



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



APPLICATION PACKET FOR SPRING 2024 ASSOCIATE IN SCIENCE DEGREE – FUNERAL SERVICE EDUCATION

Two YEAR PLAN

PROGRAM INFORMATION

The Funeral Service education associate-degree 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>. 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 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 and have sat for the exam within 45 days of program course completion. 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 (77.5 UNITS TOTAL)

PREREQUISITES: FSE 300 and BIOL 102 or 103

Funeral Service Education General Education Requirements to be completed previous to or during the program:

1. ACCT 101 (Fundamentals of College Accounting) or ACCT 301 (Financial Accounting)
2. ANTH 310 or equivalent (Area Vb)
3. BUS 340 (Business Law)
4. English Competency (Area IIa)
5. FITNS 310 or equivalent (Area IIIa)
6. HIST 311 or equivalent (Area Va)
7. HUM 355 or equivalent (Area I, VI)
8. Math Competency (Area IIb)
9. PSYC 390 (Psychology of Death and Dying)
10. 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, 360, 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/>*

SUGGESTED SEQUENCE OF COURSE WORK (NON-FSE GE CLASSES MAY BE COMPLETED PRIOR TO ENTERING PROGRAM)

Pre-FSE Semester – BIOL 102 or 103 and FSE 300

1st Semester – CHEM 130 , FSE 310 , FSE 320 , FSE 335 , and MATH competency course

1st Summer Semester – FSE 340

2nd Semester – ANTH 310, BIOL 130 , ENGLISH competency course, FITNS 310, FSE 312 , and FSE 330

3rd Semester – ACCT 101, BUS 340, FSE 350, FSE 360, HUM 355

2nd Summer – HIST 311

4th Semester – SPEECH 301 or 331, FSE 297, FSE 365, FSE 370, PYSC 390

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 9, 2023** to schedule an appointment to obtain a Curriculum Planning Summary Sheet. **Do not wait until the last minute as appointments can be very difficult to schedule during peak times.**
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 5, 2024**. 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 2024 are now available –Submit it via mail to Valarie Rose at: [ATTN: Valarie Rose,](mailto:ATTN:Valarie.Rose@arc.losrios.edu)
[Funeral Service Education c/o American River College, 4700 College Oak Dr, Sacramento, Ca 95841.](mailto:Funeral.Service.Education@arc.losrios.edu)

For questions or concerns email to: rosev@arc.losrios.edu

Application Deadline: *Friday, November 24, 2023*, 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 2024

Two Year Plan

APPLICATION FOR
SPRING 2024 IS
DUE FRIDAY,
NOVEMBER 24,
2023

1.	First Name	Middle Name	Last Name	LRCCD Student ID No	
	<input type="text"/>				
	Previous last name(s) that may appear on your records:				
	Mailing Address: Number and Street	City	State	Zip Code	
<input type="text"/>					
Telephone Nos.: Home	Cell	Work	Email Address		
<input type="text"/>				<input type="text"/>	
2.	High school last attended _____		City, State _____		
	Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>		If no, GED or CHSPE? <input type="checkbox"/>		
	<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>				
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Colleges Attended (including ARC, CRC, FLC, and SCC)					
<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>					
	Name of Institution	City and State	Dates of Attendance	Units	Degree Received & Date
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	Have you ever been accepted and/or enrolled in a funeral service program? Yes <input type="checkbox"/> No <input type="checkbox"/>				
	If yes, please describe:				
	Name of School	Address		City/State/Zip Code	
	<input type="text"/>	<input type="text"/>		<input type="text"/>	

4.	Have you been licensed to practice in any field of health care? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please describe: _____ <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Licensed as</th> <th style="width: 25%;">License No.</th> <th style="width: 25%;">Date Licensed</th> <th style="width: 25%;">Expiration Date</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Licensed as	License No.	Date Licensed	Expiration Date								
Licensed as	License No.	Date Licensed	Expiration Date										
5.	<p style="text-align: center;">Person to be notified in case of emergency:</p> Name/Relationship _____ <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Address: Number and Street</th> <th style="width: 15%;">City/State/Zip Code</th> <th style="width: 15%;">Home Number</th> <th style="width: 15%;">Cell Number</th> <th style="width: 25%;">Work Number</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Address: Number and Street	City/State/Zip Code	Home Number	Cell Number	Work Number							
Address: Number and Street	City/State/Zip Code	Home Number	Cell Number	Work Number									
6.													
	Applicant's Signature _____ Date _____												

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)
ACCT 101 or ACCT 301				
BIOL 102 or BIOL 103				
BUS 340				
English Competency				
FSE 300 (ARC Course)				
Math Competency				
PSYC 390				
Speech 301 or Speech 331				

General Education Requirements for Graduation

Prerequisite Area	Name of College Where Completed	Course Name & Course Number	Semester & Year Completed	Grade Points (OFFICE USE ONLY)
Humanities				
Social and Behavioral Science				
Living Skills				
Ethnic/ Multicultural Studies				

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 2023 semester: It is the student's responsibility to submit an unofficial transcript highlighting prerequisite courses successfully completed during the fall semester by **Friday, January 5, 2024**.

- 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 24, 2023 via mail [ATTN: Valarie Rose, Funeral Service Education c/o American River College, 4700 College Oak Dr, Sacramento, Ca 95841](mailto:Valarie.Rose@funeral-service.com).

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):

- | | |
|--------------------------------------|--------------------------------------|
| <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

- 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.