue to form** (at the bottom) to complete the form.

When you are finished, this form will be routed to your Preceptor so they may review, remark, and sign.

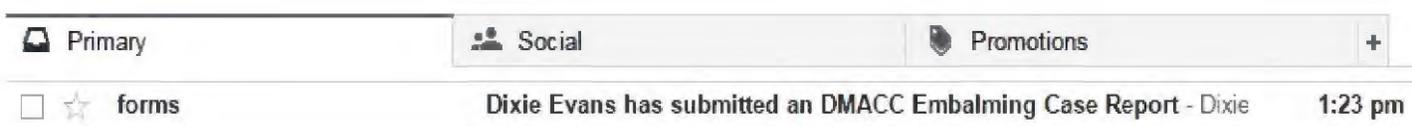
Form Participants

Preceptor Funeral Director

Enter contact information

The student will enter the preceptor’s name and email address here:

\*If you do not receive a notification that they submitted a report, it may be that they didn’t enter your email address correctly. You may also want to check your spam folder as occasionally, these automatically-generated emails end up there.



2. Once the student submits their portion of the embalming report, you will see a message from "forms@dmacc.edu" (like the one below) in your email Inbox:

3. When you open the email, you should see this:

forms@dmacc.edu Mon, Mar 29, 3:40 PM (20 hours ago) ☆ ↶ ⋮  
to me ▾

Dixie Evans has submitted an DMACC Mortuary Science Embalming Certification Checklist that requires your review, remarks and approval. To access the form click the link below.

If you have questions please contact:

Kevin Patterson  
DMACC Mortuary Science Program Chair  
515-964-6244

Click this link to go to the DMACC e forms Log In page.

[Click here to complete your section of the form.](#)

Log In

Sign in to complete the DMACC Mortuary Science Embalming Certification Checklist form as requested by Des Moines Area Community College.

User Name or Email Address

Password

Log In

Create New Account

Forgot Your Password

If this is the first time you've accessed a DMACC e form, you'll need to select "Create New Account" and create a new account.

After you've created your account, **SAVE YOUR USER NAME AND PASSWORD:** you'll use them for every form you sign from here on out.

4. This link will take you to the log-in page for DMACC's e-forms:

5. Creating your account is a **ONE-TIME** procedure that will allow you to electronically sign all forms quickly and easily from this point forward. (Be sure to follow the password restrictions.)

## Create Account

Our enrollment process is fast, easy and secure. Once enrolled, you will immediately have convenient online access to complete required forms, view pending forms, and review your completed forms history.

Please complete all of the information below.

**Username \***

Use numerical characters.

- Must be at least 8 characters long.
- Must contain at least one letter.

**Password \***

**Confirm Password \***

Password restrictions:

- Must be at least 8 characters long.
- Must contain each of the character types below:
  - # upper case letters
  - # lower case letters
  - # numbers
  - # special characters @ & \$

**First Name \***

**Last Name \***

**Email Address \***

**Confirm Email Address \***

**Secret Question \***

**Secret Question Answer \***

**Answer Hint \***

Click **"Create Account"** when you have entered your information.

6. Once you click "Create Account" you should see this:

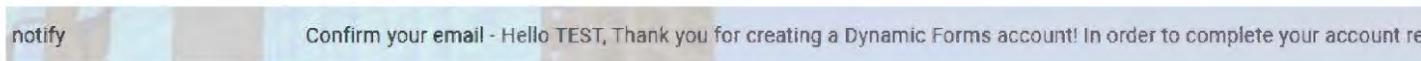
## Verify your email

We sent an email to your inbox

Please visit the link provided in that email to confirm your email address and activate your account.

NOTE: If you do not receive the confirmation email in your inbox, please check your junk and/or spam folders.

7. Now, go back to your inbox and look for the confirmation email so you can activate your account:



8. Here are the contents of that email:

## Confirm your email Inbox x

**notify@ngwebsolutions.com**

to me ▾

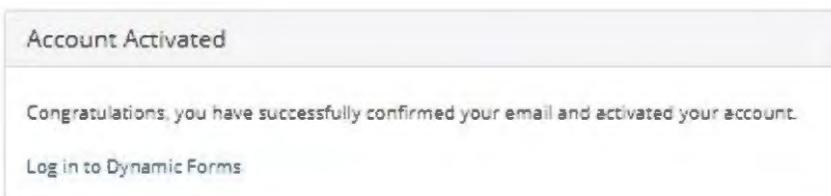
Hello TEST, Thank you for creating a Dynamic Forms account!

In order to complete your account registration, you must confirm your email by visiting the link below:

[Confirm Email](#)

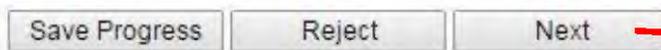
**Click "Confirm Email"**

9. Here's what you should see when you click "Confirm Email":



Click "**Log in to Dynamic Forms**" and use your newly created user name and password. You can now review all forms submitted by the student.

- 10.** Review all information entered by the student (there may be multiple pages to review.) At the bottom of each page, you can click "Next" to go to the next page of information:



Save Progress   Reject   Next

Click Next to go to the next page.

On some reports (e.g. the Embalming Report), there is an area to add remarks about the student's performance; this is optional.

- 11.** Once you've reached the end of the embalming report, you will electronically sign it:

### Electronic signature

Please read the Disclosure / Consent before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

DMACC

Preceptor

Type in your first and last name (as they appear on this screen) and click Sign Electronically."

- 12.** On the final screen, you can view the report as a .pdf (and print it if you desire) and/or check any other pending forms (e.g. Funeral Directing report) that need your attention.

- 13.** If you have no other forms to sign, you can click "Logout" and you are done!

## Appendix C:

### Iowa Rules pertaining to internships: 481-901.3 Internship and preceptorship.

#### 901.3(1) *Internship.*

- a. The intern must serve a minimum of one year of internship under the direct supervision of an Iowa board-certified preceptor. The beginning and ending dates of the internship shall be indicated on the internship certificate. The intern shall engage in the practice of mortuary science only during the time indicated on the internship certificate.
- b. The intern shall, during the internship, be a full-time employee with the funeral establishment at the site of internship except as provided in paragraph 901.3(2) "i."
- c. No licensed funeral director shall permit any person in the funeral director's employ or under the funeral director's supervision or control to serve an internship in funeral directing unless that person has a certificate of registration as a registered intern from the department of public health. The registration shall be posted in a conspicuous place in the intern's primary place of practice.
- d. Registered interns shall not advertise or hold themselves out as funeral directors or use the degree F.D. or any other title or abbreviation indicating that the intern is a funeral director.
- e. The intern shall, during the internship, complete the requirements outlined in subrule 901.3(3), including to embalm not fewer than 25 human remains and direct or assist in the direction of not fewer than 25 funerals under the direct supervision of the certified preceptor and to submit reports on forms furnished by the department of public health. Work on the first 5 embalming cases, first 5 funeral arrangements, and first 5 funeral or memorial services must be completed in the physical presence of the preceptor. The first 12 embalming cases and the first 12 funeral case reports must be completed and submitted by the completion of the sixth month of the internship.
- f. Before being eligible for licensure, the intern must have filed the 25 completed embalming and funeral directing case reports and a 6-month and a 12-month evaluation form with the department of public health. These reports shall be answered in full and signed by both the intern and preceptor.
- g. When, for any valid reason, the board determines that the education a registered intern is receiving under the supervision of the present preceptor might be detrimental to the intern or the profession at large, the intern may be required to serve the remainder of the internship under the supervision of a licensed funeral director who is approved by the board.
- h. The length of an internship may be extended if the board determines that the intern requires additional time or supervision in order to meet the minimum proficiency in the practice of mortuary science.
- i. The board views a one-year internship completed in a consecutive 12-month period as the best training option. If an internship is interrupted, the internship must be completed within 24 months of the date it started in order to be readily accepted by the board. Internships that are not completed within 24 months shall be preapproved by the board on such terms as the board deems reasonable under the circumstances. The board may require any or all of the following:
  - (1) Completion of a college course or continuing education course covering mortuary science laws and rules;
  - (2) Additional case reports;
  - (3) Extension of an internship up to an additional 12 months depending on such factors as the number of months completed during the internship, length of time that has lapsed since the intern was actively involved in the internship program, and the experience attained by the intern.
- j. Application for change of preceptor or any other alteration must be made in writing and approval granted by the board before the status of the intern is altered.
- k. The intern shall complete on a form provided by the board a confidential evaluation of the preceptorship program at the end of the internship. This form shall be submitted before a funeral director license is issued to the intern.
- l. The intern must be approved and licensed following a successful internship before the intern may practice mortuary science.

**901.3(2) Preceptorship.**

- a. A preceptor must have completed a training course within five years prior to accepting an intern. This training course shall cover Iowa law and rule content areas including, but not limited to, Iowa law and rules governing licensure and the practice of mortuary science and human resource issues. The training course may be counted toward the continuing education hours required for the licensure biennium in which the training course was completed.
- b. Any duly Iowa-licensed funeral director who has been practicing for a minimum of five years and who has not had any formal disciplinary action within the past five years with the board of mortuary science and has completed a preceptor training course detailed in paragraph 901.3(2)“a” will be eligible to be a preceptor.
- c. The preceptor shall be affiliated with a funeral establishment that has not had any formal disciplinary action within the past five years.
- d. The preceptor shall certify that the intern engages in the practice of mortuary science only during the time frame designated on the official intern certificate.
- e. A preceptor’s duties shall include the following:
  - (1) Ensure the intern completes the training program outlined in subrule 901.3(3);
  - (2) Be physically present and supervise the first five embalming cases, first five funeral arrangements, and first five funeral or memorial services;
  - (3) Familiarize the intern in the areas specified by the preceptor training outline;
  - (4) Read, add appropriate comments to, and sign each of the 25 embalming reports and the 25 funeral directing reports completed by the intern;
  - (5) Complete a written six-month report of the intern on a form provided by the board. This report is to be reviewed with and signed by the intern and submitted to the board before the end of the seventh month; and
  - (6) At the end of the internship, complete a confidential evaluation of the intern on a form provided by the board. This evaluation shall be submitted within two weeks of the end of the internship. The 12-month report shall be submitted to the board for review and approval prior to the board’s approval of the intern for licensure.
- f. Failure of a preceptor to fulfill the requirements set forth by the board, including failure to remit the required six-month progress report, as well as the final evaluation, shall result in an investigation of the preceptor by the board and may result in actions which may include, but not be limited to, the loss of preceptor status for current and future interns or discipline or both.
- g. If a preceptor does not serve the entire year, the board will evaluate the situation; and if a certified preceptor is not available, a licensed funeral director may serve with the approval of the board.
- h. No licensed funeral director or licensed funeral establishment shall have more than one intern funeral director for the first 100 human remains embalmed or funerals conducted per year, and with a maximum of two interns per funeral establishment.
- i. With prior board approval, an intern may serve under the supervision of more than one preceptor under the following terms and conditions:
  - (1) A single preceptor must act in the role of the primary preceptor.
  - (2) The primary preceptor is responsible for coordinating all intern training and activities.
  - (3) The intern shall be a full-time employee of the funeral establishment of the primary preceptor; however, compensation may be shared between preceptors.
  - (4) The primary preceptor may make arrangements with a maximum of two additional preceptors to share preceptor responsibilities for such purposes as providing an intern with a higher-volume practice or a broader range of intern experiences.
  - (5) Each preceptor shall be individually responsible for directly supervising the intern’s activities performed under the preceptor’s guidance, but the primary preceptor remains responsible for coordinating the intern’s activities and submitting all forms to the board.

**901.3(3) Intern training requirements.**

- a. The board-approved preceptor shall ensure that the intern is knowledgeable of each of the following items during the internship:
  - (1) The requirements of the Federal Trade Commission Funeral Rule.
  - (2) The requirements of the Occupational Safety and Health Act.
  - (3) The requirements of the Americans with Disabilities Act.
  - (4) The benefits of the Social Security and Veterans Health Administrations.
  - (5) The requirements of Iowa funeral law and forms
- b. The board-approved preceptor shall ensure that the intern performs each of the following under the preceptor's direct supervision:
  - (1) Assists with or performs a minimum of 10 transfers of human remains.
  - (2) Performs 25 embalmings of human remains to include:
    - 1. Obtaining permission to embalm.
    - 2. Placement of human remains on preparation table.
    - 3. Pre-embalming analysis.
    - 4. Primary disinfection.
    - 5. Setting features.
    - 6. Selection of injection/drainage sites and raising those vessels.
    - 7. Selection and mixing of embalming chemicals and operation of the embalming machine.
    - 8. Injection and drainage methods.
    - 9. Cavity treatment.
    - 10. Suturing techniques.
  - (3) Prepares a minimum of 10 human remains for viewing to include:
    - 1. Dressing.
    - 2. Cosmetizing.
    - 3. Casketing.
  - (4) Assists with cremation procedures to include:
    - 1. Contacting the medical examiner.
    - 2. Completing required cremation forms.
    - 3. Preparing human remains for cremation.
  - (5) Makes complete funeral arrangements with a minimum of 10 families to include each of the following, as applicable:
    - 1. Presentation of funeral goods, products and services.
    - 2. Presentation of payment options for families.
    - 3. Contacting third-party suppliers of goods and services, such as clergy, cemetery personnel, outer burial container provider, cremation establishment, florist, and musicians.
    - 4. Completing the obituary.
    - 5. Presentation of general price list and associated price lists.
    - 6. Preparation and presentation of statement of funeral goods and services.
  - (6) Coordinates, at a minimum, 10 visitations to include:
    - 1. Preparing the chapel, visitation room or other facility.
    - 2. Setting up floral arrangements.
    - 3. Setting up register book and memorial folders or prayer cards.
  - (7) Directs a minimum of 25 funerals or memorial services to include, as applicable:
    - 1. Greeting funeral attendees.
    - 2. Assisting casket bearers.
    - 3. Preparing for funeral procession.
    - 4. Driving a vehicle in procession.
    - 5. Assisting at graveside committal.
    - 6. Transporting flowers.
    - 7. Coordinating with officiant and family.