

FUNERAL SERVICE PROGRAM

Handbook and Course Guidelines

Including Guidelines for:

Funeral Service Field Experience
FUN 295

Embalming Lab & Practicum
FUN 251

Funeral Service Internship Courses
BUS 211
BUS 212
BUS 213
BUS 214



Geralda Aldajuste
Funeral Service Program Director

1. Introduction. Mercer County Community College offers a Funeral Service program accredited by the American Board of Funeral Service Education*. In 2013 there were 58 accredited programs in the United States.

This handbook is designed to help students and preceptors (approved New Jersey and Pennsylvania Funeral Service licensees) understand the MCCC Funeral Service Programs. Responsibilities of the preceptor and student and the role of Mercer County Community College, the Director of Funeral Service Programs, instructors and the field supervisors are described.

Funeral Service Education at MCCC combines practical work experience with the academic program and was created to comply with the licensing requirements for the State of New Jersey. The Funeral Service Program can be completed on a full-time day or part-time (mostly night) basis.

Full-time Funeral Service students typically schedule classes on Monday, Wednesday and Friday. Tuesday and Thursday are designated for field experience work in the funeral home. (Students are not limited to working on these specific days and most also work evenings and weekends.)

2. The Student Learning Outcomes of the MCCC Funeral Service programs are:

- 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.

*The AAS degree program in Funeral Service and the Funeral Service Certificate program *at Mercer County Community College* are accredited by:

American Board of Funeral Service Education (ABFSE)
992 Mantua Pike
Suite 108
Woodbury Heights, NJ 08097
www.abfse.org

3. Funeral Service Program Options and Degree Requirements.

Students have the opportunity to complete all of their academic preparation for licensure at MCCC. Mercer offers two AAS degree programs and a Certificate program to help fulfill these needs.

Some students attend MCCC for 3 years on a full-time basis to complete the programs. Others find that transferring courses from other institutions is a suitable alternative. All New Jersey and Pennsylvania students completing the MCCC Funeral Service Programs will have a minimum of 96 college credits on their combined transcripts in order to graduate and be eligible for licensure.

High school graduates will first complete the Funeral Service Preparatory Program – AAS in Business Management and then move into the Funeral Service Certificate.

Students with previous college may transfer some credits and complete the Funeral Service AAS *or* the Certificate program.

College graduates (with all of the MCCC Funeral Service pre-requisites completed) may enroll in the Funeral Service Certificate only.*

*See the checklist in Appendix VII to review the specific requirements. All program requirements are found in the college catalog and at http://www.mccc.edu/programs_degree.

Pre-requisite Courses. Before students enroll in FUN courses for the Funeral Service programs the following pre-requisites must be satisfactorily completed:

- English Composition I
- English Composition II
- Psychology
- Business Law
- Accounting
- Chemistry (introductory course is satisfactory)
- Human Anatomy (or Anatomy & Physiology I & II)

To transfer courses from another regionally accredited institution to MCCC the grade must be 'C' or better.

Note: Previous degrees do not eliminate the need to take the above courses.

These courses will not be waived and must be taken before the student may begin Funeral Service classes and must appear on the student's MCCC transcript in order to be eligible for graduation.

4. Funeral Service Program Policies.

Grades. Students must earn a grade of 'C' in all FUN courses.

Grading scale for FUN courses is described on each course outline. Minimum 'C' grade is 75.

Incomplete Grades. Funeral Service follows the College policy recommendation regarding incomplete grades as described in the college catalog. Incomplete grades are considered temporary grades. Incomplete grades not resolved within 16 calendar weeks (completion of next academic semester) automatically change to 'F'.

Tests. There are no make-up tests for FUN courses. Students are expected to attend all classes and take tests/quizzes when assigned.

Tests/quizzes will be reviewed in the classroom, but tests are not returned for student retention. Students may review tests/quizzes with the instructor in the office at a later date as necessary.

Program Completion. Due to the evolving nature of the material covered in the Funeral Service Program and regular revision of the licensing exam (NBE) students are expected to complete all FUN courses within three years of matriculation.

NBE Preparation. The National Board Examination is accepted as the basis for licensure in most states. To aid students in their preparation for the examination, FUN299 - NBE Preparation is now recommended for all students. This course combines content review and simulated testing.

Basic College Requirements.

Graduation. Students completing the Funeral Service programs must submit a timely application for graduation. Application deadlines are published on the college website and appear on the student schedule each semester. Students will be reminded of this requirement, but the responsibility to apply rests solely with the student. Students must have an overall GPA of 2.0 in order to graduate and a minimum grade of 'C' in all FUN courses. Students must re-apply for graduation *if* they fail to complete graduation requirements in the semester for which the application was made.

Repeating Courses. Students may repeat courses in which they were unsuccessful. Three attempts are permitted. The most recent grade is the student's official grade for the course (unless the grade is W). Only the most recent grade will be used in QPA calculations, although any prior grade will also appear on the transcript. A student who attempts a course for the third time is required to obtain formal, written approval from the Division Dean. College policy for repeating courses is fully described in the college catalog and the MCCC Student Handbook.

Withdrawal from Courses. Students may officially withdraw before two-thirds of the course has been completed by submitting a withdrawal form to the Office of Student Records. The instructor may also withdraw any student who has been absent excessively. College policy for withdrawal is fully described in the college catalog and the MCCC Student Handbook. Students who simply stop attending are not automatically withdrawn and this behavioral choice is likely to result in a grade of 'F' for the course(s).

Academic Integrity. Students are required to perform all the work specified by the faculty and are responsible for the content and integrity of all academic work submitted such as papers, reports, and examinations. College policy for Academic Integrity is noted on course outlines, in the college catalog and the MCCC Student Handbook.

Licensing Requirements. Funeral Service is a regulated profession/occupation in the states of New Jersey Pennsylvania and Delaware. Both New Jersey and Pennsylvania require candidates for licensure to obtain two years of general education and be graduates of an accredited funeral service program. Graduation from an accredited program provides students with the basic academic requirements for professional practice. Graduates must also comply with the specific requirements of the state in which they plan to practice.

Information for New Jersey and Pennsylvania students can be found in Section 13. *Students seeking licensure in Delaware and other states where only an Associate degree is required could complete our Funeral Service AAS degree. However, that would **not** be sufficient academic preparation for NJ & PA licensure. An additional 30 general education credits would be necessary.*

5. Student Requirements.

Students must:

- Secure an internship (NJ) or become a student trainee (PA) to be able to participate in FUN 251 and 295.
- Register for FUN251 & 295 in the respective semester in order to earn credit for the course.
- Register with the appropriate State licensing board.
- Submit monthly reports to MCCC totaling 112 hours /course (semester).
- Submit 5 yellow case reports describing in detail participation in embalming & funerals (each course).
- Submit 5 funeral arrangement reports describing funeral arrangements student participated in.
- Satisfactorily complete one embalming observation for each course.
- Attend & participate in all classes.
- Complete assignments in timely manner and
- Satisfactorily complete required tests, projects, etc. as per each course outline.

Specific expectations of FUN251/295 are described in the course outlines and syllabi.

Students and preceptors should review the green monthly reports and yellow case reports for an outline of specific job related tasks that should be accomplished during the time spent in the funeral home. (see Appendix I & II)

Tasks to be evaluated during the Embalming Observation are found in Appendix III.

Reports to be Submitted by the Student

An important responsibility of the student is the proper preparation and filing of reports. These reports create a written account of participation in the courses. The manner in which the reports are completed and submitted will indicate to the preceptor and the Director of Funeral Service Programs and/or assigned instructor, the student's level of involvement. All reports are confidential. However, the file accumulated during the course(s) is (are) part of the basis for judging the student's performance and competence.

- A. MCCC monthly reports must be submitted by all students in the Field Experience (FUN 295/251) and Funeral Service Internship (BUS211-214) courses. Monthly reports (green) are completed by the student, signed by the preceptor and submitted to the Director of Funeral Service Programs on the appropriate dates.
- B. Embalming Case Reports for FUN 295/251 only (see Appendix II for sample) Each student must submit 10 Case Reports (yellow) for the entire year*. These reports will be submitted only for cases where the student actually assists with the embalming and/or participates in the funeral. Complete instructions regarding reports are provided during seminar sessions.
- C. Student Evaluation Form
Each student will be asked to evaluate the program before the end of the college year. This is an opportunity for the student to comment on the practical experience obtained in this course.

*Two or three case reports are to be submitted to the Director of Funeral Service Programs or assigned instructor each month along with the monthly report. This ensures continuous progress on the part of the student. It is important that a minimum of 10 case reports be on file at least two weeks prior to the end of the student's final semester. Each report must be signed by both the student and the preceptor (clinical instructor). It is the student's responsibility to ensure that all 10 cases are accurately, neatly and completely filled out and signed by his/her preceptor or clinical instructor.

6. Field Experience Courses. (FUN251, FUN295, BUS211, 212, 213, 214)

MCCC offers field experience courses for the Certificate and AAS in Funeral Service programs (FUN251, FUN295) and for the Funeral Service Preparatory program - AAS in Business Management (BUS211, 212, 213,214).

FUN251 – Embalming Lab and Practicum and **FUN295** - Funeral Service Field Experience emphasize professional content.

BUS211-214 series, Funeral Service Internship courses (in the Preparatory program) focus on basic business activities including ethics and communications.

To participate in these courses students must be registered with their respective State licensing board. (requirements for registration are explained in Section 13)

Students are not scheduled for classes on Tuesday and Thursday in order to be available to work in the funeral homes.

It is the student's responsibility to secure a position in an approved New Jersey, Pennsylvania or Delaware funeral home. Work sites are approved by the Director of Funeral Service Programs. The college does not provide a placement service per se; however, funeral homes do call the college looking for qualified interns/trainees. Information regarding available positions is maintained in the Funeral Service Office.

It is strongly recommended that students work no more than 8-10 hours per week due to the academic demands of this program of study. This equates to 112 hours of work each semester. Students are also required to attend classroom sessions appropriate to the course in which they are enrolled. For this combined work experience and classroom activity the student earns college credit. Extra hours worked do not contribute to a better grade or more credit earned. In fact, excessive hours have been shown to detract from academic performance.

Registration for Field Experience and Internship Courses.

Students in the Funeral Service Certificate and ASS degree programs must enroll in FUN251 and FUN295 and successfully complete the courses. Registration for these courses is handled by the Director of Funeral Service Programs. Part-time students enroll in these courses during a summer semester.

Each student must present to the Director of Funeral Service Programs (or to the Funeral Service Secretary when the director is not available) a signed agreement form (see Appendix V) at least **five days prior** to the start of each semester. This verifies the willingness of the funeral home and preceptor to participate. To receive credit for the courses, students must also register with the appropriate state licensing agency (New Jersey State Board of Mortuary Science or Pennsylvania State Board of Funeral Directors). This process can take two months to complete.

Each field experience course requires a successful embalming observation. Students will be registered as interns in New Jersey funeral homes and as student trainees in Pennsylvania funeral homes in order to complete this obligation. This requires the cooperation of a licensed funeral director serving as a preceptor and effective communication between the student, funeral home and college.

7. Preceptors

Preceptors are licensed funeral directors who agree to assume responsibility for the training of an intern or student-trainee. Preceptors will assist students to learn the practical application of funeral service concepts through

participation in the everyday activities in the funeral home. The role and expectations of preceptors are also described by the rules and regulations of the respective states.

Qualifications.

Preceptors (and clinical instructors) must be active licensees in good standing with their respective licensing boards and graduates of ABFSE accredited funeral service programs.

Expectations.

Preceptors must demonstrate a willingness to teach, share and instruct their students in the practical aspects of the funeral profession including compliance with state and federal laws, rules and regulations. Emphasis should focus on developing embalming skills.

The most important aspect of the field experience courses is the practical work and experience of the student. The preceptor and/or clinical instructor will supervise the student in the following areas:

- 1) proper attire for work in the preparation room/use of PPE
- 2) removal of deceased clothing
- 3) correct positioning of the remains on the embalming table including head, arms, hands and fingers
- 4) preparation and handling of instruments
- 5) sanitizing and washing remains
- 6) disinfecting orifices
- 7) shaving
- 8) eye closure techniques
- 9) mouth closure techniques
- 10) case analysis
- 11) selection of injection and drainage sites
- 12) formulation of arterial solution
- 13) types of embalming chemicals used and their effects
- 14) making incisions and raising vessels
- 15) incising vessels and insertion of instruments
- 16) suturing incisions
- 17) cavity aspiration and injection
- 18) clean up at completion of the embalming process
- 19) restorative art techniques
- 20) cosmetic applications
- 21) dressing remains
- 22) casketing remains

This is not intended to be an exhaustive list of all responsibilities, but rather a representative sample.

Preceptors should also review the green monthly reports and yellow case reports (Appendix I & II) to be familiar with the tasks that students will be tracking to earn credit for the courses. The Embalming Observation Case Report Form (Appendix III) provides a checklist of items on which student embalming progress will be evaluated.

The funeral home should utilize the student as an assistant during work in the embalming room. Students are not to be utilized in lieu of a licensed embalmer.

Preceptors are asked to:

- Sign the agreement on the Application for Field Experience/Embalming lab and Practicum to acknowledge participation in our program.
- Participate in the Self Inspection Report
- Provide a copy of the Funeral Director/Practitioner license
- Provide a copy of funeral home license/registration
- Sign monthly reports

- Submit mid-term grade report if necessary
- Submit final grade report

Preceptors are encouraged to maintain an open line of communication with the Field Supervisor and /or the Program Director regarding the progress of the student.

Clinical Instructor: In some instances students will work in the embalming facility of the funeral home with licensees other than the preceptor. These licensees may be known as clinical instructors. If they are regularly responsible for supervising student embalming, Clinical instructors must have the same qualifications as the preceptor. Clinical instructor status may be applicable when a funeral home utilizes a trade embalmer.

New Jersey law prohibits embalming by anyone other than licensees or interns (NJSA 45:7-47 and NJAC 13:36-4.9). Therefore, the roles of the student (as an intern) and the preceptor are also subject to scrutiny by the State Board of Mortuary Science. Preceptors should review the New Jersey Rules and Regulations.

The Pennsylvania State Board of Funeral Directors requires all students pursuing funeral service education to register with the Board. The Pennsylvania Board has provided MCCC with written clarification of the student trainee role which acknowledges student trainee participation during embalming in the funeral home.

Preceptors must understand that students are being prepared for national and state licensing examinations as well as the rigors of practice in the profession. In Embalming Lab and Practicum students are encouraged to utilize procedures, techniques, instruments, etc. that are discussed in the classroom and/or that they have not experienced in the funeral home setting. Terminology, techniques, etc. may have changed since the preceptor was an active student. To familiarize the preceptor with current terminology Appendix IX includes current info (Guides & Limits) that students are utilizing to assist in locating vessels used for embalming.

Preceptors will be asked to participate in grading for the students.
Explanation of the grading process is found at #12.

Timely submission of grade reports is important because student grades cannot be calculated without the preceptor report.

8. Field Supervisors. Field Supervisors are licensed funeral directors employed by MCCC to assist with the evaluation of student embalming progress in the funeral homes. Field supervisors are assigned based on geographical location in order to be as accessible as possible. When student and preceptor agree that student skill level is adequate, it is the student's responsibility to contact the assigned Field Supervisor. Field supervisors all have other employment in funeral service and will attempt to come out for the observation in a timely manner. However, student and preceptor alike must be flexible regarding travel time and other obligations. Field supervisors will make every effort to respond in a timely fashion in order to observe student embalming progress. Students and preceptors should be familiar with the Embalming Observation Case Report (Appendix III). This will be used by the Field Supervisor to evaluate the student during the embalming observation.

9. Inspection Report.

The Inspection Report provides a description of the facilities where students are working. ABFSE accreditation requires that students work in satisfactory locations.

Students and preceptors should complete the inspection checklist at the beginning of employment and keep a copy for their reference. The Field Supervisor will verify the adequacy of the inspection report and provide a copy to the Funeral Service office.

10. Embalming Observation.

In order to graduate from MCCC students must submit 10 yellow case reports. These reports spread over two courses (FUN251 & FUN295) document participation in actual funerals and embalmings.

The embalming progress of each student will be observed in the funeral home by a staff member (Field Supervisor) from MCCC once each semester. This is typically done in the funeral home when the student and preceptor agree that the student has developed sufficient skills.

Student and preceptor should confer to decide that the timing is good for an observation and then the student is required to contact the assigned field supervisor.

The student, as a funeral home employee, is still responsible to the preceptor and the funeral home for the embalming outcome. The preceptor is encouraged to be present during the observation. The Field Supervisor is an observer and will not dictate procedure to be used.

During this embalming observation students are expected to make the embalming decisions because student skill development is being evaluated, not the skills of the preceptor.

Following the observation, student performance will be discussed with the Field Supervisor and reviewed by the Program Director. Deadlines for the embalming observation will be established for each semester and the dates distributed to students and preceptors.

Embalming Observations not completed by the established deadline (typically one week prior to final exams) may result in an INCOMPLETE grade. (INC grades are temporary grades.)

In order to use the INC option, college policy requires adequate performance in course work up to that point and there must be a valid explanation for assigning the incomplete grade.

Therefore all INC grades must be approved in advance by the principal instructor &/or Program Director.

INC grades not satisfied before the end of the next semester automatically revert to "F" grades. (See MCCC catalog)

11. FUNERAL SERVICE INTERNSHIP COURSES

(BUS 211, BUS 212, BUS 213, BUS 214)

The Funeral Service Internship courses are recommended (but optional) electives in our two-year, Funeral Service Preparatory program leading to an AAS degree in Business Management. Students with a promise of employment in a funeral home enroll in BUS 211, BUS 213, BUS 212 or BUS 214. These courses emphasize general business and funeral home activities.

Students are expected to perform typical intern duties under the supervision of a licensed funeral director. These duties would include basic business practices, office procedures including completing and filing forms, certificates, etc., removals, embalming and preparation procedures including cosmetics, restorative care, dressing & casketing and assisting with arrangements, visitations, funeral directing and interment procedures, plus purchasing and merchandising.

The student may perform other duties as requested by the preceptor in the normal operation of a funeral home. In order to receive credit for the Funeral Service Internship courses, the student must submit a green MCCC monthly report form to the Director of Funeral Service Programs and/or assigned instructor for each month during the college semester (sample form in Appendix I). Students will also be asked to evaluate the Funeral Service Internship program at the conclusion of the college year.

The four Internship courses (BUS 211, BUS 212, BUS 213 and BUS 214) are essentially a blend of business cooperative education (75%) and professional work in a funeral home (25%). **It is preferred that students complete the internship courses in sequence, but that is not mandatory.**

Registration for Funeral Service Internship courses may be completed during pre-admissions counseling, pre-scheduling periods or in-person registration (just prior to the beginning of each semester). In all cases, each student who registers must present to the Director of Funeral Service Programs (or to the Funeral Service Secretary when the director is not available) a signed agreement form (see sample Appendix VI) within **five days** of the start of each semester.

Students in the Internship courses complete the same green monthly reports as the FUN students. The Embalming observation is **not** part of these courses.

Preceptor grade reports are the same as for the FUN courses.

12. Grading and Evaluation of Student Progress by the Preceptor

The preceptor will evaluate the student's progress twice each semester on forms provided by the college. Preceptor Grade Report Forms (see Appendix IV for sample) with instructions for completion will be mailed to the preceptor. This should occur during approximately the seventh and fourteenth weeks.

The mid-term grade report indicates the general progress of the student. When student progress is satisfactory, it is not necessary to return this report. On the final grade report (during the fourteenth week) the preceptor verifies student achievement utilizing a letter grade.

Preceptor evaluation is a primary component of the student's grade. However, final grades will be determined by the Director of Funeral Service Programs and/or course instructor(s) based on completion of **all** course requirements. This includes timely and proper completion of monthly reports and other course obligations, attendance and participation, and the comments of the Field Supervisor.

13. NEW JERSEY STATE BOARD OF MORTUARY SCIENCE REQUIREMENTS

All New Jersey students who enroll in either the Field Experience courses (FUN251/295) or the Internship courses (BUS211-214 in the preparatory program) must register as an intern with the New Jersey State Board of Mortuary Science. For the New Jersey State Board's rules and regulations concerning students/interns, refer to Title 13, Department of Law and Public Safety; Subtitle (F) Division of Consumer Affairs, Chapter 36, State Board of Mortuary Science 13:36-2.1-3.8 (www.state.nj.us/lps/ca/mort/mortstat.pdf) or contact the New Jersey State Board of Mortuary Science.

Registration with the State Board of Mortuary Science requires the following:

The New Jersey funeral home must have a case volume of at least 25 adult cases during the previous calendar year (stillbirths not included).

An application for registration as an intern must be downloaded from the New Jersey State Board of Mortuary Science's website, at <https://www.njconsumeraffairs.gov/mor/Applications/Application-for-Intern-Registration.pdf#search=intern%20application>.

The necessary forms are supplied by the State Board and must be completed and returned along with applicable fees. <http://www.njconsumeraffairs.gov/mor/>

Concurrent Education Requirements:

The State Board monitors academic progress of students. Those who are completing their first two years of college (60 credits) while serving a NJ internship are considered concurrent interns. Concurrent student/interns must maintain a minimum of 8 credits per semester and a 2.0 cumulative grade point average.

The New Jersey State Board will not allow a student to hold an intern card for more than 3 calendar years. Students pursuing their education on a part-time basis should discuss this important detail with the Director of Funeral Service Programs.

The New Jersey State Board requires students completing their Funeral Service Preparatory education to forward a copy of their transcript to the Board at the conclusion of each semester of college work. Failure to do so may result in fines, revocation of the right to complete internship and education concurrently, or both. (Students in the Certificate program and those who have completed 60 college credits and have a Mortuary Academic Qualifying Certificate on file with the New Jersey State Board of Mortuary Science are relieved of this transcript requirement.)

For further information or answers to specific questions regarding intern registration or any Board related matter, please call the Board at (973) 504-6425.

The State Board of Mortuary Science also requires the intern to submit monthly reports. These report forms can only be obtained from the New Jersey State Board of Mortuary Science. Monthly reports are to be completed by the student, signed by both the funeral director and student and must be returned directly to the Board.

Students working in New Jersey funeral homes can receive full credit toward their internship while attending Mercer County Community College if all requirements are met. For further information contact the Board.

PENNSYLVANIA STATE BOARD OF FUNERAL DIRECTORS REGISTRATION REQUIREMENTS

All Pennsylvania students who enroll in the Funeral Service program must also register as a student trainee with the Pennsylvania State Board of Funeral Directors.

MCCC requires Pennsylvania students to work in an eastern Pennsylvania funeral home due to staff travel restrictions. Location of your funeral home must be approved by the Director of Funeral Service Programs.

For the Pennsylvania rules and regulations regarding student/trainees and resident/interns, refer to Title 49 – Professional and Vocational Standards, Department of State, State Board of Funeral Directors, Chapter 13, Regulations for the Licensing and Regulation of Funeral Directors www.dos.state.pa.us/funeral, or contact the State Board of Funeral Directors.

Registration as a student/trainee with the Pennsylvania State Board requires the following:

- High School graduation.
- Acceptance to a funeral service education program approved by the American Board of Funeral Service Education (ABFSE) and the Pennsylvania Board (MCCC satisfies these criteria).
- Applications for registration should be downloaded at www.dos.state.pa.us/funeral. Go to Licensure Information and Applications for Approval as Funeral Trainee.

Applications are then completed by the Funeral Director, the student, and the college. A photo plus the college seal are also required. Applications are then forwarded with the appropriate fee (currently \$25.00) to:

Pennsylvania State Board of Funeral Directors
P.O. Box 2649
Harrisburg, PA 17105-2649

Applications are good for one year and must be renewed.

For further information or answers to specific board related questions, please call the Board at (717) 783-3397.

To ultimately be eligible for Pennsylvania licensure, students must also complete a one year resident/internship upon graduation from an accredited Mortuary Science (Funeral Service) Program. Please check with the Board if you have questions concerning this requirement. Time spent working as a student trainee does not fulfill this requirement.

14. College Supervision

Students in the Funeral Service Internship and the Field Experience (FUN 295/251) courses will be supervised by college faculty holding New Jersey and/or Pennsylvania Funeral Service Licenses.

Field Supervisors visit in order to explain the program, answer questions, and discuss problems and the progress of the student. The preceptor may request an additional visit whenever it is deemed necessary. Please call the college at (609) 570-3472 or 570-3474 or contact the assigned field supervisor directly.

Students enrolled in the field experience (FUN 295/251) courses will receive at least one general visit and one embalming observation visit each semester.

The purpose of our supervision is to assist the student and preceptor. It is important, therefore, that student, preceptor, and field supervisor be honest with each other and work in a spirit of cooperation to benefit the students for whom we are jointly responsible.

The overall responsibility for the supervision of this program rests with the Director of Funeral Service Programs.

For additional information or answers to any questions you may have, please feel free to contact:

Prof. Geralda Aldajuste
Director of Funeral Service Programs
(609) 570-3866
Office: BS 103
E-mail: aldajusg@mccc.edu

Mercer County Community College
1200 Old Trenton Road
P.O. Box 17202
Trenton, NJ 08690

DIRECTIONS:

INDICATE WITH A CHECKMARK THE ADDITIONAL FUNCTIONS PERFORMED
FOR EACH CASE LISTED ON THE REVERSE SIDE.

CASE NO.	1	2	3	4	5	6	7	8	9	10
1. REMOVAL										
2. DRESSING & CASKETING										
3. RESTORATIVE ART										
4. FUNERAL ARRANGEMENT										
5. OBTAIN &/OR FILE DEATH CERTIFICATE										
6. PREPARE FEDERAL AND/OR STATE FORMS										
7. PREPARE & PLACE NEWSPAPER NOTICES										
8. OFFICE/PAPERWORK										
9. ARRANGING FLOWERS										
10. VIEWINGS/VISITATIONS										

ASSIST AT FUNERAL AS FOLLOWS:

	1	2	3	4	5	6	7	8	9	10
11. ARRANGE/PARK CARS										
12. DRIVER										
13. PALLBEARER										
14. POST FUNERAL FOLLOW UP										
MISCELLANEOUS/OTHER SPECIFY:										
15.										
16.										
17.										
18.										
APPROXIMATE THE NUMBER OF HOURS YOU WORKED ON THIS CASE.										

APPENDIX II
(must use original yellow form)

Funeral (Check if funeral on reverse side.)

Mercer County Community College – Embalming Case Report
Report A Number _____

History

Place of Death _____ Date _____ Time _____ Age _____
Sex _____ Weight _____ Primary Cause of Death _____

Condition of Body Before Embalming (Check pertinent descriptions)

Normal Clean Dirty _____ Emaciation _____
P.M. Discoloration _____ P.M. Stain _____ Edema _____
Rigor Mortis _____ Evidence of Disease _____ Surgery _____
External Wounds _____ Skin Slip _____ Gas _____
Tumors _____ Ulcerations _____ Mutilations _____
Purge (type) _____ Autopsy (type) _____

Embalming

Time elapsed between death and start of embalming _____ hours
Arteries used for injection _____
Veins used for drainage _____

Injection: Machine _____

Pressure Used: Head Body

Potential		
Actual		
Differential		

Rate of Flow _____ oz./min.
Other _____

Arterial Fluid _____ Amount _____ Total Solution Created _____
Cavity Fluid _____ Amount _____ Percent (CV = C₁V₁) _____
Other Fluids _____ Amount _____ Solution Injected _____
_____ Amount _____

Restoration necessary _____

Condition of Body after Embalming (Check pertinent description)

Satisfactory Poor Distribution Post-Embalming Treatment Required (describe) _____

Comments

Certification

I hereby state this is a true description of this case, and that I personally attended to the following details: (check)

Bathing Primary Disinfection Incisions Insertion of Tubes
Pose Features: Eyes Mouth Lips Nose
Mixing Fluids Arterial Injection Suturing Cavity Treatment Terminal Disinfection
Dressing Cosmetics Hair Dressing Casketing Body
Restorative Treatments (describe) _____

Signed: _____ Printed Name: _____

Note to student: Keep a copy for your records

Embalming (Check if embalming on reverse side.)

Mercer County Community College
Funeral Case Report
Report B Number _____

Background:

Place of Funeral Service: Liturgical Non-liturgical Secular Chapel (FH) Graveside
Military Fraternal Memorial (without the deceased)
Direct Cremation Other (describe) _____

Date of Service _____ Time _____

Certification

I certify that I personally assisted with the following: (check)

1. Removal
2. Other preparation
 Dressing
 Casketing
3. Restorative Art
4. Arrangements
5. Office/Paperwork
6. Visitation Set up
7. Assist at Visitation
8. Preparation for Funeral _____

9. Assist at Funeral
10. Funeral Home clean up/general maintenance
11. Post Funeral Follow-up _____

Signed: _____
Student

Date: _____

I hereby certify the above are true statements.

Signed: _____
Preceptor

License No. _____

APPENDIX III

Mercer County Community College
Funeral Service Program
Funeral Arrangement Report

Date of Arrangements _____ FD in Charge _____

Time begun _____ Time Finished _____ License # _____

Mode of Disposition: (check all that apply) Burial _____ Cremation _____ Entombment _____

Removal from State _____ Donation _____ Other _____

Place of Disposition _____ State _____ County _____

Township/City/Boro _____

Date of Disposition _____

Type of Service: Liturgical Non-liturgical Secular Chapel (FH) Graveside
Military Fraternal Memorial (without the decease)
Direct Cremation Other (describe) _____

Student Name: _____

Please Print

Student Signature: _____ Date: _____

Preceptor Signature: _____ Date: _____

**APPENDIX IV
MERCER COUNTY COMMUNITY COLLEGE
FUNERAL SERVICE PROGRAM
EMBALMING OBSERVATION CASE REPORT**

STUDENT _____ **STUDENT CASE REPORT NUMBER** _____

PRECEPTOR _____ **DATE** _____

FUNERAL HOME _____ **TIME** _____

FIELD SUPERVISOR _____

This report must be completed by the **assigned** Field Supervisor for each embalming observation. Student's yellow case report is attached following the student conference. It is optional for the preceptor and/or embalmer (considered to be the clinical instructor) to do the same.

Information concerning case history, pre and post-embalming conditions, and embalming treatments performed is included in the attached student case report.

CRITERIA TO BE EVALUATED	Exceptional	Good	Acceptable	Needs Improvement	Not Applicable	See Comments at End (if checked).
1. Proper Dress (personal protective equipment)						
2. Handling of Deceased						
a. Remove Clothing						
b. Position Remains on Embalming Table (includes alleviate rigor mortis)						
3. Primary disinfection						
a. Sanitize/wash remains						
b. Shave						
c. Disinfect orifices (disinfectant-dilute arterial fluid-other)						
4. Case Analysis						
5. Eye Closure a. Technique (abut - lap)						
b. Method (eye cap - cotton - other)						
6. Mouth Closure/Secure Mandible						
a. Method (suture - needle injection - other)						
b. Lips (cotton-poze/putty-other)						
7. Preparation and Handling of Instruments						
8. Reposition (arms, hands, fingers, head, etc.)						
9. Formulation of arterial solution						
a. Primary Dilution: _____ ounces of fluid to create _____ gallons of solution						
b. Fluid (name) _____ Index _____						
c. total gallons used _____						

CRITERIA TO BE EVALUATED	Exceptional	Good	Acceptable	Needs Improvement	Not Applicable	See Comments at End (if checked).
10. Vessel Selection-Injection Sites (check names, anatomical and linear Guides, anatomical limits) a. _____ c. _____ b. _____ d. _____						
Drainage site(s) a. _____ c. _____ b. _____ d. _____						
11. Incision/Raising Vessels a. Correct Dissection (_____)						
b. Aneurysm Hook Technique						
c. Ligature – length, spacing and technique						
12. Incising vessels and insertion of instruments						
a. Artery – Arterial Tube						
b. Vein – Drain Tube, Forceps, other _____						
13. Arterial Embalming (techniques used)						
a. Pressure used: Body _____ lbs. Head _____ lbs.						
b. Rate of Flow: Body _____ Head _____						
c. Massage						
d. Flex/extend						
e.						
f.						
g. Method of Injection/Drainage:						
14. Cavity Treatment/Aspiration						
a. Method: Hydro-electric, other						
b. Trocar Insertion (2 inches to left and 2 inches above Umbilicus)						
c. Trocar Guides						
d. Techniques/thoroughness Thoracic, Abdominal, other _____						
15. Cavity Treatment/Injection						
a. Method: Gravity Machine Other						
b. Volume of Cavity Chemical used _____ ounces						
c. Techniques/Thoroughness Thoracic, Abdominal, Other _____						
16. Suture Incisions						
a. _____						
b. _____						
17. Clean up/Terminal Disinfection						
a. Deceased and Preparation Table						
b. Machine						
c. Instruments						
d. General (room, medical waste, etc.)						

CRITERIA TO BE EVALUATED	Exceptional	Good	Acceptable	Needs Improvement	Not Applicable	See Comments at End (if checked).
18. Reposition Remains (Viewing Position)						
19. Condition of body at Conclusion of Observation						
20. Overall Impression of Student's Ability						
a. _____						
b. _____						

Comments/Narrative: Should include Field Supervisor, Student and/or Preceptor comments plus results of conference with student.

Comments/Narrative (continued)

Field Supervisor's Signature

Date

Student's Signature

RCS:9-05

APPENDIX VI
MERCER COUNTY COMMUNITY COLLEGE - FUNERAL SERVICE PROGRAM
APPLICATION FOR FIELD EXPERIENCE/EMBALMING LAB & PRACTICUM COURSES

(Please type or print clearly and return to Director of Funeral Service Programs with a copy of Preceptor's license)

STUDENT NAME: _____
Last First Middle

HOME ADDRESS: _____
Street City

County State Zip Code Home Telephone (w/area code)

E-mail: _____ Cell: _____

PRECEPTOR NAME: _____
Last First Middle License Number

NAME OF FUNERAL HOME: _____

ADDRESS OF FUNERAL HOME: _____
Street City

County State Zip Code Telephone (with area code)

E-mail: _____

AGREEMENT

Funeral Home Responsibilities

The preceptor/FD/embalmer signing this form certifies that the above named student:

- (1) was/will be employed starting _____.
- (2) is registered as a trainee/intern with the appropriate State Board of Mortuary Science or Funeral Directors.
- (3) will complete the field experience course(s) under his/her supervision.
- (4) Preceptor and student agree to review and comply with course obligations as described in the Guidelines booklet. Preceptors are expected to:
 - a. train students according to the expectations of the applicable State Board.
 - b. operate the funeral home in compliance with applicable state and federal laws, rules and regulations.
 - c. permit an observation of the student's embalming progress by a licensed member of the MCCC staff at least one time each semester.
 - d. sign student's monthly reports and case reports.
 - e. submit 1-2 grade reports/semester.
- (5) Preceptor understands and acknowledges that the student/intern cannot complete the requirements of the Field Experience and/or Embalming Lab & Practicum courses without the internship. The preceptor further acknowledges their understanding that in the event that the student/intern's employment/internship with the funeral home is to be discontinued, suspended or terminated, the student will be forced to withdraw from the Field Experience and/or Embalming Lab & Practicum course(s).

MCCC Funeral Service Program Responsibilities

In regard to the above-named student, the Funeral Service Program will:

- (1) conduct an on-site inspection of the above-named funeral home to ensure condition are safe and conducive to learning.
- (2) ensure that at least 15 embalming are completed, as required for Embalming Lab (FUN 251) and Funeral Service Field Experience (FUN 295).
- (3) ensure that at least 15 funerals are completed, as required for Embalming Lab (FUN 251) and Funeral Service Field Experience (FUN 295).

APPENDIX VII

**MERCER COUNTY COMMUNITY COLLEGE
FUNERAL SERVICE PREPARATORY PROGRAM
APPLICATION FOR FUNERAL SERVICE INTERNSHIP COURSE**

(Please type or print clearly and return to Director of Funeral Service Programs)

STUDENT NAME: _____
Last First Middle

HOME ADDRESS: _____
Street City
_____ County State Zip Code

HOME TELEPHONE: _____
Area Code Number Cell email

PRECEPTOR NAME: _____
Last First Middle License Number

NAME OF FUNERAL HOME: _____

ADDRESS OF FUNERAL HOME: _____
Street City
_____ County State Zip Code

TELEPHONE NUMBER: _____
Area Code Number

This is to certify that the above named student is accepted to work under my/our supervision for the Funeral Service Internship course. In this capacity, the student will be registered as an intern or student/trainee with the appropriate licensing board (NJ or PA).

The student will be expected to perform typical intern duties and preceptors are expected to be familiar with NJAC 13:36-2.14 which outlines preceptor responsibility. Complete course and preceptor expectations are provided in the MCCC Funeral Service Internship Guidelines booklet.

Employment of the above-named student will begin _____.

Signature of Funeral Director Date

Signature of Student Date

The above named student is approved for registration into BUS211, BUS212, BUS213 or BUS214 Funeral Service Internship.

Director of Funeral Service Programs Date
or Business & STEM Division Dean

cc: Participating Preceptor
Field Supervisor _____
Student File (original copy)

APPENDIX VIII

How to apply for graduation

Some funeral service students will be eligible for the Funeral Service Certificate only.

Some will be eligible for the AAS degree in funeral service.

note:

If you earned the AS in Business for the prep program you should have all that is necessary for the AAS when you finish the 3rd year (FUN) courses.

Some will seek both the degree and the Certificate.

Some students will apply for the AS degree in business at the same time as the Funeral Service degree. SEE BELOW!!!

Complete the following checklist.

to be accepted you needed these pre-requisites

semester	grade	School
Eng Comp I	_____	_____
Eng Comp II	_____	_____
Bus Law	_____	_____
Accounting	_____	_____
Psychology	_____	_____
Chemistry	_____	_____
Anatomy: Human	_____	_____
<i>or</i> A & P I	_____	_____
& A & P II	_____	_____

At MCCC you take at least:

semester	grade
FUN 206	_____
FUN 203	_____
FUN 215	_____
FUN 247	_____
FUN 251	_____
BIO 215	_____
FUN 227	_____
FUN 217	_____
FUN 249	_____
FUN 223	_____
FUN 295	_____
FUN 229	_____
FUN 220	_____
FUN 299	_____

It is your responsibility to insure that all transfer credits appear on your MCCC transcript.

With these courses and the pre-requisites on your transcript &/or schedule you are eligible for the Certificate.

Note: all FUN courses must be completed with grade of C or better

If you also have taken the following (&/or they can be transferred to MCCC) you are eligible for the AAS degree when you complete the above courses. Complete your graduation request accordingly.

semester	grade	School
HPE 110 or 111	_____	_____
College Math	_____	_____
Humanities elective	_____	_____

To graduate you must have a GPA of 2.0 in your program/degree requirements.

pre-requisites must appear on MCCC transcript for accreditation purposes

If you request more than 1 Degree/Certificate you must complete 1 graduation request for each,

However, only 1 fee applies.

(yellow a: GradReq)

In order to complete the Funeral Service Program and be eligible for licensure you must:

_____ Have a Mortuary Academic Qualifying Certificate on file with the NJ State Board
_____ (or Pre-Professional Education Certificate for PA)

_____ Complete ALL academic requirements (see opposite page)

_____ Insure that MCCC has an official transcript for all courses taken at another institution

_____ Check your MCCC transcript to be sure that the necessary transfer credits appear.

_____ **Apply for graduation**

You can take the NBE when **all** courses in the Funeral Service program are completed (pre-req's must be on your transcript also).

MTD will supply your name to the Conference of FS Examining Boards and that allows you to make an appointment to take the exam.

Go to www.theconferenceonline.org for details about the exam and registration.

_____ Send/drop off a copy of your NBE results following the exam

_____ Send MCCC transcript to State Board to verify graduation
(be sure ALL graduation requirements have been met)

_____ PNBE *optional*
take PNBE on own home computer with internet connection 4-6 weeks before you complete your courses
go to www.theconferenceonline.org for details

APPENDIX IX

Inspection Report

Student Name: _____

Preceptor requirements:

Name _____

Licensed in ___NJ ___PA ___DE

License # _____ # years licensed _____

Graduate of which FS/MS program? _____

FH registration:

State ___NJ ___PA ___DE

Registration # _____

Date of last SB inspection _____

Prep room/embalming facility:

Location ___main level
 ___lower level
 ___separate building
 ___other

Embalming stations/tables _____

Embalming machines _____

Type/style embalming machine(s):

___Porti-Boy ___Duotronic ___Dodge/Sawyer ___Other: _____

Aspiration equipment:

___Hydro ___Electric ___Other: _____

Medical Waste Containers: ___yes ___no

Sharps Containers: ___yes ___no

PPE Available: ___yes ___no

Floors: ___Tile ___Composite/Linoleum ___Other

Walls/Ceiling: Paint Tile Other

Color _____

Condition _____

Lighting: suspended fixtures

recessed

exposed

other: _____

Windows: None 1 2 3 4 or more

Ventilation: Type _____

Location _____

Emergency Eye Wash:

Type _____

Location _____

Drench Shower: Pull Chain Quick Drench

Location _____

Fire Extinguisher: # _____ Location _____

Embalming Fluids Used: _____

MSDS: Plain Sight Upon Request

OSHA Compliance Plans:

Hazard Communication

Basic Work Safety

HCHO Exposure

Blood borne Pathogens

Student's Info:

Date _____

Name (please print) _____

Signature _____

APPENDIX X

Anatomical Guides / Limits

Common Carotid

ag - posterior to medial border of sternocleidomastoideus

al - (right) sternoclavicular articulation to superior border of thyroid cartilage

(left) 2nd costal cartilage to “ “ “ “ “ “ “

lg - sternoclavicular articulation to anterior surface of ear lobe or point midway between angle of jaw and mastoid process of the temporal bone

place of incision supraclavicular (anterior lateral)

parallel (anterior & posterior)

half moon (semilunar)

artery is medial & deep to vein

accompanying vein - internal jugular

Facial artery

branch of external carotid

located on inferior margin of mandible in groove just anterior to angle of jaw

is a rare injection site

not a drainage site

Femoral

ag - center of femoral triangle

borders: inguinal ligament

sartorius

adductor longus muscle

al - behind center of inguinal ligament to tendinous opening in adductor magnus muscle

lg - center of inguinal ligament to medial prominence of knee (medial condyle of femur)

artery is lateral & superficial to vein

accompanying vein - femoral

Axillary

ag - behind medial border of coracobrachialis muscle

al - lateral border of 1st rib to tendon of teres major muscle

lg - parallel to long axis of abducted arm center of axilla

artery is lateral & deep to vein

accompanying vein - axillary

Brachial

ag - in the bicipital groove (at posterior margin of medial border of belly of biceps brachii muscle)

al - tendon to teres major muscle to point inferior to antecubital fossa

lg - center of lateral border of axilla to 1 inch below elbow joint

artery is lateral & deep to basilic vein

accompanying vein - basilic

Radial

ag - lateral to tendon of flexor carpi radialis & medial to brachioradialis muscle

al - point 1 inch below bend of elbow to base of index finger

lg - center of antecubital fossa to base of index finger

accompanying veins - venae comitantes on either side of artery

Ulnar

(*anomaly* - radial & ulnar join at origin so need midline incision)

ag - lateral to tendon of flexor carpi ulnaris (between tendons of flexor carpi ulnaris & flexor digitorum superficialis)

al - point 1 inch below bend of elbow to point over pisiform bone

lg - center of antecubital fossa to point between 4th & 5th fingers

accompanying veins - venae comitantes on either side of artery

circulation in hands:

radial & ulnar to palmar (superficial & deep) arches and metacarpals to digitals

Popliteal

lg - center of popliteal space (behind knee)

accompanying vein - popliteal; found superficial to artery

incision - center of popliteal space with body turned

posterior - medial aspect of lower third of thigh, just superior to popliteal space
with leg slightly flexed

Anterior tibial

ag - in groove between tibialis anterior muscle & tendon of extensor hallucis longus muscle

al - ends in front of middle of ankle joint

lg - lateral border of patella to anterior surface of ankle joint

Posterior tibial (larger than anterior; missing in 5% of population)

ag - between posterior border of tibia & calcaneus tendon

al - from inferior border of popliteus muscle to between medial malleolus & calcaneus tendon

lg - center of popliteal space to midway between medial malleolus & calcaneus bone.

branch - peroneal

Dorsalis pedis

lg - center of anterior surface of ankle joint to point between 1st & 2nd toes.

is continuation of anterior tibial

terminal branch is arcuate artery

circulation in feet:

anterior tibial to dorsalis pedis to arcuate (plantar arches & metatarsals branch off) to digitals

posterior tibial to plantars to digitals

APPENDIX XI

**MERCER COUNTY COMMUNITY COLLEGE
FUNERAL SERVICE PROGRAM**

Student Name _____

ID. # _____

Address _____

Embalming is an integral part of licensure in funeral service and, as such, is part of the academic program in Funeral Service Education.

The embalming operation does carry with it the potential for exposure to blood borne pathogens which includes the Hepatitis B Virus (HBV) infection.

As a result, OSHA has determined that employees exposed to blood borne pathogens must be offered the Hepatitis B vaccine (a three shot series).

Please respond to the following:

_____ I have received the Hepatitis B vaccine. (A copy of the vaccination record is to be attached.)

_____ I do not wish to receive the Hepatitis B vaccine. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease.

_____ I am currently receiving the vaccine series and will provide a copy of the vaccination record upon completion.

Signed: _____

Date: _____

Comments:

APPENDIX XII
Required Textbooks for Funeral Service Certificate

TITLE: Outline of Types of Funeral Services and Ceremonies
PUBLISHER: National Association of Colleges of Mortuary Science, Inc.
EDITION: 2015

TITLE: MCCC Funeral Service Supplement
PUBLISHER: MCCC

TITLE: Funeral Service Merchandising
AUTHOR: Phillip DeArmond
PUBLISHER: The Cincinnati Foundation for Mortuary Education
EDITION: 2003

TITLE: Funeral Home Customer Service A-Z
AUTHOR: Alan D. Wolfelt
PUBLISHER: Companion Press
EDITION: 2001

TITLE: Funeral Directing and Funeral Service Management
AUTHOR: Ralph L. Klicker PhD
PUBLISHER: Thanos Institute
EDITION: 2007

TITLE: Winning Ways
AUTHOR: Todd W. VanBeck
PUBLISHER: Appleton & Lange
EDITION: 1999

TITLE: Sociology for Funeral Service
PUBLISHER: Professional Training Schools Inc.
EDITION: 2002

TITLE: Psychosocial Aspects of Death and Dying
AUTHOR: Canine
PUBLISHER: Funeral Service Education Resource Center
EDITION: 2019 (2nd)

TEXT: History of American Funeral Directing
PUBLISHER: Bulfin/NFDA
EDITION: 2014 (8th)

TITLE: Mortuary Law
AUTHOR: Stueve-Gilligan
PUBLISHER: Cincinnati College of Mortuary Science
EDITION: 11th 2011

TITLE: Embalming: History, Theory and Practice
AUTHOR: Robert G. Mayer
PUBLISHER: McGraw Hill
EDITION: 5th 2012 (4th 2006)

TITLE: Restorative Art and Science
AUTHOR: Ralph L. Klicker PhD
PUBLISHER: Thanos Institute
EDITION: 2011

