APPLICATION PACKET FOR SPRING 2023 ASSOCIATE IN SCIENCE DEGREE – FUNERAL SERVICE EDUCATION

ONE YEAR PLAN

PROGRAM INFORMATION

The Funeral Service Education Program at American River College is accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108 Woodbury Heights, NJ 08097 (816) 233-3747 Web: https://abfse.org/index.html. The program consists of a combination of general education and funeral service education courses with related laboratory experience. Successful completion of the program qualifies the student to take the National and California Board Examination to become a licensed embalmer. In order for a student to graduate from the Funeral Service Education Program, the student must maintain a grade of “C” or better in all coursework including general education courses and successfully register for the National Board Examination. The student is responsible for providing professional attire uniform, laboratory fees, necessary equipment, and transportation to off-campus laboratory locations. Program costs are approximately $3,000. School fees are additional. All costs/fees are subject to change.

PRIMARY OBJECTIVES OF THIS PROGRAM

Upon completion of this program, the student will be able to:

- explain the importance of funeral service professionals in developing relationships with the families and communities they serve.
- identify standards of ethical conduct in funeral service practice.
- interpret how federal, state, and local laws apply to funeral service in order to ensure compliance.
- apply principles of public health and safety in the handling and preparation of human remains.
- demonstrate technical skills in embalming and restorative art that are necessary for the preparation and handling of human remains.
- demonstrate skills required for conducting arrangement conferences, visitations, services, and ceremonies.
- describe the requirements and procedures for burial, cremation, and other accepted forms of final disposition of human remains.
- describe methods to address the grief-related needs of the bereaved.
- explain management skills associated with operating a funeral establishment.
- demonstrate verbal and written communication skills and research skills needed for funeral service practice.

GOALS OF THE FUNERAL SERVICE EDUCATION PROGRAM

As an accredited mortuary college our program goals and objectives are as follows:

- To prepare students to be members of a human services profession
- To prepare students to be members of the community in which they serve
- To be participants in the relationship between bereaved families and those engaged in the funeral services profession.
- To offer professional knowledge of and compliance with federal, state provincial/territorial, and local regulatory guidelines
- To be sensitive to the responsibility for public health, safety and welfare in caring for human remains
REQUIREMENTS FOR ENROLLMENT TO THE PROGRAM

1. Graduation from an accredited high school in the United States or successful completion of General Education Development (GED) or California High School Proficiency Exam (CHSPE) prior to time of application: (Transcript must be an official transcript in a sealed envelope from the institution that issued the diploma. High school Transcripts must be included with the application packet.

   a. Students with a high school diploma from a school outside the United States must have transcripts evaluated by a National Association of Credential Evaluation Services (NACES) approved independent agency. Such cases will be evaluated on an individual basis.

   b. Students who possess an Associate of Arts/Associate of Science degree or higher from a regionally accredited college are exempt from the educational requirement stated above. Official transcripts from colleges outside of the Los Rios District should be sent to ARC Admissions and Records or brought to the ARC Counselor during the counseling appointment. Please include with your application.

   c. Students who have attended college outside the United States must have transcripts evaluated by a NACES approved independent agency, demonstrating equivalency to an AA/AS degree or higher from a U.S. regionally accredited college. Such cases will be evaluated on an individual basis.

2. A cumulative college GPA of 2.0 and a grade of “C” or better in the program prerequisites: BIOL 102 or BIOL 103 and FSE 300 and completion of all other General Education graduation requirements. The FSE program will allow grades in-progress during the application period.

3. First-time applicants should meet with an ARC counselor to obtain a Curriculum Planning Summary sheet and document completion of all eligibility requirements. Call (916) 484-8572 for an appointment.
REQUIREMENTS FOR DEGREE MAJOR

ACCT 101, ANTH 310 or equivalent, BIOL 102 or BIOL 103, BIOL 130, BUS 340, CHEM 130, English competency, FITNS 310 or equivalent, HIST 311 or equivalent, HUM 355 or equivalent, Math competency, PSYC 390, SPEECH 301 or SPEECH 331, and FSE 300, 310, 320, 312, 340, 330, 360, 350, 335, 365, 370, and 297

*All students who plan to graduate from the American River College Funeral Service Education program must register to take the National Board Examination. The annual passage rate of first-time takers on the National Board Examination (NBE) for the most recent three-year period of this institution and all ABFSE accredited funeral services education program is posted on the ABFSE website: http://www.abfse.org/

COURSES REQUIRED FOR THE ASSOCIATE DEGREE IN FUNERAL SERVICE EDUCATION PROGRAM

PREREQUISITES:

Funeral Service Education General Education Requirements

1. ACCT 101 (Fundamentals of College Accounting) or ACCT 301 (Financial Accounting)
2. ANTH 310 or equivalent (Area Vb)
3. BIOL 102 or BIOL 103
4. BUS 340 (Business Law)
5. English Competency (Area IIa)
6. FITNS 310 or equivalent (Area IIIa)
7. FSE 300
8. HIST 311 or equivalent (Area Va)
9. HUM 355 or equivalent (Area I, VI)
10. Math Competency (Area IIb)
11. PSYC 390 (Psychology of Death and Dying)
12. SPEECH 301 (Public Speaking) or SPEECH 331 (Group Discussion)

These courses encompass the General Education Graduation Requirement Areas of:

1. Humanities
2. Social and Behavioral Science
3. Living Skills
4. Ethnic / Multicultural Studies

FSE Core Courses to be completed:

FSE 310, 312, 320, 330, 335, 340, 350, 365, 370, and 297

SUGGESTED SEQUENCE OF COURSE WORK

Pre-FSE Semester BIOL 102 or 103 and FSE 300

1st Semester (Spring) – CHEM 130, FSE 310, FSE 320, FSE 360, FSE 350, FSE 335

Summer Semester – FSE 340

2nd Semester (Fall) – BIOL 130, FSE 312, FSE 330, FSE 365, FSE 370, FSE 297
ELIGIBILITY REQUIREMENTS AND ENROLLMENT APPLICATION PROCESS

All items in the enrollment application process are extremely important. Students who omit any part of the required information will not be considered for admission to the Funeral Service Education program.

1. Students who are interested in applying for the Funeral Service Education program should begin preparing and planning ahead by requesting and/or compiling the support documents in Item 4 below to be evaluated and included in the pre-enrollment application. This process may take several weeks.

2. High school transcript, GED Scores, CHSPE Certificate of Proficiency, proof of AA/AS degree or higher, or NACES equivalent evaluation. Transcript must be an official transcript in a sealed envelope from the institution that issued the diploma. High school Transcripts must be included with the application packet.

3. Students must call the ARC Counseling department at (916) 484-8572 no later than Thursday, November 10, 2022 to schedule an appointment to obtain a Curriculum Planning Summary Sheet. Do not wait until the last minute.

4. **Student Checklist**: The following documents must be brought to the counseling appointment:
   
   **A. Grade Verification**: If you are currently taking a prerequisite for the Funeral Service Education program, it is your responsibility to submit an unofficial transcript highlighting prerequisite courses successfully completed during the fall semester by **Friday January 6, 2023**. The FSE program will allow grades in progress.

   **B. All regionally accredited college transcripts, regardless of applicability to funeral service requirements:**
   
   i. **Unofficial** transcripts from the Los Rios Community College District (ARC, SCC, CRC, FLC).
   
   ii. **Official (sealed)** transcripts from schools outside the Los Rios Community College District.

   iii. **NOTE**: All transcripts must accompany your application; do not have them mailed separately to Admissions & Records, Health and Education Division, or the Counseling department.

   iv. Copies of course descriptions of FSE major courses completed outside the Los Rios Community College District for evaluation of equivalency. **Descriptions must come from the specific catalog year in which the course was taken.**

   v. Completed enrollment application form signed by applicant

5. At your appointment, the counselor will complete an ARC Curriculum Planning Summary Sheet. This must be done within the semester in which you are submitting the enrollment packet. An **updated** ARC Curriculum Planning Summary Sheet is required when resubmitting a program application.

6. Submit **complete** packet and supporting documentation to the Health and Education Division office. (See "Student Checklist" on enrollment Application for details).
APPLICATION AVAILABILITY & DEADLINE / ACCEPTANCE TO THE PROGRAM

Applications for spring 2023 are now available – Submit it via mail to Valarie Rose at: ATTN: Valarie Rose, Funeral Service Education c/o American River College, 4700 College Oak Dr, Sacramento, Ca 95841.

Application Deadline: **Friday, November 25, 2022**, by 4pm –. Mailed applications must be received by the Funeral Service Department by the due date noted on the application. Applications lost or misdirected in the mail are not the responsibility of the Funeral Service department.

ACCEPTANCE TO THE PROGRAM

Selection is based on a computerized random selection process from among the qualified applicants. Only applicants who meet the educational and pre-enrollment requirements and follow the pre-enrollment procedure will be considered for the program. Meeting all these requirements does not guarantee acceptance into the program.

Once accepted to the Funeral Service Program, students, **MUST** attend a Mandatory New Student Orientation, and at their own expense, must provide the following at the beginning of the semester:

a. Health History & Report of Medical Examination with required inoculations. Instructions will be included in with your acceptance letter.

b. Drug screening test (required by clinical facilities). Instructions will be included in with your acceptance letter.

c. Proof of malpractice Insurance (malpractice insurance is not refundable). Instructions will be included in with your acceptance letter.

d. Background check (required by clinical facilities). Instructions will be included in with your acceptance letter.

(* Information regarding a, b, c, and d will be provided at orientation)
### One Year Plan

1. **First Name** | **Middle Name** | **Last Name** | **LRCCD Student ID No.**
---|---|---|---

Previous last name(s) that may appear on your records:

### Mailing Address

- **Number and Street**
- **City**
- **State**
- **Zip Code**

### Telephone Nos.

- **Home**
- **Cell**
- **Work**
- **Email Address**

2. **High school last attended**

- City, State

Did you graduate? Yes ☐ No ☐

If no, GED or CHSPE? ☐

**Applicant must provide official U.S. high school transcript, GED scores, CHSPE Certificate of Proficiency, AA/AS degree or higher, or NACES equivalent evaluation.**

3. **Colleges Attended (including ARC, CRC, FLC, and SCC)**

**Applicant must provide official transcripts and course catalog descriptions (from year taken) of FSE major courses for all colleges outside of the Los Rios Community College District.**

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>City and State</th>
<th>Dates of Attendance</th>
<th>Units</th>
<th>Degree Received &amp; Date</th>
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Have you ever been accepted and/or enrolled in a funeral service program? Yes ☐ No ☐

If yes, please describe:

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<tr>
<th>School Name</th>
<th>Address</th>
<th>City/State/Zip Code</th>
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4. **Have you been licensed to practice in any field of health care?** Yes ☐ No ☐

If yes, please describe:

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<th>Licensed as</th>
<th>License No.</th>
<th>Date Licensed</th>
<th>Expiration Date</th>
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<td><strong>Person to be notified in case of emergency:</strong></td>
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<td><strong>Name/Relationship:</strong></td>
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<td>6.</td>
<td><strong>Applicant’s Signature:</strong></td>
<td><strong>Date:</strong></td>
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**Funeral Service Application Packet Spring 2022**
**STUDENTS:** Please provide the following information regarding prerequisite courses for course work validation.

<table>
<thead>
<tr>
<th>Prerequisite Courses</th>
<th>Name of College Where Completed</th>
<th>Course Name &amp; Course Number</th>
<th>Semester &amp; Year Completed</th>
<th>Grade Points (OFFICE USE ONLY)</th>
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<tr>
<td>ACCT 101 or ACCT 301</td>
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<td>BIOL 102 or BIOL 103</td>
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<td>BUS 340</td>
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<td>English Competency</td>
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<td>FSE 300 (ARC Course)</td>
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<td>Math Competency</td>
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<td>PSYC 390</td>
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<td>Speech 301 or Speech 331</td>
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**General Education Requirements for Graduation**

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<tr>
<th>Prerequisite Area</th>
<th>Name of College Where Completed</th>
<th>Course Name &amp; Course Number</th>
<th>Semester &amp; Year Completed</th>
<th>Grade Points (OFFICE USE ONLY)</th>
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<tr>
<td>Humanities</td>
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<td>Social and Behavioral Science</td>
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<td>Living Skills</td>
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<tr>
<td>Ethnic/ Multicultural Studies</td>
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Cumulative College GPA (2.0) ______________
**STUDENT CHECKLIST**

A complete enrollment packet must include the following items:

☐ ☐ Official (Sealed) High school transcript, GED scores, CHSPE Certificate of Proficiency, AA/AS degree or higher, or NACES or AICE equivalent evaluation. Transcript must be an official transcript in a sealed envelope from the institution that issued the diploma.

☐ ☐ If a student is completing prerequisite courses during the fall 2021 semester: It is the student's responsibility to submit an unofficial transcript highlighting prerequisite courses successfully completed during the fall semester by **Friday, January 6, 2023**.

☐ ☐ All regionally accredited college transcripts:

**UNOFFICIAL** transcripts from colleges within the Los Rios Community College District (ARC, SCC, CRC, FLC). **OFFICIAL (sealed)** transcripts from colleges outside the Los Rios Community College District (may be opened by counselor and copies submitted with application).

☐ ☐ Copies of course descriptions for FSE major courses completed outside of Los Rios Community College District.

(Descriptions must come from the catalog from the year course was taken, including page number, year, and catalog identification.)

☐ ☐ Curriculum Planning Summary Sheet (from counseling visit).

☐ ☐ Enrollment application completed in its entirety.

Your completed application packet must be received by Friday, November 25, 2022 via mail **ATTN: Valarie Rose, Funeral Service Education c/o American River College, 4700 College Oak Dr, Sacramento, Ca 95841**.

**NOTE:** Enrollment applications received after the deadline will not be processed. Incomplete enrollment packet will not be processed and will not be returned to applicant.

**REMINDER:** Students will receive notification of acceptance by email **approximately two (2) weeks after the submission deadline**. Please do not call Admissions & Records, the Health and Education Division office, or the Counseling Department, as phone verification will not be provided.
Name______________________________

Demographic Survey (Confidential Use Only)

The information below is requested for compliance with the American Board of Funeral Service Education and United States Department of Education reporting procedures. This data will be used for statistical purposes only and will be kept separate from your application.

I. GENDER (please check one)
   □ Male
   □ Female

II. ETHNICITY (please check one)
    □ Caucasian
    □ African American
    □ Native American
    □ Asian American
    □ Hispanic American
    □ Other or Unknown

III. AGE RANGE (please check one):
    □ 20 or under
    □ 21 – 25
    □ 26 – 30
    □ 31 – 35
    □ 36 – 40
    □ 41 – 45
    □ 46 – 50
    □ 51 – 55
    □ 56 – 60
    □ 61 – 65
    □ 66 – 70
    □ 71 and over

IV. PREVIOUS EDUCATION
    □ High School Equivalency
    □ High School Graduate
    □ 1 Year College
    □ 2 Years College
    □ 3 Years College
    □ Bachelor’s Degree
    □ Master’s Degree
    □ Other, Please Specify

I. Do you have a family member in Funeral Services?
   □ No
   □ Yes

   If yes, please indicate one of the following:
   □ Parent
   □ Spouse
   □ Sibling
   □ In-law
   □ Other (please specify)___________
II. Are you Currently Employed in Funeral Service?
☐ No
☐ Yes

If yes, please indicate for how long:

__________________________________

Thank you for taking the time to complete this form.

American River College does not discriminate on the basis of age, color, creed, disability, marital status, veteran status, national origin, race, or sex.