

# Intern / Trainee Application

Review and complete both pages of this application form. Submit completed application form, non-refundable application fee (payable to the Colorado Funeral Service Board), and supplemental materials (list of all required documentation on Page 2), to the address noted on Page 2 of this form. All applicant materials must be in English – foreign language translation is the responsibility of the applicant.

Applications are reviewed by the CFSB Board on a quarterly basis in February, May, August and November. Applications and all supplemental materials must be received by the 15<sup>th</sup> day of the month prior to the quarterly meeting to be considered for approval, or the application may be deferred for review until the next quarterly meeting. If certification is approved, application fees will be applied toward your annual certification.

PLEASE PRINT LEGIBLY OR TYPE ALL INFORMATION BELOW

Applicant's Name		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth (mm/dd/yyyy)	Place of Birth	
Home Address		
City, State and Postal Code		
Area Code and Phone	How long at current address	
Email	May we contact you via email? <input type="checkbox"/> YES <input type="checkbox"/> NO	

Currently employed at	
Business Address	
Business City, State and Postal Code	
Business Area Code and Phone	Fax

**EDUCATION** *Attach copy of high school transcript, diploma or GED with this application.*

I have completed <input type="checkbox"/> High School <input type="checkbox"/> GED	Date graduated (month, year)
High School Name	High School City, State

**APPLICANT COMPLETION**

I, \_\_\_\_\_, have completed the above information to the best of my ability and further state that all is a true and lawful account of the same and on the date indicated above do hereby apply to the Colorado Funeral Service Board for certification as a Certified Intern/Trainee in the State of Colorado. If accepted for certification, I hereby declare that I have read and agree to abide by the recommended standards of practice Colorado funeral service professionals as adopted by the Colorado Funeral Service Board and will continue to adhere to the specific standards, criteria and requirements necessary to hold a Certified Intern/Trainee. I further agree to abide by the rules and regulations and statutes governing the practice of funeral service in the State of Colorado now existing or which may be adopted in the future. I further realize that the application fee enclosed herewith is not refundable and desire that the governing board and its administrators of the Colorado Funeral Service Board will look favorably upon my application to become a recognized part of the funeral service profession in the State of Colorado.

Signature of Applicant	Date
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**THIS PART MUST BE COMPLETED BY SUPERVISING MORTUARY SCIENCE PRACTITIONER (MSP)**

I, \_\_\_\_\_,  
certified Mortuary Science Practitioner # \_\_\_\_\_, endorse the above named applicant ,  
(name) \_\_\_\_\_, and hereby certify  
that the above named applicant started training under my supervision on (date, year)  
\_\_\_\_\_.

Signature of Supervising MSP	Date
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The following documentation is required for INT Application

1. Completed CFD Application and payment of \$75 non-refundable application fee, payable to the "CFSB"
2. High school transcript/diploma or GED equivalency

To maintain your INT Certification for the CFSB, you will be required to provide evidence of six (6) continuing education credits per year and remit annual renewal fee of \$75 to the Colorado Funeral Service Board.

**Colorado Funeral Service Board**

A Voluntary Professional Certification Agency for the Advancement of Professionalism in Funeral Service in Colorado  
c/o Colorado Funeral Directors Association, P. O. Box 631664, Highlands Ranch, CO 80163-1664  
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