### National Board Scores

**National Board Exam Pass Rates for John Tyler Community College**

<table>
<thead>
<tr>
<th>Year</th>
<th># of Takers</th>
<th># Who Passed</th>
<th>% Who Passed</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>Arts: 24</td>
<td>20</td>
<td>83%</td>
</tr>
<tr>
<td></td>
<td>Science: 26</td>
<td>20</td>
<td>77%</td>
</tr>
<tr>
<td>2010</td>
<td>Arts: 25</td>
<td>11</td>
<td>44%</td>
</tr>
<tr>
<td></td>
<td>Science: 25</td>
<td>17</td>
<td>68%</td>
</tr>
<tr>
<td>2009</td>
<td>16</td>
<td>13</td>
<td>81%</td>
</tr>
</tbody>
</table>

The annual passage rate of first-time takers of the National Board Examination (NBE) for the most recent three-year period for this institution and all ABFSE accredited funeral services education programs is posted on the ABFSE website [www.abfse.org](http://www.abfse.org).

### Accreditation

The Funeral Services Program at John Tyler Community College is accredited by the American Board of Funeral Service Education (ABFSE), 3414 Ashland Avenue, Suite G, St. Joseph, Missouri, 64506. The ABFSE may be contacted at 816-233-3747 or [www.abfse.org](http://www.abfse.org). The program is also approved and recognized by the Board of Funeral Directors and Embalmers of the Commonwealth of Virginia and is a member of the National Association of Colleges of Mortuary Science.

### About the Funeral Services Program

Since 1969 the Funeral Services Program at John Tyler Community College has educated members of the funeral services industry within the Commonwealth of Virginia and many other states. Graduates have become leaders in the funeral service industry as owners, managers, directors and within large funeral service corporations.

In its more than forty years of existence, the program has changed from the traditional “bricks and mortar” format to the modern methods of including technology in instruction. By offering various forms of instruction, students have expanded opportunities to satisfy the educational requirements of licensing. Students can choose from two distinct tracks: a combined traditional classroom and online track at John Tyler or classroom offerings at Blue Ridge Community College and Mountain Empire Community College through affiliation agreements with John Tyler.

The Funeral Services Program at John Tyler Community College offers modern classroom facilities along with a fully functional, state-of-the-art embalming laboratory facility. In the restorative art and embalming laboratory components, students have the opportunity to gain hands-on experience in an instructional setting.
The experience, knowledge and diversity of the faculty provide the student with a broad view of funeral services and the issues facing the industry. Their experience in funeral service management and embalming and their institutional knowledge is known in the industry, and they are often called upon by members and associations related to the industry to provide continuing education.

With the rapid growth of the funeral services industry, more trained personnel are needed to meet the demand. John Tyler Community College, Chester Campus, offers an Associate of Applied Science Degree in Funeral Services to satisfy that demand.

**Unique Aspects of the Funeral Services Program**

Students have the opportunity to enroll in the program in the fall or spring semester and to graduate in the fall or spring semester. Every Funeral Services core class is offered every semester in the traditional classroom setting or via the Internet. Most are offered in a one-day-a-week format rather than the traditional two- or three-day-a-week format. The program schedule alleviates the need for students to attend classes on the Chester Campus more than three days per week. Some core classes are offered in an evening format. Funeral Services classes are also offered during the summer semester.

**Program Specifics**

The Funeral Services Program is divided into two distinct parts. Students will satisfy the requirements of the Pre-Funeral Services curriculum and then apply to be admitted into the Funeral Services curriculum.

In the Allied Health Preparation, Pre-Funeral Services portion the students will enroll in those classes that satisfy the general degree requirements and the required prerequisites for admission into the Funeral Services program. Students can enroll in classes at any regionally accredited college or other Virginia community college and take the general classes there for transfer to John Tyler upon admission into the program. Specific general requirements and prerequisites can also be satisfied with the appropriate course substitutions listed in the curriculum guide/program template or under advisement of the Funeral Services department chair. It is advisable for those students exercising this option contact the Funeral Services department chair for advisement.

Once students complete the general degree requirements and required prerequisites and satisfy the admissions requirements, they can then apply by the appropriate deadlines listed in this packet.

Upon approval for admission into the program, students will have two track options.
Funeral Services Program Track Options

**Option 1: Combined Traditional Classroom and Online Track**
Completion of the required curriculum courses by attending classes at the John Tyler Community Colleges Chester Campus. Students also can enroll in selected online classes as they are available.

**Option 2: Blue Ridge Community and Mountain Empire Community Colleges Track**
Students can apply to complete the Funeral Services program requirements by attending selected classes offered via compressed video from John Tyler Community College to the aforementioned schools. Students will then take specific core Funeral Services classes via compressed video to satisfy the lecture requirements of FNS 110, FNS 111, FNS 112, FNS 121, FNS 213, FNS 214, FNS 270 and FNS 245 by attending classes at these two schools. The laboratory requirements of embalming and restorative art will be satisfied by attending special sessions four times during the semester on the campus of John Tyler Community College.

**Program Aims and Objectives**

The Funeral Services Program is designed to provide the necessary technical skills, academic background, hands-on experience and professional attitudes that will help the student become a fully-licensed funeral director and embalmer. The Funeral Services Program aims to help graduates recognize their importance as members of the funeral services profession. Graduates will recognize their importance and responsibilities as health care professionals and as community members and will be compliant with federal, state and local regulations as they pertain to the practice of funeral services. Students will also understand the importance of trust and ethical behavior in their relationships with the bereaved families and members of the funeral services profession who they are called upon to serve. An A.A.S. degree from John Tyler Community College fulfills the educational requirements of the Commonwealth of Virginia and most states to receive a funeral services license, funeral director’s license or embalmer’s license.

**Graduates of the Funeral Services Program will be able to:**

1. Perform technical skills such as embalming with minimum supervision.
2. Implement and direct all aspects of funeral arrangements with minimum supervision.
3. Demonstrate an understanding of how to write a pre-need contract.
4. Set-up and maintain an OSHA-approved preparation room.
5. Follow all regulations pertaining to funeral services, including regulations of the Commonwealth of Virginia and the Federal Trade Commission.
6. Understand the impact of modern day funeral services practitioners.
7. Understand all aspects of funeral services, including preparation, restorative arts, cremation, at-need arrangements, pre-need arrangements and providing funeral services.
8. Understand the importance of the history of funeral services and the impact on modern society with encouragement to conduct research along with faculty.
9. Understand the high standards of ethical conduct as set forth by the funeral services industry.

**Licensing Requirements of the Commonwealth of Virginia**

An individual must complete the following in order to receive a funeral services license in the Commonwealth of Virginia:

1. Complete an accredited program of mortuary science or funeral services.
2. Pass the National Board Examination for funeral services as administered by the International Conference of Funeral Service Examining Boards with a minimum score of 75 on the Arts Section and 75 on the Science Section (Students in the Funeral Services Program at John Tyler Community College are required to take the exam prior to graduation).
3. Complete a 3000-hour internship with a licensed funeral services provider in the Commonwealth of Virginia as prescribed by the Regulations of the Board of Funeral Directors and Embalmers.
4. Take the state licensing exam after completing the educational requirements, the internship, applying and being approved by the Board.

**Funeral Services Program Application Procedures**

Students interested in the Funeral Services Program must first apply to John Tyler Community College. Acceptance to John Tyler Community College does not constitute acceptance into the Funeral Services Program. Students are required to sit for the National Board Examination as part of the requirements for FNS 245 at an additional cost of $400. FNS 245 is required for graduation from the Funeral Services Program.

**General Admission Requirements**

For those students with no prior college:

1. Apply to John Tyler Community College (application available at www.jtcc.edu).
2. Submit official high school transcripts or GED scores.
3. Meet with a John Tyler Community College counselor. Students are seen in Counseling on a walk-in basis. For locations and hours log on to www.jtcc.edu/counseling.
4. Take the college placement tests if no previous college. Placement tests are given on a walk-in basis. Log in to www.jtcc.edu/testing-centers for locations and hours.

Revised: July 10, 2012
For those students who have attended one or more other colleges:

1. Apply to John Tyler Community College (application available at www.jtcc.edu).
2. Submit official high school transcript or GED scores.
3. Submit transcripts from all other colleges attended.
4. Meet with a John Tyler Community College counselor. Students are seen in Counseling on a walk-in basis. For locations and hours log on to www.jtcc.edu/counseling.

During your meeting with a counselor, you will be placed in the Allied Health Preparation, Pre-Funeral Services curriculum and assigned a faculty advisor from the Funeral Services Program.

Funeral Services Program Application Requirements

In addition to the general admission requirements to the College, there are several requirements specific to the Funeral Services Program. They include the following:

1. Students must be 18 years of age or older.
2. Students must hold a high school diploma or GED. (High School transcripts must have been received by John Tyler Community College. Transcripts should be sent to John Tyler Community College, Admissions and Records, Attn: Transcripts, 13101 Jefferson Davis Highway, Chester, VA 23831-5316 via U.S. mail. Students are not allowed to hand-deliver transcripts to the College.)
3. Students must complete all developmental English and mathematics courses.
4. Students must complete the prerequisite courses ACC 211, FNS 121 and CHM 110 with a grade of “C” or better.
5. Students must complete ENG 111, CST 110, SDV 100, BUS 241, SOC 200, ITE elective, HLT 143, FNS 110, and PSY 116 unless prior approval is given by Funeral Services Program department chair.
6. Students must apply separately for admission to the Funeral Services Program. Application deadlines for admission:
   - August 1 for the fall semester
   - December 1 for the spring semester
   - May 1 for the summer semester
7. All applicants must have at least a 2.5 cumulative GPA in order to be eligible for admission to the Funeral Services Program.
8. Students must submit to the John Tyler registrar all official transcripts from any other colleges attended. Official transcripts must be received by the registrar prior to admission. (College transcripts should be sent to John Tyler Community College, Admissions and Records, Attn: Transcripts, 13101 Jefferson Davis Highway, Chester, VA 23831-5316 via U.S. mail. Students are not allowed to hand-deliver transcripts to the College.)
9. Students must maintain a minimum cumulative grade point average of 2.0 to remain eligible for continued enrollment in the Funeral Services Program
10. Students who fail to receive a minimum grade of “C” in any two FNS prefix classes will automatically be removed from the Funeral Services Program.
11. Students may apply for readmission to the program.
12. All funeral services classes taken previously at John Tyler Community College or any other accredited college of funeral services must have been completed within five years of application to the Funeral Services Program.
13. Students must complete the Funeral Services Program within eight semesters (including summer semesters) of initial admission into the Funeral Services Program.
14. All students must provide documentation of completion of the Hepatitis-B vaccination series (or be in process of completing it) prior to beginning FNS113, FNS 114, or FNS 214. Students who do not wish to receive the Hepatitis-B vaccination must sign a declination statement.
15. All developmental courses must be completed prior to a student being placed in the Funeral Services Program.

Transfer from Another College of Funeral Services or Mortuary Science Program

If you are transferring from another accredited funeral services or mortuary science program, you should forward any prior college transcripts to John Tyler Community College’s registrar. (College transcripts should be sent to John Tyler Community College, Admissions and Records, Attn: Transcripts, 13101 Jefferson Davis Highway, Chester, VA 23831-5316 via U.S. mail. Students are not allowed to hand-deliver transcripts to the College.)

1. Some credits may be substituted for those required by John Tyler Community College.
2. General course credits can only be transferred from a regionally accredited institution.
3. Funeral services classes that are over five years old are NOT transferable.
4. Substituting classes such as embalming, embalming lab, restorative art and restorative art lab, and funeral services management may require the student to take an exam on that subject to assess his/her overall knowledge of the subject. The exam will be administered by the Funeral Services department chair.

Readmission Requirements for the Funeral Services Program

Students who dropped out of the Funeral Services Program before completing it and who want to be readmitted should reapply to John Tyler Community College and schedule an appointment with the Funeral Services Program department chair. Funeral services classes that are over five years old will have to be retaken. Students who have not completed the prerequisites will be required to do so before continuing with funeral services core classes.

Estimated Program Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and fees *, **</td>
<td>$8700.00</td>
</tr>
<tr>
<td>Books and supplies</td>
<td>$1600.00</td>
</tr>
</tbody>
</table>
Skull and wax for Restorative Art $ 70.00
Fee for National Board Exam $ 400.00

*Tuition and fees are established by the Virginia Community College System and are subject to change.

**Tuition is based on Virginia in-state rates for Fall 2012. Rates will vary depending on residency requirements and designated internet classes.
# Funeral Services Curriculum

## Required Courses and Curriculum Sequence:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
<th>Standard Course Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st Semester</strong></td>
<td></td>
<td></td>
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<tr>
<td>Information Systems Technology Elective</td>
<td>1</td>
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<tr>
<td>CST 110 Introduction to Communication</td>
<td>3</td>
<td>CST 100, CST 115</td>
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<tr>
<td>ENG 111 College Composition I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>FNS 121 Anatomy for Funeral Services I</td>
<td>3</td>
<td>BIO 141, BIO 142, NAS 161, NAS 162</td>
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<tr>
<td>FNS 110 Introduction to Funeral Services</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PSY 116 Psychology of Death and Dying</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SDV 100 College Success Skills</td>
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<tr>
<td><strong>Total Credits</strong></td>
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<tr>
<td><strong>2nd Semester</strong></td>
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<tr>
<td>ACC 211 Principles of Accounting I</td>
<td>3</td>
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</tr>
<tr>
<td>BUS 241 Business Law I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HLT 143 Medical Terminology I</td>
<td>3</td>
<td></td>
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<tr>
<td>Religion Elective</td>
<td>3</td>
<td></td>
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<tr>
<td>SOC 200 Principles of Sociology</td>
<td>3</td>
<td></td>
</tr>
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<td>CHM 110 Survey of Chemistry</td>
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<td><strong>Total Credits</strong></td>
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<td></td>
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<tr>
<td><strong>3rd Semester</strong></td>
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<td></td>
</tr>
<tr>
<td>FNS 111 Theory of Embalming I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>FNS 113 Theory of Embalming Laboratory I</td>
<td>1</td>
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<td>FNS 125 Microbiology for Funeral Service</td>
<td>3</td>
<td>BIO 150, BIO 205</td>
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<td>FNS 126 Pathology for Funeral Service</td>
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<td>FNS 213 Restorative Art</td>
<td>3</td>
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<td>FNS 231 Principles of Funeral Management I</td>
<td>4</td>
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<td><strong>Total Credits</strong></td>
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<td><strong>4th Semester</strong></td>
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<td>FNS 112 Theory of Embalming II</td>
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<td>FNS 114 Theory of Embalming Laboratory II</td>
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<td>FNS 214 Restorative Art Technical Applications</td>
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<td>FNS 232 Principles of Funeral Management II</td>
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<td>FNS 236 Funeral Service Law</td>
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<td>FNS 245 Ethics</td>
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<tr>
<td>FNS 270 Funeral Service Review</td>
<td>3</td>
<td></td>
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<tr>
<td><strong>Total Credits</strong></td>
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<td></td>
</tr>
<tr>
<td><strong>Total Credits For Program</strong></td>
<td>69</td>
<td></td>
</tr>
</tbody>
</table>
Curriculum Notes

1. General courses and prerequisite courses can be taken in any order during the first two semesters.
2. ACC 211, FNS 121 and CHM 110 are prerequisites for placement into the Funeral Services Program.
3. ACC 211, FNS 121 and CHM 110 are prerequisites for FNS 111, FNS 112, FNS 113, FNS 114, FNS 213 and FNS 214.
4. FNS 245 can only be taken in the last semester and not without prior approval from the Funeral Services Program department chair.
5. Students are required to take the National Board Examination as part of FNS 245 at an additional cost of $400.
6. Students are required to take the National Board Examination before graduation.
7. ACC 211, FNS 121, CHM 110, SOC 200, PSY 116 and all FNS courses must be completed with a grade of “C” or better.
8. All developmental courses must be completed prior to a student being placed into the Funeral Services Program.

Contact Information

To receive further information about John Tyler Community College and the Funeral Services Program, you may log on to our web site at www.jtcc.edu/funeralservices or contact Rhonda K. Pleasants, department chair and associate professor, at 804-706-5118. You may also contact the Division of Health Sciences at 804-768-6611.

Application and Admission

When all requirements for general admission to John Tyler Community College and placement into the Allied Health Preparation, Pre-Funeral Services curriculum have been met, the student may then apply to the JTCC Funeral Services Program. Completed applications are to be mailed to JTCC Funeral Services Program, 13101 Jefferson Davis Highway, Chester, VA 23831-5316 or hand-delivered to the Division of Health Sciences located in room M117, Moyar Hall at the Chester Campus of JTCC.

Applications are accepted for admission

   August 1 for the fall Semester
   December 1 for the spring Semester
   May 1 for the summer Semester

Applications will not be accepted after these dates unless approved prior to submission by the department chair of the Funeral Services Program.

Revised: July 10, 2012
Applications that are incomplete will not be accepted, and all procedures must be followed for admission into the Funeral Services Program. Students should prepare themselves academically for this program. Students should also read over and understand the requirements for admission and completing the program.

Students who are not accepted can reapply during the next application period.

Accepted Students

Requirements
Students who are accepted into the Funeral Services Program must satisfy the following requirements:

1. Students must maintain a minimum cumulative grade point average of 2.0 to remain eligible for continued enrollment in the Funeral Services Program.
2. Students who fail to receive a minimum grade of “C” in any two FNS prefix classes will automatically be removed from the Funeral Services Program. (Students may apply for readmission to the program.)
3. All Funeral Services classes taken previously at John Tyler Community College or any other accredited college of funeral services must have been completed within five years of application to the Funeral Services Program.
4. Students must complete the Funeral Services Program within eight semesters (including summer semesters) of initial admission into the Funeral Services Program.
5. All students must provide documentation of completion of the Hepatitis-B vaccination series (or be in process of completing it) prior to beginning FNS113, FNS 114, or FNS 213. Students who do not wish to receive the Hepatitis-B vaccination must sign a declination statement.
6. FNS 245 can only be taken in the last semester and not without prior approval from the Funeral Services Program department chair.
7. Students are required to take the National Board Examination as part of FNS 245 at an additional cost of $400.
8. Students are required to take the National Board Examination before graduation.

Nondiscrimination Policy
John Tyler Community College does not discriminate on the basis of race, color, national origin, age, gender, sexual orientation or disability in its programs or activities. Inquiries related to the college’s nondiscrimination policy should be directed to Dr. Chris Pfiutz, dean of students, who can be reached by mail at 13101 Jefferson Davis Highway, Chester, VA 23831, by e-mail at cpfautz@jtcc.edu or by phone at 804-706-5208/804-594-1566.

Content Disclaimer
John Tyler Community College provides its web site, catalog, handbooks and any other printed materials or electronic media for your general guidance. The College does not guarantee that the information contained within them, including, but not limited to, the contents of any page that resides under the DNS registration of www.jtcc.edu, and the associated social media sites of www.facebook.com/johntylercc, www.twitter.com/johntylercc, www.flickr.com/johntylercc and www.youtube.com/johntylercommcollege, is up-to-date, complete and accurate, and individuals assume any risks.
associated with relying upon such information without checking other credible sources, such as a student’s academic program advisor or a member of the counseling office. In addition, a student’s or prospective student’s reliance upon information contained within these sources, or individual program catalogs or handbooks, when making academic decisions does not constitute, and should not be construed as, a contract with the College. Further, the College reserves the right to make changes to any provision or requirement within these sources, as well as changes to any curriculum or program, whether during a student’s enrollment or otherwise.

Links for references to other materials and web sites provided in the above-referenced sources are also for information purposes only and do not constitute the College’s endorsement of products or services referenced.
John Tyler Community College
Funeral Services Program
Application for Admission to the Funeral Services Program

(Please Print)

Date: _____________________________
EMPLID: ___________________________

Name: ________________________________________________________________
Address: __________________________________________________________________
_____________________________________________________________________

Phone Number:   Home (___) ________________ Cell (___) ____________________
E-Mail Address: __________________________________________________________________

Semester of desired admission: _________________________ Year: ______________
Please select desired track for completion:

_____   Traditional Combined Classroom and Online Track
_____   Completion through Mountain Empire Community College
_____   Completion through Blue Ridge Community College

By signing this document, the student acknowledges having read and understood the requirements and curriculum notes listed in the Funeral Services program information packet. The student’s signature also acknowledges that all required documentation, including official high school transcripts and college transcripts (if applicable), have been submitted.

Student Signature: _________________________________________________________
Date: _____________________________
Comments: _____________________________________________________________
Funeral Services Program use only:

GPA: ________ Eligible: _____ y or n (minimum 2.5 for admission)

Completion of required prerequisite classes: (minimum of “C”)
  FNS 121 _____ grade: ______
  ACC 211 _____ grade: ______
  CHM 110 _____ grade: ______

General requirements satisfied _______
Classes outstanding:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

High school transcripts received ______
College transcripts received___________

Curriculum placed into Allied Health Preparation, Pre-Funeral Services:_____
Notes: ________________________________________________________________
________________________________________________________________________

Accepted for admission: ________________________________
Reviewer signature: ____________________________________

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