

2024-2025



SHP ADMISSION PACKET

MORTUARY SCIENCE PROGRAM

SCHOOL OF HEALTH PROFESSIONS
THE COMMUNITY COLLEGE OF BALTIMORE COUNTY (CCBC)

WWW.CCBCMD.EDU/SHP

2024-2025

CCBC Catonsville Campus
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School of Health Professions (SHP)

Program Application Checklist 2024-2025

1. Apply to CCBC

- ☐ Complete the free CCBC application:
[Apply to CCBC](#)

2. Submit

- ☐ Submit official transcripts/score reports to CCBC Registrar
- ☐ Follow this link for more details: [Next Steps](#)

3. Complete

- ☐ If you have transcripts from other colleges, complete the Transfer Evaluation Request form. Go to [Transfer to CCBC \(ccbcmd.edu\)](#), click on "Next Steps," and then click on "Transfer Evaluation Request".

4. Review

- ☐ Review the Admission packet for your program

5. Meet

- ☐ Meet with a Health Professions Academic Advisor [Meet with an Advisor \(ccbcmd.edu\)](#)

6. Take

- ☐ If applying for Dental Hygiene, Radiography, Registered Nursing, Practical Nursing, or Practical Nursing-RN Bridge, register for and complete the TEAS test. More information about the TEAS and how to register: [TEAS](#)

7. Apply

- ☐ Access SHP CAS: [SHP CAS Login](#).
Dental Hygiene - [DH CAS Login](#)
- ☐ Complete each quadrant of the SHP CAS or DH CAS application
- ☐ Send 2nd set of transcripts to SHP CAS directions in 2nd quadrant of applications

- ☐ Submit the application with the non-refundable application fee by the program deadline

For assistance:

- Click the blue question mark in the top right corner of each page of the SHP CAS application
- Email shpseat@ccbcmd.edu
- Contact your Health Professions Academic Advisor
- Attend a SHP CAS workshop, in person or via TEAMS. Check CCBC Events page

8. Check

- ☐ Log back into your SHP CAS application and click on the "Check Status" tab to ensure your application is marked as Verified/Complete for evaluation

9. Monitor

- ☐ Regularly check the email address used in your SHP CAS or DH CAS application for updates and notifications. Check SPAM folder.

10. Confirm

- ☐ Log into your [myCCBC](#) account then review your *SIMON Degree Audit* to confirm transcripts from other institutions have been received and evaluated

11. Be Notified

- ☐ Refer to your program admission packet for information about interview dates and admission decisions. Final decisions are emailed to applicants from SHP Admissions only.

This checklist is designed to guide you through each step of the SHP selective admission process efficiently.

Links:

1. <https://www.ccbcmd.edu/Admission-and-Registration/Apply-for-Admission/index.html>
2. <https://www.ccbcmd.edu/Admission-and-Registration/Apply-for-Admission/Degree-or-Certificate/Next-Steps.html>
3. <https://www.ccbcmd.edu/Admission-and-Registration/Get-Started/Transfer-Credit/pages/Transfer-to-CCBC.html>
4. Meet with an Advisor (ccbcmd.edu) <https://www.ccbcmd.edu/For/Accepted-Students/pages/Meet-with-an-Advisor.html>
5. <https://www.atitesting.com/teas>
6. <https://shp.liaisoncas.com/applicant-ux/#/login>
7. <https://dhcas.liaisoncas.com/applicant-ux/#/login>
8. <https://id.quicklaunch.io/CCBC>

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Mortuary Science Program

Welcome

On behalf of the School of Health Professions, thank you for your interest in CCBC's Mortuary Science program. At the completion of this program, you will graduate with an Associate of Applied Science degree in Mortuary Science, which is a requirement to becoming a licensed mortician in the state of Maryland. The mission of the Mortuary Science Program is to educate students in every phase of funeral service so that program graduates are prepared for entry-level employment in funeral service.

Please carefully review the information contained within this guide to ensure you have completed all steps required for admissions consideration.

I wish you the best with the submission of your admissions application.

Sincerely,

Diane Donaldson
Program Director

Program Description

The mission of the Mortuary Science Program is to educate students in every phase of funeral service so that program graduates are prepared for entry-level employment in funeral service.

Upon completion of the program, students 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.

Students who elect this curriculum should recognize that certain specialized courses may not transfer to some four-year colleges. It is the responsibility of out-of-state students to familiarize themselves with their own state's licensing laws as they relate to apprenticeship and educational requirements.

Application to the School of Health Professions (SHP) is a separate and competitive process from admission to CCBC. CCBC uses an outside vendor to manage the applications in the School of Health Professions Central Application Service (SHP CAS). The SHP CAS and CCBC are separate systems and do not share information. You must submit two applications and sets of transcripts, one to CCBC and one to SHP CAS. Send inquiries to shpseat@ccbcmd.edu.

Accreditation

The Mortuary Science associate degree program at Community College of Baltimore County, Catonsville Campus is accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097 (816) 233-3747. Web: 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

- July 1st for the fall start

Required Prerequisite Coursework

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

Courses	Credits
➤ 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 <i>(or direct transfer equivalent)</i>	➤ 3 Credits
➤ Arts and Humanities OR Behavioral Science Gen. Ed. Elective <i>(must be a Diversity Course)</i>	➤ 3 Credits
➤ Biological or Physical Science Gen. Ed. Elective 3-4 credits	➤ 3-4 Credits

Minimum Admission Criteria

- A CCBC GPA of 2.00 for any courses completed at CCBC.
- Must have GPA of 2.30 or better on all prerequisite courses.
- All prerequisite courses must be completed prior to the start of the program.
- In-progress summer courses will be considered for admission into the following fall. For best admission consideration, complete all prerequisites by the application deadline.
- Signed Mortuary Science Technical Standards form – mandatory.
- Prior to application review, official transcripts from all colleges (except CCBC) must be evaluated by the CCBC Registrar's Office for transfer of credit. Only courses that transfer into CCBC will be considered for admission. Review the “How to submit your final transcript” section of the Apply Now webpage at: <https://www.ccbcmd.edu/Get-Started/Take-classes/Take-a-credit-class/Transfer-to-CCBC-from-another-college.aspx>. It is strongly recommended that SHP applicants speak specifically with a Health Professions Pathways Advisor early in the application process to review courses required for admission and graduation.
- Per industry standards, applicants to the Mortuary Science program must be 18 and have received a GED or HS Diploma before being admitted to the program.

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.

Steps for Application

1. Apply for admission to CCBC at <http://www.ccbcmd.edu/apply>
2. Participate in assessment testing, if necessary.

3. If transferring to CCBC, applicant must submit transcripts to CCBC and submit a transfer evaluation form found near the bottom of the webpage - <https://www.ccbcmd.edu/resources-for-students/student-records-and-transcripts>
4. Complete prerequisite courses as necessary.
5. Once you have your CCBC Student ID number, log into <https://shp.liaisoncas.com/applicant-ux/#/login> and apply to the **CCBC SHP MORS** program by the application deadline. The **non-refundable** \$50 application fee is due at time of submission.
6. It is the sole responsibility of the student to ensure that all documents have been received or uploaded into the SHP CAS by the deadline.
7. Applicants will receive an **email** inviting them to complete the **CCBC SHP Supplemental application** once their program SHP CAS application has been verified. Instructions will be in the email.

Transcripts

Official transcripts from ALL U.S. colleges/universities attended by the applicant, are required to be submitted to the SHP CAS **AND** to CCBC. AP and CLEP scores should be sent directly to the CCBC Registrar. Please read these instructions carefully. Transcripts should be sent 4 – 6 weeks prior to the admission deadline.

- 1) SHP CAS Transcript Processing Center – there two ways to send official transcripts;
 - a) Electronically – If your school offers electronic transcripts, for example, Parchment, elect to send your transcript this way as it is more time efficient. Go into your student account on your college website and request copies of your Official Transcripts. You will be asked where to send the electronic copy, choose SHP CAS or something similar according to how your school has it listed.

You will also be asked for a Transcript Matching Number, on the transcript request form. This number is found in your SHP CAS application in the Academic History quadrant. Click on Colleges Attended. Under each college that you listed, is a blue button that says Transcript Matching Form, click on it. In the top, right hand corner of the form is a bar code, under the bar code is a series of numbers and letters. This number is the Transcript Matching Number, copy and paste it into the space on the electronic transcript request form.

- b) US Postal Service – You can use the mail system to send paper copies of your Official Transcript. Request from the institution(s) that you have attended, an Official copy of your transcript and have it sent to your home. A Transcript Matching Form must be sent with each transcript. The form is found in the Academic History quadrant of your SHP CAS application, in the Colleges Attended tab. Under each college that you listed, is a

blue button that says Transcript Matching form, click on it. The form that comes up, must be printed out and wrapped around the sealed, official, copy of your transcripts. Put all documents in an envelope and mail to the below address,

**SHP CAS Transcript Processing Center
P.O. Box 9134
Watertown, MA 02471**

- c) CCBC Enrollment Services Center, Baltimore, MD

Additionally, ALL official U.S. College transcripts, **not including CCBC**, must be sent to the CCBC Enrollment Services Center. Directions can be found using this URL www.ccbc.edu/Get-Started/Take-classes/Take-a-credit-class/Transfer-to-CCBC-from-another-college.aspx

- d) SHP Admission Office, Baltimore, MD

If you have CLEP scores, AP scores, and/or an International College Transcript evaluation, the official score report or evaluation must be sent directly to Enrollment Services. Do not send it to Watertown. Please send an unofficial copy of your scores to our office.

**CCBC School of Health Professions Admissions Office
7201 Rossville Blvd.
Carol Diane Eustis Center for Health Professions Building, Suite 102
Baltimore, Maryland 21237**

- 2) All applicants are responsible for checking to see that their official transcripts have been received in the appropriate locations.
- a) SHP CAS – log into your applications and select the Check Status tab in the upper right corner. If you have a concern, select the blue question mark at the top of your application and follow the prompts.
 - b) CCBC Enrollment Services – Log into your SIMON account to determine if your transcripts have been received and to review your transfer of credit.
 - c) Applications missing transcripts will not be considered for admission.

Admission Response

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

Science and Mortuary Science Transfer Credit

Transfer of all Science and Mortuary Science classes completed in Mortuary programs outside of CCBC 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 Commission on Higher Education.
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 Director. 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 must be repeated to meet graduation requirements.

Maryland Law

According to Maryland law, a candidate for a mortician’s license must:

- Graduate with an A.A.S. degree in mortuary science or its equivalent from an institution accredited by the American Board of funeral Service Education
- Pass the National Board Exam (taken after student has completed all academic requirements)
- Serve and apprenticeship of not less than one year
- Pass the Maryland State Jurisprudence Exam (take during apprenticeship)
- Pass the Maryland Stat Practical Exam (taken during apprenticeship)

The Apprenticeship

The Maryland State Board of Morticians requires 1,000 hours of apprenticeship with 20 funeral assists and 20 embalming assists. To be eligible for an apprenticeship, the applicant must be enrolled in an accredited mortuary science program and have a 2.0 or higher-grade point average, to be verified with an official copy of the college transcript before the individual petitions the Board for approval of an apprenticeship program.

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 digital bulletin board with the most current funeral service opportunities. This resource is available to all Mortuary Science students.

Purpose of Apprenticeship

- 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."
- Students have a source of part-time employment in the profession with a possibility of full-time employment upon graduation.

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:

- The applicant shall be enrolled in or have graduated from a mortuary science program at a school accredited by the American Board of Funeral Service or approved by the Board, with a 2.0 or higher grade point average that is verified with a certified copy of the college transcript.
- The applicant shall appear before the Board with a sponsor who:
 - Holds a current valid mortician or funeral director license in Maryland; and
 - Is employed by the same funeral home that employs the apprentice.

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.

Health Requirements

The Mortuary Science Program requires that you have a medical physician perform a physical exam and verify that you are physically and emotionally able to enroll and complete the Embalming Laboratory Practicum. 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
- COVID-19 vaccination is recommended, but not required

Re-Admission Policy

Students who have been dismissed from the program must sit out one semester (either Fall or Spring) before submitting an application for readmission. 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 Director. Students will be accepted for readmission based on their application packet and interview performance, and on the number of seats available.

Students who have been academically dismissed twice are not eligible for readmission.

Who to Contact

Academic Advising – Advising is available at all campuses and extension centers. Please ask to speak with a **Health Professions Pathway Advisor** only.

- For the Catonsville campus call 443-840-4382 or visit the Student Services Center room 102.
- For the Essex campus call 443-840-1973 or visit the Student Services Center room 120A.
- For the Dundalk campus, call 443-840-3816 or visit the Student Services Center room 102. 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>.

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

Technical Requirements

The primary goal of the Mortuary Science Program is to prepare qualified graduates for entry level positions in funeral service.

The following are skills that are typically required for job performance:

1. Physical Requirements

- a. Able to push, pull and lift up to 75 pounds
- b. Able to push and pull up to 150 pounds on a stretcher or other transportation device on flat and inclined surfaces
- c. Able to stand on two feet for extended periods of time
- d. Able to work both indoors and outdoors during all seasons and weather
- e. Able to safely handle biohazardous materials, hazardous chemicals, and embalming instruments without injury to self or others
- f. Able to drive a van-sized vehicle in daytime and nighttime conditions
- g. Sufficient manual dexterity to complete office tasks such as filling out paperwork, answering phones, and operating computers
- h. Adequate eyesight to assess condition of deceased and accurately differentiate between different types of hazardous chemicals

2. Working Conditions

- a. Work is divided between an air-conditioned office environment; numerous off-site locations; and outdoors in varying weather conditions
- b. Evening and weekend hours are expected
- c. There is a low risk of exposure to communicable diseases
- d. There is a moderate risk of exposure to biohazardous materials and hazardous chemicals

3. Interpersonal Skills

- a. Ability to work in a professional manner with clients of all ages, races, creeds, and physical condition
- b. Interact with other team members in a polite, professional manner
- c. Communicate in a professional manner in all formats – written, oral, non-verbal, and electronic
- d. Effectively and accurately acquire and convey information utilizing an appropriate communication mode

4. Intellectual Ability and Emotional Stability

- a. Exercise independent judgment and avoid distraction in the technical performance of various procedures
- b. Work under time constraints
- c. Work calmly and efficiently in stressful situations
- d. Understand the stages of grief and grief counseling

Technical Standards Declaration - I have read and understand the technical standards required for the Mortuary Science Program. I hereby declare that I am able to meet the above-listed essential technical standards. BE SURE TO SUBMIT WITH APPLICATION.

Name Printed

Student Signature

Date