

Wisconsin Department of Safety and Professional Services

FUNERAL DIRECTOR APPRENTICESHIP

FUNERAL DIRECTOR APPRENTICE CERTIFICATE OF EMPLOYER

EMPLOYER SECTION: The below data is being collected for the purpose of the Department of Workforce Development (DWD). A representative from DWD, Bureau of Apprenticeship Standards, will make an appointment with you to have the contract signed after the permit has been issued by DSPS. Upload completed form into your online [LicensE](#) application or your employer may upload using the [LicensE](#) Third-Party Portal with the DSPS Application Number below.

Name of Funeral Director Apprentice Applicant				Applicant's DSPS Application Number			
				PAR-			
Establishment Name				Establishment License Number			
Daytime Telephone Number		Fax Number		Year Business Started			
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Name of Funeral Director Sponsor						Sponsor License Number	
Establishment Address (number/street)			(city)		(state)	(zip code)	
WI Unemployment Number (REQUIRED)							
Will embalming be performed at this location? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, provide the name and address of the embalming location:							
Location Name							
Establishment Address (number/street)			(city)		(state)	(zip code)	
Number of funerals performed in the previous year at the Establishment:							
Number of licensed Funeral Directors in the Establishment:							
Has the Establishment previously trained Apprentices?				<input type="checkbox"/> Yes <input type="checkbox"/> No			
Number of Apprentices at this Establishment:							
Note: You may only have a second apprentice if the establishment conducts more than 150 funerals per year and there are at least two (2) full-time licensed Funeral Directors at this location.							
Proposed apprenticeship state date: (Allow at least 7 days for processing.)						[][]/[][]/[][][][]	
Name of licensed Funeral Directors and Apprentices currently employed at Establishment: (Attach additional sheets if necessary.)							
Full Name				Date Employed/Contract Issued		WI License Number	
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				/ /			
				/ /			
(REQUIRED) Starting hourly wage for a licensed Funeral Director in this Establishment: \$							
Apprentices must be employed at least 40 hours in each of two (2) consecutive weeks in order to receive credit toward their apprenticeship training requirement. The apprentice may not begin practicing until the permit has been issued. Any misrepresentation contained herein shall be ground for denial of your request for an apprentice.							
Signature of Funeral Director Sponsor (If unable to provide a digital signature print and sign form.)						Date	
						[][]/[][]/[][][][]	