



South Dakota Board of Funeral Service

Mailing Address:
810 North Main Street, Suite 298
Spearfish, SD 57783

Phone: (605) 642-1600
E-Mail: office@sdlicensing.com
Home Page: funeralboard.sd.gov

DRAFT BOARD MEETING AGENDA

TO: Board Members
FROM: Brooke Tellinghuisen Geddes, Executive Secretary
MEETING DATE: February 25, 2025
MEETING TIME: 3:00pm MST/4:00pm CST
MEETING LOCATION: Video Conference

The public is invited to attend the meeting via Microsoft Teams at the following link:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NGY3MGI2ZTctOThhNi00YmMzLWFkY2YtOGRjOWRjOTgwYjgw%40thread.v2/0?context=%7b%22Tid%22%3a%22e69efb98-56ef-4797-a76b-e1ec658a639c%22%2c%22Oid%22%3a%22ee0a24e7-6d2c-4495-ade5-4377098865d2%22%7d

Or by calling: 1-469-770-0416, Passcode: 691832144#

If members of the public would like to be sent the Microsoft Teams invitation to the meeting instead of using the above link, please contact the board office prior to the meeting at office@sdlicensing.com. If you are having issues accessing the link, please contact the board office at 605-642-1600.

Agenda Item Number:

1. Call to order/welcome and introductions-Jones
2. Roll call-Jones
3. Corrections or additions to the agenda
4. Approval of the agenda
5. Public testimony/public comment period
6. Approval of the minutes from October 17, 2024
7. FY financial update
8. Legislative Updates
 - a. HB 1015
 - b. SB 80
 - c. Other legislative updates

9. Administrative Rules Updates
 - a. Fee Increase
 - b. Trainee Requirements
10. Inspection and Renewal Update
11. Executive Session-pursuant to SDCL 1-25-2
 - a. Executive Secretary Contract Renewal
 - b. Complaints/Investigations
12. Executive Secretary Contract Renewal- Vote
13. Schedule next meeting
14. Any other business coming in between date of mailing and date of meeting
15. Adjourn



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DRAFT BOARD MINUTES FOR OCTOBER 17, 2024 BOARD MEETING/TELECONFERENCE

Members Present: James Jones, President
Chad Osthus, Vice-President
Randy Brennick, Secretary/Treasurer
Michael Carlsen, Member (joined at 4:05 p.m. CDT)
Sharel Delzer, Lay Member
Shawna Flax, Dept. of Health (Non-voting member)

Members Absent: None

Others Present: Brooke Tellinghuisen Geddes, Executive Secretary
Megan Borchert, General Counsel, Attorney General's Office
Jacob Dempsey, Prosecuting Counsel, Attorney General's Office
Mariah Pokorny, Department of Health
Jasper Diegel, SDFDA
Katie Sieverding, SDFDA
Michael Sharkey, SDFDA
Shauna Kjos-Miotke, Fiksdal Funeral Service

Call to Order/Welcome and Introductions: Jones called the meeting to order at 4:03 p.m. CDT.

Roll Call: Jones, yes; Osthus, yes; Carlsen, absent; Delzer, yes; Flax, yes; Brennick, yes. A quorum was present. Carlsen joined at 4:05 p.m. CDT.

Corrections or additions to the agenda: None

Approval of the agenda: Osthus made a motion to approve the agenda. Delzer seconded the motion. **MOTION PASSED** by unanimous voice vote.

Public Comment: None.

Approval of the minutes from May 8, 2024: Carlsen made a motion to approve the minutes from May 8, 2024. Osthus seconded the motion. **MOTION PASSED** by unanimous voice vote.

FY Financial Update: Tellinghuisen Geddes reported fiscal year-end figures as of June 30, 2024: revenue of \$73,495.62; expenditures of \$86,839.33 and a cash balance of \$81,458.05.

Student and Trainee License Discussion: Tellinghuisen Geddes addressed the topic of students being able to complete mortuary school while not being licensed as a trainee considering the recent repeal in administrative rules of student licenses and certain language in the trainee administrative rules. She indicated that the board office has been working with the Department of Health, who had been in touch with the Governor's Office and the Association regarding the issue. Everyone is in agreement that the long-term fix will require legislation and re-writing ARSD 20:45:03:02. The board is waiting for further direction from the Department of Health on whether the board will need to bring a bill in 2025. Diegel with the SDFDA indicated they would be willing to bring legislation if needed. The board office will keep the Board updated. The short-term fix is to look at each trainee individually to update expiration dates on their trainee license.

2025 Legislation Update-Fee Increase: Tellinghuisen Geddes reported that the board is still waiting for approval from DOH-LTF to bring the 2025 bill for a fee increase.

Administrative Rules Updates-Fee Increase, Trainee Requirements: Tellinghuisen Geddes informed the board that if legislation is passed for the fee increase, the next step will be setting the fee in administrative rules. The trainee piece will also need to be addressed in rules. Depending on the outcome of legislation for fees and students/trainees, the board will plan to vote on a draft of updated administrative rules to bring forward this spring.

Inspection Update: Carlsen reported that all 2024 inspections assigned to him have been completed. Jones reported he has two more inspections left and will also be completed for 2024.

Election of Officers- Secretary/Treasurer Only: Carlsen made a motion to elect Brennick as Secretary/Treasurer. Delzer seconded the motion. **MOTION PASSED** by unanimous voice vote.

Executive Session: Osthus made a motion to enter executive session at 4:27 p.m. CDT. Carlsen seconded the motion. **MOTION PASSED** by unanimous voice vote. All others exited the meeting. Jones declared an end to executive session at 5:07 p.m. CDT.

Vote on Complaints: Osthus made a motion to adopt the stipulation to resolve complaint #170 in which Jessica Scott has agreed to surrender her license to practice funeral service. Delzer seconded the motion. **MOTION PASSED** by roll call vote: Jones, yes; Osthus, yes; Carlsen, abstain; Delzer, yes; Brennick, yes.

Vote on Trainee License Updates:

Anderson, J: Brennick made a motion to update the expiration date of the trainee license to December 31, 2024. Delzer seconded the motion. **MOTION PASSED** by roll call vote: Jones, yes; Osthus, abstain; Carlsen, yes; Delzer, yes; Brennick, yes.

Laframboise, K: Brennick made a motion to update the expiration date of the trainee license to July 1, 2025. Osthus seconded the motion. **MOTION PASSED** by unanimous voice vote.

Borchard, C: Carlsen made a motion to update the expiration date of the trainee license to May 1, 2025. Osthus seconded the motion. **MOTION PASSED** by unanimous voice vote.

Fiedler, S: Delzer made a motion to update the expiration date of the trainee license to July 1, 2025. Osthus seconded the motion. **MOTION PASSED** by unanimous voice vote.

Schroeder, E: Osthus made a motion to update the expiration date of the trainee license to July 1, 2025. Carlsen seconded the motion. **MOTION PASSED** by unanimous voice vote.

Schrifer, J: Delzer made a motion to update the expiration date of the trainee license to October 31, 2024. Carlsen seconded the motion. **MOTION PASSED** by unanimous voice vote.

Dykstra, T: Osthus made a motion to issue the trainee license with an expiration date of July 1, 2025. Delzer seconded the motion. **MOTION PASSED** by unanimous voice vote.

Pavao, K: Osthus made a motion to issue the trainee license with an expiration date of July 1, 2025. Delzer seconded the motion. **MOTION PASSED** by unanimous voice vote.

Trainee License Update- Policy Going Forward: Osthus made a motion to allow the elected trainee review officer to review and approve future requests for trainee license updates utilizing the updated form. Carlsen seconded the motion. **MOTION PASSED** by unanimous voice vote.

Election of trainee Review Officer: Brennick made a motion to elect Osthus as the trainee review officer to review and approve trainee applications, trainee reports and trainee expiration update requests. Carlsen seconded the motion. **MOTION PASSED** by unanimous voice vote.

Schedule Next Meeting: The next meeting is tentatively scheduled for February 25, 2025, at 4:00 p.m. CST/ 3:00 p.m. MST via Microsoft Teams. One additional meeting is tentatively scheduled for May 7, 2025 at the Lodge in Deadwood, and in conjunction with the South Dakota Funeral Directors Association Convention.

Any other business coming in between date of mailing and date of meeting: None.

Osthus made a motion to adjourn the meeting at 5:21p.m. CDT. Delzer seconded the motion. **MOTION PASSED** by unanimous voice vote.

Respectfully submitted,



Brooke Tellinghuisen Geddes
Executive Secretary

1-27-1,17. Draft minutes of public meeting to be available--Exceptions--Violation as misdemeanor. The unapproved, draft minutes of any public meeting held pursuant to § 1-25-1 that are required to be kept by law shall be available for inspection by any person within ten business days after the meeting. However, this section does not apply if an audio or video recording of the meeting is available to the public on the governing body's website within

five business days after the meeting. A violation of this section is a Class 2 misdemeanor. However, the provisions of this section do not apply to draft minutes of contested case proceedings held in accordance with the provisions of chapter 1-26.

DRAFT

STATE OF SOUTH DAKOTA
REVENUE SUMMARY BY BUDGET UNIT
FOR PERIOD ENDING: 01/31/2025

AGENCY 09 HEALTH
BUDGET UNIT 09204 BOARD OF FUNERAL SERVICE - INFO

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
COMPANY NO 6503					
COMPANY NAME PROFESSIONAL & LICENSING BOARDS					
092040061812	6503	4293955	FUNERAL LICENSE FEE	1,175.00	70,700.00
ACCT: 4293		BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)		1,175.00	70,700.00 *
ACCT: 42		LICENSES, PERMITS & FEES		1,175.00	70,700.00 **
092040061812	6503	4920045	NONOPERATING REVENUES	.00	4,045.55
ACCT: 4920		NONOPERATING REVENUE		.00	4,045.55 *
ACCT: 49		OTHER REVENUE		.00	4,045.55 **
CNTR: 092040061812				1,175.00	74,745.55 ***
CNTR: 092040061				1,175.00	74,745.55 ****
CNTR: 0920400				1,175.00	74,745.55 *****
COMP: 6503				1,175.00	74,745.55 *****
B UNIT: 09204				1,175.00	74,745.55 *****

MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
FOR PERIOD ENDING: 01/31/2025

AGENCY	09	HEALTH	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
BUDGET UNIT	09204	BOARD OF FUNERAL SERVICE - INFO					
CENTER--5	09204	BOARD OF FUNERAL SERVICE - INFO					
CENTER	COMP	ACCOUNT		DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
COMPANY NO	6503						
COMPANY NAME	PROFESSIONAL & LICENSING BOARDS						
092040061812	6503	5101030000000000000		BOARD & COMM MERS FEES	.00	2,490.00	*
ACCT: 5101		EMPLOYEE SALARIES			.00	2,490.00	*
092040061812	6503	5102010000000000000		OASI-EMPLOYER'S SHARE	.00	197.97	**
ACCT: 5102		EMPLOYEE BENEFITS			.00	197.97	*
ACCT: 51		PERSONAL SERVICES			.00	2,687.97	**
092040061812	6503	5203030000000000000		AUTO-PRIV (IN-ST.) H/RTE	.00	1,262.06	*
092040061812	6503	5203100000000000000		LODGING/IN-STATE	.00	150.00	*
092040061812	6503	5203140000000000000		TAXABLE MEALS/IN-STATE	.00	98.00	*
ACCT: 5203		TRAVEL			.00	1,510.06	*
092040061812	6503	5204020000000000000		DUES & MEMBERSHIP FEES	.00	250.00	*
092040061812	6503	5204050000000000000		COMPUTER CONSULTANT	280.00	2,320.00	*
092040061812	6503	5204080000000000000		LEGAL CONSULTANT	.00	3,036.00	*
092040061812	6503	5204090000000000000		MANAGEMENT CONSULTANT	5,657.46	42,696.26	*
092040061812	6503	5204200000000000000		CENTRAL SERVICES	.00	729.47	*
092040061812	6503	5204204000000000000		RECORDS MGMT SERVICES	73.97	219.69	*
092040061812	6503	5204207000000000000		HUMAN RESOURCES SERVICES	29.82	268.38	*
092040061812	6503	5204960000000000000		OTHER CONTRACTUAL SERVICE	363.89	1,595.57	*
ACCT: 5204		CONTRACTUAL SERVICES			6,405.14	51,115.37	*
092040061812	6503	5205310000000000000		PRINTING-STATE	.00	51.13	*
ACCT: 5205		SUPPLIES & MATERIALS			.00	51.13	*
ACCT: 52		OPERATING EXPENSES			6,405.14	52,676.56	**
COMP: 6503	PROFESSIONAL & LICENSING BOARDS				6,405.14	55,364.53	***
CENTER: 092040061812					6,405.14	55,364.53	****
B UNIT: 09204					6,405.14	55,364.53	*****

AGENCY: 09 HEALTH
BUDGET UNIT: 09204 BOARD OF FUNERAL SERVICE - INFO

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	092000061812	1140000	100,839.07	DR	BOARD OF FUNERAL SERVICES
COMPANY/SOURCE TOTAL 6503 618			100,839.07	DR *	
COMP/BUDG UNIT TOTAL 6503 09204			100,839.07	DR **	
BUDGET UNIT TOTAL 09204			100,839.07	DR ***	



2025 South Dakota Legislature

House Bill 1015

Introduced by: The Chair of the Committee on Health and Human Services at the request of the State Board of Funeral Service

1 **An Act to increase licensure fees related to the practice of funeral service and**
 2 **cremation.**

3 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF SOUTH DAKOTA:

4 **Section 1. That § 36-19-25 be AMENDED:**

5 **36-19-25.** A license to practice funeral service must be renewed annually. The
 6 board shall, by rule promulgated in accordance with chapter 1-26, establish the renewal
 7 fee, which may not exceed ~~one~~ two hundred twenty-five dollars.

8 **Section 2. That § 36-19-27 be AMENDED:**

9 **36-19-27.** An application for a license to operate a funeral establishment is
 10 required for each location. The application must be on a form provided by the board and
 11 accompanied by an application fee.

12 The board shall, by rule promulgated in accordance with chapter 1-26, establish
 13 the application fee, which may not exceed ~~two~~ three hundred fifty dollars.

14 The board may inspect the funeral establishment to verify compliance with state
 15 law and rules of the board.

16 The application for a license to operate a funeral establishment must include the
 17 name of the individual who is licensed under this chapter and responsible for managing
 18 all transactions conducted and services performed.

19 **Section 3. That § 36-19-37 be AMENDED:**

20 **36-19-37.** Each license issued under this chapter expires on the following
 21 December thirty-first.

22 Each application for renewal must be submitted to the board during the month of
 23 December and must be accompanied by a renewal fee. The board shall promulgate rules,

1 in accordance with chapter 1-26, to establish the amount of the fee, which may not
2 exceed ~~two~~ three hundred fifty dollars.

3 **Section 4. That § 34-26A-4.1 be AMENDED:**

4 **34-26A-4.1.** Each crematory in this state must be licensed by the State Board of
5 Funeral Service. To obtain licensure for a crematory, a person must:

- 6 (1) Submit an application to the board, at the time and in the manner required by the
7 board;
- 8 (2) Identify, on the application, all certified crematory operators employed at the
9 crematory;
- 10 (3) Provide evidence that a motorized or mechanical device is available for the
11 processing of cremated remains; and
- 12 (4) Provide evidence that a refrigerated facility is available for the retention of
13 decedents awaiting cremation.

14 Upon approval of an application, the board shall require that the applicant pay an
15 initial licensure fee in an amount not exceeding ~~one~~ three hundred fifty dollars.

16 **Section 5. That § 34-26A-4.2 be AMENDED:**

17 **34-26A-4.2.** Licensure as a crematory, issued in accordance with § 34-26A-4.1,
18 expires one year after the date of issuance and must be renewed annually, at the time
19 and in the manner determined by the State Board of Funeral Service. The board may
20 inspect any crematory, during regular business hours, to verify compliance with applicable
21 laws and rules and shall inspect each crematory, during regular business hours, at least
22 once every three years.

23 The board shall require a renewal fee in the amount of ~~one~~ three hundred fifty
24 dollars.

25 **Section 6.** No later than September 30, 2025, the State Board of Funeral Service shall,
26 pursuant to chapter 1-26, provide for and file with the secretary of state, the amendment of
27 ARSD 20:45:03:08, as set forth below:

28 **20:45:03:08. Fees.** The fees for licenses and registrations issued by the board
29 are as follows and are nonrefundable:

- 30 (1) Trainee registration fee, twenty-five dollars;

- 1 (2) Funeral director license application fee, ~~one~~ two hundred and twenty-five
2 dollars;
- 3 (3) Annual funeral director license renewal fee; ~~one~~ two hundred and twenty-five
4 dollars;
- 5 (4) Funeral establishment license application fee, ~~two~~ three hundred and fifty
6 dollars; and
- 7 (5) Annual funeral establishment license renewal fee, ~~two~~ three hundred and fifty
8 dollars.

9 **Source:** 50 SDR 157, effective July 2, 2024.

10 **General Authority:** SDCL 36-19-12.1.

11 **Law Implemented:** SDCL 36-19-18, 36-19-25, 36-19-27, 36-19-37.



2025 South Dakota Legislature

Senate Bill 80

Introduced by: **Senator Jensen (Kevin)**

1 **An Act to revise provisions regarding students and trainees engaged in the practice**
 2 **of funeral service.**

3 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF SOUTH DAKOTA:

4 **Section 1. That § 36-19-12.1 be AMENDED:**

5 **36-19-12.1.** The board shall promulgate rules, in accordance with chapter 1-26,

6 to:

7 (1) Administer, coordinate, and enforce this chapter;

8 (2) Establish requirements for license application and renewal;

9 (3) Establish standards of professional conduct;

10 (4) Establish standards for the operation of a funeral establishment; ~~and~~

11 (5) Establish fees for licensure application and licensure renewal, as provided for in
 12 §§ 36-19-25 and 36-19-27; and

13 (6) Establish the qualifications, supervision requirements, duration, and other
 14 requirements for trainees and traineeships.

15 **Section 2. That § 36-19-14 be AMENDED:**

16 **36-19-14.** ~~A~~ Except as otherwise provided in this section, a person may not,
 17 without being licensed as a funeral director by the board:

18 (1) Embalm any dead human body;

19 (2) Practice embalming;

20 (3) Conduct or supervise funeral services and burials of casketed remains; or

21 (4) Maintain a funeral establishment in this state.

22 A trainee may embalm a dead human body and practice embalming, under the
 23 supervision of a funeral director licensed by the board.

24 **Section 3. That a NEW SECTION be added to chapter 36-19:**

1 This chapter does not apply to a student who is:

2 (1) Enrolled full-time in a program accredited by the American Board of Funeral Service
3 Education; and

4 (2) Engaged in an activity that:

5 (a) Is part of a course of that program; and

6 (b) Is directly supervised by a funeral director licensed by the board.

7 A student may not hold oneself out as a funeral director and may only use a title
8 that clearly indicates status as a student. The supervising funeral director is responsible
9 for the activities performed by the student.

10 **Section 4. That § 36-19-21 be AMENDED:**

11 **36-19-21.** The board may issue a license to practice funeral service to any person
12 who:

13 (1) Is at least eighteen years of age;

14 (2) Submits an application on a form prescribed by the board;

15 (3) Pays the application fee established by the board, in accordance with § 36-19-
16 12.1;

17 (4) Has completed at least ninety credit hours offered by an accredited institution of
18 higher education and obtained a degree or a certificate from a mortuary science or
19 funeral service program that is accredited by the American Board of Funeral Service
20 Education;

21 (5) ~~Has completed one year as a trainee under~~ a traineeship supervised by a person
22 licensed pursuant to this chapter;

23 (6) Has passed the national board examination, administered by the International
24 Conference of Funeral Service Examining Board; and

25 (7) Has not committed any act that constitutes a ground for denying, suspending, or
26 revoking a license under this chapter.

Current: 20:45:03:01. Minimum qualifications of trainee. An applicant for registration as a trainee in funeral service shall have a high school education or a high school equivalent education, be at least eighteen years of age, and be of good moral character.

Current: 20:45:03:02. Traineeship in funeral service. For purposes of this section, one year's work is twelve months, either consecutive or non-consecutive, and in no event may the traineeship be less than two thousand eighty hours. Although the twelve-month period is not required to be completed in consecutive succession, a trainee must reapply for registration if the trainee seeks to resume duties after being terminated by a sponsor, or if the trainee changes sponsors for any reason. The traineeship may be served under different funeral service licensees licensed in accordance with SDCL chapter 36-19 and in different funeral establishments licensed in accordance with SDCL chapter 36-19. The trainee must be a citizen of the United States or a resident of South Dakota. The traineeship must be completed in one-month segments, unless the board finds good cause for shorter segments.

A funeral service licensee may not sponsor more than one trainee at a time. The sponsoring funeral service licensee is fully responsible for the trainee's actions and work in funeral service. The sponsor and the trainee shall notify the board immediately of the termination or temporary discontinuance of supervision of a trainee.

To maintain registration, the trainee must file with the board at least twenty-five acceptable embalming case reports on forms provided by the board, along with twelve monthly report cards. The trainee shall assist in the direction of at least twenty-five funerals and present five sets of arrangements. The trainee must perform all work as a trainee under the supervision of the trainee's funeral service sponsor.

A terminated traineeship may be reinstated if the trainee applies again to the board. A traineeship may be completed before or after completing mortuary college.

Any funeral service licensee, including a sponsor or the owner of a funeral establishment, who allows a person to do the work of a trainee when that person is not registered with the board or when that person has completed the traineeship program, is subject to license revocation or suspension.

OPTION A (complete traineeship during/after school)

Option A- Revised: 20:45:03:01. Minimum qualifications of trainee. An applicant for registration as a trainee in funeral service shall be at least eighteen years of age, be of good moral character, and maintain enrollment in or have completed a mortuary science or funeral service program accredited by the American Board of Funeral Service Education.

Option A- Revised: 20:45:03:02. Traineeship in funeral service. The traineeship must be a minimum of one year, or two thousand eighty hours. The trainee may apply to the board for extensions of six months after the initial year and the board may extend the traineeship for good cause, but the traineeship must be completed within three years from the date of initial registration. A trainee must apply for licensure within five years of completing the traineeship or the traineeship must be repeated to be eligible for licensure.

The trainee must perform all work as a trainee under the direct supervision of the trainee's funeral service sponsor. A trainee must reapply for registration if the trainee seeks to resume duties after being terminated by a sponsor, or if the trainee changes sponsors for any reason. The traineeship may be served under different funeral service licensees licensed in accordance with SDCL chapter 36-19 and in different funeral establishments licensed in accordance with SDCL chapter 36-19. The trainee shall notify the board of any changes in circumstances or supervision within ten days of the event.

During the traineeship, the trainee must:

1. Complete twenty-five acceptable embalming case reports on forms provided by the board;
2. Complete monthly report cards on forms provided by the board;
3. Assist in the direction of twenty-five funerals; and
4. Present five sets of arrangements.

The trainee must submit all reports and forms prior to the completion of the traineeship.

The trainee may not represent the trainee as a funeral service licensee.

A failure to comply with this section is unprofessional conduct.

Option A- New Section: 20:45:03:02.02. Supervision of trainee in funeral service. To qualify as a sponsoring funeral service licensee, the licensee must be licensed in good standing, have been licensed for at least five years, have had no discipline on their license for the past five years, or have any investigations pending at the time of application to sponsor a trainee.

The sponsoring funeral service licensee shall directly supervise the trainee. A trainee may not practice when the sponsor is not immediately available on-site. The sponsor shall, within ten days of termination of traineeship, provide written notice to the board. If the sponsor is no longer available to provide appropriate supervision, the trainee may not perform any tasks until a new sponsor has been designated.

The sponsor is responsible for ensuring the trainee completes all required reports and forms. The sponsor may not supervise more than one trainee at a time. The sponsor is responsible for the trainee's actions and work in funeral service. The sponsor must display the trainee's registration at the funeral establishment.

A sponsor may delegate responsibility for the supervision of a trainee to another funeral service licensee, for a period not exceeding thirty days, to complete the traineeship reporting requirements if they are unable to be completed at the sponsor's funeral establishment.

Any funeral service licensee who allows a person to do the work of a trainee when that person is not registered with the board or when the trainee has completed the traineeship program is subject to license revocation or suspension. A failure to comply with this section is unprofessional conduct.

OPTION B (complete traineeship after school)

Option B-Revised: 20:45:03:01. Minimum qualifications of trainee. An applicant for registration as a trainee in funeral service shall be at least eighteen years of age, be of good moral character, and have completed a mortuary science or funeral service program accredited by the American Board of Funeral Service Education.

Option B- Revised: 20:45:03:02. Traineeship in funeral service. The traineeship must be a minimum of one year, or two thousand eighty hours. The trainee may apply to the board for extensions of six months after the initial year and the board may extend the traineeship for good cause, but the traineeship must be completed within three years from the date of initial registration. A trainee must apply for licensure within five years of completing the traineeship or the traineeship must be repeated to be eligible for licensure.

The trainee must perform all work as a trainee under the supervision of the trainee's funeral service sponsor. A trainee must reapply for registration if the trainee seeks to resume duties after being terminated by a sponsor, or if the trainee changes sponsors for any reason. The traineeship may be served under different funeral service licensees licensed in accordance with SDCL chapter 36-19 and in different funeral establishments licensed in accordance with SDCL chapter 36-19. The trainee shall notify the board of any changes in circumstances or supervision within ten days of the event.

During the traineeship, the trainee must:

1. Complete twenty-five acceptable embalming case reports on forms provided by the board;
2. Complete monthly report cards on forms provided by the board;
3. Assist in the direction of twenty-five funerals; and
4. Present five sets of arrangements.

The trainee must submit all reports and forms prior to the completion of the traineeship.

The trainee may not represent the trainee as a funeral service licensee.

A failure to comply with this section is unprofessional conduct.

Option B- New Section: 20:45:03:02.02. Supervision of trainee in funeral service. To qualify as a sponsoring funeral service licensee, the licensee must be licensed in good standing, have been licensed for at least five years, have had no discipline on their license for the past five years, or have any investigations pending at the time of application to sponsor a trainee.

The sponsoring funeral service licensee shall directly supervise the trainee's first five embalming cases. If the sponsor determines the trainee has demonstrated competency, the trainee may practice as long as the sponsor is immediately available in person or by telecommunications. A trainee may not practice when the sponsor is not immediately available. The sponsor shall, within ten days of

termination of traineeship, provide written notice to the board. If the sponsor is no longer available to provide appropriate supervision, the trainee may not perform any tasks until a new sponsor has been designated.

The sponsor is responsible for ensuring the trainee completes all required reports and forms. The sponsor may not supervise more than one trainee at a time. The sponsor is responsible for the trainee's actions and work in funeral service. The sponsor must display the trainee's registration at the funeral establishment.

A sponsor may delegate responsibility for the supervision of a trainee to another funeral service licensee, for a period not exceeding thirty days, to complete the traineeship reporting requirements if they are unable to be completed at the sponsor's funeral establishment.

Any funeral service licensee who allows a person to do the work of a trainee when that person is not registered with the board or when the trainee has completed the traineeship program is subject to license revocation or suspension. A failure to comply with this section is unprofessional conduct.