



VIRTUAL/TELECONFERENCE
FUNERAL DIRECTORS EXAMINING BOARD
Virtual, 4822 Madison Yards Way, Madison
Contact: Adam Barr (608) 266-2112
June 21, 2021

The following agenda describes the issues that the Board plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a record of the actions of the Board.

AGENDA

12:00 P.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A. Adoption of Agenda (1-3)**
- B. Approval of Minutes of February 16, 2021 (4-9)**
- C. Introductions, Announcements and Recognition
- D. Reminders: Conflicts of Interest, Scheduling Concerns**
- E. Administrative Matters – Discussion and Consideration**
 - 1) Department, Staff and Board Updates
 - 2) Board Members – Term Expiration Dates
- F. Legislative and Policy Matters – Discussion and Consideration**
- G. Administrative Rule Matters – Discussion and Consideration (10)**
 - 1) Adoption Order: CR 20-044 (FD 1), Relating to Application Materials **(11-16)**
 - 2) Status Updates on Pending Rules **(17)**
 - a. FD 1, Relating to Certification Courses for FD Apprentices – Permanent Rule
 - b. FD 1 and 4, Relating to Licensure and Continuing Education Requirements for Funeral Directors and Funeral Director Apprentices
 - 1. Emergency Rule 2036
 - 2. CR 20-045 – Permanent Rule
 - 3) Administrative Rules Report Required Under Wis. Stat. s. 227.29 **(18-19)**
 - 4) Pending and Possible Rulemaking Matters
- H. Wisconsin Funeral Director Apprenticeship Training Workbook – Discussion and Consideration (20-52)**
- I. Credentialing Matters – Discussion and Consideration**
 - 1) 2021-2023 Licensure Fee and Credential Schedule **(53-58)**

J. COVID 19 – Discussion and Consideration

K. Discussion and Consideration of Items Added After Preparation of Agenda:

- 1) Introductions, Announcements and Recognition
- 2) Administrative Matters
- 3) Election of Officers
- 4) Appointment of Liaisons and Alternates
- 5) Delegation of Authorities
- 6) Education and Examination Matters
- 7) Credentialing Matters
- 8) Practice Matters
- 9) Administrative Rule Matters
- 10) Legislative and Policy Matters
- 11) Liaison Reports
- 12) Board Liaison Training and Appointment of Mentors
- 13) Informational Items
- 14) Division of Legal Services and Compliance (DLSC) Matters
- 15) Presentations of Petitions for Summary Suspension
- 16) Petitions for Designation of Hearing Examiner
- 17) Presentation of Stipulations, Final Decisions and Orders
- 18) Presentation of Proposed Final Decisions and Orders
- 19) Presentation of Interim Orders
- 20) Petitions for Re-Hearing
- 21) Petitions for Assessments
- 22) Petitions to Vacate Orders
- 23) Requests for Disciplinary Proceeding Presentations
- 24) Motions
- 25) Petitions
- 26) Appearances from Requests Received or Renewed
- 27) Speaking Engagements, Travel, or Public Relation Requests, and Reports

L. Public Comments

CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85(1)(b), and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85(1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.).

M. Division of Legal Services and Compliance Matters

1) Administrative Warnings

- a. 18 FDR 018 – K.J.S. **(59-60)**
- b. 18 FDR 018 – R.G.G., G.S.F.H.C.S. **(61-62)**

N. Deliberation of Items Added After Preparation of the Agenda

- 1) Education and Examination Matters
- 2) Credentialing Matters
- 3) DLSC Matters
- 4) Monitoring Matters
- 5) Professional Assistance Procedure (PAP) Matters
- 6) Petitions for Summary Suspensions
- 7) Petitions for Designation of Hearing Examiner

- 8) Proposed Stipulations, Final Decisions and Orders
- 9) Proposed Interim Orders
- 10) Administrative Warnings
- 11) Review of Administrative Warnings
- 12) Proposed Final Decisions and Orders
- 13) Matters Relating to Costs/Orders Fixing Costs
- 14) Case Closings
- 15) Board Liaison Training
- 16) Petitions for Assessments and Evaluations
- 17) Petitions to Vacate Orders
- 18) Remedial Education Cases
- 19) Motions
- 20) Petitions for Re-Hearing
- 21) Appearances from Requests Received or Renewed

O. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

P. Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate

Q. Open Session Items Noticed Above Not Completed in the Initial Open Session

ADJOURNMENT

NEXT MEETING: AUGUST 31, 2021

 MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC, AND MAY BE CANCELLED
 WITHOUT NOTICE.

Times listed for meeting items are approximate and depend on the length of discussion and voting. All meetings are held at 4822 Madison Yards Way, Madison, Wisconsin, unless otherwise noted. In order to confirm a meeting or to request a complete copy of the board's agenda, please call the listed contact person. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of disciplinary hearings may be changed by the examiner for the convenience of the parties. Requests for interpreters for the deaf or hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer, 608-266-2112, or the Meeting Staff at 608-266-5439.

**VIRTUAL/TELECONFERENCE
FUNERAL DIRECTORS EXAMINING BOARD
MEETING MINUTES
FEBRUARY 16, 2021**

PRESENT: A. Dawn Adams (*arrived at 10:50 a.m.*), Marc Eernisse, Eric Lengell, Marla Michaelis, Joseph Schinkten

STAFF: Adam Barr, Executive Director; Jon Derenne, Legal Counsel; Dale Kleven, Administrative Rules Coordinator; Kevyn Radcliffe, Administrative Rules Coordinator; Kimberly Wood, Program Assistant Supervisor-Adv.; and other Department Staff

CALL TO ORDER

Marc Eernisse, Chairperson, called the meeting to order at 9:33 a.m. A quorum was confirmed with four (4) members present.

ADOPTION OF AGENDA

MOTION: Marla Michaelis moved, seconded by Joseph Schinkten, to adopt the Agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF NOVEMBER 17, 2020

MOTION: Eric Lengell moved, seconded by Marla Michaelis, to approve the Minutes of November 17, 2020 as published. Motion carried unanimously.

ADMINISTRATIVE MATTERS

Election of Officers

Slate of Officers

NOMINATION: Joseph Schinkten nominated the 2020 slate of officers to continue in 2021.

Adam Barr, Executive Director, called for nominations three (3) times.

The Slate of Officers were elected by unanimous voice vote.

| ELECTION RESULTS | |
|-------------------------|-----------------|
| Chairperson | Marc Eernisse |
| Vice Chairperson | Marla Michaelis |
| Secretary | A. Dawn Adams |

Appointment of Liaisons and Alternates

| LIAISON APPOINTMENTS | |
|--|---|
| Credentialing Liaison(s) | Marla Michaelis <i>Alternate: Marc Eernisse</i> |
| Monitoring and Professional Assistance Procedure (PAP) Liaison(s) | Joseph Schinkten <i>Alternate: Marc Eernisse</i> |
| Legislative Liaison(s) | Marc Eernisse <i>Alternate: Marla Michaelis</i> |
| Continuing Education Liaison(s) | A. Dawn Adams <i>Alternate: Marc Eernisse</i> |
| Travel Liaison(s) | Marc Eernisse <i>Alternate: Marla Michaelis</i> |
| Screening Panel | A. Dawn Adams, Eric Lengell, Joseph Schinkten <i>Alternate: Marla Michaelis</i> |

Delegation of Authorities

Document Signature Delegations

MOTION: Marla Michaelis moved, seconded by Joseph Schinkten, to delegate authority to the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) to sign documents on behalf of the Board in order to carry out its duties. Motion carried unanimously.

MOTION: Marla Michaelis moved, seconded by Eric Lengell, in order to carry out duties of the Board, the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) has the ability to delegate signature authority for purposes of facilitating the completion of assignments during or between meetings. The members of the Board hereby delegate to the Executive Director or DPD Division Administrator, the authority to sign on behalf of a board member as necessary. Motion carried unanimously.

Delegated Authority for Urgent Matters

MOTION: Joseph Schinkten moved, seconded by Marc Eernisse, that in order to facilitate the completion of urgent matters between meetings, the Board delegates its authority to the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession), to appoint liaisons to the Department to act in urgent matters. Motion carried unanimously.

Delegation to Chief Legal Counsel Due to Lack/Loss of Quorum

MOTION: Marla Michaelis moved, seconded by Eric Lengell, to delegate the review and authority to act on of disciplinary cases to the Department's Chief Legal Counsel due to lack of/loss of quorum after two consecutive meetings. Motion carried unanimously.

Monitoring Delegations

Delegation of Authorities for Monitoring

MOTION: Marc Eernisse moved, seconded by Eric Lengell, to adopt the "Roles and Authorities Delegated for Monitoring" document as presented in the February 16, 2021 agenda materials on pages 14 & 15. Motion carried unanimously.

Delegation of Authorities for Legal Counsel to Sign Monitoring Orders

MOTION: Joseph Schinkten moved, seconded by Marla Michaelis, to delegate to Legal Counsel the authority to sign Monitoring orders that result from Board meetings on behalf of the Board Chairperson. Motion carried unanimously.

Credentialing Authority Delegations

Delegation of Authority to Credentialing Liaison (Denial Decisions)

MOTION: Marla Michaelis moved, seconded by Joseph Schinkten, to delegate authority to the Credentialing Liaison(s) to serve as a liaison between the Department and the Board and to act on behalf of the Board in regard to credentialing applications or questions presented to them, including the signing of documents related to applications, except that potential denial decisions shall be referred to the full Board for final determination. Motion carried unanimously.

Delegation of Authority to DSPS When Credentialing Criteria is Met

MOTION: Marla Michaelis moved, seconded by Marc Eernisse, to delegate credentialing authority to the Department to act upon applications that meet all credentialing statutory and regulatory requirements without Board or Board liaison review. Motion carried unanimously.

Delegation of Authority for Conviction Reviews

MOTION: Marla Michaelis moved, seconded by Joseph Schinkten, to delegate authority to the Department Attorneys to review and approve applications with convictions which are not substantially related to the business of a funeral director. Motion carried unanimously.

Delegation to DSPS When Applicant's History Has Been Previously Reviewed

MOTION: Marc Eernisse moved, seconded by Marla Michaelis, to delegate authority to Department staff to approve applications where criminal background checks have been approved for a previous credential issued by the Board and there is no new conviction record. Motion carried unanimously.

Delegation of Authority for Reciprocity Reviews

MOTION: Marla Michaelis moved, seconded by Joseph Schinkten, to delegate authority to the Department Attorneys to review and approve reciprocity applications in which the out of state license requirements are substantially equal to the Board's requirements. Motion carried unanimously.

Delegated Authority for Application Denial Reviews

MOTION: Joseph Schinkten moved, seconded by Marla Michaelis, to delegate authority to the Department's Attorney Supervisors to serve as the Board's designee for purposes of reviewing and acting on requests for hearing as a result of a denial of a credential. Motion carried unanimously.

Delegation of Authority to Credentialing Liaison for Inspections When Change of Ownership Occurs

MOTION: Marla Michaelis moved, seconded by Marc Eernisse, to delegate authority to the Credentialing Liaison(s) to determine if an establishment inspection is required when changes of ownership occur. Motion carried unanimously.

Continuing Education Liaison(s) Delegation

MOTION: Marc Eernisse moved, seconded by Joseph Schinkten, to delegate authority to the Continuing Education Liaison(s) to review all issues related to continuing education, but to refer all matters that require action to the Board. Motion carried unanimously.

Authorization for DSPS to Provide Board Member Contact Information to National Regulatory Related Bodies

MOTION: Joseph Schinkten moved, seconded by Marla Michaelis, to authorize the Department staff to provide national regulatory related bodies with all board member contact information that the Department retains on file. Motion carried unanimously.

Optional Renewal Notice Insert Delegation

MOTION: Joseph Schinkten moved, seconded by Marc Eernisse to designate the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) to provide a brief statement or link relating to board-related business within the license renewal notice at the Board's or Board designee's request. Motion carried unanimously.

Legislative Liaison(s) Delegation

MOTION: Eric Lengell moved, seconded by Joseph Schinkten, to delegate authority to the Legislative Liaison(s) to speak on behalf of the Board regarding legislative matters. Motion carried unanimously.

Travel Liaison(s) Delegation

MOTION: Marc Eernisse moved, seconded by Marla Michaelis, to delegate authority to the Travel Liaison(s) to approve any board member travel. Motion carried unanimously.

ADMINISTRATIVE RULE MATTERS

(A. Dawn Adams joined the meeting at 10:50 a.m.)

Pending and Possible Rulemaking Projects

FD 1, Relating to Certification Courses for Funeral Director Apprentices

MOTION: Marla Michaelis moved, seconded by Eric Lengell, to authorize the Chairperson, or highest-ranking officer, or longest serving member of the board, in order of succession, to approve the Adoption Order for Clearinghouse Rule CR 20-026, relating to certification courses for funeral director apprentices. Motion carried unanimously.

FD 1 and 4, Relating to Application and Continuing Education Requirements for Funeral Directors and Funeral Director Apprentices

MOTION: Joseph Schinkten moved, seconded by A. Dawn Adams, to authorize the Chairperson to approve requests for extension of emergency rule EmR2036, relating to application and continuing education requirements for funeral directors and funeral director apprentices, for submission to the Joint Committee for Review of Administrative Rules. Motion carried unanimously.

MOTION: Marla Michaelis moved, seconded by Joseph Schinkten, to authorize the Chairperson, or highest-ranking officer, or longest serving member of the board, in order of succession, to approve the Adoption Order for Clearinghouse Rule CR 20-045, relating to application and continuing education requirements for funeral directors and funeral director apprentices. Motion carried unanimously.

ADJOURNMENT

MOTION: Marla Michaelis moved, seconded by Marc Eernisse, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:34 a.m.

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

| | | | |
|--|---|---|--|
| 1) Name and title of person submitting the request: Kevyn Radcliffe Administrative Rules Coordinator | | 2) Date when request submitted: May 6, 2021 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small> | |
| 3) Name of Board, Committee, Council, Sections: Funeral Directors Examining Board | | | |
| 4) Meeting Date: May 18, 2021 | 5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | 6) How should the item be titled on the agenda page? Administrative Rule Matters – Discussion and Consideration 1. Adoption Order – CR 20-044 – FD 1 – application materials 2. Status updates on pending rules: <ul style="list-style-type: none"> • FD 1 perm – certification courses for FD apprentices – effective June 1, 2021 • FD 1 and 4 – Emergency Rule 2036 – in effect until July 20, 2021 • FD 1 and 4 – CR 20-045 - Adoption Order signed – effective July 1, 2021 3. Administrative Rules Report under s. 227.29, Stats. 4. Pending and Possible Rulemaking Projects | |
| 7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session | 8) Is an appearance before the Board being scheduled? <i>(If yes, please complete Appearance Request for Non-DSPS Staff)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No | 9) Name of Case Advisor(s), if required: | |
| 10) Describe the issue and action that should be addressed: | | | |
| 11) Authorization | | | |
| Signature of person making this request <i>Kevyn Radcliffe</i> | | Date May 18, 2021 | |
| Supervisor (if required) | | Date | |
| Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date | | | |
| Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting. | | | |

STATE OF WISCONSIN
FUNERAL DIRECTORS EXAMINING BOARD

| | | |
|----------------------------------|---|-------------------|
| IN THE MATTER OF RULEMAKING | : | ORDER OF THE |
| PROCEEDINGS BEFORE THE | : | FUNERAL DIRECTORS |
| FUNERAL DIRECTORS EXAMINING BOAD | : | EXAMINING BOARD |
| | : | ADOPTING RULES |
| | : | (CLEARINGHOUSE |
| | : | RULE 20 - 044) |

PROPOSED ORDER

An order of the Funeral Directors Examining Board to amend FD 1.02 (6) and 1.12 (title); and to create FD 1.13; relating to funeral director license application requirements.

Analysis prepared by the Department of Safety and Professional Services.

ANALYSIS

Statutes interpreted: Sections 111.321, 111.322, 111.335, and 440.09 (2), Stats.

Statutory authority: Sections 15.08 (5) (b), 227.11 (2) (a), 440.09 (5), and 445.03 (2) Stats.

Explanation of agency authority:

Section 15.08 (5) (b), Stats., “[e]ach examining board...[s]hall promulgate rules for its own guidance and for the guidance of the trade or profession to which it pertains and define and enforce professional conduct and unethical practices not inconsistent with the law relating to the particular trade or profession.”

Section 227.11 (2) (a), Stats., “[e]ach agency may promulgate rules interpreting the provisions of any statute enforced or administered by the agency, if the agency considers it necessary to effectuate the purpose of the statute...”

Section 440.09 (2), Stats., “[t]he department and each credentialing board shall grant a reciprocal credential to an individual who the department or credentialing board determines meets all of the following requirements:

- (a) The individual applies for a reciprocal credential under this section on a form prescribed by the department or credentialing board.
- (b) The individual is a service member, a former service member, or the spouse of a service member or former service member and resides in this state.
- (c) The individual holds a license, certification, registration, or permit that was granted by a governmental authority in a jurisdiction outside this state that qualifies the individual to perform the acts authorized under the appropriate credential granted by the department or credentialing board.

(d) The individual pays the fee specified under s. 440.05 (2).

(f) The individual is in good standing with the governmental authorities in every jurisdiction outside this state that have granted the individual a license, certification, registration, or permit that qualifies the individual to perform acts authorized under the appropriate credential granted by the department or credentialing board.

Section 440.09 (5), Stats., allows the board to promulgate rules necessary to implement the changes to 440.09 (2) enacted by 2019 Wisconsin Act 143.

Section 445.03 (2), Stats., “[t]he examining board may: (a) Make and enforce rules not inconsistent with this chapter establishing professional and business ethics for the profession of funeral directors and for the general conduct of the business of funeral directing, and for the examining and licensing of funeral directors and the registration of apprentices.”

Related statute or rule: Sections 445.04 and 445.045, Stats. provide the statutorily required criteria for a funeral director license application.

Plain language analysis:

This rule project updates FD 1 to implement 2019 Wisconsin Act 143. Act 143 requires the board to grant a reciprocal credential to an applicant who meets the following criteria:

- Completes an application.
- Pays the required application fee.
- Resides in the state.
- Is either a service member, former service member discharged other than dishonorably within the last four years, or spouse of a service member or former service member discharged other than dishonorably within the last four years.
- Holds a credential in another jurisdiction that qualifies the individual to perform the acts authorized under the appropriate credential granted by the department or credentialing board.

The rule project also revises FD 1 to implement 2017 Wisconsin Act 278. FD 1.02 (6) is revised to clarify that an applicant must submit documentation necessary for the board determine whether the applicant has certain pending charges (not simply an arrest record) or convictions that are substantially related to the practice of the profession of funeral directing.

Summary of, and comparison with, existing or proposed federal regulation: None.

Summary of public comments received on statement of scope and a description of how and to what extent those comments and feedback were taken into account in drafting the proposed rule: N/A.

Comparison with rules in adjacent states:

Illinois:

Illinois state law does have a process allowing for expedited issuance of reciprocal credentials for active service members, their spouses, and those who were discharged from the service within the last two years. An applicant must show that they have a credential in good standing in another jurisdiction that is substantially equivalent to the Illinois credential sought, and must submit all required fees and application documents. The credential must be issued within 60 days of receipt of a completed application (20 ILCS 5/5-715).

Illinois allows its credentialing authority to deny or refuse to renew a funeral director license if the applicant is convicted or pleads guilty or no contest to a felony directly related to the practice of funeral directing. Felonies directly related to the practice of funeral directing include but are not limited to most violent crimes, sex crimes, and crimes relating fraud; as well as attempting to commit any of these felonies. Mitigating factors including the applicant's age when the crime was committed, time elapsed since the conviction, and consideration of the actual bearing of the crime on the ability of the applicant to practice. Discrimination based on arrest or on a pending charge does not appear to be permissible (225 ILCS 41/15-72).

Iowa:

Iowa requires the board to expedite reciprocal license applications for veterans as defined under Iowa law, as long as the board determines the individual is licensed in another jurisdiction and the requirements to obtain that license are substantially equivalent to the requirements to obtain the license in Iowa. If the requirements are not substantially equivalent, the applicant may receive a provisional license to allow practice while meeting remaining requirements for equivalency (IA Stats. § 272C.4 (12)).

Iowa law allows for the revocation or suspension of a funeral director license if the following is true: "Conviction of any crime related to the practice of mortuary science or implicating the licensee's competence to safely perform mortuary science services, including but not limited to a crime involving moral character, dishonesty, fraud, theft, embezzlement, extortion, or controlled substances, in a court of competent jurisdiction in this state, or in another state, territory, or district of the United States, or in a foreign jurisdiction. For purposes of this paragraph, "conviction" includes a guilty plea, deferred judgment, or other finding of guilt. A certified copy of the judgment is prima facie evidence of the conviction" (IA Stats. § 156.9 (e)).

Michigan:

Michigan provides for a temporary credential to be issued to active duty military and spouses if they hold a credential in another state in good standing that allows for the practice of the profession they are seeking licensure for. This temporary credential is

good for at least 6 months and can be extended if the person needs more time to meet licensing requirements (MI Stats. § 339.213). Individuals licensed as funeral directors in Michigan must be “of good moral character.” (MCL § 339.1806 (1) (d)). The agency may consider a judgment of guilt in a criminal prosecution or a judgment in a civil action in determining whether an individual is of good moral character. The individual can provide evidence showing that they are of good moral character to rebut a previous criminal or civil judgment (MCL § 338.42).

Minnesota:

Minnesota allows licensing agencies to refuse to credential an individual based on criminal history only if the individual was convicted of the crime, and the crime directly relates to the occupation for which the license is sought (Minn. Stats. § 364.03 (1)).

Generally, Minnesota does require each licensing board to promulgate rules allowing for expedited temporary credentials to be issued to service members, former service members discharged in the last two years, and their spouses. Applicants must show a valid credential issued by another jurisdiction, without history of disciplinary action, and must pass a background check. The applicant must complete all application requirements during the life of the temporary credential (Minn. Stats. § 197.4552).

Summary of factual data and analytical methodologies:

The board considered the necessity of implementing the statutory changes created by 2017 Act 278 and 2019 Act 143 in drafting this rule, and made the revisions to its rules necessary to implement these legislative changes.

Analysis and supporting documents used to determine effect on small business or in preparation of economic impact analysis:

The rule was posted on the department’s website for 14 days to solicit information from the public on the possible economic impact of the proposed rule. No comments were received.

Fiscal Estimate and Economic Impact Analysis:

The Fiscal Estimate and Economic Impact Analysis is attached.

Effect on small business:

The board solicited economic impact information from the public by posting the rule on the department’s website for 14 days. No comments were received.

Agency contact person:

Kevyn Radcliffe, Administrative Rules Coordinator, Department of Safety and Professional Services, Division of Policy Development, 4822 Madison Yards Way, P.O. Box 8366, Madison, Wisconsin 53708; telephone 608-266-0797; email at DSPSAdminRules@wisconsin.gov.

Place where comments are to be submitted and deadline for submission:

Comments may be submitted to Kevyn Radcliffe, Administrative Rules Coordinator, Department of Safety and Professional Services, Division of Policy Development, 4822 Madison Yards Way, P.O. Box 8366, Madison, WI 53708-8366, or by email to DSPSAdminRules@wisconsin.gov.

TEXT OF RULE

SECTION 1. FD 1.02 (6) is amended to read:

FD 1.02 (6) If the applicant has ~~an arrest~~ a pending criminal charge or conviction record, all documentation necessary for the board to determine whether the circumstances substantially relate to the practice of funeral director, subject to ss. 111.321, 111.322, and 111.335, Stats.

SECTION 2. FD 1.12 (title) is amended to read:

FD 1.12 General Reciprocity.

SECTION 3. FD 1.13 is created to read:

FD 1.13 Reciprocity for Servicemembers, Former Servicemembers, and Spouses of Servicemembers or Former Servicemembers.

(1) As used in this section:

(a) “Former service member” has the meaning provided in s. 440.09 (1) (a), Stats.

(b) “Service member” has the meaning provided in s. 440.09 (1) (b), Stats.

(c) “Spouse” has the meaning provided in s. 440.09 (1) (c), Stats.

(2) A funeral director’s license shall be granted to a servicemember, former servicemember, or spouse of a servicemember or former servicemember who the board determines meets all of the requirements under s.440.09 (2), Stats. Subject to s. 440.09 (2m), Stats., the board may request verification necessary to make a determination under this section.

SECTION 4. EFFECTIVE DATE. The rules adopted in this order shall take effect on the

first day of the month following publication in the Wisconsin Administrative Register,
pursuant to s. 227.22 (2) (intro.), Stats.

(END OF TEXT OF RULE)

Dated _____

Chairperson
Funeral Director Examining Board

| Funeral Directors Examining Board <i>(current as of May 11, 2021)</i> | | | |
|---|---|---|--|
| FD 1 perm SS 033-20 CR 20-044 11/11/2022 | Application Materials | JCRAR juris ends 4/21 | Adoption Order ready for board for approval |
| FD 1 emer EmR 2019 | Certification courses for FD apprentices | 2 nd extension effective until April 2, 2021 | Emergency Rule expired |
| FD 1 perm SS 057-20 CR 20-026 Exp. 1/30/2022 | Certification courses for FD apprentices | Three-month gap between EmR expiration and perm effective date. | Publication 5/31; Effective 6/1 |
| FD 1 and 4 emer EmR 2036 | Education and continuing education required for licensure | | Second extension ends 07/20/2021 |
| FD 1 and 4 perm SS 74-20 CR 20-045 Exp 12/15/2022 | Education and continuing education required for licensure | JCRAR expired 4/22 | AO approved by Chair; Publication 6/30/2021 Effective 7/1/2021 |

Marc A. Eernisse
Chairperson

Marla Michaelis
Vice Chairperson

A. Dawn Adams
Secretary

**FUNERAL DIRECTORS
EXAMINING BOARD**



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March 1, 2021

Senator Stephen Nass, Senate Co-Chairperson
Joint Committee for Review of Administrative Rules
Room 10 South, State Capitol
Madison, WI 53702

Representative Adam Neylon, Assembly Co-Chairperson
Joint Committee for Review of Administrative Rules
Room 204 North, State Capitol
Madison, WI 53702

RE: Report Submitted in Compliance with s. 227.29 (1), Stats.

Dear Senator Nass and Representative Neylon:

This report has been prepared and submitted in compliance with s. 227.29 (1), Stats.

I. Unauthorized rules, as defined in s. 227.26 (4) (a), Stats.:

After careful review of the Board’s administrative rules, the Board has determined that no promulgated rules are unauthorized rules, as defined in s. 227.26 (4) (a), Stats.

II. Rules for which the authority to promulgate has been restricted:

After careful review of the Board’s administrative rules, the Board has determined that no promulgated rules have restricted authority.

III. Rules that are obsolete or that have been rendered unnecessary:

After careful review of the Board’s administrative rules, the Board has determined that no promulgated rules are obsolete or have been rendered unnecessary.

IV. Rules that are duplicative of, superseded by, or in conflict with another rule, a state statute, a federal statute or regulation, or a ruling of a court of competent jurisdiction:

| Rule | Citation or the text of the statute, regulation, or ruling | Action taken to address or reason for not taking an action |
|--------------------------|--|---|
| ss. FD 1.02 (3) and (4); | These provisions are in conflict with statute as amended by 2019 Wisconsin Act 137. The rules must be updated to | An emergency rule making these revisions, EmR2036, is currently in effect. A permanent rule, CR 20-045, |

| | | |
|---|---|---|
| 1.04 (title), (intro.), and (1); 1.05; 1.055; and FD 4.03 (1) | reflect that 24 credits of college are required as opposed to 2 years; to reflect that the 16 hour certification course is not required for apprentice applicants who have already completed mortuary school; and to establish topics of appropriate continuing education for newly licensed funeral directors. | is currently pending review with the legislature. |
|---|---|---|

V. Rules that are economically burdensome:

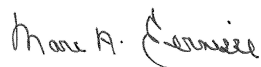
After careful review of the Board’s administrative rules, the Board has determined that no promulgated rules are economically burdensome.

VI. Status of rules identified in the Board’s previous report:

| Rule | Description of the legislation that restricted the Board’s authority | Action taken to address or reason for not taking an action |
|----------------------|---|---|
| FD 1.02 (4) and 1.05 | 2017 Act 304 amended the academic requirements for funeral director apprenticeship applicants. | EmR1823 went into effect on November 1, 2018. The associated permanent rule, CR 18-075, was effective July 1, 2019. |
| Rule | Description of why the rule is obsolete or has been rendered unnecessary | Action taken to address or reason for not taking an action |
| FD 6.07 (11) | The rule requires that contracts include an address and phone number, but that information is obsolete. | A permanent rule to correct this issue became effective October 1, 2020 (CR 19-161). |
| Rule | Description of how the rule is in conflict or duplicative | Action taken to address or reason for not taking an action |
| FD 1.075 and 2.03 | These rule provisions are in conflict with each other as it relates to work that may be performed by funeral director apprentices under the supervision of a licensed funeral director. | A permanent rule to correct this issue became effective October 1, 2020 (CR 19-163). |
| FD 4.03 (4) | The provision is duplicative of a requirement included in s. FD 4.03 (4m). | A permanent rule to correct this issue became effective October 1, 2020 (CR 19-162). |

Thank you.

Sincerely,



Marc A. Eernisse
Chairperson
Funeral Directors Examining Board

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

| | | | |
|---|---|--|--|
| 1) Name and title of person submitting the request: Jon Derenne, Attorney | | 2) Date when request submitted: May 6, 2021 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small> | |
| 3) Name of Board, Committee, Council, Sections: Funeral Directors Examining Board | | | |
| 4) Meeting Date: May 17, 2021 | 5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 6) How should the item be titled on the agenda page? Funeral director apprentice handbook discussion and consideration | |
| 7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session | 8) Is an appearance before the Board being scheduled? <i>(If yes, please complete Appearance Request for Non-DSPS Staff)</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 9) Name of Case Advisor(s), if required: | |
| 10) Describe the issue and action that should be addressed: Discuss suggested edits to funeral director apprentice handbook. | | | |
| 11) Authorization | | | |
| <i>Jon Derenne</i> | | May 6, 2021 | |
| Signature of person making this request | | Date | |
| Supervisor (if required) | | Date | |
| Executive Director signature (indicates approval to add post agenda deadline item to agenda) | | Date | |
| Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting. | | | |



FUNERAL DIRECTOR APPRENTICESHIP TRAINING WORKBOOK

Your apprentice training permit has been issued. If you have not already done so, please print the permit from our website at <https://online.drl.wi.gov/UserLogin.aspx>. Please follow the instructions to obtain your PIN. This permit is only valid at the funeral establishment indicated on the permit. All permits are valid through December 31st and need to be renewed yearly for a fee of \$10.00. You will receive a renewal notice at the email address provided to us with your application.

Apprenticeship Training Workbook: A copy of the Apprenticeship Training Workbook (revised November 2018) is enclosed. This training workbook needs to be maintained throughout your apprenticeship. When the training requirements have been completed, please submit the completed workbook and required reports to our office. All documents must be signed by both you and the funeral director sponsor. If you transfer to another funeral establishment, you need to take this workbook with you and continue with your training.

Transfer Procedure: To transfer to another establishment, please submit the [Application For Apprentice Contract and Permit \(Form #385\)](#) along with the \$10.00 fee to our office. You can obtain the application from our website at <https://dps.wi.gov/Pages/Professions/FuneralDirectorApprentice/Default.aspx> under Application Forms. Please submit the application at least 10 days before you expect to begin at the new funeral establishment. You cannot begin training at another funeral establishment until a new permit has been issued by our office.

Code Book: We do not provide a copy of the [Wisconsin Statutes and Administrative Code Relating To The Practice of Funeral Directors](#). You may access a copy through our website at <https://dps.wi.gov/Pages/Professions/FuneralDirectorApprentice/Default.aspx> under Profession Specific Codebook. You may purchase a hard print copy from the Department of Administration-Document Sales.

Semi-Annual Report: The funeral director-employer needs to submit a copy of the Apprentice Semi-Annual Report (**Form #395**) every 6 months. A copy is provided in the Apprenticeship Training Workbook.

Licensing Information: To be eligible for a funeral director's license, you will need to satisfy all of the requirements listed below:

- Be at least 18 years of age.
- Conviction Record must be reviewed and approved.
- Have completed 2 academic years of instruction in a recognized college or university, in a course of study approved by the examining board, or have equivalent education.
- Have satisfactorily completed 9 months or more instruction in a prescribed course in mortuary science approved by the examining board at any time after having completed a 16-hour certification class approved by the examining board.
- Have completed one year of apprenticeship at any time after completion of 16-hour certification class approved by the examining board and either before or after taking the course in mortuary science.
- Have successfully passed a comprehensive examination conducted by the examining board. The examination may be taken at any time after completion of the college and mortuary school instruction.

Examination: The Wisconsin Funeral Directors Examining Board requires initial applicants to pass both the National Board Examination (NBE) and the Wisconsin State Laws examination to be eligible for licensure. The application for the examination can be downloaded from our website at <http://dps.wi.gov/Licenses-Permits/FuneralDirector> under Applications Forms. The state law examination will be given on the second Friday of every other month beginning in February each year at the Department of Safety and Professional Services in Madison.

Commented [DJAD1]: This section needs to be revised to line up with changes in rules made by Act 137 and CR 20-045 (24 credits vs. 2 years of education, no 16 hour certification course if mortuary school is already completed).

FUNERAL DIRECTOR APPRENTICESHIP TRAINING WORKBOOK

TABLE OF CONTENTS

Make sure the Table of Contents matches the actual pages.

I. GENERAL INFORMATION ABOUT THE APPRENTICESHIP PROGRAM.....2

II. INSTRUCTIONS FOR THE FUNERAL DIRECTOR-EMPLOYER AND THE APPRENTICE.....5

III. FORMS TO BE COMPLETED DURING THE APPRENTICESHIP

A. Apprentice Semi-Annual Report.....7

B. Completion of Supervised Tasks9

 1. Care and Preparation of Human Remains.....10

 2. Funeral Arrangement15

 3. Direct Funeral or Memorial Service18

 4. Mortuary Administration20

C. Case Reports of Apprentice Embalmings22

D. Case Reports of Apprentice Preparations Without Embalmings.....25

E. Case Reports of Apprentice Funeral Services28

IV. REQUIREMENTS TO QUALIFY FOR A FUNERAL DIRECTOR LICENSE IN WISCONSIN.....29

V. FUNERAL DIRECTOR APPRENTICE TERMINATION OR TRANSFER INFORMATION.....31

FUNERAL DIRECTOR APPRENTICESHIP TRAINING WORKBOOK

I. GENERAL INFORMATION ABOUT THE APPRENTICESHIP PROGRAM

Preparation for a funeral directors license includes the registered apprenticeship and attendance at a college of mortuary science.

The Funeral Directors Examining Board and the Department of Workforce Development are the legally designated agencies responsible for the registration and supervision of funeral director apprentices. The apprenticeship program has been developed to serve as a guide for a licensed funeral director in assisting an apprentice to acquire the necessary knowledge, technical skill and experience to qualify for the provision of future funeral services as a licensee. The apprenticeship program is also designed to meet the requirements for veterans who qualify for education and training benefits under Public Law 90-77.

ADVICE AND COUNSELING PRIOR TO APPRENTICESHIP

Members of the funeral profession must serve the public. Therefore, definite qualifications for this work are essential for future success. The apprentice should have the benefit of proper counseling and the advice of qualified members of the profession before deciding to enter into funeral service.

An apprentice should be properly registered before beginning an apprenticeship, to assure full credit for his or her time. In order that there may be a definite understanding, an agreement must be entered into by the apprentice and the funeral director-employer.

FUNERAL DIRECTOR AND APPRENTICE CONFERENCE

In order for this program to accomplish its objectives, a conference of the sponsoring funeral director and his or her apprentice should be held before actual training begins. The matter of wages and schedule of "on duty" hours should be discussed at that time.

The funeral director should discuss with you the philosophy of the establishment providing the training. The funeral director should also explain the community background, the nature of the clientele served and the duties of each staff member. The outline of duties should include a discussion of the extra-professional tasks, such as care of rolling stock, funeral home upkeep and cleanliness. The customs and usages of the establishment in answering the telephone, greeting visitors and making outside contact should be reviewed.

Personal matters, such as dress, habits and the apprentice's use of funeral home equipment and facilities, such as cars, telephone and living quarters, should be the subject of a definite understanding.

As an apprentice, you are a member of the public relations staff of the funeral establishment where you are employed. The reputation of the funeral establishment depends on the quality of daily work and the conduct of the staff. This places an important responsibility on the apprentice as well as the funeral director.

FUNERAL DIRECTOR APPRENTICESHIP TRAINING WORKBOOK

FUNERAL DIRECTORS EXAMINING BOARD

The apprenticeship program is under the supervision of the Funeral Directors Examining Board of the Department of Safety and Professional Services. All inquiries relative to the program should be directed to this office at **P.O. Box 8935, Madison, Wisconsin 53708**. Telephone (608) 266-2112. **Is this address correct ?**

The Board must have the full cooperation of the apprentice and sponsoring funeral director and the support of the profession to get the best results. The apprentice must also complete a contract with the Department of Workforce Development, Bureau of Apprentice Standards. If an apprentice wishes to transfer to a different funeral director or decides to terminate the apprenticeship, the apprentice and/or the funeral director must notify the Funeral Directors Examining Board (see **Section IV**). The Board will notify the Department of Workforce Development.

TEXTBOOKS

The apprentice desiring to expand his or her knowledge beyond the regular program in order to better prepare for license examinations as well as for future service in the funeral profession will find additional study well worthwhile. Following is a list of textbooks recommended by qualified educators. Additional suggestions will be available from members of the profession.

SCIENCES **Are all of these books current and relative? Possible input from MATC instructors**

Embalming

- **Embalming: History, Theory & Practice** (1996 2nd ed. or latest ed.), Mayer, R.G., Appleton & Lange, Stamford, CT
- **Principals & Practices of Embalming**, 1989, 5th ed., Professional Training Schools
- **Taber's Cyclopedic Medical Dictionary**, 18th ed., Davis, F.A., F.A. Davis Company, Philadelphia

Restorative Arts

- **Restorative Art**, 1990, Mayer, J.S., Professional Training Schools
- **Restorative Art – Color and Cosmetics**, 1991-95, 1st ed., Professional Training Schools

Microbiology

- **Fundamentals of Microbiology**, 1997, 5th ed., Alcomo, Benjamin-Cummings, publishers
- **Fundamentals of Microbiology**, 1997, 5th ed., Addison-Wesley Publishers
- **Microbiology for Health Sciences**, 1996, 5th ed., J.B. Lippincott

Pathology

- **Human Diseases: A systemic Approach**, 1995, 4th ed., Appleton & Lange
- **Introduction to Human Disease**, 1998, Kent, Prentice-Hall
- **Introduction to Human Disease**, 1998, 4th ed., Appleton & Lange
- **Pathology for Health Related Profession**, 1996, W.B. Saunders

Chemistry

- **Thanatochemistry**, 1998, 2nd ed., Dorn, J.M. and Hopkins, B.M. Prentice-Hall

Anatomy

- **Human Anatomy**, 1997, 2nd ed., Martini, Prentice-Hall Inc.
- **Human Anatomy & Physiology**, 8th ed., Benjamin Cummings
- **Principals of Anatomy & Physiology**, 8th ed., Harper-Collins

Commented [DJAD2]: Do the textbooks need to be listed?
They aren't required reading...

FUNERAL DIRECTOR APPRENTICESHIP TRAINING WORKBOOK

ARTS

Accounting

- College Accounting, 1996, 15th ed., Southwestern Coll. Publishers
- College Accounting, 1997, 6th ed., Houghton Mifflin
- College Accounting, 1998, 16th ed., International Thompson
- Using Financial Accounting: An Introduction, 2nd ed., Murry, Newman, Elgers, South Western Publishing

Business Law

- Business Law, 7th ed., Jentz, Miller, West Publishers
- Business Law Principals & Practices, 1996, 4th ed., Houghton Mifflin
- Business Law Today: Essentials, 1997, 4th ed., Southwestern
- College Law for Business, 12th ed., Ashcroft
- Law for Business, 1998, 13th ed., Southwestern

Mortuary Law

- Mortuary Administration & Funeral Management, 1994, 1st ed., Professional Training Schools
- Mortuary Law, (latest ed.), Gilligan, T.S. and Stueve, T.F., Cincinnati, OH: The Cincinnati Foundation of Mortuary Education

Funeral Directing, Funeral Management, and Funeral Merchandising

- Creating Meaningful Funeral Ceremonies, Wolfelt, A., National Funeral Directors Association
- Ethics in Funeral Service, 1995, Klicker, R.L., Thanos Institute Publishing
- FTC Funeral Rule Manual, 1994, CB Legal Lab
- Funeral Directing & Funeral Service Management, 1998, 1st ed., Klicker, R., Thanos Institute Publishing
- Funeral Rites and Customs, Professional Training Schools
- Funeral Services & Ceremonies, 1994, 1st ed., Professional Training Schools
- History of American Funeral Directing, (latest ed.) Habenstein & Lamers, National Funeral Directors Association
- Mortuary Administrative & Funeral Management, 1991, 2nd ed., Professional Training Schools
- Mortuary Administration & Funeral Management, 1994, 1st ed., Professional Training Schools
- Mortuary Administration & Funeral Management, 1997, Professional Training Schools
- Outlines of Types of Funeral Services and Ceremonies, Professional Training Schools
- Types of Funeral Services & Ceremonies, 1994, Professional Training Schools

Funeral Service Psychology and Sociology

- Grief Counseling & Grief Therapy, 1991, 2nd ed., Springer
- Interpersonal Skills Training: A Handbook for Funeral Home Staff, Wolglet, A.D., Accelerated Development Inc., Publishers, Muncie IN
- Psychosocial Aspects of Death and Dying, 1996, Canine, Appleton and Lange
- Sociology of Funeral Service, 2nd ed., Professional Training Schools

FUNERAL DIRECTOR APPRENTICESHIP TRAINING WORKBOOK

II. INSTRUCTIONS FOR THE FUNERAL DIRECTOR-EMPLOYER AND THE APPRENTICE

This training manual was developed by the Department of Workforce Development, Bureau of Apprenticeship Standards and the Department of Safety and Professional Services, Division of Business Licensure and Regulation. These training standards are to be used by you and your employer as a “blueprint” for training.

The care and maintenance of this book is the joint responsibility of the apprentice and the funeral director-employer. The training standards were developed specifically for documenting the acquisition of skills by the apprentice.

The Funeral Directors Examining Board and the Department of Workforce Development recommend that you keep this training workbook in tact throughout the time of your apprenticeship. Should you transfer to another funeral establishment, you need to take this workbook with you.

The time and work performed during an internship does count toward satisfaction of the apprenticeship requirements. Make sure these pages are correct

The “Case Reports of Apprentice Embalming” (pg. 23-24), “Case Report of Apprentice Preparation Without Embalming” (pg. 26), “Case Reports of Apprentice Funeral Services” (pg. 28), and the “Apprentices Semi-Annual Report” (Form #395), are required by Wisconsin Statutes. The copies of all reports should be completed and kept in this training workbook, which must be submitted to the Funeral Directors Examining Board at the end of the apprenticeship. We recommend that you photocopy the “Apprentice Semi-Annual Report” (Form #395) in SECTION III, A, and send the report to the Board at the end of each 6-month period.

At the fulfillment of all terms of an apprenticeship, the apprentice and the funeral director-employer must send this completed “Training Workbook” to the Department of Safety and Professional Services.

This book becomes the official record of your apprenticeship training.

FUNERAL DIRECTOR APPRENTICESHIP TRAINING WORKBOOK

III. FORMS TO BE COMPLETED DURING THE APPRENTICESHIP

A. Apprentice Semi-Annual Report

The funeral director-employer should make a copy of this form or request a copy from the Funeral Directors Examining Board and submit a completed form every 6 months during which the apprentice is employed by the funeral director-employer.

The form in this training workbook should be left blank when the workbook is sent to the Board at the end of the apprenticeship.

FUNERAL DIRECTOR APPRENTICESHIP TRAINING WORKBOOK

APPRENTICE SEMI-ANNUAL REPORT

This report must be completed and returned to the Funeral Directors Examining Board twice a year. Both the Apprentice and Funeral Director must sign the report. It must include the number of hours the Apprentice has been employed at the Establishment and the number of embalmings and funeral services the Apprentice has assisted in. **Failure to complete and return this Form (#395) on each reporting period, could result in termination of the Apprenticeship.**

Reporting Period From: January 1, To: June 30,

Reporting Period From: July 1, To: December 31,

1. If you attended a Mortuary school, provide the exact dates of attendance..

From: / / To: / /

2. Did you work as an Apprentice during a winter break from Mortuary school?

Yes No If yes, provide exact dates:

From: / / To: / /

3. Did you work as an Apprentice during the summer while not attending summer school?

Yes No If yes, provide exact dates:

From: / / To: / /

| Month | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Total Number of Hours Employed: | | | | | | | | | | | | |
| Number of Assisted Embalmings: | | | | | | | | | | | | |
| Number of Funeral Services Assisted: | | | | | | | | | | | | |
| Number of arrangement conferences the apprentice participated in: (Please attach a brief description of the arrangements for each month and include whether it was a traditional funeral, direct cremation, relationship to the deceased, how long the arrangement took, etc.) | | | | | | | | | | | | |

| | |
|---|--|
| Under the penalties of perjury, I certify that the above data is correct to the best of my knowledge and belief. | |
| Apprentice Name <input type="text"/> | Apprentice Certificate Number <input type="text"/> |
| Apprentice Signature <input type="text"/> | Date <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> |

FUNERAL DIRECTOR APPRENTICESHIP TRAINING WORKBOOK

| | |
|---|--|
| Funeral Director Name <input type="text"/> | Funeral Establishment Name <input type="text"/> |
| Funeral Director Signature <input type="text"/> | Date <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |

FUNERAL DIRECTOR APPRENTICESHIP TRAINING WORKBOOK

The top of each page will need to be corrected to reflect the Personal Supervision & Supervision

B. Completion of Supervised Tasks (see the following 11 pages)

The following 11 pages list the tasks that the apprentice must learn to perform competently and independently. Many of these tasks will be performed many times before or after the apprentice learns to perform them competently and independently. In any case, when the apprentice has learned to perform a task competently and independently, the apprentice and the funeral director-employer should initial the appropriate boxes following that task.

The apprentice must learn to perform the tasks, but not in the order they are listed on the following pages. Time spent on specific tasks need not be continuous.

Here is where I believe that we need to change the reference to (D), in the past we had referred to (D) as "Direct Supervision" now it was changed to "Personal Supervision" and "Supervision"

Things to remember:

1. Tasks followed by D6 or D10 must be performed under **PS6 or PS 10** **Personal supervision** **direct supervision** for the first 6 or 10 times, as indicated. After that, **direct supervision** is not required.
2. You should keep a running tab of embalmings and funeral service, preparations without embalming, Sections III, C, D and E arrangements by completing the forms in SECTIONS III, C and D.
3. The Board strongly recommends that no less than 6, nor more than 9, embalmings be performed by an apprentice during any 3-month period.

Change this to be compatible with the FDI.075

Definition: Direct Supervision means that a licensed funeral director must be physically in the room with the apprentice or have direct visual contact with the apprentice.

The chart on the pages in SECTION III, B, contain several symbols. These symbols and their meaning are:

"D" means that **direct supervision** is always required for completion of this task by the apprentice

"D-6" means that the first 6 completions of this task by the apprentice must be done under **direct supervision**.

"D-10" means that the first 10 completions of this task by the apprentice must be done under **direct supervision**.

"*" means that **direct supervision** is not required.

Commented [DJAD3]: Instead define "personal supervision" and "supervision" in this space.

Commented [DJAD4]: I think we remove the distinction between S, PS, PS-6 and PS-10. If it has to be done under supervision or personal supervision everytime, it should require supervision or personal supervision everytime. The statute/rules do not allow for personal supervision to end after the apprentice does the task a few times.

D=Always Direct Supervision
D-6=First 6 Under Direct Supervision
D-10=First 10 Under Direct Supervision
* = Direct Supervision Not Required

FUNERAL DIRECTOR APPRENTICESHIP TRAINING WORKBOOK

APPRENTICE NAME: _____
APPRENTICE PERMIT NUMBER: _____

| Name of Task | Supervision Required | Hours To Complete | Date Competency Achieved | Funeral Director Initials | Apprentice Initials |
|--|-----------------------------------|-------------------|--------------------------|---------------------------|---------------------|
| CARE AND PREPARATION OF HUMAN REMAINS | | | | | |
| A. REMOVE HUMAN REMAINS – TRANSFER | These should be under Supervision | 100 | | | |
| 1. Determine type of removal and equipment needed. | D | | | | |
| 2. Confirm that human remains are authorized by institution or certifying authority for release to include: | D | | | | |
| <i>a. Confirmation that arrangements for tissue, organ, and/or body donations have been completed.</i> | D | | | | |
| <i>b. Determine if an autopsy is to be performed..</i> | D | | | | |
| 3. Obtain oral and/or written authorization for embalming. | D-6 | | | | |
| 4. Determine that human remains are identified (e.g., by next of kin, institutional ID) prior to removal. | D-6 | | | | |
| 5. Follow universal precautions when removing and transporting the human remains (bloodborne pathogen rules). | D-6 | | | | |
| 6. Clothe self in bloodborne protective clothing/apparel for removal from place of death. | D-6 | | | | |
| 7. Comply with OSHA requirements on handling and disposal of biohazardous material. | D-6 | | | | |
| 8. Identify signs, nature of death and comply with jurisdictional authority regarding medico-legal responsibilities. | D-6 | | | | |
| 9. Follow institutional protocol of place of death (e.g., policies and procedures of institution). | D-6 | | | | |
| 10. Transfer human remains from the place of death to the funeral establishment. | D-6 | | | | |

D=Always Direct Supervision
D-6=First 6 Under Direct Supervision
D-10=First 10 Under Direct Supervision
* = Direct Supervision Not Required

FUNERAL DIRECTOR APPRENTICESHIP TRAINING WORKBOOK

APPRENTICE NAME: _____
APPRENTICE PERMIT NUMBER: _____

Committed to Equal Opportunity in Employment and Licensing

| Name of Task | Supervision Required | Hours To Complete | Date Competency Achieved | Funeral Director Initials | Apprentice Initials |
|---|----------------------|-------------------|--------------------------|---------------------------|---------------------|
| B. PERFORM PRE-PREPARATION/EMBALMING ACTIVITIES | Supervision | 150 | | | |
| 1. Follow universal precautions when caring for the human remains. | D-10 | | | | |
| <i>a. Use required protective clothing and other personal protective equipment (face shields, goggles, masks, etc.) during the preparation/embalming process.</i> | D-10 | | | | |
| 2. Comply with OSHA workplace safety standards (e.g., formaldehyde standards, bloodborne pathogens, hazardous materials, biohazardous waste disposal). | D-10 | | | | |
| 3. Verify oral and/or written authorization to embalm. | D-10 | | | | |
| <i>a. Prepare human remains for refrigeration, if no authorization for embalming is received.</i> | D-10 | | | | |
| 4. Comply with jurisdictional rules (State Board of Health and State Board of Funeral Service rules) before embalming human remains. | D-10 | | | | |
| 5. If applicable, observe and identify treatments for special cases involving infections, diseases, and other traumatic conditions. Conduct pre-embalming/preparation case analysis of human remains. | D | | | | |
| 6. If applicable, recognize certain types of drugs taken prior to death that have potential chemical effects on the embalming process. | D | | | | |
| 7. Select techniques for moving human remains from cot to table. | D-6 | | | | |
| 8. Undress human remains and perform topographical preparation. | D-6 | | | | |
| 9. Prepare deceased's clothing for disposition. | D-6 | | | | |
| 10. Disinfect equipment and cot. | D-6 | | | | |

D=Always Direct Supervision
 D-6=First 6 Under Direct Supervision
 D-10=First 10 Under Direct Supervision
 * = Direct Supervision Not Required

FUNERAL DIRECTOR APPRENTICESHIP TRAINING WORKBOOK

APPRENTICE NAME: _____
 APPRENTICE PERMIT NUMBER: _____

| Name of Task | Supervision Required | Hours To Complete | Date Competency Achieved | Funeral Director Initials | Apprentice Initials |
|--|-----------------------------|-------------------|--------------------------|---------------------------|---------------------|
| 11. Disinfect and pack orifices. | D-10 | | | | |
| 12. Shave excess body hair, clean and trim fingernails as authorized. | D-6 | | | | |
| 13. Position human remains on embalming/preparation table, maintaining dignity of the human remains. | D-6 | | | | |
| 14. Pose the facial features. | D | | | | |
| 15. Perform pre-embalming restorative procedures if applicable. | D | | | | |
| 16. Select embalming chemicals based on the conditions of the human remains. | D | | | | |
| 17. Formulate amount of embalming chemical considering fluid concentration and % in solution to obtain proper minimum. | D | | | | |
| 18. Select pressure and rate of flow settings for embalming equipment considering types of pressure (potential, actual, differential). | D | | | | |
| 19. Perform topical treatments for ulcerations, recent surgery, other open wounds, infestations, etc. | D | | | | |
| 20. Select points and methods of drainage and injection. | D | | | | |
| 21. Identify anatomical guides, anatomical limits, and linear guides of major vessels used in embalming. | D | | | | |
| C. PERFORM EMBALMING | Personal Supervision | 150 | | | |
| 1. Follow universal precautions when embalming human remains. | D | | | | |
| 2. Follow required procedures for disposal of biohazardous waste. | D | | | | |
| 3. Select and raise vessels for injection and drainage. | D | | | | |

D=Always Direct Supervision
 D-6=First 6 Under Direct Supervision
 D-10=First 10 Under Direct Supervision
 * = Direct Supervision Not Required

FUNERAL DIRECTOR APPRENTICESHIP TRAINING WORKBOOK

APPRENTICE NAME: _____
 APPRENTICE PERMIT NUMBER: _____

| Name of Task | Supervision Required | Hours To Complete | Date Competency Achieved | Funeral Director Initials | Apprentice Initials |
|---|--------------------------|-------------------|--------------------------|---------------------------|---------------------|
| 4. Operate injection machines, instruments, and other embalming equipment, monitoring the rate of flow and pressure. | D | | | | |
| 5. Perform vascular embalming (injecting fluid into vascular system). | D | | | | |
| 6. Evaluate and monitor fluid distribution and drainage. | D | | | | |
| 7. Perform recommended/applicable procedures for autopsied human remains. | D | | | | |
| 8. Perform recommended procedures for tissue and organ donors. | D | | | | |
| 9. Perform cavity embalming. | D | | | | |
| 10. Select and use hypodermic chemicals. | D | | | | |
| 11. Perform treatment for discoloration, vascular difficulties, decompositoin, dehydration, body fluid accumulation, purge, contagious and infectious diseases. | D | | | | |
| 12. Examine human remains to ensure embalming chemicals have reacted adequately with body tissues. | D | | | | |
| 13. Close incisions using recommended closure techniques. | D-10 | | | | |
| 14. Perform recommended embalming techniques for infants. | D | | | | |
| D. PERFORM POST-EMBALMING ACTIVITIES | Personal Supervision (?) | 150 | | | |
| 1. Re-examine human remains to ensure embalming chemicals have reacted adequately with body tissues. | D | | | | |
| 2. Apply topographical chemicals and hypodermic treatments as needed. | D PS | | | | |
| 3. Bathe, disinfect, and reposition human remains. | D-6 | | | | |

D=Always Direct Supervision
D-6=First 6 Under Direct Supervision
D-10=First 10 Under Direct Supervision
* = Direct Supervision Not Required

FUNERAL DIRECTOR APPRENTICESHIP TRAINING WORKBOOK

APPRENTICE NAME: _____
APPRENTICE PERMIT NUMBER: _____

| Name of Task | Supervision Required | Hours To Complete | Date Competency Achieved | Funeral Director Initials | Apprentice Initials |
|---|----------------------|-------------------|--------------------------|---------------------------|---------------------|
| 4. Select and apply treatment for hair. | D-6 | | | | |
| 5. Follow recommended/applicable procedures for autopsied bodies. | D-10PS | | | | |
| 6. Follow specific procedures for tissue and organ donors. | D-10PS | | | | |
| 7. Use plastic garments on human remains as needed. | D-6S | | | | |
| 8. Remove jewelry, pacemaker, and other electromechanical devices as authorized prior to cremation. | D | | | | |
| 9. Prepare human remains for shipping (identification, etc.). | D | | | | |
| 10. Clean and disinfect embalming instruments, equipment, and room. | D-6 | | | | |
| 11. Document required reports (case, OSHA, etc.). | D-10 | | | | |
| E. PERFORM RESTORATIVE TREATMENT | | 150 | | | |
| 1. Obtain/verify written permission for extraordinary restorative treatment. | DPS | | | | |
| 2. Examine photograph of deceased to plan restorative treatment. | D | | | | |
| 3. Recognize anatomical structure of head and face that influences profile, proportions, and form. | D | | | | |
| 4. Select and apply specific restorative materials (wax, plaster of paris, tissue builder, etc.) | D | | | | |
| 5. Perform restorative treatment for injuries, diseases, tissue donors, and post mortem tissue changes. | D | | | | |
| 6. Perform special restorative treatments for head, face, neck, arms, hands, torso, etc. | D | | | | |
| 7. Select and apply specific cosmetic treatments. | D | | | | |

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FUNERAL DIRECTOR APPRENTICESHIP TRAINING WORKBOOK

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| Name of Task | Supervision Required | Hours To Complete | Date Competency Achieved | Funeral Director Initials | Apprentice Initials |
|--|----------------------|-------------------|--------------------------|---------------------------|---------------------|
| 8. Select and apply methods of hair restoration. | D | | | | |
| F. PREPARE HUMAN REMAINS FOR VIEWING | Supervision | | | | |
| 1. Dress human remains. | D-10 | | | | |
| 2. Arrange hair in the chosen style. | D-10 | | | | |
| 3. Place human remains in casket. | D-10 | | | | |
| 4. Position human remains in casket. | D-10 | | | | |
| 5. Touch up hair and cosmetics. | D-10 | | | | |
| 6. Make adjustments in casket. | D-10 | | | | |
| FUNERAL ARRANGEMENT | | | | | |
| A. CONDUCT INTERVIEW WITH FAMILY | Personal Supervision | 100 | | | |
| 1. Develop a rapport with the family. | D | | | | |
| 2. Apply “helper related” skills (empathy, active listening, acknowledging, etc.). | D | | | | |
| 3. Assess the emotional needs of the bereaved based upon the cause of death. | D | | | | |
| 4. Explain the purposes of the funeral rite. | D | | | | |
| 5. Discuss the funeral’s emotional and psychological benefits with the survivors. | D | | | | |
| 6. Identify circumstances which might indicate a need for referral counseling | D | | | | |

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FUNERAL DIRECTOR APPRENTICESHIP TRAINING WORKBOOK

APPRENTICE NAME: _____
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| Name of Task | Supervision Required | Hours To Complete | Date Competency Achieved | Funeral Director Initials | Apprentice Initials |
|--|----------------------|-------------------|--------------------------|---------------------------|---------------------|
| 7. Determine who has right of disposition. | D | | | | |
| 8. Determine diverse needs, wants, beliefs, and desires of family. | D | | | | |
| 9. Explain/discuss different kinds of services/dispositions (cremations, burial, anatomical donation, etc.). | D | | | | |
| 10. Explain use of and obtain accurate statistical information for death certificate and other documents (Social Security, Veterans' forms, disposition permit, etc.). | D | | | | |
| 11. Discuss and explain reasons for certified copies of death certificates and determine quantity needed. | D | | | | |
| 12. Explain the medical terminology used on death certificate to family members, as requested. | D | | | | |
| 13. Obtain obituary information for newspaper, clergy, and others. | D | | | | |
| 14. Present, discuss, and explain general price lists. | D | | | | |
| 15. Explain/discuss various disclosures (embalming, warranties, cemetery, crematory). | D | | | | |
| 16. Determine arrangements for pallbearers, clergy, music, fraternal and military organizations, etc. | D | | | | |
| 17. Determine need for transportation for family, clergy, pallbearers. | D | | | | |
| 18. Determine need for intrastate, interstate, and international transportation of human remains by common carrier. | D | | | | |
| 19. Complete required documentation for transport of human remains. | D-10 | | | | |
| 20. Refer questions about wills, deeds, bonds, etc. to legal representatives. | D | | | | |

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FUNERAL DIRECTOR APPRENTICESHIP TRAINING WORKBOOK

APPRENTICE NAME: _____
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| Name of Task | Supervision Required | Hours To Complete | Date Competency Achieved | Funeral Director Initials | Apprentice Initials |
|--|-----------------------------|-------------------|--------------------------|---------------------------|---------------------|
| B. ASSIST FAMILY IN SELECTION OF MERCHANDISE | Personal Supervision | 100 | | | |
| 1. Explain/discuss options available for funeral merchandise. | D | | | | |
| 2. Present, explain/discuss caskets and caskets' price list. | D | | | | |
| 3. Present, explain/discuss outer burial container price list. | D | | | | |
| 4. Explain/discuss options available for flowers/clothing and other merchandise offered by the funeral home. | D | | | | |
| 5. Explain/discuss cemetery property, grave markers, and other sundry items. | D | | | | |
| 6. Explain/discuss cemetery requirements. | D | | | | |
| 7. Explain/discuss crematory requirements. | D | | | | |
| C. FINALIZE FINANCIAL ARRANGEMENTS | | 100 | | | |
| 1. Determine financial responsibility. | D | | | | |
| 2. Explain/discuss FTC requirements. | D | | | | |
| 3. Explain/discuss funeral home payment policy. | D | | | | |
| 4. Explain/discuss sources of financial assistance to family. | D | | | | |
| 5. Prepare for signatures. | D-6 | | | | |
| 6. Present itemized statement of goods and services selected. | D | | | | |
| 7. Obtain signed acknowledgement of receipt of the general price list, casket, and outer burial container price lists. | D | | | | |
| 8. Prepare credit agreement, if used. | D | | | | |

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FUNERAL DIRECTOR APPRENTICESHIP TRAINING WORKBOOK

APPRENTICE NAME: _____
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|---|----------------------|-------------------|--------------------------|---------------------------|---------------------|
| 9. Provide copies of any written agreements. | D | | | | |
| 10. Review of status of preneed insurance/funds. | D | | | | |
| 11. Explain preneed agreements. | D | | | | |
| 12. Obtain signed agreements of oral understandings. | D | | | | |
| DIRECT FUNERAL OR MEMORIAL SERVICE | | | | | |
| A. DIRECT FUNERAL SERVICE | Supervision | 170 | | | |
| 1. Confirm all pre-funeral service details. | D-6 | | | | |
| a. Clergy contact | D-6 | | | | |
| b. Cemetery contact | D-6 | | | | |
| c. Pallbearers | D-6 | | | | |
| d. Military | D-6 | | | | |
| e. Lunch | D-6 | | | | |
| f. Place of service custodian | D-6 | | | | |
| g. Hearses/limos | D-6 | | | | |
| 2. Prepare for visitation. | D-6 | | | | |
| 3. Organize service at place of service. | D | | | | |
| 4. Place casket in viewing room. | D-6 | | | | |
| a. Position casket. | D-6 | | | | |
| b. Set lighting. | D-6 | | | | |
| c. Arrange floral offerings in room. | D-6 | | | | |
| d. Set out register book and folders. | D-6 | | | | |
| e. Set up religious equipment and secular symbols, if applicable. | D-6 | | | | |

Commented [DJAD5]: Funeral services where a body is present have to be done under personal supervision. So let's decide which of these tasks would be done while a "body is present."

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FUNERAL DIRECTOR APPRENTICESHIP TRAINING WORKBOOK

APPRENTICE NAME: _____
APPRENTICE PERMIT NUMBER: _____

| Name of Task | Supervision Required | Hours To Complete | Date Competency Achieved | Funeral Director Initials | Apprentice Initials |
|---|----------------------|-------------------|--------------------------|---------------------------|---------------------|
| 5. Place casket in position for funeral service. | D-6 | | | | |
| 6. Direct funeral service according to expressed preferences and/or written agreement. | D | | | | |
| 7. Designate reserved seating. | D-6 | | | | |
| 8. Designate reserved parking area for family, hearse, pallbearers, and other groups. | D-6 | | | | |
| 9. Meet with officant/clergy to review final details. | D | | | | |
| 10. Pick up family for service. | D-6 | | | | |
| 11. Seat friends, family, and pallbearers. | D-6 | | | | |
| 12. Usher family to transportation following service. | D-6 | | | | |
| 13. Organize funeral cortege to cemetery. | D-6 | | | | |
| 14. Place casket on grave lowering device. | D-6 | | | | |
| 15. Assist with/supervise committal service details. | D | | | | |
| 16. Assist with final disposition. | D | | | | |
| 17. Return family to desired location (home, church, funeral home, etc.). | D-6 | | | | |
| B. COMPLETE POST-SERVICE DETAILS | | 100 | | | |
| 1. Provide acknowledgement stationery as needed. | * | | | | |
| 2. Advise clients on etiquette of and/or wording of appreciation and acknowledgement notes. | * | | | | |

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| Name of Task | Supervision Required | Hours To Complete | Date Competency Achieved | Funeral Director Initials | Apprentice Initials |
|--|----------------------|-------------------|--------------------------|---------------------------|---------------------|
| MORTUARY ADMINISTRATION | | | | | |
| A. PERFORM MORTUARY ADMINISTRATION DUTIES | | 500 | | | |
| 1. Understand and implement funeral home policies and procedures. | * | | | | |
| 2. Practice professional and ethical conduct in all aspects of funeral practice. | * | | | | |
| 3. Practice recommended telephone etiquette. | * | | | | |
| 4. Maintain confidentiality of information. | * | | | | |
| 5. Assist funeral home staff. | * | | | | |
| 6. Assist with physical plant, rolling stock, mortuary supplies, and inventory. | * | | | | |
| 7. Assist in providing resources for public education and information about death, dying, and grief. | * | | | | |
| 8. Display merchandise in compliance with FTC requirements. | * | | | | |
| 9. Participate in at least two community affairs/activities (civic and volunteer organizations). | * | | | | |
| 10. Prepare death certificates. | * | | | | |
| 11. Prepare obituary notice. | * | | | | |
| 12. Obtain permits for transportation, burial, cremation. | * | | | | |
| B. UNDERSTANDING PRENEED FUNERAL ARRANGEMENTS | | 80 | | | |
| 1. Learn preneed options and benefits. | D-6 | | | | |

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APPRENTICE NAME: _____
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| Name of Task | Supervision Required | Hours To Complete | Date Competency Achieved | Funeral Director Initials | Apprentice Initials |
|---|----------------------|-------------------|--------------------------|---------------------------|---------------------|
| 2. Learn difference between funded and non-funded preneed funeral arrangements. | D-6 | | | | |
| 3. Learn difference between revocable and irrevocable funded preneed funeral arrangement. | D-6 | | | | |
| C. MISCELLANEOUS DUTIES | | 150 | | | |

TOTAL HOURS

2000

FUNERAL DIRECTOR APPRENTICESHIP TRAINING WORKBOOK

III. FORMS TO BE COMPLETED DURING THE APPRENTICESHIP

C. Case Reports of Apprentice Embalmings

The apprentice should keep a chronological record of each embalming at which he or she assisted or which he or she performed.

The apprentice must photocopy the form on the next page or request additional copies from the Board, complete the forms and submit them as part of the training workbook to the Funeral Directors Examining Board at the end of the apprenticeship.

A total of 25 embalmings are required.

If an apprentice is discharged or otherwise terminates the apprenticeship, the funeral director-employer must send written notice to the Funeral Directors Examining Board within 5 days after the date of discharge. The funeral director-employer should return the apprentice permit to the Funeral Directors Examining Board.

If an apprentice wishes to transfer to another funeral director-employer, the apprentice must follow the procedures described in Section IV.

FUNERAL DIRECTOR APPRENTICESHIP TRAINING WORKBOOK

CASE REPORT OF APPRENTICE EMBALMINGS

Apprentice _____ Apprentice # _____

Funeral Home _____

Report Number _____ Date _____ Start time _____ Ending time _____

Name _____ Date of Death _____

Cause of Death (if known) _____

Identifying marks and deformities _____

Age _____ Sex _____ Color of Eyes _____ Color of Hair _____

Color or race _____ Weight (approx.) _____ Height (approx.) _____

Teeth: U L Natural U L False U L None

Post mortem interval (estimate if unknown): _____

Autopsy: No Thoracic Abdominal Cranial

Nutrition: Obese Emaciated Normal

Tissue Moisture Dropsical Normal Dehydrated

Rigor Mortis: Extreme Moderate None

Purge: _____

Condition of abdomen: Normal Fluid Gas Moderate Intense

Describe other conditions (Examples: abrasions, burns, cancer, edema, fractures, gangrene, lacerations, livor mortis, mutilation, operation, PM strain, organ transplants, etc.):

Arterials Injected:

Carotid (Common) R L
Femoral R L
Axillary R L
Brachial R L
Radial R L
Subclavian R L
Iliac (external) R L
Other _____ R L

Veins Drained:

Femoral R L
Jugular (external) R L
Jugular (internal) R L
Axillary R L
Basilic R L
Iliac R L
Other _____ R L

FUNERAL DIRECTOR APPRENTICESHIP TRAINING WORKBOOK

CASE REPORTS OF APPRENTICE EMBALMING (Continued)

| | <u>Name</u> | <u>Oz. Per Gal.</u> | <u>Index</u> | <u># Gal. Used</u> |
|--------------------------------------|-------------|------------------------------|--------------|--------------------|
| Pre-Inject | _____ | _____ | _____ | _____ |
| Arterial: | _____ | _____ | _____ | _____ |
| Co-Inject: | _____ | _____ | _____ | _____ |
| Special: | _____ | _____ | _____ | _____ |
| Cavity: Name | _____ | Number of ounces used: _____ | | |
| Describe drainage: | _____ | Method used: _____ | | |
| Areas lacking adequate distribution: | _____ | | | |
| Additional treatment: | _____ | | | |
| Areas to recheck: | _____ | | | |
| Restorative treatment: | _____ | | | |

Evaluate the embalming procedures and the embalming results. Consider the following in your evaluation: the objectives of the embalmer for the specific embalming; whether the objectives of the embalmer were fulfilled; could the results have been different using other procedures.

****NOTE: REPORTS ARE NOT ACCEPTABLE UNLESS SIGNED BY THE FUNERAL DIRECTOR****

Date: _____ Signature of Funeral Director: _____

Funeral Director License Number: _____

My signature certifies that I have reviewed this embalming report signing, and in so doing, I verify the above apprentice performed this work.

FUNERAL DIRECTOR APPRENTICESHIP TRAINING WORKBOOK

III. FORMS TO BE COMPLETED DURING THE APPRENTICESHIP

D. Case Reports of Apprentice Preparations Without Embalmings

The apprentice should keep a chronological record of each preparation without embalming at which he or she assisted or which he or she performed.

The apprentice must photocopy the form on the next page or request additional copies from the Board, complete the forms and submit them as part of the training workbook to the Funeral Directors Examining Board at the end of the apprenticeship

A total of 25 preparations without embalmings are required.

If an apprentice is discharged or otherwise terminates the apprenticeship, the funeral director-employer must send written notice to the Funeral Directors Examining Board within 5 days after the date of discharge. The funeral director-employer should return the apprentice permit to the Funeral Directors Examining Board.

If an apprentice wishes to transfer to another funeral director-employer, the apprentice must follow the procedures described in Section IV.

FUNERAL DIRECTOR APPRENTICESHIP TRAINING WORKBOOK

CASE REPORT OF APPRENTICE PREPERATIONS WITHOUT EMBALMINGS

Apprentice _____ Apprentice # _____

Funeral Home _____

Report Number _____ Date _____ Start time _____ Ending time _____

Name _____ Date of Death _____

Cause of Death (if known) _____

Identifying marks and deformities _____

Age _____ Sex _____ Color of Eyes _____ Color of Hair _____

Color or race _____ Weight (approx.) _____ Height (approx.) _____

Teeth: U L Natural U L False U L None

Post mortem interval (estimate if unknown): _____

Autopsy: No Thoracic Abdominal Cranial

Nutrition: Obese Emaciated Normal

Tissue Mositure Dropsical Normal Dehydrated

Rigor Mortis: Extreme Moderate None

Purge: _____

Condition of abdomen: Normal Fluid Gas Moderate Intense

Describe other conditions (Examples: abrasions, burns, cancer, edema, fractures, gangrene, lacerations, livor mortis, mutilation, operation, PM strain, organ transplants, etc.):

Using the back of this form describe the preparations, including how the body was prepared, why embalming was not performed and how the body was transported. Evaluate the procedures and results. Consider the following in your evaluation: the objectives regarding preparation for this specific circumstance; whether the objectives were fulfilled; could the results have been different using other procedures.

****NOTE: REPORTS ARE NOT ACCEPTABLE UNLESS SIGNED BY THE FUNERAL DIRECTOR****

Date: _____ Signature of Funeral Director: _____

Funeral Director License Number: _____

My signature certifies that I have reviewed this embalming report signing, and in so doing, I verify the above apprentice performed this work.

FUNERAL DIRECTOR APPRENTICESHIP TRAINING WORKBOOK

III. FORMS TO BE COMPLETED DURING THE APPRENTICESHIP

E. Case Reports of Apprentice Funeral Service Arrangements

The apprentice should keep a chronological record of each funeral service which he or she performed or at which he or she assisted.

The apprentice must photocopy the form on the next page or request additional copies from the Board, complete the forms and submit them as part of the training workbook to the Funeral Directors Examining Board at the end of the apprenticeship.

A total of 25 funeral service arrangements are required.

If an apprentice is discharged or otherwise terminates the apprenticeship, the funeral director-employer must send written notice to the Funeral Directors Examining Board within 5 days after the date of discharge. The funeral director-employer should return the apprentice permit to the Funeral Directors Examining Board.

FUNERAL DIRECTOR APPRENTICESHIP TRAINING WORKBOOK

CASE REPORT OF APPRENTICE FUNERAL SERVICE ARRANGEMENTS

Name of Apprentice _____ Permit # _____

Funeral Home _____ Report # _____

Apprentice was (check one) Observed Participated in the arrangement room.

Describe the makeup of the arrangement party by number in attendance, age and relationship to the deceased.

Briefly describe the cause and/or circumstances surrounding the death. _____

Based upon the cause and/or manner of death, describe the condition of the arranging party. _____

Briefly describe the arrangements made as to:

Visitation: _____

Viewing: If closed, why? _____

Formal Funeral Service (indicate time, place, officiant, type of service, and any unusual procedures):

Using the back of this form, outline the arrangement that you observed. Include in your recorded observations the types of verbal (direct, indirect questioning and responses) and nonverbal communication used, the opening and closing of the arrangement interview, as well as, difficulties encountered and how they were resolved.

****NOTE: REPORTS ARE NOT ACCEPTABLE UNLESS SIGNED BY THE FUNERAL DIRECTOR****

Date: _____ Signature of Funeral Director: _____

Funeral Director License Number _____

My signature certifies that I have reviewed this embalming report signing, and in so doing, I verify the above apprentice performed this work.

FUNERAL DIRECTOR APPRENTICESHIP TRAINING WORKBOOK

IV. REQUIREMENTS TO QUALIFY FOR A FUNERAL DIRECTOR LICENSE IN WISCONSIN

To be eligible for an original funeral director's license, a person must meet all of the following requirements (sec. 445.045, Stats.):

1. Be at least 18 years of age;
2. Not have an arrest or conviction record;
3. Have completed 2 academic years of instruction in a recognized college or university, in a course of study approved by the examining board, or have equivalent education.
4. Have satisfactorily completed 9 months or more of instruction in a prescribed course in mortuary science approved by the examining board at any time after having completed one year of college work or equivalent education.
5. Have completed one year of apprenticeship as prescribed in sec. 445.095, Stats., at any time after having completed a 16-hour certification course in a course of study approved by the Board or have completed equivalent education. The apprenticeship may be completed before or after taking the course in mortuary science.
6. Have successfully passed a comprehensive examination conducted by the examining board, but such examination may be taken at any time after completion of the college and mortuary school instruction, regardless of the age of the applicant.

Please make sure these match the Codes listed?

Examination applications (FD 1.02, Wis. Admin. Code): Applications for taking the state laws and rules examination must be on file at least 30 days before the date of the examination. The examination may be taken at any time after completion of the 2-year academic requirement and the mortuary school requirement, regardless of apprenticeship status. Applicants for an initial funeral director license are required to pass both the national and state examinations.

Examination grade (FD 1.03, Wis. Admin. Code): Applicants for the initial funeral director license are required to pass both the national and state examinations. The national examination consists of 2 parts, funeral service arts and funeral service sciences. The state laws and rules examination consists of 80 questions. A passing score of 75 or above is required.

Mortuary School (FD 1.05, Wis. Admin. Code): The following shall be accepted as compliance with sec. 445.045(1)(e), Stats. The candidate shall have satisfactorily completed 9 months or more of instruction in a prescribed curriculum in funeral service education offered by an educational institution accredited by the American Board of Funeral Service Education or by an educational institution otherwise deemed to be equivalent by the Funeral Directors Examining Board.

Commented [DJAD6]: This section all needs to be updated to be in line with the new statutes/rules under Act 137 and CR 20-045.

FUNERAL DIRECTOR APPRENTICESHIP TRAINING WORKBOOK

I think this one is correct but another set of eyes to confirm

Two academic years of instruction (FD 1.04, Wis. Admin. Code): To meet the requirements of 2 academic years of instruction specified in sec. 445.045(1)(d), Stats., an applicant must submit to the board an official transcript of courses from a regionally accredited college recognized by the North Central Association of Colleges and Secondary Schools, showing that the applicant has completed course of study with a total of 60 semester credits hours below in the following areas:

- (1) English
- (2) Speech
- (3) Social Sciences
- (4) Natural Sciences
- (5) Business Studies
- (6) Electives

For further information, please contact the Funeral Directors Examining Board, P.O. Box 8935, Madison, Wisconsin 53708-8935. Telephone: (608) 266-2112.

FUNERAL DIRECTOR APPRENTICESHIP TRAINING WORKBOOK

V. FUNERAL DIRECTOR APPRENTICE TERMINATION OR TRANSFER INFORMATION

You will find the “Application for Funeral Director Apprentice Contract and Permit” (**Form #385**) on the Department’s web site (<http://dsps.wi.gov>). Return the completed application to the Department of Safety and Professional Services. Include with the application the \$10.00 permit transfer fee made payable, by check or money order, to the Department of Safety and Professional Services.

The Funeral Directors Examining Board will issue the transferred apprentice permit upon approval of the application. The Department of Safety and Professional Services will then contact the Department of Workforce Development. The Department of Workforce Development, Bureau of Apprenticeship Standards, will contact your new place of employment for issuance of the transferred apprentice contract. You should take the partially-completed training workbook to your new place of employment and continue to complete the remainder of your apprenticeship.

The apprentice permit must be renewed annually before January 1 of each year. The forms for renewal will be mailed to you in December. The requirements for licensure must be met within four years after registering as an apprentice unless an extension or reregistration has been granted by the Board.

If an apprentice is discharged or otherwise terminates the apprenticeship, the funeral director-employer must send written notice to the Funeral Directors Examining Board within 5 days after the date of discharge. The funeral director-employer should return the apprentice permit and this partially-completed training workbook to the Funeral Directors Examining Board.

REMEMBER

**AN APPRENTICE MAY NOT BEGIN PRACTICING
AT THE NEW LOCATION UNTIL THE PERMIT AND
CONTRACT HAVE BEEN APPROVED.**

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

| | | | |
|---|--|--|--|
| 1) Name and Title of Person Submitting the Request: Kimberly Wood, Program Assistant Supervisor-Adv. on behalf of Adam Barr, Executive Director | | 2) Date When Request Submitted: 3/30/2021 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small> | |
| 3) Name of Board, Committee, Council, Sections: All Boards, Sections and Councils | | | |
| 4) Meeting Date: | 5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | 6) How should the item be titled on the agenda page? 2021-2023 Licensure Fee and Credential Schedule | |
| 7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session | 8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 9) Name of Case Advisor(s), if required: N/A | |
| 10) Describe the issue and action that should be addressed: Please review the attached occupational licensure fee report which outlines new licensure and renewal fees effective as of 7/1/2021. | | | |
| 11) Authorization | | | |
| <i>Kimberly Wood</i> | | 3/30/2021 | |
| Signature of person making this request | | Date | |
| Supervisor (if required) | | Date | |
| Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date | | | |
| Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting. | | | |

| Board Project Code | Project | Project Name | 21-23 | | | | | | | Fee Set/Limited by Statute or Rule |
|--------------------|----------------|--------------------------------|---------------------|---------------------|-------------------|-------------------|--------------------|--------------------|---|------------------------------------|
| | | | Current Initial_Fee | Current Renewal_Fee | 21-23 Initial Fee | 21-23 Renewal Fee | Initial Fee_Change | Renewal Fee_Change | | |
| 16500P1ACBD000 | 16500P1ACBD001 | Accountant CPA | \$ 43.00 | \$ 43.00 | \$ 43.00 | \$ 43.00 | \$ - | \$ - | | |
| 16500P1ACBD000 | 16500P1ACBD003 | Accounting Firm | \$ 43.00 | \$ 43.00 | \$ 43.00 | \$ 43.00 | \$ - | \$ - | | |
| 16500P1ADLD000 | 16500P1ADLD055 | Acupuncturist | \$ 75.00 | \$ 75.00 | \$ 55.00 | \$ 55.00 | \$ (20.00) | \$ (20.00) | | |
| 16500P1AESD000 | 16500P1ARCD005 | Architect | \$ 68.00 | \$ 68.00 | \$ 55.00 | \$ 55.00 | \$ (13.00) | \$ (13.00) | | |
| 16500P1AESD000 | 16500P1ARCD011 | Architectural or Engineer Corp | \$ 68.00 | \$ 68.00 | \$ 55.00 | \$ 55.00 | \$ (13.00) | \$ (13.00) | | |
| 16500P1AESD000 | 16500P1DSND007 | Designer Engineering Systems | \$ 68.00 | \$ 68.00 | \$ 55.00 | \$ 55.00 | \$ (13.00) | \$ (13.00) | | |
| 16500P1AESD000 | 16500P1ENGD006 | Engineer Professional | \$ 68.00 | \$ 68.00 | \$ 55.00 | \$ 55.00 | \$ (13.00) | \$ (13.00) | | |
| 16500P1AESD000 | 16500P1ENGD500 | Engineer Training | \$ 68.00 | \$ - | \$ 55.00 | \$ - | \$ (13.00) | \$ - | | |
| 16500P1AESD000 | 16500P1LSAD014 | Landscape Architect | \$ 68.00 | \$ 68.00 | \$ 55.00 | \$ 55.00 | \$ (13.00) | \$ (13.00) | | |
| 16500P1AESD000 | 16500P1LSRD008 | Land Surveyor Professional | \$ 68.00 | \$ 68.00 | \$ 55.00 | \$ 55.00 | \$ (13.00) | \$ (13.00) | | |
| 16500P1APPD000 | 16500P1APPD004 | Appraiser Licensed | \$ 16.00 | \$ 16.00 | \$ 16.00 | \$ 16.00 | \$ - | \$ - | | |
| 16500P1APPD000 | 16500P1APPD009 | Appraiser Residential Cert | \$ 16.00 | \$ 16.00 | \$ 16.00 | \$ 16.00 | \$ - | \$ - | | |
| 16500P1APPD000 | 16500P1APPD010 | Appraiser General Cert | \$ 16.00 | \$ 16.00 | \$ 16.00 | \$ 16.00 | \$ - | \$ - | | |
| 16500P1APPD000 | 16500P1APPD900 | Appraisal Management Company | \$ 4,000.00 | \$ 2,000.00 | \$ 4,000.00 | \$ 2,000.00 | \$ - | \$ - | Maximum fee Set by Wis. Stat. 458.33 (2) (b) - currently at the maximum | |
| 16500P1ATHD000 | 16500P1ATHD097 | Athletic Agent | \$ 38.00 | \$ 38.00 | \$ 38.00 | \$ 38.00 | \$ - | \$ - | | |
| 16500P1AUBD000 | 16500P1AUBD052 | Auctioneer | \$ 47.00 | \$ 47.00 | \$ 47.00 | \$ 47.00 | \$ - | \$ - | | |
| 16500P1AUBD000 | 16500P1AUBD053 | Auction Company | \$ 47.00 | \$ 47.00 | \$ 47.00 | \$ 47.00 | \$ - | \$ - | | |
| 16500P1BRBD000 | 16500P1BRBD180 | Barber Establishment | \$ 63.00 | \$ 63.00 | \$ 60.00 | \$ 60.00 | \$ (3.00) | \$ (3.00) | | |
| 16500P1BRBD000 | 16500P1BRBD182 | Barber | \$ 63.00 | \$ 63.00 | \$ 60.00 | \$ 60.00 | \$ (3.00) | \$ (3.00) | | |
| 16500P1BRBD000 | 16500P1BRBD183 | Barber Instructor | \$ 63.00 | \$ 63.00 | \$ 60.00 | \$ 60.00 | \$ (3.00) | \$ (3.00) | | |
| 16500P1BRBD000 | 16500P1BRBD187 | Barber School | \$ 63.00 | \$ 63.00 | \$ 60.00 | \$ 60.00 | \$ (3.00) | \$ (3.00) | | |
| 16500P1BRBD000 | 16500P1BRBD601 | Barber Apprentice | \$ 10.00 | \$ - | \$ 10.00 | \$ - | \$ - | \$ - | | |
| 16500P1BXMA000 | 16500P1BXMA263 | Boxing Contestant | \$ 40.00 | \$ 40.00 | \$ 40.00 | \$ 40.00 | \$ - | \$ - | Fee set by Wis. Stat. Ch. 444 | |
| 16500P1BXMA000 | 16500P1BXMA264 | Boxing Contest Professional | \$ 300.00 | \$ 300.00 | \$ 300.00 | \$ 300.00 | \$ - | \$ - | Fee set by Wis. Stat. Ch. 444 | |
| 16500P1BXMA000 | 16500P1BXMA265 | Second | \$ 40.00 | \$ 40.00 | \$ 40.00 | \$ 40.00 | \$ - | \$ - | Fee set by Wis. Stat. Ch. 444 | |
| 16500P1BXMA000 | 16500P1BXMA266 | Boxing Promoter Professional | \$ 500.00 | \$ 500.00 | \$ 500.00 | \$ 500.00 | \$ - | \$ - | Fee set by Wis. Stat. Ch. 444 | |
| 16500P1BXMA000 | 16500P1BXMA267 | Mix Martial Arts Judge | \$ 15.00 | \$ 15.00 | \$ 15.00 | \$ 15.00 | \$ - | \$ - | Fee set by Wis. Stat. Ch. 444 | |
| 16500P1BXMA000 | 16500P1BXMA268 | Mix Martial Arts Referee | \$ 15.00 | \$ 15.00 | \$ 15.00 | \$ 15.00 | \$ - | \$ - | Fee set by Wis. Stat. Ch. 444 | |
| 16500P1BXMA000 | 16500P1BXMA270 | Matchmaker | \$ 10.00 | \$ 10.00 | \$ 10.00 | \$ 10.00 | \$ - | \$ - | Fee set by Wis. Stat. Ch. 444 | |
| 16500P1BXMA000 | 16500P1BXMA271 | Physician Ringside | \$ 10.00 | \$ 10.00 | \$ 10.00 | \$ 10.00 | \$ - | \$ - | Fee set by Wis. Stat. Ch. 444 | |
| 16500P1BXMA000 | 16500P1BXMA272 | Timekeeper | \$ 10.00 | \$ 10.00 | \$ 10.00 | \$ 10.00 | \$ - | \$ - | Fee set by Wis. Stat. Ch. 444 | |
| 16500P1BXMA000 | 16500P1BXMA274 | Boxing Judge | \$ 15.00 | \$ 15.00 | \$ 15.00 | \$ 15.00 | \$ - | \$ - | Fee set by Wis. Stat. Ch. 444 | |
| 16500P1BXMA000 | 16500P1BXMA275 | Boxing Referee | \$ 15.00 | \$ 15.00 | \$ 15.00 | \$ 15.00 | \$ - | \$ - | Fee set by Wis. Stat. Ch. 444 | |
| 16500P1BXMA000 | 16500P1BXMA276 | Mix Martial Arts Amateur Conte | \$ 40.00 | \$ 40.00 | \$ 40.00 | \$ 40.00 | \$ - | \$ - | Fee set by Wis. Stat. Ch. 444 | |
| 16500P1BXMA000 | 16500P1BXMA277 | Mix Martial Arts Contestant Pr | \$ 40.00 | \$ 40.00 | \$ 40.00 | \$ 40.00 | \$ - | \$ - | Fee set by Wis. Stat. Ch. 444 | |
| 16500P1BXMA000 | 16500P1BXMA278 | Mix Martial Arts Prof Club | \$ 500.00 | \$ 500.00 | \$ 500.00 | \$ 500.00 | \$ - | \$ - | Fee set by Wis. Stat. Ch. 444 | |

| Board Project Code | Project | Project Name | 21-23 | | | | | | Fee Set/Limited by Statute or Rule |
|--------------------|----------------|--------------------------------|---------------------|---------------------|-------------------|-------------------|--------------------|--------------------|---|
| | | | Current Initial_Fee | Current Renewal_Fee | 21-23 Initial Fee | 21-23 Renewal Fee | Initial Fee_Change | Renewal Fee_Change | |
| 16500P1BXMA000 | 16500P1BXMA279 | Mix Martial Arts Contest Prof | \$ 300.00 | \$ 300.00 | \$ 300.00 | \$ 300.00 | \$ - | \$ - | Fee set by Wis. Stat. Ch. 444 |
| 16500P1BXMA000 | 16500P1BXMA280 | Mix Martial Arts Promoter Prof | \$ 500.00 | \$ 500.00 | \$ 500.00 | \$ 500.00 | \$ - | \$ - | Fee set by Wis. Stat. Ch. 444 |
| 16500P1BXMA000 | 16500P1BXMA281 | Unarmed Combat Promoter | \$ 500.00 | \$ 500.00 | \$ 500.00 | \$ 500.00 | \$ - | \$ - | Fee set by Wis. Stat. Ch. 444 |
| 16500P1BXMA000 | 16500P1BXMA282 | Unarmed Combat Contest | \$ 300.00 | \$ 300.00 | \$ 300.00 | \$ 300.00 | \$ - | \$ - | Fee set by Wis. Stat. Ch. 444 |
| 16500P1BXMA000 | 16500P1BXMA283 | Kickboxing Contestant Amateur | \$ 40.00 | \$ 40.00 | \$ 40.00 | \$ 40.00 | \$ - | \$ - | Fee set by Wis. Stat. Ch. 444 |
| 16500P1BXMA000 | 16500P1BXMA284 | Kickboxing Contestant Prof | \$ 40.00 | \$ 40.00 | \$ 40.00 | \$ 40.00 | \$ - | \$ - | Fee set by Wis. Stat. Ch. 444 |
| 16500P1BXMA000 | 16500P1BXMA285 | Muay Thai Contestant Amateur | \$ 40.00 | \$ 40.00 | \$ 40.00 | \$ 40.00 | \$ - | \$ - | Fee set by Wis. Stat. Ch. 444 |
| 16500P1BXMA000 | 16500P1BXMA287 | Kickboxing Judge | \$ 15.00 | \$ 15.00 | \$ 15.00 | \$ 15.00 | \$ - | \$ - | Fee set by Wis. Stat. Ch. 444 |
| 16500P1BXMA000 | 16500P1BXMA288 | Muay Thai Judge | \$ 15.00 | \$ 15.00 | \$ 15.00 | \$ 15.00 | \$ - | \$ - | Fee set by Wis. Stat. Ch. 444 |
| 16500P1BXMA000 | 16500P1BXMA289 | Kickboxing Referee | \$ 15.00 | \$ 15.00 | \$ 15.00 | \$ 15.00 | \$ - | \$ - | Fee set by Wis. Stat. Ch. 444 |
| 16500P1BXMA000 | 16500P1BXMA290 | Muay Thai Referee | \$ 15.00 | \$ 15.00 | \$ 15.00 | \$ 15.00 | \$ - | \$ - | Fee set by Wis. Stat. Ch. 444 |
| 16500P1CACD000 | 16500P1CACD098 | Crematory Authority | \$ 75.00 | \$ 75.00 | \$ 53.00 | \$ 53.00 | \$ (22.00) | \$ (22.00) | |
| 16500P1CEMD000 | 16500P1CEMD095 | Cemetery Authority Licensed | \$ 75.00 | \$ 75.00 | \$ 60.00 | \$ 60.00 | \$ (15.00) | \$ (15.00) | |
| 16500P1CEMD000 | 16500P1CEMD096 | Cemetery Salesperson | \$ 75.00 | \$ 75.00 | \$ 60.00 | \$ 60.00 | \$ (15.00) | \$ (15.00) | |
| 16500P1CEMD000 | 16500P1CEMD101 | Cemetery Preneed Seller | \$ 75.00 | \$ 75.00 | \$ 60.00 | \$ 60.00 | \$ (15.00) | \$ (15.00) | |
| 16500P1CEMD000 | 16500P1CEMD102 | Cemetery Authority Religious | \$ 75.00 | \$ - | \$ 60.00 | \$ - | \$ (15.00) | \$ - | |
| 16500P1CEMD000 | 16500P1CEMD195 | Cemetery Authority Registered | \$ 10.00 | \$ 10.00 | \$ 10.00 | \$ 10.00 | \$ - | \$ - | |
| 16500P1CHID000 | 16500P1CHID012 | Chiropractor | \$ 75.00 | \$ 75.00 | \$ 60.00 | \$ 60.00 | \$ (15.00) | \$ (15.00) | |
| 16500P1CHID000 | 16500P1CHID113 | Chiropractic Radiological Tech | \$ 53.00 | \$ 53.00 | \$ 53.00 | \$ 53.00 | \$ - | \$ - | |
| 16500P1CHID000 | 16500P1CHID114 | Chiropractic Tech | \$ 53.00 | \$ 53.00 | \$ 53.00 | \$ 53.00 | \$ - | \$ - | |
| 16500P1COSD000 | 16500P1COSD069 | Aesthetics Establishment | \$ 11.00 | \$ 11.00 | \$ 11.00 | \$ 11.00 | \$ - | \$ - | |
| 16500P1COSD000 | 16500P1COSD070 | Electrology Establishment | \$ 11.00 | \$ 11.00 | \$ 11.00 | \$ 11.00 | \$ - | \$ - | |
| 16500P1COSD000 | 16500P1COSD071 | Manicuring Establishment | \$ 11.00 | \$ 11.00 | \$ 11.00 | \$ 11.00 | \$ - | \$ - | |
| 16500P1COSD000 | 16500P1COSD072 | Aesthetics Instructor | \$ 11.00 | \$ 11.00 | \$ 11.00 | \$ 11.00 | \$ - | \$ - | |
| 16500P1COSD000 | 16500P1COSD073 | Electrology Instructor | \$ 11.00 | \$ 11.00 | \$ 11.00 | \$ 11.00 | \$ - | \$ - | |
| 16500P1COSD000 | 16500P1COSD074 | Manicuring Instructor | \$ 11.00 | \$ 11.00 | \$ 11.00 | \$ 11.00 | \$ - | \$ - | |
| 16500P1COSD000 | 16500P1COSD080 | Cosmetology Establishment | \$ 11.00 | \$ 11.00 | \$ 11.00 | \$ 11.00 | \$ - | \$ - | |
| 16500P1COSD000 | 16500P1COSD082 | Cosmetologist | \$ 11.00 | \$ 11.00 | \$ 11.00 | \$ 11.00 | \$ - | \$ - | |
| 16500P1COSD000 | 16500P1COSD083 | Cosmetology Instructor | \$ 11.00 | \$ 11.00 | \$ 11.00 | \$ 11.00 | \$ - | \$ - | |
| 16500P1COSD000 | 16500P1COSD084 | Electrologist | \$ 11.00 | \$ 11.00 | \$ 11.00 | \$ 11.00 | \$ - | \$ - | |
| 16500P1COSD000 | 16500P1COSD085 | Manicurist | \$ 11.00 | \$ 11.00 | \$ 11.00 | \$ 11.00 | \$ - | \$ - | |
| 16500P1COSD000 | 16500P1COSD086 | Aesthetician | \$ 11.00 | \$ 11.00 | \$ 11.00 | \$ 11.00 | \$ - | \$ - | |
| 16500P1COSD000 | 16500P1COSD087 | Cosmetology School | \$ 11.00 | \$ 11.00 | \$ 11.00 | \$ 11.00 | \$ - | \$ - | |
| 16500P1COSD000 | 16500P1COSD088 | Electrology School | \$ 11.00 | \$ 11.00 | \$ 11.00 | \$ 11.00 | \$ - | \$ - | |
| 16500P1COSD000 | 16500P1COSD089 | Manicuring School | \$ 11.00 | \$ 11.00 | \$ 11.00 | \$ 11.00 | \$ - | \$ - | |
| 16500P1COSD000 | 16500P1COSD600 | Cosmetology Apprentice | \$ 10.00 | \$ - | \$ 10.00 | \$ - | \$ - | \$ - | |
| 16500P1DEND000 | 16500P1DEND015 | Dentist | \$ 74.00 | \$ 74.00 | \$ 60.00 | \$ 60.00 | \$ (14.00) | \$ (14.00) | |

| Board Project Code | Project | Project Name | Current | | 21-23 | | 21-23 | | Fee Set/Limited by Statute or Rule |
|--------------------|----------------|--------------------------------|-------------|-------------|-------------|-------------|--------------------|--------------------|--|
| | | | Initial_Fee | Renewal_Fee | Initial Fee | Renewal Fee | Initial Fee_Change | Renewal Fee_Change | |
| 16500P1DEND000 | 16500P1DEND016 | Dental Hygienist | \$ 74.00 | \$ 74.00 | \$ 60.00 | \$ 60.00 | \$ (14.00) | \$ (14.00) | |
| 16500P1DEND000 | 16500P1DEND115 | Dentistry Mobile Progr Registr | \$ 74.00 | \$ 74.00 | \$ 60.00 | \$ 60.00 | \$ (14.00) | \$ (14.00) | |
| 16500P1DSPS000 | 16500P1DSPS049 | DSPS Licensed Midwife | \$ 59.00 | \$ 59.00 | \$ 59.00 | \$ 59.00 | \$ - | \$ - | |
| 16500P1DSPS000 | 16500P1DSPS064 | DSPS Firearms Certifier | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 16500P1DSPS000 | 16500P1DSPS109 | DSPS WI Regis Interior Design | \$ 59.00 | \$ 59.00 | \$ 59.00 | \$ 59.00 | \$ - | \$ - | |
| 16500P1DSPS000 | 16500P1DSPS118 | Juvenile Martial Arts Instruct | \$ 59.00 | \$ 59.00 | \$ 59.00 | \$ 59.00 | \$ - | \$ - | |
| 16500P1DSPS000 | 16500P1DSPS140 | DSPS Behavior Analyst | \$ 59.00 | \$ 59.00 | \$ 59.00 | \$ 59.00 | \$ - | \$ - | |
| 16500P1DSPS000 | 16500P1DSPS184 | DSPS Transportation Network Co | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ - | \$ - | Maximum fee Set by Wis. Stat. 440.415 - currently at the maximum |
| 16500P1DSPS000 | 16500P1DSPS850 | DSPS Temp Educ Training Permit | \$ 10.00 | \$ - | \$ 10.00 | \$ - | \$ - | \$ - | |
| 16500P1DSPS000 | 16500P1DSPS876 | DSPS Special License | \$ 59.00 | \$ - | \$ 59.00 | \$ - | \$ - | \$ - | |
| 16500P1FDRD000 | 16500P1FDRD075 | Funeral Dir Excl Embalm | \$ 75.00 | \$ 75.00 | \$ 60.00 | \$ 60.00 | \$ (15.00) | \$ (15.00) | |
| 16500P1FDRD000 | 16500P1FDRD076 | Funeral Dir Good Standing | \$ 75.00 | \$ 75.00 | \$ 60.00 | \$ 60.00 | \$ (15.00) | \$ (15.00) | |
| 16500P1FDRD000 | 16500P1FDRD077 | Funeral Director | \$ 75.00 | \$ 75.00 | \$ 60.00 | \$ 60.00 | \$ (15.00) | \$ (15.00) | |
| 16500P1FDRD000 | 16500P1FDRD078 | Funeral Establishment | \$ 75.00 | \$ 75.00 | \$ 60.00 | \$ 60.00 | \$ (15.00) | \$ (15.00) | |
| 16500P1FDRD000 | 16500P1FDRD107 | Agent Burial Agreements | \$ 75.00 | \$ - | \$ 60.00 | \$ - | \$ (15.00) | \$ - | |
| 16500P1FDRD000 | 16500P1FDRD700 | Funeral Dir Apprentice | \$ 10.00 | \$ 10.00 | \$ 10.00 | \$ 10.00 | \$ - | \$ - | |
| 16500P1GHSD000 | 16500P1GEOD013 | Geologist Professional | \$ 56.00 | \$ 56.00 | \$ 56.00 | \$ 56.00 | \$ - | \$ - | |
| 16500P1GHSD000 | 16500P1GEOD201 | Geology Firm | \$ 56.00 | \$ 56.00 | \$ 56.00 | \$ 56.00 | \$ - | \$ - | |
| 16500P1GHSD000 | 16500P1HYDD111 | Hydrologist Professional | \$ 56.00 | \$ 56.00 | \$ 56.00 | \$ 56.00 | \$ - | \$ - | |
| 16500P1GHSD000 | 16500P1HYDD202 | Hydrology Firm | \$ 56.00 | \$ 56.00 | \$ 56.00 | \$ 56.00 | \$ - | \$ - | |
| 16500P1GHSD000 | 16500P1SSCD112 | Soil Scientist Professional | \$ 56.00 | \$ 56.00 | \$ 56.00 | \$ 56.00 | \$ - | \$ - | |
| 16500P1GHSD000 | 16500P1SSCD203 | Soil Scientist Firm | \$ 56.00 | \$ 56.00 | \$ 56.00 | \$ 56.00 | \$ - | \$ - | |
| 16500P1HADD000 | 16500P1HADD060 | Hearing Instrument Spec | \$ 75.00 | \$ 75.00 | \$ 60.00 | \$ 60.00 | \$ (15.00) | \$ (15.00) | |
| 16500P1HADD000 | 16500P1HADD154 | Speech Language Pathologist | \$ 75.00 | \$ 75.00 | \$ 60.00 | \$ 60.00 | \$ (15.00) | \$ (15.00) | |
| 16500P1HADD000 | 16500P1HADD156 | Audiologist | \$ 75.00 | \$ 75.00 | \$ 60.00 | \$ 60.00 | \$ (15.00) | \$ (15.00) | |
| 16500P1MADD000 | 16500P1MADD036 | Art Therapist | \$ 68.00 | \$ 68.00 | \$ 51.00 | \$ 51.00 | \$ (17.00) | \$ (17.00) | |
| 16500P1MADD000 | 16500P1MADD037 | Dance Therapist | \$ 68.00 | \$ 68.00 | \$ 51.00 | \$ 51.00 | \$ (17.00) | \$ (17.00) | |
| 16500P1MADD000 | 16500P1MADD038 | Music Therapist | \$ 68.00 | \$ 68.00 | \$ 51.00 | \$ 51.00 | \$ (17.00) | \$ (17.00) | |
| 16500P1MEDD000 | 16500P1ANS017 | Anesthesiology Assist | \$ 75.00 | \$ 75.00 | \$ 60.00 | \$ 60.00 | \$ (15.00) | \$ (15.00) | |
| 16500P1MEDD000 | 16500P1ATBD039 | Athletic Trainer | \$ 75.00 | \$ 75.00 | \$ 60.00 | \$ 60.00 | \$ (15.00) | \$ (15.00) | |
| 16500P1MEDD000 | 16500P1DABD029 | Dietician Certified | \$ 75.00 | \$ 75.00 | \$ 60.00 | \$ 60.00 | \$ (15.00) | \$ (15.00) | |
| 16500P1MEDD000 | 16500P1DSPS851 | DSPS Resident Educ License | \$ 10.00 | \$ - | \$ 10.00 | \$ - | \$ - | \$ - | |
| 16500P1MEDD000 | 16500P1DSPS875 | DSPS Special Permit | \$ 75.00 | \$ - | \$ 60.00 | \$ - | \$ (15.00) | \$ - | |
| 16500P1MEDD000 | 16500P1HMOP048 | Home Med Oxygen Provider | \$ 59.00 | \$ 59.00 | \$ 59.00 | \$ 59.00 | \$ - | \$ - | |
| 16500P1MEDD000 | 16500P1MEDD020 | Medicine Surgery MD | \$ 75.00 | \$ 75.00 | \$ 60.00 | \$ 60.00 | \$ (15.00) | \$ (15.00) | |
| 16500P1MEDD000 | 16500P1MEDD021 | Medicine Surgery OD | \$ 75.00 | \$ 75.00 | \$ 60.00 | \$ 60.00 | \$ (15.00) | \$ (15.00) | |

| Board Project Code | Project | Project Name | 21-23 | | | | | | Fee Set/Limited by Statute or Rule |
|--------------------|----------------|-------------------------------|---------------------|---------------------|-------------------|-------------------|--------------------|--------------------|------------------------------------|
| | | | Current Initial_Fee | Current Renewal_Fee | 21-23 Initial Fee | 21-23 Renewal Fee | Initial Fee_Change | Renewal Fee_Change | |
| 16500P1MEDD000 | 16500P1MEDD220 | Administrative Physician MD | \$ 75.00 | \$ 75.00 | \$ 60.00 | \$ 60.00 | \$ (15.00) | \$ (15.00) | |
| 16500P1MEDD000 | 16500P1MEDD221 | Administrative Physician OD | \$ 75.00 | \$ 75.00 | \$ 60.00 | \$ 60.00 | \$ (15.00) | \$ (15.00) | |
| 16500P1MEDD000 | 16500P1MEDD320 | Medicine Surgery MD Compact | \$ 75.00 | \$ 75.00 | \$ 60.00 | \$ 60.00 | \$ (15.00) | \$ (15.00) | |
| 16500P1MEDD000 | 16500P1MEDD321 | Medicine Surgery OD Compact | \$ 75.00 | \$ 75.00 | \$ 60.00 | \$ 60.00 | \$ (15.00) | \$ (15.00) | |
| 16500P1MEDD000 | 16500P1MTBD146 | Massage Therapy Bodyworker | \$ 75.00 | \$ 75.00 | \$ 60.00 | \$ 60.00 | \$ (15.00) | \$ (15.00) | |
| 16500P1MEDD000 | 16500P1OTBD026 | Occupational Therapist | \$ 75.00 | \$ 75.00 | \$ 60.00 | \$ 60.00 | \$ (15.00) | \$ (15.00) | |
| 16500P1MEDD000 | 16500P1OTBD027 | Occupational Therapist Assist | \$ 75.00 | \$ 75.00 | \$ 60.00 | \$ 60.00 | \$ (15.00) | \$ (15.00) | |
| 16500P1MEDD000 | 16500P1PHAD023 | Physician Assistant | \$ 75.00 | \$ 75.00 | \$ 60.00 | \$ 60.00 | \$ (15.00) | \$ (15.00) | |
| 16500P1MEDD000 | 16500P1PODD025 | Podiatrist | \$ 75.00 | \$ 75.00 | \$ 60.00 | \$ 60.00 | \$ (15.00) | \$ (15.00) | |
| 16500P1MEDD000 | 16500P1PRFD018 | Perfusionist | \$ 75.00 | \$ 75.00 | \$ 60.00 | \$ 60.00 | \$ (15.00) | \$ (15.00) | |
| 16500P1MEDD000 | 16500P1RSPD028 | Respiratory Care Practitioner | \$ 75.00 | \$ 75.00 | \$ 60.00 | \$ 60.00 | \$ (15.00) | \$ (15.00) | |
| 16500P1MFTD000 | 16500P1CPCD125 | Counselor Professional Licen | \$ 62.00 | \$ 62.00 | \$ 60.00 | \$ 60.00 | \$ (2.00) | \$ (2.00) | |
| 16500P1MFTD000 | 16500P1CPCD226 | Counselor Professional Trn | \$ 62.00 | \$ - | \$ 60.00 | \$ - | \$ (2.00) | \$ - | |
| 16500P1MFTD000 | 16500P1MFTD124 | Marriage Family Therapist | \$ 62.00 | \$ 62.00 | \$ 60.00 | \$ 60.00 | \$ (2.00) | \$ (2.00) | |
| 16500P1MFTD000 | 16500P1MFTD228 | Marriage Family Therapist Trn | \$ 62.00 | \$ - | \$ 60.00 | \$ - | \$ (2.00) | \$ - | |
| 16500P1MFTD000 | 16500P1SOCD120 | Social Worker | \$ 62.00 | \$ 62.00 | \$ 60.00 | \$ 60.00 | \$ (2.00) | \$ (2.00) | |
| 16500P1MFTD000 | 16500P1SOCD121 | Social Worker Adv Practice | \$ 62.00 | \$ 62.00 | \$ 60.00 | \$ 60.00 | \$ (2.00) | \$ (2.00) | |
| 16500P1MFTD000 | 16500P1SOCD122 | Social Worker Independent | \$ 62.00 | \$ 62.00 | \$ 60.00 | \$ 60.00 | \$ (2.00) | \$ (2.00) | |
| 16500P1MFTD000 | 16500P1SOCD123 | Social Worker Lic Clinical | \$ 62.00 | \$ 62.00 | \$ 60.00 | \$ 60.00 | \$ (2.00) | \$ (2.00) | |
| 16500P1MFTD000 | 16500P1SOCD127 | Social Worker Training | \$ 62.00 | \$ - | \$ 60.00 | \$ - | \$ (2.00) | \$ - | |
| 16500P1NHAD000 | 16500P1NHAD065 | Nursing Home Administrator | \$ 75.00 | \$ 75.00 | \$ 60.00 | \$ 60.00 | \$ (15.00) | \$ (15.00) | |
| 16500P1NURD000 | 16500P1NURD030 | Nurse Registered | \$ 73.00 | \$ 73.00 | \$ 57.00 | \$ 57.00 | \$ (16.00) | \$ (16.00) | |
| 16500P1NURD000 | 16500P1NURD031 | Nurse Licensed Practical | \$ 73.00 | \$ 73.00 | \$ 57.00 | \$ 57.00 | \$ (16.00) | \$ (16.00) | |
| 16500P1NURD000 | 16500P1NURD032 | Nurse Midwife | \$ 73.00 | \$ 73.00 | \$ 57.00 | \$ 57.00 | \$ (16.00) | \$ (16.00) | |
| 16500P1NURD000 | 16500P1NURD033 | Nurse Adv Practice Prescriber | \$ 73.00 | \$ 73.00 | \$ 57.00 | \$ 57.00 | \$ (16.00) | \$ (16.00) | |
| 16500P1OPTD000 | 16500P1OPTD035 | Optometrist | \$ 75.00 | \$ 75.00 | \$ 60.00 | \$ 60.00 | \$ (15.00) | \$ (15.00) | |
| 16500P1PDET000 | 16500P1PDET062 | Private Detective Agency | \$ 8.00 | \$ 8.00 | \$ 8.00 | \$ 8.00 | \$ - | \$ - | |
| 16500P1PDET000 | 16500P1PDET063 | Private Detective | \$ 8.00 | \$ 8.00 | \$ 8.00 | \$ 8.00 | \$ - | \$ - | |
| 16500P1PHMD000 | 16500P1PHMD040 | Pharmacist | \$ 74.00 | \$ 74.00 | \$ 60.00 | \$ 60.00 | \$ (14.00) | \$ (14.00) | |
| 16500P1PHMD000 | 16500P1PHMD042 | Pharmacy In State | \$ 74.00 | \$ 74.00 | \$ 60.00 | \$ 60.00 | \$ (14.00) | \$ (14.00) | |
| 16500P1PHMD000 | 16500P1PHMD043 | Pharmacy Out of State | \$ 74.00 | \$ 74.00 | \$ 60.00 | \$ 60.00 | \$ (14.00) | \$ (14.00) | |
| 16500P1PHMD000 | 16500P1PHMD044 | Drug Device Manufacturer | \$ 74.00 | \$ 74.00 | \$ 60.00 | \$ 60.00 | \$ (14.00) | \$ (14.00) | |
| 16500P1PHMD000 | 16500P1PHMD045 | Wholesale Distrib Presc Drugs | \$ 74.00 | \$ 74.00 | \$ 60.00 | \$ 60.00 | \$ (14.00) | \$ (14.00) | |
| 16500P1PHTD000 | 16500P1PHTD019 | Physical Therapist Assistant | \$ 68.00 | \$ 68.00 | \$ 56.00 | \$ 56.00 | \$ (12.00) | \$ (12.00) | |
| 16500P1PHTD000 | 16500P1PHTD024 | Physical Therapist | \$ 68.00 | \$ 68.00 | \$ 56.00 | \$ 56.00 | \$ (12.00) | \$ (12.00) | |
| 16500P1PSEC000 | 16500P1PSEC108 | Private Security Person | \$ 27.00 | \$ 27.00 | \$ 27.00 | \$ 27.00 | \$ - | \$ - | |
| 16500P1PSYD000 | 16500P1PSYD057 | Psychologist | \$ 66.00 | \$ 66.00 | \$ 60.00 | \$ 60.00 | \$ (6.00) | \$ (6.00) | |

| Board Project Code | Project | Project Name | 21-23 | | | | | | Fee Set/Limited by Statute or Rule |
|--------------------|----------------|--------------------------------|---------------------|---------------------|-------------------|-------------------|--------------------|--------------------|--|
| | | | Current Initial_Fee | Current Renewal_Fee | 21-23 Initial Fee | 21-23 Renewal Fee | Initial Fee_Change | Renewal Fee_Change | |
| 16500P1PSYD000 | 16500P1PSYD058 | School Psychologist Priv Prac | \$ 66.00 | \$ 66.00 | \$ 60.00 | \$ 60.00 | \$ (6.00) | \$ (6.00) | |
| 16500P1RADD000 | 16500P1RADD142 | Radiographer Licensed | \$ 65.00 | \$ 65.00 | \$ 54.00 | \$ 54.00 | \$ (11.00) | \$ (11.00) | |
| 16500P1RADD000 | 16500P1RADD144 | Ltd Xray Machine Oper Permit | \$ 65.00 | \$ 65.00 | \$ 54.00 | \$ 54.00 | \$ (11.00) | \$ (11.00) | |
| 16500P1REBD000 | 16500P1REBD090 | Real Estate Broker | \$ 75.00 | \$ 75.00 | \$ 60.00 | \$ 60.00 | \$ (15.00) | \$ (15.00) | |
| 16500P1REBD000 | 16500P1REBD091 | Real Estate Business Entity | \$ 75.00 | \$ 75.00 | \$ 60.00 | \$ 60.00 | \$ (15.00) | \$ (15.00) | |
| 16500P1REBD000 | 16500P1REBD093 | Timeshare Salesperson | \$ 75.00 | \$ 75.00 | \$ 60.00 | \$ 60.00 | \$ (15.00) | \$ (15.00) | |
| 16500P1REBD000 | 16500P1REBD094 | Real Estate Salesperson | \$ 75.00 | \$ 75.00 | \$ 60.00 | \$ 60.00 | \$ (15.00) | \$ (15.00) | |
| 16500P1RHID000 | 16500P1RHID106 | Home Inspector | \$ 51.00 | \$ 51.00 | \$ 51.00 | \$ 51.00 | \$ - | \$ - | |
| 16500P1SAAC000 | 16500P1SAAC130 | Subst Abuse Counselor Training | \$ 75.00 | \$ 75.00 | \$ 60.00 | \$ 60.00 | \$ (15.00) | \$ (15.00) | |
| 16500P1SAAC000 | 16500P1SAAC131 | Subst Abuse Counselor | \$ 75.00 | \$ 75.00 | \$ 60.00 | \$ 60.00 | \$ (15.00) | \$ (15.00) | |
| 16500P1SAAC000 | 16500P1SAAC132 | Subst Abuse Counselor Clinical | \$ 75.00 | \$ 75.00 | \$ 60.00 | \$ 60.00 | \$ (15.00) | \$ (15.00) | |
| 16500P1SAAC000 | 16500P1SAAC133 | Subst Abuse Clin Sup Training | \$ 75.00 | \$ 75.00 | \$ 60.00 | \$ 60.00 | \$ (15.00) | \$ (15.00) | |
| 16500P1SAAC000 | 16500P1SAAC134 | Subst Abuse Intermed Clin Sup | \$ 75.00 | \$ 75.00 | \$ 60.00 | \$ 60.00 | \$ (15.00) | \$ (15.00) | |
| 16500P1SAAC000 | 16500P1SAAC135 | Subst Abuse Indep Clin Sup | \$ 75.00 | \$ 75.00 | \$ 60.00 | \$ 60.00 | \$ (15.00) | \$ (15.00) | |
| 16500P1SAAC000 | 16500P1SAAC136 | Subst Abuse Prev Specialist Tr | \$ 75.00 | \$ 75.00 | \$ 60.00 | \$ 60.00 | \$ (15.00) | \$ (15.00) | |
| 16500P1SAAC000 | 16500P1SAAC137 | Subst Abuse Prevent Specialist | \$ 75.00 | \$ 75.00 | \$ 60.00 | \$ 60.00 | \$ (15.00) | \$ (15.00) | |
| 16500P1SAND000 | 16500P1SAND197 | Sanitarians Registered | \$ 75.00 | \$ 75.00 | \$ 51.00 | \$ 51.00 | \$ (24.00) | \$ (24.00) | |
| 16500P1SLID000 | 16500P1SLID150 | Sign Language Interp | \$ 75.00 | \$ 75.00 | \$ 60.00 | \$ 60.00 | \$ (15.00) | \$ (15.00) | |
| 16500P1SLID000 | 16500P1SLID151 | Sign Lanugage Interpr Restrict | \$ 75.00 | \$ 75.00 | \$ 60.00 | \$ 60.00 | \$ (15.00) | \$ (15.00) | |
| 16500P1TANE000 | 16500P1TANE401 | Tanning Establishments | \$ 10.00 | \$ 10.00 | \$ 10.00 | \$ 10.00 | \$ - | \$ - | |
| 16500P1TBAP000 | 16500P1TBAP402 | Tattoo Body Art Piercing Estab | \$ 135.00 | \$ 220.00 | \$ 135.00 | \$ 220.00 | \$ - | \$ - | Set by Wis. Admin. Code SPS 221.05 - \$135 for tattoo OR body art establishment; \$220 for tattoo AND body art establishment |
| 16500P1TBAP000 | 16500P1TBAP403 | Tattoo Body Art Piercing Pract | \$ 60.00 | \$ 60.00 | \$ 60.00 | \$ 60.00 | \$ - | \$ - | |
| 16500P1TBAP000 | 16500P1TBAP404 | Body Piercing | \$ 60.00 | \$ 60.00 | \$ 60.00 | \$ 60.00 | \$ - | \$ - | |