

End of Program Requirements

All students are expected to follow the end of program and graduation requirements listed in the College Catalog in order to graduate. While the requirements are the same for both on-campus and online students, they may differ in logistics and when a requirement(s) is fulfilled. All students must refer to the Graduation Requirement Policy and End of Program Schedule for further information.

Embalming Clinical Requirement

Each student enrolled in the accredited associate's program must complete the Embalming Clinical requirements. All associate's program students are required to participate in a minimum of twelve (12) embalming cases under the supervision of an approved clinical preceptor. The details of the clinical requirements are described below:

A. Required Embalming Cases and Approved Preceptor

- 1) Students will be required to complete a minimum of eleven (11) of the required twelve (12) embalming clinical cases prior to the end of all embalming coursework. The College has an extensive list of locations that are approved for students to complete this requirement. Please see this list on the Moodle site under "Student Resources". Should a student not select from the list of already approved preceptors, the student must locate a site that may be inspected and certified by the College. Students who select from the list of already approved sites or choose an alternative location, must inform the College Clinical Coordinator in a timely manner to ensure site availability or site inspection is completed. The approval must be finalized one quarter prior to being enrolled in the first embalming course. The minimum requirements for site inspections are as follows:
- 2) The funeral director in charge of a student-chosen location must fill out the Affiliation Agreement. The location must be inspected by a qualified staff member or representative of Pierce Mortuary Colleges. The location must meet the qualifications to serve as a clinical embalming location. These requirements will be included with a packet that will contain all the necessary information and forms for meeting the clinical guidelines
- 3) All embalmers that will be working with the student must complete the Offsite Clinical Preceptor Application and meet the requirements to serve as a preceptor. Again, these requirements will be included with the aforementioned packet

- 4) All preceptors will be required to complete the preceptor training course provided as a part of the Offsite Clinical Location Visit
- 5) The preceptor will need to be approved and certified by the College

B. Clinical Embalming Proficiency Observations

Students will be required to complete the last embalming case for the program on-campus or in the presence of a qualified faculty member as described by the American Board of Funeral Service Education (ABFSE). This is to fulfill the requirement that the program must provide substantive evidence of the technical competence of each graduating student. Such certification must be performed by a qualified faculty member. If a preceptor meets all requirements to qualify as a faculty member, embalming preceptors may be appointed as such by the College. Only these will be allowed to certify technical competence outside of the College

On-Campus Students

On-campus students will complete this certification as a part of the embalming coursework. Students will be divided into groups of no more than five (5), to actively participate in at least one (1) embalming, in the presence of the College's Clinical Embalming Preceptor or another College approved qualified faculty member.

Distance Learning Students

If the student is not previously certified prior to the on-campus end of program requirements, distance learning students will complete their last embalming during the period they are on-campus for the restorative art laboratory. Students will be divided into groups of no more than five (5), to actively participate in at least one (1) embalming, in the presence of the College's Clinical Embalming Preceptor or another College approved qualified faculty member. See End of Program Schedule.

Funeral Director Practicum

Each student enrolled in an associate's or funeral director's program must complete the Funeral Director Practicum requirements. This is completed in multiple phases and classes throughout the program. This program requirement must be completed before a student is eligible for graduation. The details of what the practicum requires are described as:

- A. Each student must complete a total of five (5) initial calls, participate in five (5) arrangement conferences, and participate in body removals. These may be completed in a simulated setting
- B. As a part of the arrangement conferences, the student must utilize or create each of the following at least once:
 - 1) First Call Sheet
 - 2) Arrangement Form
 - 3) Embalming Authorization Form
 - 4) Cremation Authorization Form

Academic Information

- 5) Federal Trade Commission Compliant General Price List
 - 6) Federal Trade Commission Compliant Casket Price List
 - 7) Federal Trade Commission Compliant Outer Burial Container Price List
 - 8) Death Certificate
 - 9) Burial Transit Permit
 - 10) Statement of Death by a Funeral Director
 - 11) Death Notice
 - 12) Obituary
 - 13) Veteran's Flag Application
 - 14) Veteran's Burial Benefits Form
 - 15) Veteran's Headstone and Marker Forms
 - 16) Federal Trade Commission Compliant Statement of Funeral Goods and Services Selected
- C. Students must arrange to attend and observe five (5) funeral-related practices **with no duplications**. Three (3) of the five (5) must be from the following list:
- 1) Liturgical Church Service
 - 2) Non-Liturgical Church Service
 - 3) Secular
 - 4) Chapel
 - 5) Graveside
 - 6) Military
 - 7) Fraternal
 - 8) Memorial Service (without the deceased)
 - 9) Direct Cremation
- D. To receive credit for attendance at the event, the student will be required to provide documentation of the service (via service folder, obituary, prayer card, or other artifact), his/her level of participation in the activity, and designate the participants involved (clergy, celebrant, funeral director, family, or others)
- E. Students will be required to upload all documentation into the College's Student Information System (SIS)

On-Campus Students

On-campus students complete the initial calls, arrangement conferences, and body removals, in a simulated setting in multiple phases and courses throughout the program. The attendance at and observance of the five (5) funeral-related practices must be arranged by the student outside of class time and must be completed as directed by the College to meet graduation requirements.

Distance Learning Students

Distance learning students complete the initial calls and arrangement conferences, in a simulated setting in multiple phases and courses throughout the program. The attendance at and observance of the five (5) funeral-related practices must be arranged by the students outside of class time and must be completed as directed by the College to meet graduation requirements. The body removal

requirement may be completed as a part of the embalming clinical experience or in a simulated setting when the student is on-campus at the end of the program. See End of Program Schedule.

Restorative Art Requirements

Each student enrolled in the Associate Program must complete the Restorative Art Requirement. Each student must participate in an on-campus course in which the application of Restorative Art principles is practiced in a laboratory setting. The students will have the opportunity throughout their final quarter to practice laboratory skills. College issued laboratory supplies are provided.

On-Campus Students

On-campus students practice these principles throughout the quarter in the Applied Arts Lab, under direct supervision of the instructor.

Distance Learning Students

Distance learning students practice these principles throughout the quarter under supervision of their instructor. This includes both live presentations by the instructor, as well as online tutorial videos. Students are required to submit photo and video evidence of the work they complete. Distance learning students complete the remaining portion of the Restorative Art Requirements at the College after completing their final term. This also includes a time to complete their last embalming case. When arriving on-campus at the end of the program, students are provided with a set of supplies that are returned to the College after their scheduled lab. See End of Program Schedule.

Boot Camp

Each student must participate in Boot Camp. Students have the opportunity to participate in extensive preparation and study to further assist in passing the Capstone Final Exams and National/State Board Exam(s). The College Boot Camp is an integral component of the Capstone Course(s) and is part of the course grade. Boot Camp is provided as an online experience designed to enhance student success with the Capstone Final Exams and the National/State Board (s). Boot Camp is an all-inclusive experience, immersing students in each core funeral service subject area. The Bootcamp consists of a learning experience of innovative lectures packed full of activities, workshop(s), intensive preparation, and test experiences, which will assist students in boosting their scores! See End of Program Schedule.

On-Campus Students

On-campus students will complete their Boot Camp online during their Capstone course. See End of Program Schedule.

Academic Information

Distance Learning Students

Distance learning students will complete the Boot Camp online during their Capstone course. See End of Program Schedule.

End of Program Schedule

Pierce Mortuary Colleges requires all students to be on-campus to complete a portion of the Restorative Art Laboratory course and a determination of the level of technical competency in the preparation room (last embalming) if not previously determined. All students must refer to the End of Program Requirements and End of Program Schedule for complete details. Multiple End of Program Requirements must be fulfilled on-campus at the end of the final term of the program. All travel, meals, lodging, etc. are the responsibility of the student unless otherwise indicated. It is necessary for students to plan for up to two (2) full days.

The on-campus End of Program Schedule will consist of two (2) days; Clinical Embalming Proficiency Observations and the final Restorative Art project. Please see the Academic Calendar for details.

passing the National Board Examination (NBE). Dallas Institute encourages each graduate to schedule and take the NBE as soon as possible following graduation.

National Board Examination pass rates, graduation rates, and employment rates for this and other ABFSE-accredited programs are available at www.abfse.org in the Directory of Accredited Programs.