

**AMERICAN RIVER COLLEGE  
HEALTH AND EDUCATION DIVISION  
4700 COLLEGE OAK DRIVE  
SACRAMENTO, CA 95841-4217  
TELEPHONE (916) 484-8902**

**APPLICATION FOR  
SPRING 2022 IS DUE  
FRIDAY, NOVEMBER 26, 2021**

**APPLICATION PACKET FOR SPRING 2022  
ASSOCIATE IN SCIENCE DEGREE – FUNERAL SERVICE EDUCATION  
TWO YEAR PLAN**

**PROGRAM INFORMATION**

The Funeral Service Education Program at American River College is accredited by the American Board of Funeral Service Education (ABFSE), ABFSE 992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097 (816) 233-3747 Web: <http://www.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 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. The student is responsible for providing professional attire uniform, laboratory fees, necessary equipment, and transportation to off-campus laboratory locations. Program costs are approximately \$2,000. School fees are additional. All costs/fees are subject to change.

**PRIMARY OBJECTIVES OF THIS PROGRAM**

- To enlarge the background and knowledge of students about the funeral service profession
- To educate students in every phase of funeral services, and to help enable them to develop the proficiency and skills necessary for the profession as defined by the American Board of Funeral Service Education
- To educate students concerning the responsibilities of the funeral services profession to the community at large
- To emphasize high standards of ethical conduct
- To provide a curriculum at the post-secondary level of instruction
- To encourage student and faculty research in the field of funeral services
- To equip students with information related to the social, legal, psychological, and public health issues that are associated with death
- To offer students a comprehensive curriculum that will challenge their academic abilities that are consistent with the curriculum required by the American Board of Funeral Service Education
- To prepare students for success on the National Board Examination, as well as, state examinations

**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. This official high school transcript must be submitted to the FSE program 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) or Association of International Credential Evaluation (AICE) 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 in the United States 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 or AICE approved independent agency, demonstrating equivalency to an AA/AS degree or higher from U.S. regionally accredited college. Such cases will be evaluated on an individual basis.

A cumulative college GPA of 2.0 and a grade of "C" or better in the program prerequisites: BIOL 102 or BIOL 103, ENGWR 300 or ENGWR 480, FSE 300, and MATH 120, MATH 133 or higher level math course. The FSE program will allow grades in-progress during the application period. **Note:** FSE 300 must be taken at American River College.

2. A cumulative G.P.A of 2.0 in all college courses.
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 (62.5-64.5)**

ACCT 101, BIOL 102 or BIOL 103, BIOL 130, BUS 340, CHEM 130, ENGWR 300 or ENGWR 480, PSYC 390, SPEECH 301 or SPEECH 331, MATH 120, MATH 133 or higher level math course, 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 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/>*

## **Additional Competencies and General Education Graduation Requirements:**

1. Competency in Reading and Math
2. Humanities Area
3. Social and Behavioral Science Area
4. Living Skills Area
5. Ethnic / Multicultural Studies Area

## **SUGGESTED SEQUENCE OF COURSE WORK**

**1<sup>st</sup> Semester** – BUS 340 (Business Law), CHEM 130 (Chemistry for Funeral Services), FSE 310 (Funeral Directing), FSE 320 (Funeral Service Law and Ethics), Speech 301 (Public Speaking) or SPEECH 331 (Group Discussion), FSE 335 (Funeral Service Management)

**Summer Semester** – FSE 340 (Pathology) This may be taken either summer semester.

**2<sup>nd</sup> Semester** – BIOL 130 (Microbiology for Funeral Service), FSE 312 (Funeral Directing II) (Pathology), FSE 330 (Merchandising)

**3<sup>rd</sup> Semester** – ACCT 101 (Fundamentals of College Accounting), FSE 360 (Embalming), FSE 350 (Restorative Art)

**4<sup>th</sup> Semester** – FSE 365 (Embalming II), FSE 370 (Funeral Service Counseling), FSE 297 (Funeral Service Internship), PSYC 390 (Psychology of Death and Dying)

## **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, or proof of AA/AS degree or higher, or NACES or AICE equivalent evaluation. High School Transcript, GED Scores, CHSPE Certificate of Proficiency must be an **official** transcript in a **sealed envelope** from the institution that issued the diploma and must be included with the application packet.
3. Students must call the ARC Counseling department at (916) 484-8572 no **later than Friday, November 12, 2021** 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 7, 2022**. The FSE program will allow grades in-progress for BIOL 102 or BIOL 103, ENGWR 300 or ENGWR 480, FSE 300, and MATH 120 or higher level math course.
  - 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 2022 are now available** – Submit it via mail to Valarie Rose [ATTN: Valarie Rose, Funeral Service Education c/o American River College, 4700 College Oak Dr, Sacramento, Ca 95841](mailto:Valarie.Rose@arcollege.edu).  
(916)607-8912

**Application Deadline: *Friday, November 26, 2021***, 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)



**AMERICAN RIVER COLLEGE**  
**ASSOCIATE DEGREE IN FUNERAL SERVICE EDUCATION**  
**ENROLLMENT APPLICATION FOR SPRING 2022**  
**Two Year Plan**

APPLICATION FOR  
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2.	<p><b>High school last attended</b> <span style="float: right;"><b>City, State</b></span></p> <p>Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, GED or CHSPE? <input type="checkbox"/></p> <p><b><u>Applicant must provide official U. S. high school transcript, GED scores, CHSPE Certificate of Proficiency, AA/AS degree or higher, or NACES equivalent evaluation.</u></b></p> <p><b>Colleges Attended (including ARC, CRC, FLC, and SCC)</b>  <b><u>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.</u></b></p> <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 25%;">Name of Institution</th> <th style="width: 20%;">City and State</th> <th style="width: 20%;">Dates of Attendance</th> <th style="width: 10%;">Units</th> <th style="width: 25%;">Degree Received &amp; Date</th> </tr> </thead> <tbody> <tr><td><input style="width: 95%;" type="text"/></td><td><input style="width: 95%;" type="text"/></td><td><input style="width: 95%;" type="text"/></td><td><input style="width: 95%;" type="text"/></td><td><input style="width: 95%;" type="text"/></td></tr> <tr><td><input style="width: 95%;" type="text"/></td><td><input style="width: 95%;" type="text"/></td><td><input style="width: 95%;" type="text"/></td><td><input style="width: 95%;" type="text"/></td><td><input style="width: 95%;" type="text"/></td></tr> <tr><td><input style="width: 95%;" type="text"/></td><td><input style="width: 95%;" type="text"/></td><td><input style="width: 95%;" type="text"/></td><td><input style="width: 95%;" type="text"/></td><td><input style="width: 95%;" type="text"/></td></tr> </tbody> </table>	Name of Institution	City and State	Dates of Attendance	Units	Degree Received & Date	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>				
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3.	<p><b>Have you ever been accepted and/or enrolled in a funeral service program?</b> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please describe:</p> <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 30%; text-align: center;"><b>Name</b></td> <td style="width: 40%; text-align: center;"><b>Address</b></td> <td style="width: 30%; text-align: center;"><b>City/State/Zip Code</b></td> </tr> <tr> <td><input style="width: 95%;" type="text"/></td> <td><input style="width: 95%;" type="text"/></td> <td><input style="width: 95%;" type="text"/></td> </tr> </table>	<b>Name</b>	<b>Address</b>	<b>City/State/Zip Code</b>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>																		
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4.	<p><b>Have you been licensed to practice in any field of health care?</b> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please describe:</p> <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 25%; text-align: center;"><b>Licensed as</b></td> <td style="width: 25%; text-align: center;"><b>License No.</b></td> <td style="width: 25%; text-align: center;"><b>Date Licensed</b></td> <td style="width: 25%; text-align: center;"><b>Expiration Date</b></td> </tr> <tr> <td><input style="width: 95%;" type="text"/></td> <td><input style="width: 95%;" type="text"/></td> <td><input style="width: 95%;" type="text"/></td> <td><input style="width: 95%;" type="text"/></td> </tr> </table>	<b>Licensed as</b>	<b>License No.</b>	<b>Date Licensed</b>	<b>Expiration Date</b>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>																
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Please Print Clearly or Type:

**STUDENTS:** Please provide the following information regarding prerequisite courses for course work validation.

Prerequisite Courses	Name of College Where Completed	Course Name & Course Number	Semester & Year Completed	Grade Points (OFFICE USE ONLY)
BIOL 102 or BIOL 103				
ENGWR 300 or ENGWR 480				
FSE 300 (ARC Course)				
MATH 120 or MATH 133 or higher level math course				

Cumulative College GPA (2.0) \_\_\_\_\_

**STUDENT CHECKLIST**

A complete enrollment packet must include the following items:

1.  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.
2.  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 7, 2022**.
3.  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).
4.  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.)
5.  Curriculum Planning Summary Sheet (from counseling visit).
6.  Enrollment application completed in its entirety.

Your completed application packet *must be received* by Friday, November 26, 2021 via mail [ATTN: Valarie Rose, Funeral Service Education c/o American River College, 4700 College Oak Dr, Sacramento, Ca 95841.](mailto:Valarie.Rose@fse.edu) (916)607-8912

**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 (0)  
 African American (1)  
 Native American (2)  
 Asian American (3)  
 Hispanic American (4)  
 Other or Unknown (5)

III. AGE RANGE (please check one):

- |                                      |                                      |
|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> 20 or under | <input type="checkbox"/> 46 – 50     |
| <input type="checkbox"/> 21 – 25     | <input type="checkbox"/> 51 – 55     |
| <input type="checkbox"/> 26 – 30     | <input type="checkbox"/> 56 – 60     |
| <input type="checkbox"/> 31 – 35     | <input type="checkbox"/> 61 – 65     |
| <input type="checkbox"/> 36 – 40     | <input type="checkbox"/> 66 – 70     |
| <input type="checkbox"/> 41 – 45     | <input type="checkbox"/> 71 and over |

IV. PREVIOUS EDUCATION

- |  |  |
|--|--|
| <input type="checkbox"/> High School Equivalency | <input type="checkbox"/> 3 years College       |
| <input type="checkbox"/> High School Graduate    | <input type="checkbox"/> Bachelor's Degree     |
| <input type="checkbox"/> 1 Year College          | <input type="checkbox"/> Master's Degree       |
| <input type="checkbox"/> 2 Years College         | <input type="checkbox"/> Other, Please Specify |

V. 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)

VI. 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.*