



Funeral Service Education Program

**Admission Checklist &
Application for Admission**

Introduction

The Funeral Service Education Program at Miami Dade College is the oldest program in the State of Florida and has produced licensed professionals for over 50 years. These graduates have gone on to practice not only in the State of Florida but also throughout the United States, Latin America, and the Caribbean Islands.

Because of the many facets required of funeral professionals, individuals must be proficient in over a dozen areas of study and prepared for both national and state professional examinations prior to licensure.

This application provides you with the pathway to entry and a convenient checklist by which you can keep track of the tasks required to enter the program formally as well as providing required information to the program for internal tracking.

Admission Checklist

<input type="checkbox"/>	Visit the Funeral Service Education Program department to learn more about the program and curriculum- MDC North Campus, room 3142 or call 305-237-1244.
<input type="checkbox"/>	Apply online to the College at www.mdc.edu or visit Admissions and Registration department at any MDC campus. <i>(Also required for students who have not enrolled in classes for one (1) year or more)</i>
<input type="checkbox"/>	Complete all admissions tasks (send transcripts, attend college orientation, etc.) A checklist of admissions tasks is provided on the MDC website: www.mdc.edu/admissions/checklist
<input type="checkbox"/>	First Time in College: Visit Academic Advisement and Career Services, Building 1 Room 1104, to meet with a general advisor who will start your Academic MAP. You will then visit your funeral services advisor to complete your MAP (needed for financial aid purposes).
<input type="checkbox"/>	Successfully complete mandatory general education courses in the Pre-Select Program. (Approx. 2 semesters for first-time in college students).
<input type="checkbox"/>	Transfer Students: Complete the <u>Funeral Service Education Program Application</u> . Bring the completed application to the Funeral Service Education Office (Building 3142) or fax it 305-237-8195.
<input type="checkbox"/>	Once the application is processed you will receive a personal orientation regarding the program. During this orientation you will complete the ABFSE New Student Survey during admission the Funeral Service Foundational Knowledge Entrance Exam. The whole process take about 3 hours and is by appointment only.
<input type="checkbox"/>	You will register for mandatory Library Skills Orientation at the conclusion of your Funeral Service Orientation. Once you complete orientation and earn a passing score the quiz, bring the certificate you receive to the Funeral Service Education Program Office
<input type="checkbox"/>	Once all the above tasks are completed, including the Library Orientation, you will be permitted to register for Funeral Service Education courses.

Program Requirements

Listed below are the program requirements that you must comply with as a student of the Funeral Service Education Program.

- Attend program orientation prior to full admission into the Funeral Service Education Program.
- To be considered for your program you must have earned a minimum 2.5 cumulative GPA in pre-select/general education classes or have a GPA of 2.5 or better if transferring from another institution.
- Applicants with more than three (3) grades of “D”, “F”, or “W” in the required general education courses are not eligible for entry in the Associate in Science degree program.
- Once admitted to the program, students in the Associate in Science degree cannot earn more than three (3) grades of “D”, “F”, or “W” in the Major Course Requirement classes or they will be removed from the program.
- Students who possess the College Credit Certificate in Funeral Service Education and have more than three (3) grades of “D”, “F”, or “W” cannot apply to the Associate in Science in Funeral Service Education Program.
- Students must complete all coursework with a “C” or better to complete the degree. To earn a “C” in a course, please refer to the course’s syllabus which will show you the breakdown. It is higher than general education courses (80% for a “C” as of 2016).
- Students must maintain a 2.0 GPA while admitted to Associate in Science program or be withdrawn from the program.
- Students who are withdrawn from the program may re-apply for admission.
- Students must be enrolled in at least 6 credit hours for 2 out of 3 semesters in an academic year or they will be removed from the program.
- Students may take up to 12 credit hours of major course requirements at another institution while admitted to the Associate in Science degree program.
- The last 30 hours of the Associate in Science degree must be completed at the home institution.

- All laboratory and practical classes must be completed at the home institution.
- Students of the program must apply and register for the National Board Examination as administered by the International Conference of Funeral Service Examining Boards (www.theconferenceonline.org) to be awarded the Associate in Science degree.

Additional Information

Florida Statutes require fingerprinting and a background check upon application for licensure. Additionally, many funeral homes require a background check as well as drug testing prior to employment. Individuals who possess a criminal record or history of bad character may be denied licensure in this or any other state solely based on their criminal background / character even though they successfully complete this program.

Florida law requires potential licensees to successfully complete both sections of the National Board Exam as administered by the International Conference of Funeral Service Examining Boards to be licensed as a Combination Funeral Director/Embalmer.

THE PROGRAM LEARNING OUTCOMES FOR THE FUNERAL SERVICE EDUCATION PROGRAM AT MIAMI DADE COLLEGE

Upon completion of the **Associate in Science in Funeral Service Education** graduates of the program 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.

Upon completion of the **College Credit Certificate in Funeral Service Education** graduates of the program 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.
- 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

Application for Admission

Course History

Please fill in the following information related to your academic history. This assists the FSE program in planning your academic plan.

Description	Course Name	Institution	Year
Example:	ENC1101	MDC	2017
Writing/Composition			
Speech/Communication			
Ethics			
Mathematics			
Anatomy			
Sociology			
Business Law			
History of Funeral Service			

Personal Information & Affidavit

Please print or type in all fields.

- | | | |
|-------------------------------|---|--|
| Program (Check one) | <input type="checkbox"/> Associate in Science | <input type="checkbox"/> College Credit Certificate |
| Enrollment (Check one) | <input type="checkbox"/> Full Time (12+ Credits/Semester) | <input type="checkbox"/> Part Time (Under 12 Credits/Semester) |
| | <input type="checkbox"/> Day Classes Preferred | <input type="checkbox"/> Night Classes Preferred |

First Name:	Last Name:	
Permanent Home Address:		
City:	State:	Zip
MDC Student ID (ex. 1000345333) :		
MDC E-mail:		
Personal E-Mail:		
Phone Number:	Alt. Phone Number	

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Please read the following statements and initial the box to the left indicating your awareness of the policies of the program and consent to them.

	I understand that if I am admitted to the Associate in Science Program I cannot earn more than 3 total grades of “D”, “F”, or “W” of the major course requirement classes or I will be removed from the program.
	If I am admitted to the college credit certificate program and earn more than three (3) grades of “D”, “F”, or “W” I cannot apply to the Associate in Science in Funeral Service Education Program once I complete the certificate.
	I understand that I must complete all coursework with a “C” or better to complete either the associate in science or college credit certificate.
	I understand that I must maintain a 2.0 GPA while admitted to associate in science or college credit certificate program. If I am placed on academic probation, I will be removed from my program of study after 2 consecutive semesters of being on academic probation.
	I understand that I must be enrolled in at least 6 credit hours for 2 out of 3 semesters in an academic year or I will be removed from program of study.
	I understand that I may take up to 12 credit hours of course requirements at another institution while admitted to the associate in science degree program.
	I understand that the last 30 hours of the associate in science degree must be completed at Miami Dade College without express permission from the program.
	I understand that students of the Associate in Science Program must apply and register for the National Board Exam as a requirement for graduation. Students of the College Credit Certificate are not eligible to take the National Board Exam are will take the State Board Exam.
	I understand that Florida law requires fingerprinting and a background check upon application for licensure. Individuals who possess a criminal record or history of bad character may be denied

	licensure in this or any other state solely based on their criminal background / character even though they successfully complete this program.	
Signature:		Date:
Print Name:		

You will be informed of a decision regarding your application in your official college e-mail account ending in @mymdc.net.

For Office Use Only	
Date Application Received:	Date Application Reviewed:
Date New Student Survey & KSA Sent	Added to Organization:
Date Applicant Emailed:	Date of Orientation:
Library Skills Certificate Received:	Date Program Code Changed:
Comments:	