

**RULES
OF
THE TENNESSEE BOARD OF FUNERAL DIRECTORS AND EMBALMERS**

**CHAPTER 0660-04
APPRENTICES**

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0660-04-.01 REGISTRATION.

- (1) A person beginning a required course of study or a required apprenticeship shall submit to the Board, in the format required by the Board, a completed registration form and payment of the registration fee as set forth in Chapter 0660-03 of these rules along with the following documentation:
 - (a) A copy of an official photo identification issued by a governmental agency, such as a valid (permanent, current, unexpired, and legible) driver's license, U.S. passport, or federal, state, county, or city employee I.D. card showing the individual's date of birth and address; and
 - (b) An official transcript or diploma certified by an educational institution showing the applicant has graduated from a high school or has earned a high school equivalency recognized by a state department of education.
- (2) A person shall not re-register for an apprenticeship if the person previously completed an apprenticeship or less than twelve (12) months have passed since substantial completion (over 51%) of an apprenticeship. Upon a showing of good cause, the waiting period of twelve (12) months may be waived by the Board.
- (3) An application for apprenticeship registration shall be fully completed by a registrant within ninety (90) days of the receipt of the application in the Board's office. After ninety (90) days have passed, any incomplete registration application shall be closed.

Authority: T.C.A. §§ 62-5-203 and 62-5-312. **Administrative History:** Original rule was certified May 24, 1974. Repealed and new rule filed June 13, 1980; effective September 29, 1980. Amendment filed December 7, 2009; effective March 7, 2010. Amendments filed December 12, 2018; effective March 12, 2019. Amendments filed November 7, 2025; effective February 5, 2026.

0660-04-.02 QUARTERLY REPORTS.

Apprentices shall submit a quarterly report of apprenticeship training on a form prescribed by the Board. Such report must be received no later than sixty (60) days following the last day of the quarter for which credit is sought. Failure to file the quarterly report of apprenticeship training within the allotted time shall result in such credit being denied for that period of time.

Authority: T.C.A. §§ 62-5-203 and 62-5-312. **Administrative History:** Original rule filed June 13, 1980; effective September 29, 1980. Amendment filed December 7, 2009; effective March 7, 2010. Amendment filed June 2, 2014; effective August 31, 2014.

0660-04-.03 CHANGE IN SPONSOR.

An apprentice shall notify the Board of a change in the individual sponsoring the apprentice or a change in the establishment employing the apprentice within ten (10) days of the change.

Authority: T.C.A. §§ 62-5-203 and 62-5-312. **Administrative History:** Original rule filed June 13, 1980; effective September 29, 1980. Amendment filed May 12, 2000; effective September 28, 2000. Amendment filed December 7, 2009; effective March 7, 2010.