

Associate of Applied Science Funeral Services



PURPOSE: The Funeral Services Program is designed to provide the necessary technical skills, academic background, hands-on experience, and professional attitudes that will help the student become a fully-licensed funeral director and embalmer. The Funeral Services Program aims to help graduates recognize their importance as members of the funeral services profession. Students will recognize their importance and responsibilities as health care professionals and as community members and be compliant with federal, state and local regulations as they pertain to the practice of funeral services. Students also will understand the importance of trust and ethical behavior in their relationships with bereaved families and members of the funeral service profession who they are called upon to serve. A degree from John Tyler Community College fulfills the educational requirements of the Commonwealth of Virginia and most states to receive a funeral service license, funeral director's license or embalmer's license.

First Year

Fall Semester				
	CHM	110	Survey of Chemistry	3
	ENG	111	College Composition I	3
	FNS	110	Introduction to Funeral Service	2
	HLT	143	Medical Terminology I	3
	SDV	100	College Success Skills	1

Spring Semester				
	ACC	211	Principles of Accounting I	3
	ITE	101	Introduction to Microcomputers	1
	CST	110	Introduction to Communication	3
	FNS	121	Anatomy for Funeral Service I	3
	PSY	126	Psychology of Death and Dying	3

Second Year

Fall Semester				
	SOC	200	Principles of Sociology	3
	FNS	125	Microbiology for Funeral Services	3
	FNS	126	Pathology for Funeral Services	3
	FNS	236	Funeral Service Law	3

Spring Semester				
	FNS	111	Theory of Embalming I	3
	FNS	113	Theory of Embalming Lab I	1
	FNS	211	Restorative Art I	1
	FNS	231	Principles of Funeral Management I	4
	REL		Religion Elective	3

Summer Semester				
	FNS	112	Theory of Embalming II	3
	FNS	114	Theory of Embalming Lab II	1
	FNS	212	Restorative Art II	3
	FNS	232	Principles of Funeral Management II	4
	FNS	245	Ethics	3
Total Credits for Program				65

Graduates of the funeral services program will be able to:

- Perform technical skills such as embalming with minimum supervision.
- Implement and direct all aspects of funeral arrangements with minimum supervision.
- Demonstrate an understanding of how to write a pre-need contract.
- Set-up and maintain an OSHA approved preparation room.
- Follow all regulations pertaining to funeral services including Regulations of the Commonwealth of Virginia and the Federal Trade Commission.
- Understand the impact of modern day funeral service practitioners.
- Understand all aspects of funeral services including preparation, restorative arts, cremation, at-need arrangements, pre-need arrangements and providing funeral services.
- Understand the importance of the history of funeral services and the impact on modern society with encouragement to conduct research along with faculty.
- Understand the high standards of ethical conduct as set forth by the funeral services industry.

ACCREDITATION

The Funeral Service program at John Tyler Community College is accredited by the American Board of Funeral Service Education (ABFSE), 3414 Ashland Avenue, Suite G, St. Joseph, Missouri 64506 (816) 233-3747. Web: www.abfse.org. The program is also approved and recognized by the Board of Funeral Directors and Embalmers of the Commonwealth of Virginia and is a member of the National Association of Colleges of Mortuary Science.

PROGRAM REQUIREMENTS AND SPECIAL CONSIDERATIONS

- Be 18 years of age or older.
- Graduation from an accredited four-year high school or its equivalent, such as a recognized G.E.D., or other evidence of academic achievement, such as a post-secondary transcript with at least nine credits exclusive of developmental courses, and a satisfactory grade point average from a regionally accredited post-secondary institution.
- Complete all developmental English and mathematics courses.
- Complete all courses in the Pre-Funeral Services curriculum with a grade of "C" or better.
- Students must apply separately for admission to the Funeral Services Program. Effective Fall 2014, the application deadline for admission is July 1 for the fall semester with notification of acceptance by August 1 and November 1 for the spring semester with notification of acceptance by December 1. Notification of acceptance will be conditioned upon final grade posting and calculation of cumulative grade point average.
- All applicants must have at least a 2.5 cumulative GPA in order to be eligible for admission. The grade point average of courses being accepted for transfer will be calculated for students who wish to transfer credits to be considered toward fulfillment of the Pre-Funeral Services curriculum.
- All official transcripts from high school (see #2 above) and other colleges attended must be received by the registrar prior to admission.
- Students must maintain a minimum cumulative grade point average of 2.0 to remain eligible for continued enrollment in the Funeral Services Program. Students may apply for readmission to the program after earning a 2.5 or better cumulative grade point average.
- Students who fail to receive a minimum grade of "C" in any course in the A.A.S. Funeral Services degree program may repeat the course one time. Two unsuccessful attempts in any course in the A.A.S. Funeral Services degree program will be cause for permanent removal from the program.
- All funeral services classes taken previously at John Tyler Community College or any other ABFSE accredited school of funeral services must have been completed within 5 years of application to the Funeral Services Program in order to be considered toward the A.A.S. Degree in Funeral Services from John Tyler.
- Students must complete the funeral services program within 4 semesters of initial admission into the Funeral Services Program. Exceptions may be made by the Department Chair on a case-by-case basis.
- All students must provide documentation of completion of the Hepatitis-B vaccination series (have completed two of three doses) prior to beginning FNS 113, FNS 114 or FNS 214. Students who do not wish to receive the Hepatitis-B vaccination must sign a declination statement.

NOTES AND ADDITIONAL CURRICULUM OPTIONS

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State Board of Funeral Directors and Embalmers. The program also is a member of the National Association of Colleges of Mortuary Science.

In order to receive the Funeral Service license in the Commonwealth of Virginia, an individual must:

- Complete an accredited program of mortuary science or funeral services;
- Pass the National Board Examination for funeral services as administered by the International Conference of Funeral Service Examining with a minimum score of 75 on the Arts Section and 75 on the Science Section. (Students in the Funeral Services Program at John Tyler Community College are required to take the exam prior to graduation at an additional cost as determined by the International Conference of Funeral Service Examining Boards.);
- Complete a 3000-hour internship with a licensed funeral services provider in the Commonwealth of Virginia as prescribed by the Regulations of the Board of Funeral Directors and Embalmers; and
- Pass the Virginia State Board Examination after completing the educational requirements, the internship, applying and being approved by the Board.

The annual passage rate of first-time takers on the National Board Examination (NBE) for the most recent three-year period for this institution and all ABFSE accredited funeral service education programs is posted on the ABFSE web site (<http://www.abfse.org>).

General courses and prerequisite courses can be taken in any order during the first two semesters.

Completion of all courses in the Pre-Funeral Services curriculum with a grade of "C" or better and a 2.5 or better grade point average are prerequisites for placement into the Funeral Services Program.

FNS 245 can only be taken in the last semester and not without prior approval from the Funeral Services Program department chair.

Students are required to take the National Board Examination as part of FNS 245 at an additional cost as determined by the International Conference of Funeral Service Examining Boards.

Students are required to take the National Board Examination before graduation.

Transfer to Four-Year Colleges and Universities – Students should consult their academic advisors and their intended transfer institutions for specific direction in course selection. Required courses for any major at four-year institutions may vary.

Admission to the Funeral Services Program will occur twice per year. Effective Fall 2014, students will be admitted to the Funeral Services program every fall semester and every spring semester.

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