COURSE OUTLINE

COURSE NO.  FUN 220
COURSE TITLE  Funeral Service Laws, Rules & Regulations
CREDITS  1
LABORATORY HOURS  0

Last Revised:  Spring 2019

Course Coordinator:  Michael T. Daley; 609-570-3472; daleym@mccc.edu

TEXT

Rules and Regulations booklet provided by NJ State Board of Mortuary Science (available online at http://www.state.nj.us/lps/ca/mort/mortstat.pdf).

For PA Rules & Regs contact State Board (or go to http://www.pacode.com/secure/data/049/chapter13/chap13toc.html and http://www.dos.state.pa.us/bpoa/cwp/view.asp)

Catalog Description:
This course will focus on the laws, rules and regulations that specifically influence funeral service practice in New Jersey. This includes Mortuary Science Act (NJSA 45:7) and Administrative Code of the NJ State Board of Mortuary Science (NJAC 13:36-1), Vital Statistics rules (NJSA 26:6-8 and NJAC 8:9) and Uniform Enforcement Act (NJSA 45:1).

Topics include general licensure and intern requirements, rules for operation of a funeral home, basic embalming procedures, general and special rules of practice, advertising and continuing education.

Students with interest in Pennsylvania will compare and contrast the practices of both states.

Pre-requisite:  FUN 215 (or permission of Director of Funeral Service Programs)

Students will be evaluated on the following basis:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Component</th>
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<tbody>
<tr>
<td>40%</td>
<td>Quizzes - 2</td>
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<tr>
<td>40%</td>
<td>Final exam</td>
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<tr>
<td>15%</td>
<td>Homework assignments &amp; Project</td>
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<tr>
<td>5%</td>
<td>Attendance</td>
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</tbody>
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Attendance is mandatory. 1 point will be subtracted from final average for each AM/PM class missed.

Exams will rely heavily on the multiple choice format utilized on national and state licensing exams. Fill-in and short answer questions will also be utilized.
Course objectives:

Statutes (NJSA) v. Rules and regulations (NJAC)
Definitions
License and intern regulations
FD presence required
FD role in vital statistics
Uniform Enforcement
Continuing Education

Funeral home (mortuary/funeral establishment) requirements
New installation
Corporation-proprietorship-partnership-LLC
Manager
Trade names
Change of ownership
Use of mortuary by another

Removal of deceased
Embalming procedures
Disposal of dead bodies
  Pronouncement of death
  Preparation and transportation of dead bodies
Special Rules of practice
  Multiple burial
  Disposition of cremated remains

General Rules of Practice
Pre-Need
Recordkeeping, SFGS, contracts

Note: FTC rules and regulations are covered in other courses in the funeral service curriculum. NJ/PA specifics will be reviewed.

Advertising

These topics covered in FUN295 will be reviewed, if time permits
Disinterment
Public Assistance (Welfare) funerals
Medical Examiner and FDs
Victims of Crime Compensation Act
Assignments and project are intended to guide class discussion and encourage reading and interpreting the laws, rules & regulations.

At the conclusion of the course students will:
- recognize the difference between statutes and regulations and how they are connected/related.
- be familiar with the specific rules and regulations governing the practice of funeral service/mortuary science in NJ and PA.

Day 1  AM     Composition of Board
              What are statutes v. regulations?
              Duties/responsibilities of FD

                  PM   Manager/Supervisor/FH requirements

Collect / discuss  Assignment #1 & 2 + Internship

Day 2  All    Quiz
              Embalming
                      Prohibited compounds / who is allowed, etc.
              Burial / multiple burial / disinterment
              Transportation
              Recordkeeping

Collect / discuss  Assignment #3

Day 3  AM    Quiz
              Pre-need

                  PM   Advertising
                      Summary / review

Collect/ discuss  Assignments #4 & 5

Day 4  AM    Discuss projects
              Final Exam