

MORTUARY SCIENCE

Admission Packet

www.ccbcmd.edu/shp

<https://ccbc.liaisoncas.com/applicant-ux/#/login>

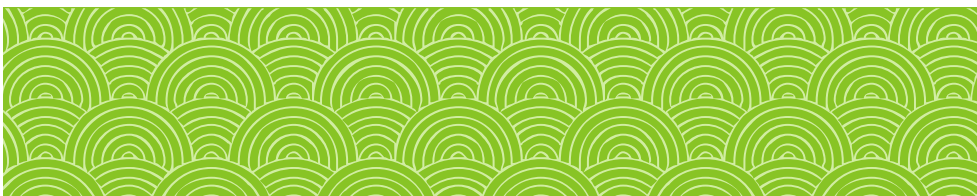


CCBC

SCHOOL OF
HEALTH PROFESSIONS

2016

**Brian Burke –
Program
Director**



Mortuary Science

Welcome

The Catonsville Campus of the Community College of Baltimore County (CCBC-Catonsville) welcomes you to our institution. The A.A.S. degree in Mortuary Science is designed to prepare students to become Morticians (Funeral Director & Embalmer).

Accreditation

The Associate of Applied Science Degree in Mortuary Science Program at the Community College of Baltimore County – Catonsville is accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108, Woodbury Heights, New Jersey 08097; 816-233-3747; Web site: www.ABFSE.org.

Dr. Robert C. Smith, III
Executive Director

992 Mantua Pike, Suite 108
Woodbury Heights, New Jersey 08097
Office: (816) 233-3747
www.abfse.org

Application Deadline

- June 15th for fall
- November 1st spring

Prerequisites

All courses must be completed with a 'C' or better. For best consideration, A's and B's in prerequisite classes should be obtained.

➤ CMNS 101	➤ 3 Credits
➤ PSYC 101	➤ 3 Credits
➤ MATH Gen. Ed. Elective	➤ 3-4 Credits
➤ CSIT 101	➤ 3 Credits
➤ ENGL 101	➤ 3 Credits
➤ ACCT 101 (or direct transfer equivalent)	➤ 3 Credits
➤ Arts and Humanities OR Behavioral Science Gen. Ed. Elective (must be a Diversity Course) 3 credits	➤ 3 Credits
➤ Biological or Physical Science Gen. Ed. Elective 3-4 credits	➤ 3-4 Credits

Admission Criteria

- A CCBC GPA of 2.00 for any courses completed at CCBC.
- Must have GPA of 2.3 or better on all prerequisite courses.
- All prerequisite courses must be completed prior to the start of the program.

- In-progress winter courses will not be considered for admission into the following spring. For best consideration, complete all prerequisites by the application deadline.

The Mortuary Science program is a **Selective Admissions Program** and enrollment in this program is competitive and limited. The competitiveness of admissions depends on the pool of applicants. The most competitive students will have shown mastery in their coursework with grades of B or better.

Where to Apply

Applications for this program are found in the CCBC CAS at <https://ccbc.liasoncas.com/applicant-ux/#/login>.

Additional application instructions are found at www.ccbcmd.edu/cas.

This program requires that all official college transcripts be submitted to the CCBC CAS preferably 4-6 weeks prior to the admission deadline.

Admission Response

Admissions decisions are emailed to students approximately 6 to 8 weeks after the application deadline.

CCBC, The School of Health Professions and the Mortuary Science Program and its employees select and welcome all students without regard to Race, Sex, Religion, Ethnicity, Age, Sexual Orientation, Cultural Customs, or any other form of discrimination and will make all reasonable accommodations for students with disabilities. We feel that having a diverse student population adds to the learning experience as well as the profession of Funeral Service.

Re-Admission

Students who have been dismissed from the program may submit an application for readmission. Readmissions are made depending on the number of available seats in the program. Students in this category are welcomed back into the program primarily in the fall semester, although occasionally there may be available seats in the spring semester.

Students who wish to be readmitted will follow the same steps to submit the application as students who are applying for the first time. Following receipt and processing of the application, a letter will be mailed that gives details of the readmission process, which includes creation of a "plan for success" and a personal interview with either a readmissions committee or the program direction. Students will be accepted for readmission based on their application packet and interview performance, and on the number of seats available.

Who to Contact

Academic Advising – Advising is available at all campuses and extension centers. For the Catonsville campus call 443-840-4382 or visit the Student Services Center room 102-113. The hours, addresses and phone numbers for all sites can be found by calling 443-840-2222 or online at <http://www.ccbcmd.edu/Resources-for-Students/Academic-Advisement/Contact-an-Academic-Advisor.aspx>.

Program Director – Brian Burke at 443-840-4924 or BBurke@ccbcmd.edu

School of Health Professions Office of Admissions at 443-840-1989 or email shpseat@ccbcmd.edu

National Board Exam Results

"National Board Examination pass rates, graduation rates, **(beginning in 2015)** and employment rates **(beginning in 2015)** for this and other ABFSE-accredited programs are available at www.abfse.org. To request a printed copy of this program's rates, go to the Mortuary Science Office, Room CLLB 105, Classroom and Laboratory Building or go to <http://www.ccbcmed.edu/Programs-and-Courses/Schools-and-Academic-Departments/School-of-Health-Professions/Mortuary-Science/National-Board-Exam.aspx> or by e-mail at bburke@ccbcmd.edu, or by telephone at 443-840-4924."

PROGRAM INFORMATION – CCBC Catonsville

Year	Total enrolled	# of New Students	# of Grads	Timely Grad*	Graduation rate	Did not finish**	Overall % Employed	Employed In FS
2015	55	12	14	14/14	69%	4	100%	100%
2014	59	18	13	---	24%	6	92%	85%

NATIONAL BOARD STATISTICS – CCBC Catonsville

3 year Average	% Pass Arts	% Pass Sciences
2015 - 2013	98%	100%
2014 - 2012	98%	100%
Most recent	# Takers	# Passed
2015 Arts	14	14
2015 Sciences	16	16

Graduation and National Board Examinations

A 2.00 grade point average (GPA) will be required for graduation with an A.A.S. degree in Mortuary Science. **All students must take the National Board Exam as a requirement to earn the A.A.S. in Mortuary Science.**

One **cannot** take the NBE until all degree requirements have been completed. Once all degree requirements have been completed, one can register online at www.cfseb.org to take the National Board Exam.

AIMS

The Mortuary Science Program at CCBC-Catonsville aims to recognize the importance of funeral service personnel as;

- Members of human services profession;
- Members of the community in which they serve;
- Participants in the relationship between bereaved families and those engaged in the funeral service profession;
- Professionals knowledgeable of and compliant with federal, state, provincial/territorial, and local regulatory guidelines in the geographical area where they practice; and
- Professionals sensitive to the responsibility for the public health, safety, and welfare in caring for human remains.

Objectives

The Mortuary Science Program at CCBC-Catonsville's objectives are as follows;

- To enlarge the background and knowledge of students about the funeral service profession;
- To educate students in every phase of funeral service, and to enable them to develop the proficiency and skills necessary for the profession;
- To educate students concerning the responsibilities of the funeral service profession to the community at large;
- To provide a curriculum at the post-secondary level of instruction; and
- To encourage students and faculty research in the field of funeral service.

Maryland Law

As of July 1, 1986, the educational standards for mortician licensure were raised to an Associate Degree in Mortuary Science accredited by the American Board of Funeral Service Education. The candidate for licensure must also complete 1,000 (one thousand) hours of apprenticeship, either on a full or part-time basis. The candidate must pass the National Board Examination. This examination is given once a student has successfully completed all of the other academic requirements. During the apprenticeship period, the registered Maryland apprentice will take a State Board Examination. The State Board Examination will cover state laws regulating the funeral industry in Maryland and a practical examination section. The State Board Examination will be given twice per year at the University of Maryland at Baltimore in October and April. The examination will be administered by the State Board of Morticians at the Anatomy Board of Maryland. The College is not responsible to find apprenticeships for students. The student must seek out his or her own sponsor. Once registered by the State Board of Morticians as an apprentice, the student has five years to complete the above requirements for licensure in Maryland.

The Apprenticeship

CCBC Catonsville does not arrange apprenticeships. The student must seek out his/her own apprenticeship. It is advised that the student have arranged an apprenticeship, or at least a promise of apprenticeship, prior to entering the program. Students may not attend classes during the hours they are serving their apprenticeship.

The Mortuary Science Program does maintain a bulletin board with the most current funeral service opportunities. This bulletin board is located in the hallway of room CLLB 107 on the Catonsville campus.

Purpose of Apprenticeship

1. Students are better prepared for academic work and have an understanding of some of the complexity involved in funeral service in terms of "hands on experience."
2. Students have a source of part-time employment in the profession with a possibility of full-time employment upon graduation.

The Maryland State Board of Morticians implemented the following changes in the apprentice program. Prior to an individual coming before the Maryland State Board of Morticians for an approval of an apprenticeship program, the individual must meet the following qualifications:

- 2/3 of the educational requirements must be met with at least a 2.0 Grade Point Average to be verified with a certified copy of the college transcript before the 1,000 hours of apprenticeship begins. All official transcripts sent to the State Board of Morticians and Funeral Directors must be sent directly from the Registrar's office of the College and must arrive at the Board in a sealed envelope. 46 credits are considered to be 2/3rds of the education requirements.
- 1,000 Apprenticeship hours, which will include 20 funeral assists and 20 embalming assists.
- Passing the National Board Examination.
- Passing the State Jurisprudence and Practical Examination.

Note: The applicant will be permitted to renew the apprentice license twice.

Should you have any questions concerning the above requirements or to request an apprentice application, call the Maryland State Board of Morticians and Funeral Directors at (410) 764-4792.

Statewide Designated Program

The Maryland State Board of Higher Education has designated the Mortuary Science Program at CCBC Catonsville as a statewide program for tuition purposes. Students enrolling in Mortuary Science and residing outside of Baltimore County may receive state subsidy toward their tuition when funds are available. For additional information visit <http://www.ccbcmd.edu/catalog/registration/statewide.html>

Health Requirements

The Mortuary Science Program requires that you have a medical physician perform a physical and verify that you are physically and emotionally able to enroll and complete the Embalming Laboratory Practicum. The health forms are available in the Mortuary Science Program office, Catonsville room CLLB 106. Please consult your physician for all medical advice. The physician will need to verify that you are physically able to wear a respirator.

Respirator: In order to have a proper respirator fit, the wearer will need to be clean shaven.

Pregnancy: Students who are pregnant are not permitted in the embalming laboratory.

Vaccinations / Tests

- Hepatitis B vaccinations – you must complete the series of 3 vaccinations for full immunity
- Tetanus vaccination within the past 10 years
- Be tested and treated, if positive, for Tuberculosis

Science and Mortuary Science Transfer Credit

Transfer of all Science and Mortuary Science classes are at the sole discretion of the Program Director of Mortuary Science. If for any reason, someone else at CCBC accepts the credits for Science and or Mortuary Science classes from another institution, they will not count towards the A.A.S. degree in Mortuary Science unless the Program Director agrees to accept them (No Exceptions).

1. All Science and Mortuary Science classes must come from an institution accredited by the American Board of Funeral Service Education (ABFSE) and a regional accrediting agency, such as Middle States.
2. All Science and Mortuary Science classes transferred must have a grade of a “B” or higher.
3. The school from which the classes are transferred must have at least an 80% pass rate for first time takers of the NBE in the year that the course was taken.
4. The student is solely responsible for obtaining and delivering a certified transcript, course description of the class (from their specific school catalog) and a syllabus to the Program Coordinator. In the event that their course descriptions do not identically match, the course(s) will not transfer to CCBC.
5. All Science and Mortuary Science classes must fall within the parameters of the four-year rule. That is, all Science and Mortuary Science classes must be completed within a four year period starting from the first science and or mortuary science course taken.

Note: If for any reason a Science or Mortuary Science class is older than four (4) years then it will not count towards the degree. The class must be repeated prior to graduation.