



2500 South Main

P. O. Box 140

Hope, AR 71802-0140

UACCH Campus Main Telephone Number 870-777-5722

Funeral Service Education Program

The Associate of Applied Science Degree in Funeral Service at the University of Arkansas Community College at Hope is accredited by the American Board of Funeral Service Education (ABFSE) 3414 Ashland Avenue, Suite G; St. Joseph, Missouri 64506 (816) 233-3747
Web: www.abfse.org

The UACCH catalog, funeral service brochure, and applications are available on-line at www.uacch.edu.

Updated August 3, 2011

The University of Arkansas Community College at Hope (UACCH) is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools. The Association of Applied Science in Funeral Service is accredited by the American Board of Funeral Service Education. We are an affirmative action, equal opportunity institution.

The University of Arkansas Community College at Hope offers an Associate of Applied Science in Funeral Service Education and Funeral Director Technical Certificate. Enrollment to the program is limited and is subject to specific program admission requirements in addition to college admission requirements. Details of these requirements are enclosed. The University of Arkansas Community College at Hope entered into a partnership with National Park Community College in Hot Springs to offer the Associate of Applied Science in Funeral Service Education through distance education (CV) beginning with the fall Semester of 2010.

UACCH also provides the education requirements for licensure. However, these requirements vary from state to state. It is very important that each prospective student contact the State Board of Funeral Service and Embalming for the state in which they wish to practice in order to obtain up-to-date specific requirements for licensure in that state. See the attached outline for area state requirements.

In accordance with the standards of the American Board of Funeral Service Education (ABFSE) after January 1, 2004, UACCH requires that each funeral service education student take the National Board Examination (NBE) as a requirement for graduation from the Associate of Applied Science Degree Funeral Service Program. The NBE is required for successful completion of FSED 2203 Comprehensive Review. UACCH has the following 3 year pass rate for first-time takers on the National Board Exam:

National Board Exam Statistics			
Year	# of Takers	# Who Passed	% Who Passed
2008	5	4	80%
2009	2	1	50%
2010	# Takers	# Passed	% Passed
Arts	3	3	100%
Science	3	3	100%

“The annual passage rate of first year takers on the National Board Exam (NBE) for the most recent three year period for this institution and all ABFSE accredited funeral service education programs is posted on the ABFSE web site (www.abfse.org)”

Goals of the Funeral Service Program

The Funeral Service Education Program at UACCH is designed to:

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

Program Outcomes

The graduate of the Associate of Applied Science Degree in Funeral Service will:

- ◇ Be proficient in skills and knowledge of embalming, restorative art and funeral directing to the community at large.
- ◇ Be knowledgeable of federal, state and local regulatory guidelines pertaining to embalming and funeral directing.
- ◇ Demonstrate high professional and ethical standards.
- ◇ Be sensitive to the responsibility for public health, safety and welfare in caring for human remains.
- ◇ Provide sensitive service to the bereaved.

An application for admission into the funeral service program, a copy of the program requirements, a copy of the funeral service program curriculum, state licensing requirements and estimated costs are included in this brochure.

Any questions or for additional information, please feel free to contact the following:

Karen Davis, Funeral Service Program Director

870-722-8206; karen.davis@uacch.edu

Sandra Roberson, Health Professions Secretary

870-722-8289; sandra.roberson@uacch.edu

Laura Massey, Health Professions Dean

870-722-8278 laura.massey@uacch.edu

Students interested in taking classes at the National Park Community College in Hot Springs MUST contact either Karen Davis, Funeral Service Program Director or:

Christi Zumwalt

501-760-4113

Admission Requirements

The following will be required for acceptance into the funeral service program:

1. UACCH application for admission
2. Funeral Service Program Application
3. Official copy of high school transcript or GED
4. Official copy of college transcript—if applicable
5. Official high school transcript, GED or college transcript MUST be mailed (to UACCH, ATTN: Funeral Service Program Director) directly from the institution from which the credits were received.
6. Completion of General Education requirements on the AAS degree plan with a grade of “C” or better. Any exception to this must be made by the Funeral Service Program Director.

Upon completion of the above requirements, the student shall receive a letter of acceptance from the funeral service program director. Acceptance into the program will also be based on space availability and grade point average. A student will not be allowed to enroll in any FSED funeral service “core” course until accepted into the program. The following are considered “core” courses:

FSED 2202	Funeral Service Law
FSED 1001	Funeral Service Orientation
FSED 1034	Funeral Directing
FSED 1002	History of Funeral Service
FSED 1012	Restorative Art I
FSED 1004	Embalming I
FSED 2103	Funeral Psychology/Sociology
FSED 1204	Embalming II
FSED 1022	Restorative Art II
FSED 1302	Funeral Merchandising
FSED 1322	Funeral Management
FSED 2213	Microbiology/Pathology
FSED 2203	Comprehensive Review

FSED 1003 Funeral Service Chemistry is not considered a “core” course.

As applications and supporting documents are submitted, an applicant review will be conducted by the program director. Applicants meeting ALL of the MINIMUM requirements may be selected into the new class.

Admission to the College does not guarantee admission into the Funeral Service Education Program. It is the responsibility of the applicant to make sure that the admissions requirements are received in the funeral service education office.

Other Information

Transfer Requirements

- ◇ Any course(s) with a prefix of FSED (or its equivalent) must have been taken within the past three (3) years to be accepted for transfer.

- ◇ A grade of “C” or higher is required for transfer courses.
- ◇ The course for transfer must be comparable to the course required for the funeral service program. (The name of the course can be different, but the course description must be similar to that of the course for transfer)
- ◇ Courses that do not meet the above requirements must be retaken.
- ◇ Transferees from another funeral service program must not be on academic probation or suspension at that institution.

Notification will be given in writing to applicants when all information has been received in the funeral service program office and approved. Admission to the college does not mean that a student has been accepted into the funeral service program.

Program Requirements

A minimum cumulative grade point average of 2.0 is expected at the end of each semester to remain in funeral service education courses. Any exception to this must be made through the funeral service program director. A grade of “C” or higher is required in any course with an FSED prefix or the course must be repeated.

Students are required to participate in a clinical program during enrollment in Embalming I and Embalming II. At the completion of the two semesters of clinical rotation, the student is required to prove technical competence in embalming via direct observation of the program director or qualified UACCH faculty. There are specific requirements related to this clinical. The specifics will be discussed in Embalming I and Embalming II courses.

At the completion of the coursework for the Associate of Applied Science in Funeral Service Education, each student is required to take the National Board Examination administered by the International Conference of Funeral Service Examining Boards, Inc. In accordance with the standards of the American Board of Funeral Service Education (ABFSE) after January 1, 2004, UACCH requires that each funeral service education student take the National Board Examination (NBE) as a requirement for graduation. The NBE is required for successful completion of FSED 2203 Comprehensive Review.

The UACCH Funeral Service program follows ethical practices in all student matters to include advertisement, recruitment, admissions, student and program requirements.

All general education courses should be completed prior to entering the third semester of Funeral Service courses. Students not following the suggested schedule of classes may have their graduation time extended.

At the completion of the coursework for the Associate of Applied Science in Funeral Service Education, each student is required to take the National Board Examination administered by the International Conference of Funeral Service Examining Boards, Inc.

***Note: Students not meeting the ACT, ASSET, or COMPASS requirements in math and English shall enroll in sequential academic skills math, reading, and/or English courses during their first or second semester in college and each subsequent semester until the requirements are successfully completed. Any degree seeking student who is required to take an academic skills course, excluding Intermediate Algebra, must also take EDGE 1003 College Life Skills.**

Associate of Applied Science in Funeral Service Education

Fall Semester		Cr. Hrs.	Total Hrs
BIOL 1003	Essentials of Human A & P I	3	
ENGL 1013	Composition I	3	
BUSS 2203	Business Law	3	
CISS 1013	Introduction to Computers	3	
MATH 1033	Intermediate Algebra	3	15
Spring Semester			
ACCT 2103	Principles of Accounting I	3	
FSED 1003	Funeral Service Chemistry	3	
BIOL 1013	Essentials of Human A & P II	3	
BUSS 1203	Introduction to Business	3	
ENGL 1023	Composition II	3	
SPCH 1313	Principles of Speech	3	18
Second Fall Semester			
FSED 2202	Funeral Service Law	2	
FSED 1001	Funeral Service Orientation	1	
FSED 1034	Funeral Directing	4	
FSED 1002	History of Funeral Service	2	
FSED 1012	Restorative Art I	2	
FSED 1004	Embalming I	4	
FSED 2103	Funeral Psychology/Sociology	3	18
Second Spring Semester			
FSED 1204	Embalming II	4	
FSED 1022	Restorative Art II	2	
FSED 1302	Funeral Merchandising	2	
FSED 1322	Funeral Management	2	
FSED 2213	Microbiology/Pathology	3	
FSED 2203	Comprehensive Review	3	16
			67

Students not following the suggested schedule of classes may have their graduation time extended.

At the completion of the coursework for the Associate of Applied Science in Funeral Service Education, each student is required to take the National Board Examination administered by the International Conference of Funeral Service Examining Boards, Inc.

***Note: Students not meeting the ACT, ASSET, or COMPASS requirements in math and English shall enroll in sequential academic skills math, reading, and/or English courses during their first or second semester in college and each subsequent semester until the requirements are successfully completed. Any degree seeking student who is required to take an academic skills course, excluding Intermediate Algebra, must also take EDGE 1003 College Life Skills.**

Fast Track (18 month) Associate of Applied Science Degree in Funeral Service

Spring Semester		Cr. Hrs.	Total Hrs
BIOL 1003	Essentials of A & P I	3	
BIOL 1013	Essentials of A & P I	3	
ENG 1013	Composition I	3	
MATH 1033	Intermediate Algebra	3	
FSED 1003	Funeral Service Chemistry	3	15
Summer I			
BUSS 2203	Business Law	3	
CISS 1013	Introduction to Computers	3	6
Summer II			
ENGL 1023	Composition II	3	
SPCH 1313	Principles of Speech	3	6
Fall Semester			
FSED 2202	Funeral Service Law	2	
FSED 1001	Funeral Service Orientation	1	
FSED 1034	Funeral Directing	4	
FSED 1002	History of Funeral Service	2	
FSED 1012	Restorative Art I	2	
FSED 1004	Embalming I	4	
FSED 2103	Funeral Psychology/Sociology	3	18
Second Spring Semester			
FSED 1204	Embalming II	4	
FSED 1022	Restorative Art II	2	
FSED 1302	Funeral Merchandising	2	
FSED 1322	Funeral Management	2	
FSED 2213	Microbiology/Pathology	3	
FSED 2203	Comprehensive Review	3	16
Summer I			
BUSS 1203	Introduction to Business	3	
ACCT 2103	Principles of Accounting I	3	6
			67

***Note: Students not meeting the ACT, ASSET, or COMPASS requirements in math and English shall enroll in sequential academic skills math, reading, and/or English courses during their first or second semester in college and each subsequent semester until the requirements are successfully completed. Any degree seeking student who is required to take an academic skills course, excluding Intermediate Algebra, must also take EDGE 1003 College Life Skills.**

The Funeral Director Technical Certificate is designed to meet the prerequisites for licensure and employment in funeral service as a Funeral Director in the state of Texas and is recognized by the TX Funeral Service Commission. This Funeral Director Technical Certificate is not required for a funeral director's license in the state of Arkansas. However, the curriculum is designed to provide in-depth knowledge of the profession. According to the most recent policies and procedures that govern the administration of the Texas State Board Examination (TX SBE) provided by the Texas Funeral Service Commission and the International Conference of Funeral Service Examining Boards:

Registration procedure for the TX SBE will be as follows:

- All candidates sitting for the TX SBE will be required to complete the TX SBE application (information provided by UACCH) and return it to the Conference office with their payment.
- All candidates sitting for the TX State Board Examination, for the first time, must be certified as having graduated from a funeral directing program with a Certificate of Proficiency in Funeral Service recognized by the Texas Funeral Service Commission. The University of AR Community College at Hope is recognized by the Texas Funeral Service Commission and the International Conference of Funeral Service Examining Boards to provide eligibility for sitting Texas state board exams. The TX SBE Candidate Eligibility Certification Form must be completed for all candidates sitting for the TX SBE for the first time. No candidate will be allowed to sit for the TX SBE until this form is completed and placed on file with the Conference Office. The TX SBE Candidate Eligibility Form must be printed on school letterhead (UACCH provides this eligibility form on UACCH letterhead)

Funeral Director Technical Certificate

First Semester (Fall)		Cr. Hrs.	Total Hrs.
ENGL 1013	Composition I	3	
CISS 1013	Introduction to Computers	3	
FSED 2202	Funeral Service Law	2	
FSED 1001	Funeral Service Orientation	1	
FSED 1034	Funeral Directing	4	
FSED 1002	History of Funeral Service	2	
FSED 2103	Funeral Psychology/Sociology	3	18
Second Semester (Spring)			
BUSS 2203	Business Law	3	
FSED 1302	Funeral Merchandising	2	
FSED 1322	Funeral Management	2	
SPCH 1303	Principles of Speech	3	
ACCT 2103	Principles of Accounting	3	
BUSS 1203	Introduction to Business	3	16
Total			34

This Technical Certificate is designed to meet specific state or professional needs. The Certificate is not accredited by the American Board of Funeral Service Education. Students graduating from this certificate program are not eligible to take the National Board Examination or any state board examination for which graduation from an ABFSE accredited program is required.

State & State Board	Type of License	Educational Requirements	UACCH meets Requirements
Arkansas State Board of Embalmers 101 E Capital, Suite 113 Little Rock, AR 72201 (501)682-0574 www.state.ar.us/fdemb	Embalmer Funeral Director	High School and Mortuary College accredited by ABFSE High School	Yes
Louisiana Louisiana State Board of Embalmers and Funeral Directors P. O. Box 8757 Metairie, LA 70011 (504) 838-5109 www.lsbefd.state.la.us	Funeral Director Embalmer	High School plus 30 semester hours college High School plus mortuary science program of 15 months	Yes
Missouri State Board of Embalmers and Funeral Directors P. O. Box 423 Jefferson City, MO 65102 (573) 751-0813 www.ecodev.state.mo.us	Embalmer Funeral Director	High School plus mortuary college High School plus one year of mortuary college	Yes
Mississippi Mississippi State Board of Funeral Service 7 River Bend Place, Suite B Flowood, MS 39232 (602) 354-6903 www.msfuneralboard.com	Funeral Service License Funeral Director	High School plus mortuary college High School or equivalent	Yes
Texas Texas Funeral Commission P. O. Box 12217 Austin, TX 78711 (512) 936-2474 www.tfsc.state.tx.us	Funeral Director/Embalmer	High School plus mortuary college	Yes
Oklahoma State Board of Embalmers and Funeral Directors 4545 N. Lincoln Blvd, Suite 175 Oklahoma City, OK 73105 www.okfuneral.com	Funeral Director and/or Embalmer	Minimum of 60 hours college hours from regionally accredited institution plus graduation from accredited mortuary college	No

All questions regarding STATE requirements for licensing (education, apprenticeship, testing, etc) should be directed to the board of the state in which you wish to practice. It is the student's responsibility to make sure all requirements for licensure are met.

Funeral Service Estimated Costs

Tuition

The tuition and fee costs provided are the most current. These costs are estimated as they are subject to change.

Tuition Schedule per Semester

The following rates will be charged to all students for each credit hour of enrollment.

Hempstead County Residents

Per Credit Hour of Enrollment \$59.00

AAS	64 hours @ 59.00	\$3776.00 Total + Total Online Classes
Certificate	34 hours @ 59.00	\$2006.00

Auditing a Course (per credit hour) \$59.00

Online Classes \$95.00

AAS	3 hours @ 95.00	\$285.00 Total Online Classes
-----	-----------------	-------------------------------

Out-of-County Residents

Per Credit Hour of Enrollment \$64.00

AAS	64 hours @ 64.00	\$4096.00 Total + Total Online Classes
Certificate	34 hours @ 64.00	\$ 2176.00 Total

Auditing a Course (per credit hour) \$64.00

Online Classes \$95.00

AAS	3 hours @ 95.00	\$285.00 Total Online Classes
-----	-----------------	-------------------------------

Border County Residents

Bowie, Cass, Red River, Marion, Morris, and Titus counties, Texas; McCurtain County, Oklahoma; Caddo, Bossier, Claiborne and Webster parishes, Louisiana

Per Credit Hour of Enrollment \$64.00

AAS	64 hours @ 64.00	\$4096.00 Total + Total Online Classes
Certificate	34 hours @ 64.00	\$2176.00 Total

Part-Time Student (per credit hour) \$64.00

Auditing a Course (per credit hour) \$64.00

Online Classes \$95.00

AAS	3 hours @ 95.00	\$285.00 Total Online Classes
-----	-----------------	-------------------------------

Out-of-State Residents

Per Credit Hour of Enrollment \$126.00

AAS	64 hours @ 126.00	\$8064.00 Total + Total Online Classes
Certificate	34 hours @ 126.00	\$4284.00 Total

Auditing a Course (per credit hour) \$126.00

Online Classes \$95.00

AAS	3 hours @ 95.00	\$285.00 Total Online Classes
-----	-----------------	-------------------------------

Residency Requirements

An out-of-state resident is defined as a person who has not lived in the State of Arkansas for six (6) consecutive months prior to his/her enrollment.

A Hempstead County resident is defined as a person who has lived in Hempstead County for 90 days prior to his/her enrollment.

Fee Schedule Per Semester

Required Fees

Instructional Support Fee (per credit hour)	\$7.00
Student Activity Fee (per credit hour)	\$1.00
Documentation Fee	\$3.00
Security Fee (per credit hour)	\$2.00
Facilities Fee (per credit hour)	\$2.00

Testing Fees

ASSET or Compass Testing Retake Fee	\$ 5.00
National Board Practice Exam	
Required last semester of attendance	\$ 90.00
National Board Exam	
Required last semester of attendance	\$400.00

Book Costs

The prices provided are for new textbooks, some may be available as used textbooks. Costs are estimated as changes to cost may be made with book changes, increase from publishers, etc.

Book	Cost
BIOL 1003 & BIOL 1013 Essentials A & P I and II	100.00
FSED 1003 Funeral Chemistry	100.00
ENGL 1013 Composition I	80.00
CISS 1013 Introduction to Computers	150.00
MATH 1033 Intermediate Algebra	100.00
ACCT 2103 Principles of Accounting I	200.00
BUSS 2203 Business Law	125.00
BUSS 1203 Introduction to Business	140.00
ENGL 1023 Composition II	95.00
SPCH 1313 Principles of Speech	90.00
FSED 2002 Funeral Service Law	60.00
FSED 1001 Funeral Service Orientation	50.00
FSED 1033 Funeral Directing FSED 1302 Funeral Merchandising FSED 1322 Funeral Management	65.00
FSED 1022 History of Funeral Service	75.00
FSED 1004 & FSED 1204 Embalming I & II	125.00
FSED 1012 & FSED 1022 Restorative Art I & II	170.00—textbook and lab book 125.00—lab supplies (plastic skull and wax)
FSED 2103 Funeral Psychology/Sociology	100.00
FSED 2213 Microbiology/Pathology	150.00
FSED 2203 Comprehensive Review	50.00

Books that are not needed for Comprehensive Review or a course in subsequent semester may be returned to the bookstore and sold at the end of the semester during Bookstore Book Buy Back.

Checklist for admission to the funeral home program

This is the checklist that is used by the Program Director to determine admission into the program. Please use this checklist to make sure that you have completed all of the applicable admissions requirements prior to enrollment in any funeral service program coursework.

Item	Date Received	Other
UACCH Application for Admission		
Funeral Service Program Application after completion of at least 50% of the General Education courses		
Official copy of High School Transcript		Name of High School
Received directly through the mail from high school.		
Official Copy of GED		
Received directly through the mail from institution		
Official Copy of College Transcript(Name of College
Received directly through the mail from college.		
ACT ASSET or Compass Scores		
OR		
Transfer of: English Composition I Intermediate Algebra		Name of College transferred from
Immunization Record		
Meeting with Funeral Service Program Director (Can be done at first time registration)		
Degree Plan Prepared by Funeral Service Program Director		

Official copy of transcript must come from the transfer institution mailed directly to UACCH. Any copy not mailed from the institution directly to UACCH is not considered to be official.

APPLICATION FOR ADMISSION TO THE FUNERAL SERVICE PROGRAM

Name _____
Last First Middle Maiden

Home Address

Street Address _____

City, State, Zip Code _____

Home Phone _____ Work Phone _____

Local Phone _____ E-mail address _____

SS# _____ Race _____ Date of Birth _____

The state in which I plan to become licensed _____

Program in which I wish to enroll:

____ Associate of Applied Science in Funeral Service Education—UACCH campus—Hope, AR

____ Associate of Applied Science in Funeral Service Education—via CV at NPCC campus—Hot Springs, AR

____ Funeral Director Technical Certificate

Educational Background

High School Name/GED	City, State	Graduation/Completion Date	
College Name	City, State	Graduation/Completion Date	Degree or # Hours Earned
Previous Funeral Service School/College attended	City, State	Dates of Attendance	Reason(s) for transfer

Previous work in funeral service _____yes _____no If yes, complete the following:

Name of Employer _____ City, State _____

Dates of Employment _____ Job/Work done _____

I heard about the UACCH funeral program from:

____ Newspaper ____ Trade magazine ____ Funeral Home/Director ____ HS Counselor ____ Graduate of Program ____ Mail out/brochure Other (please specify) _____

Please state why you would like to pursue Funeral Service as a career and what qualities you feel would make you a good candidate for our program. Use back if necessary.

Have a family member in funeral service _____yes _____no

If yes, relationship of family member in funeral service to you:

____ Parent ____ Spouse ____ Sibling ____ In-law Other (specify) _____

I have completed a minimum of 50% or 17 semester hours of General Education requirements on the AAS degree plan with a grade of "C" or better.

Signature _____ Date _____

To be completed by Program Director:

Date Application Received _____ Date all Requirements Received _____

Student ID # _____ Degree Plan Completed _____

Date of Registration _____ Meets Requirements _____

Semester/Year of Enrollment:

Fall _____ Spring _____ Summer I _____ Summer II _____

Campus of attendance: UACCH Hope, AR _____ NPCC Hot Springs, AR _____