

Mortuary Science

School of Health Professions
Community College of Baltimore County (CCBC)
Catonsville Campus

Admission Packet

2020 - 2021



Mortuary Science Program

Welcome

On behalf of the School of Health Professions, thank you for your interest in CCBC's Mortuary Science program. The A.A.S. degree in Mortuary Science is designed to prepare students to become Morticians (Funeral Director & Embalmer).

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 submission of your admissions application.

Sincerely,

Mr. Brian Burke
Program Director

Program Description

The Mortuary Science Program is designed to educate students for positions as morticians and prepare them to meet the State's licensing requirements. The Maryland State Board of Morticians requires 1,000 hours of apprenticeship with 20 funeral assists and 20 embalming assists. In order to be eligible for an apprenticeship, two-thirds of the education requirements (46 credits) must be met with a 2.0 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.

Students who elect this curriculum should recognize that certain specialized courses may not transfer to some four-year colleges. As a graduation requirement, students must take the National Board Examination. They must also make application with the Maryland State Board of Morticians to take the Maryland Mortuary Science Law and Practical Examination. 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.

The Mortuary Science Program recognizes the importance of funeral service personnel as:

- Members of the human services profession



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Revised 11/2020

- 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 regularity 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.

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 the fall start
- November 1st for the spring 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.

➤ 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



- **CMNS 101** ➤ 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

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

Steps for Application

1. Apply for admission to CCBC at <http://www.ccbcmd.edu/apply>
2. Participate in assessment testing, if necessary.
3. Complete prerequisite courses as necessary.
4. 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.
5. 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.
6. 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 School of Health Professions Office. 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 unsealed, 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

- 2) 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

- 3) 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 our office. Do not send it to Watertown or to Enrollment Services. We will forward the report or evaluation once we have used it for admission consideration, to the appropriate group.

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

- 4) 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.

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, 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.

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 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 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

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

- 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.

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.

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

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 Director. 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. Please ask to speak with a **Health and Science Pathways 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 at 443-840-1989 or email shpseat@ccbcmd.edu

