

**Funeral Service
Education (FSE)
Associate in Applied
Science**

The Funeral Service Education program is designed to provide the best possible learning experiences for those students who have a state board sanctioned apprenticeship and are actively seeking to satisfy their particular state licensing requirements and interested in advancement in the funeral service profession. The central aim of the program is recognition of the importance of funeral service personnel as (1) members of a human services profession, (2) members of the community in which they serve, (3) participants in the relationship between bereaved families and those engaged in the funeral service profession, (4) professionals knowledgeable of and compliant with federal, state, and local regulatory guidelines, and (5) professionals sensitive to the responsibility for public health, safety, and welfare in caring for human remains.

Students gain a broad understanding of funeral home operation, funeral directing, public health, and embalming along with a foundation in communication skills, social science, and applied science. The accreditation of the Funeral Service Education Program by the American Board of Funeral Service Education, Inc. qualifies graduates to take the National Board Examination developed by the International Conference of Funeral Service Examining Boards and any other state board examinations.

The goals of the Funeral Service Education program are to:

1. Enlarge the background and knowledge of students about the funeral service profession;
2. Educate students in every phase of funeral service and help them develop the proficiency and skills necessary for the profession;
3. Educate students concerning the responsibilities of the funeral service profession to the community at large;
4. Emphasize high standards of ethical conduct;
5. Provide a curriculum at the post-secondary level of instruction; and
6. Encourage research in the field of funeral service.

Admission Requirements

Persons interested in pursuing the FSE program should complete an application for admission to the College.

Each student must complete all required courses listed in Areas I, II, III, and IV with a grade of C or better before taking courses with a FSE prefix listed in Area V. ACT 145 or BUS 241 may be taken with courses in areas I through IV before taking courses with a FSE prefix listed in area V. Students who earned required credits three or more years ago are strongly recommended to audit those courses before continuing other coursework. Upon completion of courses in areas I, II, III and IV, students must meet with the Director of the FSE program for advisement and to certify the student's acceptance into area V courses. Students must hold state board sanctioned apprenticeships to enroll in area V courses with a FSE prefix.

Program Progression

A grade of C or better is required in each course in the FSE curriculum. No student is allowed to progress to a higher-level course until a grade of C or better is earned in required prerequisite course(s). Returning or transfer students may be required to retake courses listed in area V to maintain compliance with current standards established by the American Board of Funeral Service Education, the Southern Association of Colleges and Schools, the Alabama Department of Postsecondary Education, the Alabama State Board of Education or the College.

Any student who receives two grades of D, F, or W in the Funeral Service Comprehensive Review (FSE 230) becomes ineligible for continuing enrollment in FSE courses. Any student may appeal his or her enrollment status to the Funeral Service Education Program Faculty Committee. At committee members' discretion, one of three decisions will be made: 1) to confirm the student's ineligibility for continuing enrollment; 2) to reconfirm student's eligibility for continuing enrollment with stipulation(s); or 3) other action(s) as deemed appropriate by the committee. Students must comply with the decision made by the Funeral Service Education Program Faculty

Committee.

Students must hold a state board sanctioned apprenticeship in embalming to maintain enrollment in FSE 203, Embalming Laboratory. Students must hold a state board sanctioned apprenticeship in funeral directing or a funeral director's license to maintain enrollment in FSE 228, Internship. Students must present evidence of apprenticeships to the Director of the FSE program before registering for FSE 203 or FSE 228. Any student not licensed as an apprentice is ineligible to enroll in FSE 203 or FSE 228. Students meet, in part, the requirements for FSE 203 and FSE 228 at sites located in Alabama or Florida. Students are responsible for their transportation to and from sites and the expense of meals. Additionally, any student registered for FSE 203 and/or FSE 228 must purchase professional liability insurance through the College's Business Office.

Students must take FSE 230 in the last semester enrolled in the FSE program. If FSE 230 is taken in the same semester with a course or courses required to complete the FSE program and if any or all of those courses are not completed with a grade of C or better, the grade in FSE 230, even if a C or higher, will not be counted towards graduation and FSE 230 must be repeated. FSE 203 and FSE 230 must be taken at Bishop State Community College; transfer credits for these courses are not allowed.

Grading Scale

The grade scale for FSE courses differs from and supersedes the grading scale published in the *College Catalog*. The grade scale for FSE courses is:

A – Excellent.....	93-100
B – Good.....	84-92
C – Average.....	75-83
D – Poor.....	60-74
F – Failure.....	Below 60

Graduation

To be certified for graduation, a student must make a grade of C or better in each course and fulfill all other obligations to the FSE program and the College.

National Board Examination

Students are strongly encouraged to take the National Board Examination within six (6) weeks of completing the FSE program. Details, including candidate handbook, fees and application, are found on the web page of The International Conference of Funeral Service Examining Boards: <https://theconferenceonline.org/examinations/national-board-exam/>.

National Board Examination pass rates, graduation rates, and employment rates for this and other ABFSE-accredited programs are available at www.abfse.org. To request a printed copy of this program's rates go to the office of Institutional Research, Main Campus or by email rncswain@bishop.edu or telephone (251) 405-7165.

Licensure

Requirements to become a licensed apprentice, funeral director and/or embalmer vary from state to state. In addition to education requirements, you may be required to complete a residency requirement in a funeral home within that state and pass an examination on state law as it applies to funeral directing and/or embalming.

Prospective students intending to enter the FSE program are advised to confirm their eligibility for licensure with the state board of funeral service within the state in which you intend to practice prior to enrolling in the program. The state board of funeral service is authorized by law to deny, suspend or revoke apprentice and practitioners' licenses. Grounds for denial, suspension or revocations include, but are not limited to, (a) gross immorality, (b) being on duty while under the influence of liquor or illegal drugs, (c) disobedience of proper orders or instructions of superiors, (d) conviction of a crime involving moral turpitude, (e) using profane, indecent, or obscene language in the presence of a dead human body, or within the immediate hearing of the family or relative of a deceased whose body has not yet been interred or otherwise disposed of or (f) any other reason as determined by the board that would render an individual unsuitable for licensure or certification by the board.

Accreditation

The Funeral Service Education Program at Bishop State Community College is accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097. Telephone number is 1-816-233-3747. Web site is www.abfse.org.

Estimated Additional Fees

The fees listed below are accurate at the time of printing and are subject to change without notice.

Liability Insurance.....	\$13.00
Practice National Board Arts Exam.....	\$50.00
Practical National Board Sciences Exam	\$50.00
National Board Exam.....	\$ 500.00
National Board Exam retake of either The NBE Arts or NBE sciences.....	\$ 250.00
Graduation.....	\$ 50.00

Special Note: HIV/HBV

Human Immuno-Deficiency Virus (HIV) and Hepatitis-B Virus (HBV): Students enrolled in the FSE program are at risk of exposure to blood and body fluids. Exposure to blood or body fluids carries with it the potential to be infected with pathogens that cause HBV and/or HIV, which can become Acquired Immune Deficiency Syndrome (AIDS). To date, no vaccine is available to prevent HIV/AIDS, and no antiviral drugs are available to cure HIV/AIDS. A safe and effective Hepatitis B Vaccine used in the prevention of HBV infection is available. This vaccine is recommended for funeral service students and can be obtained from the Public Health Department or a private physician for a fee.

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Required Courses:	Credit Hours
Area I: Written Composition	3
ENG 101 English Composition I	3
Area II: Humanities, Fine Arts, and Speech	6
ART 100 Art Appreciation or	
MUS 101 Music Appreciation and	3
SPH 106 Fundamentals of Oral	3
SPH 107 Fundamentals of Public Speaking	3
Area III: Natural Sciences and Mathematics	10
MTH 100 Intermediate College Algebra or	
MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3
BIO 111 Human Biology	4
Area IV: History, Social, and Behavioral Sciences	3
SOC 200 Introduction to Sociology or	
PSY 200 General Psychology	3
Area V: Technical Concentration	45
ACT 145 Basic Accounting Procedures	3
FSE Funeral Directing	3
FSE Law and Ethics for Funeral Service	3
FSE Embalming I	3
FSE Embalming II	3
FSE Embalming Laboratory	3
FSE Principles of Mortuary Sciences	3
FSE Thanatochemistry	3
FSE Restorative Art	3
FSE Advanced Restorative Art	3
FSE Funeral Service Social Science	3
FSE Funeral Service Management I	3
FSE Funeral Service Management II	3
FSE Funeral Service Internship	3
FSE Funeral Service Comprehensive Review	3
Total Credit Hours	67