

Wisconsin Department of Safety and Professional Services

Mail To: P.O. Box 8366
Madison, WI 53708-8366

FAX #: (608) 251-3031
Phone #: (608) 266-2112

4822 Madison Yards Way
Madison, WI 53705

E-Mail: dsps@wi.gov
Website: <http://dsps.wi.gov>

OFFICE OF EDUCATION AND EXAMINATIONS

APPLICATION FOR APPROVAL OF 16-HOUR FUNERAL DIRECTOR APPRENTICE COURSE

Name of Course Provider _____

Mailing Address _____

(Street)

(City)

(State)

(Zip)

Applicant's Name & Job Title _____

Phone _____

E-mail address: _____

Name of Instructor _____

Please attach the following documents to complete this application:

- A copy of the instructor's resume
- A detailed timed outline of the course that demonstrates the following topics are covered:
 - Funeral Director Apprentice Expectations
 - Funeral Ethics and Etiquette
 - Understand Funeral Services, Gatherings, and Various Types of Dispositions
 - Laws, Rules and Regulations of Funeral Service
 - Workplace Safety & OSHA
 - Introduction to Funeral Service: Notification of Death, Transfers, and Arrangements
 - Embalming, Dressing, and Casketing
 - Grief and Psychology of Funeral Service
- A copy of the course curriculum
- A copy of the course completion exam with answer key

Funeral Director Apprentice courses must be held in-person. Distance learning is not permitted.

Signature: _____ Date: _____