

21 NCAC 34B .0110 is amended with changes as published in 34:24 NCR 2383-2384 as follows:

**21 NCAC 34B .0110      REPORTS ON WORK REPORTS AND CHECKLISTS**

(a) ~~The Active resident trainee trainees~~ shall submit a work report to the Board every month on a form provided by the ~~Board~~. Board no later than the 10th day of the calendar month that immediately follows the month during which the work was performed. On the work report, the resident trainee shall provide: The resident trainee shall furnish the name of the trainee; the reporting period for the work report; the name and address of the funeral establishment where the resident trainee is serving; a description of the work performed during the preceding month; and any other information the Board deems necessary as required by law. The form shall be signed by the resident trainee and must be certified as correct by the licensee under whom the trainee served during the period and by the manager of the funeral establishment. The names of the deceased persons, and the names of the purchasers of preneed funeral contracts, on whose cases the trainee assisted and reported during traineeship must be retained by the trainee until his traineeship requirement has been fulfilled, and during such time such information shall be subject to inspection by the Board or its authorized agent. Such reports must be filed in the office of the Board not later than the 10th day of the calendar month which immediately follows the completion of each one month period of resident traineeship. Failure to submit such reports when due shall be sufficient cause for suspension or revocation of the certificate of resident traineeship.

(1) The trainee's name and signature;

(2) The month during which the work was performed;

(3) The number of hours worked during [the preceding] that month;

(4) The name and address of the funeral establishment where the resident trainee is working;

(5) A description of the work performed during [the preceding] that month;

(6) The name, license number, and notarized signature of the trainee's supervisor; and

(7) The name, license number, and notarized signature of the licensed manager of the funeral establishment where the resident trainee is working.

(b) By signing the work report, the trainee's supervisor shall certify that the data contained in the report is correct. Neither the trainee nor the trainee's supervisor shall be permitted to amend or revise the work report after it is submitted to the Board. The Board shall not accept incomplete work reports and a trainee who fails to submit a complete work report by the due date [on which it is due] shall be subject to the provisions of Paragraph (c) of this Rule.

(c) A late fee of twenty-five dollars (\$25.00) shall be assessed against the trainee for each work report that is submitted to the Board after the due date. [date on which it is due. Additionally, following] Following a trainee's first failure to timely submit a work report, the Board shall issue the trainee a letter that cautions against future non-compliance with this Rule. Following a trainee's second failure to timely submit a work report, the work set forth in the second untimely work report shall not be credited toward the certification of the trainee's resident traineeship. Following a trainee's third failure to timely submit a work report, the Board shall revoke the trainee's resident traineeship.

(d) Resident trainees shall ~~[must]~~ maintain a checklist for each decedent for whom he or she performs funeral services on a form provided by the Board. The checklist shall contain the following information:

- (1) The name of the deceased person;
- (2) The date when ~~[on which]~~ the services were provided;
- (3) The trainee's name and signature;
- (4) A description of the funeral services provided; and
- (5) The supervisor's signature.

(e) Resident trainees shall ~~[must]~~ maintain a list of the preneed funeral contracts with which the resident trainees participated.

(f) All documents and information set forth in this Rule shall ~~[must]~~ be retained by the trainee until his or her traineeship requirement has been certified by the Board. ~~[Board, and during]~~ During this time, ~~[such time such]~~ the reports and information shall be subject to inspection by the Board or its authorized agent.

*History Note: Authority* ~~G.S. 90-210.23(a),(d),(f);~~ G.S. 90-210.23(a); 90-210.23(d); 90-210.23(f); 90-210.25(a)(4)e.; 90-210.25(a)(4)g.; ~~90-210.25(a)(4)e.,(4)g;~~ 90-210.67(a); 90-210.69(a);  
*Eff. February 1, 1976;*  
*Readopted Eff. September 27, 1977;*  
*Amended Eff. November 1, 2004; June 1, 1994; August 1, 1988; September 1, 1979;*  
*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. August 19, 2017; 2017;*  
*Amended Eff. November 1, 2020.*