



VIRTUAL/TELECONFERENCE
FUNERAL DIRECTORS EXAMINING BOARD
Virtual, 4822 Madison Yards Way, Madison
Contact: Will Johnson (608) 266-2112
September 23, 2026

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

9:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A. Adoption of Agenda (1-3)**
- B. Approval of Minutes of June 10, 2026 (4-6)**
- C. Introductions, Announcements and Recognitions
- 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
 - a. Adams, A. Dawn – 7/1/2027
 - b. Casey, Stephen P. – 7/1/2030
 - c. Dembinski, Kevin A. – 7/1/2027
 - d. Hoehne, Mary – 7/1/2029
 - e. McCracken, Colleen M. – 7/1/2029
 - f. Steininger, Tara J. – 7/1/2029
- F. Legislative and Policy Matters – Discussion and Consideration
- G. Administrative Rule Matters – Discussion and Consideration (7-17)**
 - 1. Rule drafting for FD 1 to 3 on Standards of Practice, Rules of Conduct, Apprentices, and Renewals
 - 2. Pending or Possible Rulemaking Projects
- H. 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. Public Health Emergencies
14. Informational Items
15. Division of Legal Services and Compliance (DLSC) Matters
16. Presentations of Petitions for Summary Suspension
17. Petitions for Designation of Hearing Examiner
18. Presentation of Stipulations, Final Decisions and Orders
19. Presentation of Proposed Final Decisions and Orders
20. Presentation of Interim Orders
21. Petitions for Re-Hearing
22. Petitions for Assessments
23. Petitions to Vacate Orders
24. Requests for Disciplinary Proceeding Presentations
25. Motions
26. Petitions
27. Appearances from Requests Received or Renewed
28. Speaking Engagements, Travel, or Public Relation Requests, and Reports

I. 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.).

J. Credentialing Matters (18-85)

1. **Application Reviews**
 - a. K.Y. – Renewal Application (#IA-898378)

K. Deliberation on Division of Legal Services and Compliance (DLSC) Matters (86-90)

1. **Case Closings**
 - a. 25 FDR 0036 – B.E.

L. 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

M. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

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

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

ADJOURNMENT

NEXT MEETING: DECEMBER 2, 2026

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 virtually unless otherwise indicated. In-person meetings are typically conducted at 4822 Madison Yards Way, Madison, Wisconsin, unless an alternative location is listed on the meeting notice. In order to confirm a meeting or to request a complete copy of the board's agenda, please visit the Department website at <https://dsps.wi.gov>. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of any agenda item may be changed by the board for the convenience of the parties. The person credentialed by the board has the right to demand that the meeting at which final action may be taken against the credential be held in open session. Requests for interpreters for the hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer or reach the Meeting Staff by calling 608-267-7213.

**VIRTUAL/TELECONFERENCE
FUNERAL DIRECTORS EXAMINING BOARD
MEETING MINUTES
JUNE 10, 2026**

PRESENT: A. Dawn Adams, Stephen Casey, Kevin Dembinski (*arrived at 9:11 a.m.*), Colleen McCracken, Tara Steininger

ABSENT: Mary Hoehne

STAFF: William Johnson, Executive Director; Joseph Ricker, Legal Counsel; Jake Pelegrin, Administrative Rules Coordinator; Tracy Drinkwater, Board Administrative Specialist; and other Department Staff

CALL TO ORDER

Tara Steininger, Chairperson, called the meeting to order at 9:04 a.m. A quorum was confirmed with four (4) members present.

ADOPTION OF AGENDA

MOTION: Stephen Casey moved, seconded by Colleen McCracken, to adopt the Agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF MARCH 18, 2026

MOTION: Stephen Casey moved, seconded by Colleen McCracken, to approve the Minutes of March 18, 2026, as published. Motion carried unanimously.

ADMINISTRATIVE RULE MATTERS

Kevin Dembinski arrived at 9:11 a.m.

Proposed new scope statement on Funeral Director Apprentices

MOTION: Stephen Casey moved, seconded by Colleen McCracken, to request that DSPS staff draft a scope statement on FD 1 to 3 relating to Standards of Practice, Rules of Conduct, and Apprentices. Motion carried unanimously.

CLOSED SESSION

MOTION: Stephen Casey moved seconded by Colleen McCracken, to 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.). Tara Steininger, Chairperson, read

the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: A. Dawn Adams-yes; Stephen Casey-yes; Kevin Dembinski-yes; Colleen McCracken-yes and Tara Steininger-yes. Motion carried unanimously.

The Board convened into Closed Session at 9:20 a.m.

DIVISION OF LEGAL SERVICES AND COMPLIANCE (DLSC) MATTERS

Case Closings

23 FDR 012 – J.N.W., W.F.H.

MOTION: Stephen Casey moved, seconded by Tara Steininger, to close DLSC Case Number 23 FDR 012, against J.N.W. and W.F.H., for Insufficient Evidence. Motion carried unanimously.

ORDERS FIXING COSTS

Cynthia L. Schweitzer and Integrity Funeral Services (DHA Case Number SPS-23-0019/ DLSC Case Numbers 19 FDR 012 and 19 FDR 022)

MOTION: Kevin Dembinski moved, seconded by Tara Steininger, to adopt the Order Fixing Costs in the matter of disciplinary proceedings against Cynthia L. Schweitzer and Integrity Funeral Services, Respondent – DHA Case Number SPS-23-0019/ DLSC Case Numbers 19 FDR 012 and 19 FDR 022. Motion carried unanimously.

RECONVENE TO OPEN SESSION

MOTION: Stephen Casey moved, seconded by A. Dawn Adams, to reconvene into Open Session. Motion carried unanimously.

The Board reconvened into Open Session at 9:35 a.m.

VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION

MOTION: Stephen Casey moved, seconded by Colleen McCracken, to affirm all motions made and votes taken in Closed Session. Motion carried unanimously.

(Be advised that any recusals or abstentions reflected in the Closed Session motions stand for the purposes of the affirmation vote.)

ADJOURNMENT

MOTION: Stephen Casey moved, seconded by Colleen McCracken, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 9:37 a.m.

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

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Jake Pelegrin Administrative Rules Coordinator		2) Date when request submitted: 9/11/26 Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting										
3) Name of Board, Committee, Council, Sections: Funeral Directors Examining Board												
4) Meeting Date: 9/23/26	5) Attachments: ☒ Yes ☐ No	6) How should the item be titled on the agenda page? Administrative Rule Matters – Discussion and Consideration 1. Rule drafting for FD 1 to 3 on Standards of Practice, Rules of Conduct, Apprentices, and Renewals 2. Pending or possible rulemaking projects.										
7) Place Item in: ☒ Open Session ☐ Closed Session	8) Is an appearance before the Board being scheduled? <i>(If yes, please complete Appearance Request for Non-DSPP Staff)</i> ☐ Yes ☒ No	9) Name of Case Advisor(s), if required: N/A										
10) Describe the issue and action that should be addressed: Attachments: -Rule drafting materials for FD 1 to 3												
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;"> 11) <i>Jake Pelegrin</i> </td> <td style="width: 40%; border: none; text-align: right;"> Authorization 9/11/26 </td> </tr> <tr> <td style="border: none;"> Signature of person making this request </td> <td style="border: none; text-align: right;"> Date </td> </tr> <tr> <td style="border: none;"> Supervisor (if required) </td> <td style="border: none; text-align: right;"> Date </td> </tr> <tr> <td colspan="2" style="border: none;"> Executive Director signature (indicates approval to add post agenda deadline item to agenda) </td> <td style="border: none; text-align: right;"> Date </td> </tr> </table>				11) <i>Jake Pelegrin</i>	Authorization 9/11/26	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
11) <i>Jake Pelegrin</i>	Authorization 9/11/26											
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.												

STATE OF WISCONSIN
FUNERAL DIRECTORS EXAMINING BOARD

IN THE MATTER OF RULEMAKING	:	PROPOSED ORDER OF THE
PROCEEDINGS BEFORE THE FUNERAL	:	FUNERAL DIRECTORS EXAMINING
DIRECTORS EXAMINING BOARD	:	BOARD ADOPTING RULES
	:	(CLEARINGHOUSE RULE)

PROPOSED ORDER

A proposed order of the Funeral Directors Examining Board to *amend* ; and to *create* ; relating to standards of practice, rules of conduct, apprentices, and renewals.

Analysis prepared by the Department of Safety and Professional Services.

ANALYSIS

Statutes interpreted: Section 445.12 (5), Stats.

Statutory authority: Sections 15.08 (5) (b), 227.11 (2) (a), 440.08 (3) (b), and 445.03 (2), Stats.

Explanation of agency authority:

Section 15.08 (5) (b), Stats., provides that an 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., provides that “[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, but a rule is not valid if the rule exceeds the bounds of correct interpretation.”

Section 440.08 (3) (b), Stats., provides that “[t]he department or the interested examining board or affiliated credentialing board, as appropriate, may promulgate rules requiring the holder of a credential who fails to renew the credential within 5 years after its renewal date to complete requirements in order to restore the credential, in addition to the applicable requirements for renewal established under chs. 440 to 480, that the department, examining board or affiliated credentialing board determines are necessary to protect the public health, safety or welfare. The rules may not require the holder to complete educational requirements or pass examinations that are more extensive than the educational or examination requirements that must be completed in order to obtain an initial credential from the department, the examining board or the affiliated credentialing board.”

Section 445.03 (2), Stats., provides that “[t]he examining board may: (a) [m]ake 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 examination and licensing of funeral directors and the registration of apprentices.”

Related statute or rule: None.

Plain language analysis:

The objective of the proposed rule is to consider updating and clarifying regulations on funeral directors’ standards of practice, rules of conduct, apprentices, and renewals, which may include revisions to Wis. Admin. Code chs. FD 1 to 3. Wis. Admin. Code chs. FD 1 to 3 regulate licenses and permits, standards of practice, and rules of conduct for funeral directors, funeral director apprentices, and funeral establishments in Wisconsin. These topics are also regulated by ch. 445 of the Wisconsin Statutes. The board has identified a need to update and clarify the administrative code on these topics. The purpose is to protect public health, safety, and welfare, to ensure proper operation and activities of funeral establishments, and to modernize and clarify the rules on credentialling of apprentices and renewals.

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

Summary of public comments received on statement of scope: None.

Comparison with rules in adjacent states:

Illinois: The practice of funeral directing and embalming in Illinois is governed by Illinois state law [225 ILCS 41]. Illinois provides licensure as a licensed funeral director, a licensed funeral director and embalmer, or a licensed funeral director and embalmer intern. An licensed internship of at least one year is required to receive a full license [225 ILCS 41 section 10-10 (c)]. Unlicensed persons may assist in removals if the funeral director directs and instructs them in handling and precautionary procedures and accompanies them on all calls [225 ILCS 41 section 1-15 (c)]. Grounds for discipline for licensees are given in 225 ILCS 41 section 15-75. Further details on regulations are provided by Illinois Administrative Code [68 Ill. Admin. Code part 1250]. Details are given on internship requirements [68 Ill. Admin. Code section 1250.130].

Iowa: Iowa state law governs the practice of funeral directing, mortuary science, and cremation [Chapter 156 Iowa Code]. A license as a funeral director is required to perform mortuary science which is defined as including funeral directing and embalming. Iowa law allows a funeral director to delegate a removal technician to perform removals without the funeral director present [156.5 Iowa Code]. Iowa law also requires an internship in mortuary science of at least one year [156.8 Iowa Code]. Iowa administrative code expands and adds further detail to regulations [Iowa Administrative Code Chapters 900 to 907]. Details are given for requirements for removals [481 Iowa Administrative Code 900.4] and requirements for internships [481 Iowa Administrative Code 901.3]. Removal technicians also have their own requirements for training, supervision, and scope of practice [481 Iowa Administrative Code 901.12 and 901.13]. Grounds for discipline for funeral directors are given in 481 Iowa Administrative Code 904.3.

Michigan: Under Michigan law, Michigan issues a license for the practice of mortuary science and requires this license to embalm or to practice funeral directing [Michigan Compiled Laws

339.1801 to 339.1812]. A requirement for licensure is to serve one year as a resident trainee under the personal supervision and instruction of a full licensee [Michigan Compiled Laws 339.1806 (1) (a)]. Prohibited conduct is outlined in section 339.1810, Michigan Compiled Laws. Michigan administrative rules give further detail to regulations on the practice of mortuary science [Michigan Administrative Rules R 338.18901 to 338.18945]. Details of resident trainee requirements are given in rule R 339.18923, Michigan Administrative Rules. Details are also given on minimum practical experience requirements [Michigan Administrative Rules R 338.18925]. Details on standards of conduct are given in rule R 339.18941 to 339.18945, Michigan Administrative Rules.

Minnesota: Minnesota law governs the practice of mortuary science in the state, which includes removals, preparation, and funeral direction [Minnesota Statutes chapter 149A.20]. This chapter is also known as the Funeral Industry Law. A license to practice mortuary science is required to perform those activities. However, a funeral establishment may also provide an unlicensed person to direct or supervise a memorial service if they disclose that information to the next of kin. To acquire a full license to practice mortuary science, a registered internship is required under the direct supervision of a current mortuary science licensee [Minnesota Statutes 149A.20 subd. 6]. Regulations on prohibited conduct, business practices, and unprofessional conduct are given in sections 149A.60 and 149A.70, Minnesota Statutes.

Summary of factual data and analytical methodologies:

The board reviewed Wisconsin Administrative Code chapters FD 1 to 3 to determine where changes were needed to update regulations.

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

The proposed rules will be posted for a period of 14 days to solicit public comment on economic impact, including how the proposed rules may affect businesses, local government units, and individuals.

Fiscal Estimate and Economic Impact Analysis:

The Fiscal Estimate and Economic Impact Analysis will be attached upon completion.

Effect on small business:

These proposed rules do not have an economic impact on small businesses, as defined in s. 227.114 (1), Stats. The Department's Regulatory Review Coordinator may be contacted by email at Jennifer.Garrett@wisconsin.gov, or by calling (608) 266-2112.

Agency contact person:

Jake Pelegrin, Administrative Rules Coordinator, Department of Safety and Professional Services, Office of Chief Legal Counsel, 4822 Madison Yards Way, P.O. Box 14497, Madison, Wisconsin 53708; email at DSPSAdminRules@wisconsin.gov.

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

Comments may be submitted to Jake Pelegrin, Administrative Rules Coordinator, Department of Safety and Professional Services, Office of Chief Legal Counsel, 4822 Madison Yards Way, P.O. Box 14497, Madison, WI 53708-0497, or by email to DSPSAdminRules@wisconsin.gov.

Comments must be received on or before the public hearing, scheduled for _____, to be included in the record of rule-making proceedings.

TEXT OF RULE

SECTION 1. FD 2.03 (3) is created to read:

SECTION 3. 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)

This proposed order of the Funeral Directors Examining Board is approved for submission to the Governor and Legislature.

Dated _____

Chair
Funeral Directors Examining Board

Below are the Wisconsin statutes that govern funeral director apprentices. The board can also write rules on this topic, but the rules can't be in conflict with the statutes.

In the agenda packet from the June board meeting, the full chapter 445, Wis. Stats., can be found, along with administrative code chapters FD 1 to 3. They can also be viewed online using the links below. The board can discuss any changes you want to make to code chapters FD 1 to 3.

445.095 Apprenticeship, funeral directors.

(1) (a) 1. A person desiring to become an apprentice as a funeral director and who satisfies all of the following shall apply on a form provided for the purpose and appear before the examining board or any duly appointed representative of the examining board:

a. The applicant is 18 years of age or older.

b. The applicant holds a high school diploma or possesses equivalent education as defined by the examining board.

c. The applicant does not have an arrest or conviction record, subject to ss. [111.321](#), [111.322](#), and [111.335](#).

d. The applicant has completed a 16-hour certification class approved by the examining board or has satisfied the requirement under s. [445.045 \(1\) \(e\)](#).

e. The applicant pays the fee specified in s. [440.05 \(6\)](#).

2. The application under subd. [1](#) must be substantiated by the oath of the applicant.

3. When the examining board is satisfied that an applicant for apprenticeship satisfies the requirements for granting a certificate of apprenticeship, it shall grant the applicant a certificate of apprenticeship.

(c) A certificate of apprenticeship issued under this section shall be renewable annually upon the payment on January 1 of each year of the renewal fee specified in s. [440.08 \(2\) \(b\)](#).

(2)

(a)

1. Except as provided in subd. [2](#), the examining board may recognize only one funeral director apprenticeship at a funeral establishment in a given year for each funeral director that is employed full time at the funeral establishment.

2. The examining board may recognize up to 2 funeral director apprenticeships at any funeral establishment at which less than 3 funeral directors are employed full time in a given year.

(b) The term of a registered apprentice shall be recognized only when the apprentice is employed in a funeral establishment under the personal supervision of a licensed funeral director. For purposes of this paragraph, supervision, when the apprentice is in the preparation room, requires that the apprentice is within the funeral director's line of sight.

(2m) All apprentices under this chapter shall be paid at least the minimum wage in effect in this state.

(3) All apprentices shall be governed by subch. [I of ch. 106](#) and apprenticeship rules of the department of workforce development.

(3g) All apprentices registered under this section shall report at least semiannually to the examining board upon forms provided by the department. Failure to submit the required reports shall constitute grounds for termination of the apprenticeship. The semiannual report shall show the number of hours served by the apprentice, the number of bodies the apprentice has assisted in embalming or otherwise prepared for burial or disposition during such period, and the number of funeral services at which the apprentice has assisted, and give any other information required by the examining board. The data contained in the report shall be certified to as correct by the licensed funeral director under whom the apprentice has served during that period.

(3r) When an apprentice enters the employment of a licensed funeral director, the apprentice shall immediately notify the examining board, giving the name and place of business of the funeral director whose service the apprentice has entered. If, at any time thereafter, the apprentice leaves the employment of the licensed funeral director whose service the apprentice has entered, the licensed funeral director shall give the apprentice an affidavit showing the length of time served as an apprentice with that employer, and the work done in detail, which affidavit shall be filed with the examining board and made a matter of record in that office. If the apprentice thereafter enters the employment of another licensed funeral director in this state, the applicant shall forthwith report such employment to the examining board. No person may serve or attempt to serve as an apprentice under a funeral director until the person has notified the examining board as required under this subsection.

(4) Before an apprentice is eligible to receive a funeral director's license, the apprentice shall present, in connection with the other evidence required by this chapter, affidavits from the several licensed funeral directors under whom the apprentice has worked, showing that the apprentice has, during the term of his or her apprenticeship, assisted in embalming for burial or shipment at least 25 bodies, has assisted in preparing 25 dead human bodies for burial or transportation, other than by embalming, and has assisted in at least 25 funeral services during the apprenticeship.

445.10 Term of apprenticeship.

(1) The term of an apprenticeship for a funeral director shall begin on the date of registration and shall continue for a period of not more than 4 years from the time of first registration unless

an extension, not to exceed one additional year, is granted by the examining board. After 4 years have elapsed or, if an extension is granted, after the expiration of the extension, the apprenticeship may not be continued unless the apprentice again completes an approved certification class described in s. [445.095 \(1\) \(a\)](#). If the apprentice again completes such a certification class, an additional 4-year period, subject to extension, shall begin as provided in this subsection. An apprenticeship not continued as provided in this subsection shall terminate. The provisions of this subsection shall be suspended while a registered apprentice is an active member of the military of the United States.

(2) In all applications of apprentices for licenses as funeral directors under this chapter, the eligibility of the applicant to take the examination shall be determined by the records filed with the examining board.

(6) The examining board may limit, suspend or revoke a certificate of apprenticeship, or reprimand an apprentice, for violation of any provision of this chapter.

(7) An apprentice who has allowed a certificate of apprenticeship to lapse or who has had an apprenticeship suspended or revoked, may within one year after such lapse or suspension or revocation make application for reregistration, but not more than 2 such reregistrations shall be allowed by the examining board. The examining board may, at its discretion, allow an apprentice credit under a registration for the time actually served under a previous registration; provided, that if the previous registration has been suspended or revoked for cause, not more than 75 percent of the time previously served shall be credited on the reregistration.

Wisconsin statutes: Prohibited practices for funeral directors

[445.12\(5\)](#) Any licensed funeral director who knowingly permits any person not licensed as a funeral director to embalm or prepare for burial any body under his or her jurisdiction, or who permits any person not licensed as a funeral director to hold or conduct any funeral service for which he or she is responsible, or who permits any person not licensed as a funeral director to remove any dead human body from any home, hospital or institution for preparation, or who permits any person under his or her supervision or associated with him or her to violate the provisions of this chapter, shall be guilty of violating the provisions of this chapter and subject to the penalties provided therein. The foregoing provisions shall not be construed as to restrict the activities of a duly registered apprentice operating under the supervision of a licensed funeral director.

Below are parts of the administrative code of the Funeral Directors Examining Board. This is the code that the board can change and update through rulemaking. At this point, the board can discuss any code changes you want to make.

I proposed a rule drafting idea that is in redline at the bottom.

FD 1.065 Changes in apprenticeship assignment.

- (1) Whenever any licensed funeral director discharges an apprentice the funeral director shall within 5 days notify in writing the funeral directors examining board, giving the name and address of the apprentice, and the date of discharge.
- (2) Whenever any apprentice leaves his or her apprenticeship at a funeral establishment, the funeral director and apprentice shall within 5 days notify in writing the funeral directors examining board, giving the name and address of the apprentice and date of the apprentice leaving the apprenticeship.
- (3) When an apprentice leaves the employment of a licensed funeral director and enters the employment of another licensed funeral director during an apprenticeship, the apprentice and the supervising funeral director shall abide by the procedures outlined under s. [445.095 \(3r\)](#), Stats.

FD 1.070 Semiannual apprentice reporting requirements. An apprentice shall provide semiannual reports to the examining board as required by s. [445.095 \(3g\)](#), Stats. The semiannual reporting periods shall be January 1 to June 30 and July 1 to December 31. Reports shall be due 30 days following the last day of each reporting period.

Note: Apprentice semi-annual report form is available on the department's website at <https://dsps.wi.gov/pages/Home.aspx>, or by request from the Department of Safety and Professional Services, P.O. Box 8935, Madison, WI 53708, or call (608) 266-2112.

FD 1.075 Supervision of apprentices.

- (1) Apprentices may engage in the following activities only when under the personal supervision of a licensed funeral director:
 - (a) Making funeral arrangements.
 - (b) Embalming a dead human body.
 - (c) Conducting funeral services.
- (2) Apprentices may engage in the following activities only when under the supervision of a licensed funeral director:
 - (a) Making removals of dead human bodies.

- (b) Other preparation of a dead human body for burial, not including embalming.
- (c) Conducting services where a dead human body is not present.
- (3) Under this section, when an apprentice is in the preparation room, the apprentice shall be within the line of sight of the supervising funeral director.
- (4) The board may recognize the supervision of up to 2 apprentices at a funeral establishment that employs less than 3 full-time funeral directors.
- (5) Except as provided in sub. (4), the board may recognize the supervision of additional apprenticeships at a funeral establishment provided the establishment employs at least one full-time funeral director per apprentice.

FD 1.076 Terms of apprenticeship.

- (1) An apprenticeship shall not exceed 4 years from the time of first registration unless a one-year extension is granted by the board. After 4 years from the time of first registration or, if an extension is granted, after the expiration of the extension, the apprenticeship may not be continued unless the apprentice again completes an approved certification class under s. [FD 1.055](#).
- (2) If, under this section, the apprentice retakes and successfully completes the board-approved certification class, an additional 4-year period, subject to a board extension, shall begin.
- (3) If an apprentice does not continue under the requirements of this chapter, the apprenticeship shall terminate.
- (4) The provisions of this section shall be suspended while a registered apprentice is an active member of the military of the United States.

FD 1.077 Licensure eligibility. In addition to the requirements under this chapter and s. [445.095](#), Stats., eligibility for a funeral director license shall require an apprentice to present affidavits from the licensed funeral directors under whom the apprentice has worked to verify that during the apprenticeship the apprentice completed all of the following:

- (1) Assisted in embalming for burial or shipment at least 25 dead human bodies.
- (2) Assisted in preparing 25 dead human bodies for burial or transportation, other than by embalming.
- (3) Assisted in at least 25 funeral services during the apprenticeship.

FD 2.03 Operation of a funeral establishment. Even though persons other than licensed funeral directors may own a funeral establishment:

(1g) The following tasks may only be performed by licensed funeral directors or funeral director apprentices under the personal supervision of a licensed funeral director:

(a) Making funeral arrangements.

(b) Embalming a dead human body.

(c) Conducting funeral services.

(1r) The following tasks may only be performed by licensed funeral directors or funeral director apprentices under the supervision of a licensed funeral director:

(a) Making removals of dead human bodies.

(b) Other preparation of a dead human body for burial, not including embalming.

(2) Any other dealings on behalf of the establishment shall be performed only by or under the supervision of licensed funeral directors.

(3) Unlicensed persons may not assist with removals of dead human bodies.