

# Mortuary Science

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

## Admission Packet

2021 - 2022



# 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
- 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](http://www.ABFSE.org).

**Dr. Robert C. Smith, III**

**Executive Director**

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Woodbury Heights, New Jersey 08097

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[www.abfse.org](http://www.abfse.org)

## Application Deadline

- June 15<sup>th</sup> for the fall start
- November 1<sup>st</sup> 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.

➤ <b>PSYC 101</b>	➤ 3 Credits
➤ <b>CMNS 101</b>	➤ 3 Credits
➤ <b>MATH Gen. Ed. Elective</b>	➤ 3-4 Credits
➤ <b>CSIT 101</b>	➤ 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

## 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 Mortuary Science** program by the application deadline. The **non-refundable** \$50 application fee is due at time of submission.
  - a. If you need assistance with the program application, you can watch the video in the application or,
  - b. You can watch our YouTube video showing an application walkthrough <https://www.youtube.com/watch?v=EFM3cn1ZV5s>.
5. Submit (transcripts) or upload (CPR card, license, etc.) all documents to the SHP CAS by application 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 US colleges and universities attended by the applicant are required to be submitted to the SHP CAS and to the CCBC Registrar. Official AP and CLEP scores should be sent directly to the CCBC Registrar/Office of Enrollment Services. The unofficial score report of AP or CLEP, may be sent directly to the School of Health Professions Admissions office. Do not send AP or CLEP scores to the SHP CAS.

Please read these instructions carefully. Transcripts should be sent to the SHP CAS Transcript Processing Center and to CCBC, 4 to 6 weeks prior to the application deadline. If the program that you are applying to only requires an unofficial transcript sent to the SHP CAS, you must still submit Official Transcripts to CCBC for transfer of credit.

### How to Send Transcripts to the SHP CAS

1. Enter your colleges or universities in the **Colleges Attended** section of the application before requesting any transcripts.
2. Click **ORDER** under each school you have listed.
3. You may choose to send the transcript electronically (recommended) or as a paper copy through the US Postal System. You only need to submit one transcript from each school regardless of the number of programs you are applying to.
  - o To Send an Electronic Transcript
    1. Choose one of the e-transcript services listed. CCBC uses Parchment. Search for the school that you attended. Complete the prompts to make an account. You will be asked where you would like the credential/transcript sent, type SHP CAS into the search bar.
    2. You will then be asked for the Application ID, this number is found in the ‘Order Your Official Transcript’ screen in the SHP CAS application, in Step 3. Copy and paste the number in the space on the e-transcript service page.
    3. Complete the form request by signing and paying for the transcript. You will receive a receipt that the transcript has been ordered.
  - o To Send a Paper Copy Using the US Postal Service
    1. You can use the mail system to send paper copies of your Official Transcript. Click on the word ‘Order’, chose Option 2: Order a Mailed Paper Transcript. Click ‘Download Transcript ID Form’ and print the form. Contact the Registrar at each institution you attended and request one official transcript be sent to SHP CAS.
    2. Provide the Registrar with the following items:
      - a. SHP CAS Transcript ID Form. Ask the Registrar to attach it to your official transcripts. This form is not required, but strongly recommended as it helps

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ensure your official transcripts are properly matched to your application. If you cannot use this form, make sure the registrar prints "SHP CAS" and your full SHP CAS ID number on the transcript before mailing it.

b. Give the Registrar this mailing address:

SHP CAS Transcript Processing Center

PO Box 9134

Watertown, MA 02471

#### How to Send Transcripts to the CCBC Registrar

Use this link to send your transcripts from all colleges attended, except CCBC, to CCBC Enrollment Services: <https://www.ccbcmd.edu/Get-Started/Take-classes/Take-a-credit-class/Transfer-to-CCBC-from-another-college.aspx>. Evaluation of your application will be delayed if you do not submit transcripts to the CCBC Registrar's Office.

#### How to Send CLEP, AP and/or International College Transcript Evaluations

Send Official scores and evaluation directly to the CCBC Registrar office using this link, <https://www.ccbcmd.edu/Get-Started/Take-classes/Take-a-credit-class/Transfer-to-CCBC-from-another-college.aspx>. Unofficial copies can be sent to the SHP Admission Office at, [shpseat@ccbcmd.edu](mailto:shpseat@ccbcmd.edu).

#### How to Verify that Transcripts are Received

Applicants are responsible for checking to see that the official transcripts have been received at the required locations (SHP CAS AND CCBC)

1. SHP CAS - log into your CAS applications and select the Check Status tab in the upper right corner. All expected transcripts will be listed and it will be noted if the transcript has been received or not. Contact the SHP CAS directly by clicking on the blue question mark at the top of the application if you have questions about your transcript.
2. CCBC Enrollment Services – Log into your CCBC SIMON account to determine if your transcripts have been received and to review any transfer of credits. You can contact [transfereval@ccbcmd.edu](mailto:transfereval@ccbcmd.edu) if you have a question about courses that may or may not have been transferred into CCBC.

## 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 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.

## 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
- COVID-19 vaccination is recommended, but not required

## 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. 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](mailto:shpseat@ccbcmd.edu)