



MT. HOOD
COMMUNITY COLLEGE

Program Application
For Funeral Service Education
Associate of Applied Science
Fall 2012

APPLICATION OPEN AND CLOSE DATES:

- **Open date:** Tuesday, November 1, 2011 - Applicants can begin submitting program applications.
- **Close date:** Friday, February 3rd, 2012 - All required documentation listed on the application checklist must be received by the Admissions, Registration and Records Office no later than 5 p.m.

Please mail all application materials to:

Mt. Hood Community College
Admissions, Registration, and Records
Funeral Service Education - Application
26000 SE Stark Street
Gresham, OR 97030

Greetings Funeral Service Education applicant,

Thank you for your interest in the Funeral Service Education program at Mt. Hood Community College. We hope you will find the enclosed information helpful. The packet does contain a lot of information but it is important for you to understand your options clearly. Please take the time to read each section carefully.

This packet includes the following:

- Program Outline
- Admission Guidelines and Criteria
- Proposed Funeral Service Education Curriculum
- General Education & Supporting Courses List
- Estimated Program Costs
- MHCC Student Admission Form
- Program Application
- Application Check List
- Second Year Educational Planning Chart
- Program Immunization Requirements Info-required for all accepted students

A successful Funeral Service Education professional must have strong interpersonal as well as technical skills. Funeral Service is a multifaceted career field given the variety of activities involved in the practice. Prior experience within Funeral Service is recommended through apprenticeship or related work experience.

Interested students are encouraged to take as much prior college study as possible, specifically, in science and business. Many students entering the program have already completed advanced degrees. Students who have completed all non-FSE course work from accredited institutions may transfer into the program as a second year student and complete the professional course work in a three quarter sequence. A licensed graduate of this program can expect to find employment with an average starting salary of \$36,000 per year.

The coursework, lab experiences, expertise of the instructors and the students themselves make this a dynamic program. Students also have opportunities for social activities with their fellow students through the Funeral Service Club. Please contact me if you have further questions about the program. Questions about the application and/or admission process should be directed to the admissions evaluator at (503) 491-7220.

The annual passage rate of first-time takers on the National Board Examination for the most recent three year period for this institution and all ABFSE accredited funeral service education programs is posted on the ABFSE website: www.abfse.org. The full address for the American Board of Funeral Service Education is: 3414 Ashland Ave., Suite G., St. Joseph, MO, 64506. Additionally, the NBE results can be seen on the program web page.

Thank you again for your interest.

Sincerely,
Doug Ferrin
Program Adviser
Funeral Service Education
(503) 491-6940
doug.ferrin@mhcc.edu

PROGRAM OUTLINE

FACULTY ADVISER:

Doug Ferrin

503-491-6940

doug.ferrin@mhcc.edu

Room 1555

WEB PAGES: Additional Funeral Service Education program information is available at <http://www.mhcc.edu/FuneralServiceEducation.aspx?id=1848> The Funeral Service Education program is part of the Allied Health Division.

PURPOSE OF PROGRAM: To provide specialized education to students who aspire to serve as professionals in the field of funeral service.

PROGRAM OUTCOMES: at the completion of this program, the student should be able to:

- Perform embalming at a basic level of proficiency
- Perform funeral directing at a basic level of proficiency
- Discuss the history and current trends in the funeral service profession
- Demonstrate the proficiency and skills needed to function as an entry-level funeral services professional
- Demonstrate the responsibilities of the funeral service profession
- Demonstrate high standards of moral conduct in all funeral service settings
- Apply cognitive knowledge and demonstrate professional behavior and psychomotor-skills required to function effectively in the funeral service industry
- Perform research in the funeral service industry
- Become life-long learners

LENGTH OF PROGRAM: 6 quarters (excluding summer). Transfer credit from an accredited college or university may qualify an applicant for placement into the second year, on a space available basis.

PROGRAM START: Fall term each year.

INFORMATION MEETING: An information meeting about the Funeral Service Education Program at MHCC will be held on **Friday, November 4th, 2011, 10:00 a.m. – 11:30 a.m., in room AC1559.**

APPLICATION DEADLINE: **Friday, February 3rd, 2012 at 5:00 p.m.** After initial selection is completed, additional applicants who meet all program criteria may be considered, on a first come, first served basis until the program is full. The application packet is available at <http://www.mhcc.edu/LRadmissions/>

PROGRAM LIMITS: 50

1ST YEAR STUDENT ENROLLMENT LIMIT PER YEAR: 20

2ND YEAR STUDENT ENROLLMENT LIMIT PER YEAR: 30

AVERAGE NUMBER OF GRADUATES PER YEAR: 25

DEGREE AWARDED WITH COMPLETION OF REQUIRED COURSEWORK: Associate of Applied Science (AAS) in Funeral Service Education.

ORIENTATION PROCESS FOR ACCEPTED STUDENTS: A required pre-registration orientation is held each May. Program instructors are generally available during the academic year, less so in the summer.

HOUSING OPTIONS: The College does not offer on-campus housing. There are a number of apartment complexes located near the campus. We can provide you information on local housing options upon request.

PART-TIME EMPLOYMENT: Academically capable students who are interested in part-time employment may seek opportunities through the Career Center and/or Financial Aid Office. A limited number of funeral home part-time jobs are periodically available. The Funeral Service Program Advisor attempts to assist area funeral homes and prospective part-time employees in filling such positions. The Oregon Funeral Directors Association may also be contacted for possible employment or apprenticeship information. Their web address is www.ofda.org.

TUITION AND FEES: The Funeral Service Education program is a regional education program. Students from California, Idaho, Nevada and Washington have reciprocity and will pay in-state tuition rates. Students, from other states, will pay out-of-state tuition rates for the first quarter and are then eligible for the in-state rate for subsequent terms. For information on tuition and fees please see the Estimated Program Cost sheet.

REQUIRED IMMUNIZATIONS: Please review the Health and Safety requirements listed at the end of this packet. Please note that Immunization documentation is not required until acceptance into the FSE program but prior to the start of FSE coursework.

ADMISSION GUIDELINES

Admission of all students is centralized in the Admissions, Registration and Records Office. Admission to the College does not guarantee admission to the Funeral Service Education Program. The Admissions, Registration and Records Office have the final authority on what constitutes equivalency for all admission criteria and has the sole authority to inform students of their admission status. If you have questions regarding admission procedures please contact the Admissions, Registration and Records Office at 503-491-7220.

APPLICATION DEADLINE

Only completed applications including all required documentation received by or postmarked on February 3, 2012 will be evaluated for admission. Applications received after this date will be evaluated on a space available basis. Students may apply for first or second year entrance, following the appropriate guidelines outlined below.

RESIDENCY CONSIDERATION

Funeral Service Education is a regional program mainly serving students from Oregon, Idaho, Nevada, and Washington. Priority consideration is given to qualified applicants who live in this four-state region, along with tuition reciprocity. Applicants, whose residency is outside of this four-state region, are also encouraged to apply. The Registrar may require applicants to provide proof of residency. Also see **Tuition** information on page 10.

ADMISSION CRITERIA

Regardless of college coursework completed or how long ago you completed the requirements, **all applicants** must provide the following documentation:

1. **FUNERAL SERVICE EDUCATION ADMISSION FORM** (This form is required as part of the application process even if you were or are a current student at MHCC.)
2. **FUNERAL SERVICE EDUCATION PROGRAM APPLICATION**
3. **\$25.00 PROGRAM APPLICATION FEE** (Your application will not be considered without this fee.)
4. **LETTER FROM APPRENTICESHIP PROVIDER OR EMPLOYER**

Apprenticeship or related work experience may be met by one of the following ways:

- Registered apprenticeship (in those states where it is permitted by law). Students must submit verification of this apprenticeship, and this verification must be on company letterhead and signed by the apprenticeship supervisor.

OR

- Work experience in which the applicant is exposed to matters related to dying and/or death. Students must submit verification of this work experience and the verification must be on company letterhead and signed by the supervisor. Note: Students without prior work related experience may still apply but priority consideration is given to applicants who have met this recommendation.

OR

- Other customer service, management work experience as it relates to serving the public in a related field or circumstance.

5. **MINIMUM ACADEMIC REQUIREMENTS**

A. High school coursework

Submit an official (unopened) high school transcript showing date of graduation or G.E.D. test scores verifying completion. This requirement may be waived if you have completed 15 college level credits from an accredited school, with a cumulative GPA of 2.0 or higher.

B. College Coursework

Submit one official (unopened) transcript from every college/university to be considered toward either satisfying program entry or program coursework. All college transfer courses used must have a 2.00 or higher cumulative college grade point average to be considered. See Transcript Requirements below.

6. **SKILLS PROFICIENCY**

Success in the program requires certain skill level in three areas: reading, writing and math.

The minimum skill proficiencies required for application purposes to this program are equal to:

	Placement into	or	Completion of
Reading:	RD 115	or	RD 90
Writing:	WR 115	or	WR 90
Math:	MTH 60	or	MTH 20

Students must demonstrate skills competency through **one** of the following processes:

- A. The Mt. Hood Community College Placement Test (CPT)

- The CPT is a non-timed skills assessment test given on a walk-in basis. There is no fee to take the CPT. CPT scores will be available upon completion of the test.
- CPT scores are valid for two years
- Applicants who live more than two hours away may take the CPT test by proctor. Please call the MHCC Testing Services for more information, 503-491-7678.
- Students taking only portions of the CPT will need to obtain a “waiver” form by bringing appropriate transcripts to the Academic Advising and Transfer Center.
- Students who choose to retest in reading, writing or math will need to complete a Retest Self-Referral Form, which is available in the Testing Center or Academic Advising and Transfer Center. If CPT scores indicate the applicant is not ready for the Funeral Service Education program, the applicant will be advised to take a course or courses in preparation to apply to the program at a later date. CPT scores that are older than two years at the time of the program application are not valid and applicants will need to re-test for placement.

OR

B. Prior College Coursework

The CPT may be waived if an applicant has completed college level coursework with a “C” or higher grade in reading, writing, and math. Official transcripts must be submitted to the Admissions, Registration and Records Office. Students who have completed a bachelor’s degree from an accredited school and submit official transcripts will have the reading, math and writing portion of the test waived.

7. EDUCATIONAL PLANNING CHART (For applicants applying as second year / graduating class students only)

8. FUNERAL SERVICE EDUCATION APPLICATION CHECKLIST

TRANSCRIPTS REQUIREMENTS

- Official Documents - Transcripts are considered official if they are issued directly by the school or college, are mailed or delivered in an unopened envelope and are recently dated. If Mt. Hood Community College (MHCC) holds an official transcript from another college for a previous recent admission requirement, applicants may ask for that transcript to be placed in the admission packet. However, in some cases, it may be necessary to provide an updated transcript or verification of non-attendance from that college. MHCC transcripts will be ordered and placed in the application packet if it has been indicated as a college attended.
- Non-accredited college transcripts - will not be considered in the initial evaluation of an application nor can they be considered toward any degree requirements. They may however, be used toward proof of related education and work experience and should be submitted for review by the application deadline.
- Transfer coursework from foreign Institutions - must be evaluated by the application deadline by an outside credential evaluation service. The evaluation company must be either AACRAO Foreign Education Credential Service (www.aacrao.org) or a member of the National Association of Credential Evaluation Services (NACES). For a list of NACES memberships, please refer to their web site at www.naces.org. The evaluation must be a course-by-course evaluation with an official copy submitted to the Admissions, Registration and Records Office. The coursework must be considered to be at a post-secondary level, have comparable MHCC accreditation status.

SELECTION as a FIRST-YEAR STUDENT is based upon points that are awarded for the following three items:

1. **Residency:** see page 4.
2. **Apprenticeship or related work experience:** as described on page 5
3. **Academic Performance:** previous high school and college course work – See Minimum Academic Requirements on page 5.

SELECTION as a SECOND YEAR / GRADUATING CLASS STUDENT is based upon points that are awarded for all of the above listed items (1-3) with the addition of cumulative GPA points for #4, stated below:

General and related class requirements Completion of all program General Education and supporting courses with a minimum 2.0 grade point average before fall term begins. Students, who can accomplish this, should submit the *Educational Plan Form* included with this application packet, outlining the classes taken or expected to take and the term of completion for each.

SELECTION CONCLUSION:

The admissions evaluator forwards only completed applications to the selection committee. Upon notice of acceptance into the program by the Admissions, Registration and Records Office, the applicant must indicate his/her intention to enroll by returning the emailed confirmation letter by the stated deadline. Admitted students must register by September 1, 2012, to retain their position in the program. An alternate list will be created so that eligible students, who were not originally accepted, may be offered a position if one becomes available.

IMPORTANT NOTE REGARDING LICENSURE ISSUES: It is the responsibility of each student to understand the licensing requirements for the state they intend to practice. In many states, convicted felons are ineligible for licensure. Some states require college work beyond the Associate degree level.

PROPOSED CURRICULUM for 2011 – 2012

First Quarter		
Course #	Course Name	Credits
FSE121	Funeral Service Orientation	3
AH110	Medical Language for Healthcare Settings or MO14 Medical Term. I	2-3
CIS120 and CIS120L	Computing Funds/lab or BA131 Intro to Business Computing or BA231 Information Technology in Business	4
PE	See options under Physical Education Requirement	3
WR121	English Composition	4
		16-17

Second Quarter		
Course #	Course Name	Credits
FSE122	Funeral Service Sociology	3
BA226	Introduction to Business Law	4
BI100	Survey of Body Systems or BI231-Human Anatomy & Physiology I or BI121-Essentials of Human Anatomy & Physiology I	4
MTH065	Beginning Algebra	4
PSY201	General Psychology	4
		19

Third Quarter		
Course #	Course Name	Credits
FSE124	Funeral Service Law	3
AC110	General Accounting or BA211 Principles of Accounting I	4
CH103	Chemistry for Allied Health or CH104 General Chemistry	5
SP100	Basic Speech Communication or SP115 Intro to Intercultural Communication or SP218 Interpersonal Communication* or PSY101 Psychology of Human Relations	3
		15

Fourth Quarter **		
Course #	Course Name	Credits
FSE211	Embalming I	4
FSE219	Embalming Chemistry	3
FSE221	Funeral Home Management I	3
FSE225	Funeral Directing	3
		13

Fifth Quarter (Winter)		
Course #	Course Name	Credits
FSE212	Embalming II	4
FSE214	Restorative Art	3
FSE216	Funeral Service Microbiology or BI234 Microbiology	3-4
FSE222	Funeral Home Management II	3
FSE227	Funeral Service Counseling	3
		16-17

Sixth Quarter (Spring)		
Course #	Course Name	Credits
FSE213	Embalming III	3
FSE217	Funeral Service Pathology	3
FSE240	Funeral Service Internship***	6
FSE245	Funeral Service Issues	3
		15

This is the proposed curriculum for 2012-2013. The course requirements for this program are subject to change each academic year. For MHCC certificate/degree requirements, a student must follow the program requirements the year the student is officially admitted to the program or the year the student is completing the program.

* SP111-Fundamentals of Public Speaking or any other Public Speaking coursework will not satisfy this requirement.

** Students must achieve a 2.0 or better grade point average for acceptance into fourth quarter.

*** Students may elect to take the internship for 3 credits (FSE240A) in fall or winter and then again in spring for 3 credits. Summer internship may be an option – consult with program advisor. A current driver's license is required for this course.

GENERAL EDUCATION AND SUPPORTING COURSES

These courses, or equivalent courses, may be taken prior to admission to the funeral service program at any accredited college or university. All of these courses must be completed prior to entering the final three quarters at Mt. Hood Community College. Please refer to the Proposed Curriculum page for details.

- BI100 Survey of Body Systems or BI231 Anatomy and Physiology I or BI121 Essentials of Human Anatomy and Physiology I
- BA226 Intro. to Business Law
- MTH65 Beginning Algebra I
- CH103 Chemistry for Allied Health or CH104 General Chemistry
- WR121 English Composition
- PSY201 General Psychology
- AH110 Medical Language for Healthcare Settings **or** MO14 Medical Terminology I
- AC110 General Accounting I **or** BA211 Principles of Accounting I
- CIS120 Computer Concepts I and CIS120L **or** BA131 Introduction to Business Computing **or** BA231 Information Technology in Business
- SP100 Basic Speech Communication **or** SP115 Introduction to Intercultural Communication **or** SP218 Interpersonal Communication **(SP111 Fundamentals of Public Speaking or any other Public Speaking coursework will not satisfy this requirement)** **or** PSY101 Psychology of Human Relations.
- The physical education requirement can be fulfilled by taking one of the following:
 - HPE295 Health and Fitness for Life
 - HE252 First Aid: Responding to Emergencies
 - HE250 Personal Health
 - A combination of 3 credits from any Health Education or Physical Education courses.

Course Descriptions for these courses can be found at this link.

<http://www.mhcc.edu/CourseDescriptionSearch.aspx>

ESTIMATED PROGRAM COSTS

PROGRAM APPLICATION FEE

A \$25.00 non-refundable Funeral Service Education application fee is required.

TUITION

Residents from California, Idaho, Oregon, Nevada and Washington are charged in-state tuition. Students from outside of these area’s will need to live in Oregon for 90 days, prior to the first day of the term, before attaining resident status. There is also a \$30.00 College Service fee and \$25.00 parking fee charged each term in addition to your college tuition. You may access the MHCC Tuition/Fee Rate Table for further information at www.mhcc.edu/tuition

	In- state	Out-of- state	International
Per credit	\$91.75	\$216.25	\$243.75

Tuition rates are subject to change without notice. Additionally, costs related to program are approximate and are subject to change. Textbooks costs can vary if you purchase used or new books.

TEXTBOOKS AND LAB FEES The textbooks and lab fees listed below are an estimate only.

	<u>Item</u>	<u>Approximate Cost</u>	<u>Total Cost</u>
First	Textbooks	\$500.00-600.00	\$600.00
Second	Textbooks	\$500-600.00	\$600.00
Third	Textbooks	\$500.00-600.00	\$600.00
Fourth	Textbooks	\$700.00	\$1300.00
	Laboratory Fees	\$600.00	
Fifth	Textbooks	\$350.00	\$950.00
	Laboratory Fees	\$600.00	
Sixth	Textbooks	\$200.00	\$800.00
	Laboratory Fees	\$600.00	
Estimate for Books and Fees Total			\$4850.00

Other fees:

- The fee for the National Board Examination is currently \$400.00. (Exam is required for Graduation)
- Hepatitis B vaccination series – depends upon dispensing clinic.
- Oregon Intern License \$25.00.

FUNERAL SERVICE EDUCATION PROGRAM APPLICATION

Full Name _____ Date _____ Social Security # _____

Address _____ Email address _____

City _____ State _____ Zip _____

I am applying as a: First year student or a Second year / graduating class student

EDUCATION RECORD:

High school - Name and address (official transcript required if you have less than 15 completed college credits from an accredited institution.)

High school graduation date or GED completion date _____

For all colleges attended **and** from which you want coursework to be transferred, please list names, addresses and dates of attendance: (Official transcripts are required for all previously completed coursework (except at MHCC) and must be received by the Admissions Evaluator on or before the application deadline.)

WORK EXPERIENCE RECORD - list any experience that relates to customer service. Letters of reference and/or resumes are important to your application and acceptance consideration.

Please provide Names, addresses and dates of employment for funeral home **or** related experience

Number of months worked _____ Name of Supervisor _____

Letters of reference or work verification are included. Letters must be on company letterhead and include dates of employment: yes no

I have been a registered apprentice in the State of _____ for _____ months.

I have assisted in the embalming of _____ remains and _____ funeral services.
(Please list the total number in the spaces provided)

Do you have any relatives working in the field? Check all that apply:

Father mother brother sister grandparent uncle aunt child

Funeral Service Education Program Application continues to next page



FUNERAL SERVICE EDUCATION ADMISSION FORM

Admissions, Registration and Records Office, 26000 S.E. Stark Street, Gresham, OR 97030

For new students and students returning after four terms or more. Please fill out and return by one of the following ways: fax to 503-491-7388, mail to the address above or bring to the Student Services Office at the Gresham Campus. For questions, call 503-491-7393.

*Providing your social security number (SSN) is voluntary. If you provide it, Mt. Hood Community College (MHCC) will use your SSN for keeping records, doing research, reporting, extending credit, and collecting debts. MHCC will not use your number to make any decision directly affecting you or any other person. Your SSN will not be given to the general public. If you choose not to provide your SSN, you will not be denied any rights as a student. Please refer to the Disclosure Statement listed on the MHCC Web site at www.mhcc.edu/ssn, which describes how your number will be used. Providing your SSN means that you consent to the use of your number in the manner described. It will be necessary for you to provide your SSN if applying for federal financial aid, tax credits and the MHCC Student Installment Note.

Returning Students: MHCC ID Number _____

* Social Security Number _____

Name _____
LAST FIRST M.I.

Previous name(s) _____

Address _____ Apt# _____

CITY _____ STATE _____ ZIP _____

COUNTY (i.e. Multnomah) _____

E-mail _____

MHCC Major Funeral Service Education
(see www.mhcc.edu/programs)

Phone _____ Gender: M F

Racial / Ethnic Information: (Your response is voluntary)

Do you consider yourself to be Hispanic or Latino:

Yes No

In addition, select one or more of the following racial categories to describe yourself:

- American Indian or Alaskan Native -Asian
- African American or Black -White
- Native Hawaiian or Other Pacific Islander

Date of Birth _____ / _____ / _____

Mother's Maiden Name _____

Residency Status – required for assessing tuition charges.

Will you have lived in Oregon 90 days prior to the 1st day of the term?

-yes -no AND, check one below:

- Permanent resident of Oregon, CA, ID, WA or NV
- Permanent resident outside of Oregon, CA, ID, WA or NV
- International Student (requires an I-20)
- International Visitor (B, J, H or other non-student Visa)

Please tell us your Visa type: _____

Term Summer Fall Winter Spring
Year _____

Previous college(s) attended _____

What is your attendance history at MHCC?

- New Student
- Attended MHCC more than four terms ago

What is the date (or expected date) of your high school graduation?

- (H)-High School Graduate, Yr _____
- (S)-Still in High School, Yr _____

If GED or Adult High School Diploma, what is the date awarded or expected date?

- (D)-Adult High School Diploma, Yr _____
- (G)-GED, Yr _____

OR

- (N)-Did not complete high school
- Check here if Home Schooled

Name of last high school attended: _____

State: _____

What is the highest level of education / training you have received beyond high school?

- (0)-None
- (1)-Some college, short-term training, private vocational school
- (2)-1-year certificate from a community college
- (3)-2-year degree from a community college
- (4)-Bachelor's degree
- (5)-Master's degree
- (6)-Ph.D. / Professional degree

A person voluntarily becomes a student at MHCC and thereby assumes the obligation of abiding by the standards prescribed in the "Student Code of Conduct" found at www.mhcc.edu/coc.

Do you plan to earn a degree, certificate or diploma at MHCC?

- (A)-Yes, a 1-year certificate or 2-year degree
- (B)-Yes, High School diploma or GED
- (C)-No, here to take classes
- (D)-Undecided

Select the one main reason for attending MHCC this term.

- (A)-Take classes to transfer to a 4-year college
- (B)-Learn skills to get a job
- (C)-Improve existing job skills
- (D)-Explore career or educational options
- (E)-Take classes to finish High School or GED
- (F)-Improve reading, writing or math skills
- (G)-Learn English
- (H)-Personal interest / enrichment
- (I)-Other

Will you be employed while attending classes this term?

- (F)-Yes, full-time (35+ hours per week)
- (P)-Yes, part-time (Less than 35 hours per week)
- (N)-No, not employed

Check here if you are a U.S. Veteran:

Yes

"Student Right to Know" information is available at www.mhcc.edu/righttoknow.

If you need assistance due to a disability, please contact the Disability Services Office at (503)-491-6923 or at (503)-491-7670 (TDD).

Student Signature _____ Date: _____

Read before submitting: I acknowledge I am legally obligated to pay all charges incurred by registering. Charges may include late fees, reasonable collection costs, attorney fees, and Oregon Department of Revenue charges for the collection of all delinquent debts owed to the college. By not paying all charges at the time they are incurred, I acknowledge that this debt is considered education debt/loan and that the educational debt is non-dischargeable under Section 523 (a) (8) of the US Bankruptcy Code. There is no statute of limitation on the collection of educational debt. To have course tuition/fee charges removed, I must process a drop or withdrawal on MyMHCC or through the Admissions, Registration and Records Office within the refund period.

FUNERAL SERVICE EDUCATION APPLICATION CHECKLIST

Name _____

Email address _____

The completed packet must include the items listed below and must be received or postmarked on or before the application deadline.

- This Funeral Service Education application checklist – signed and dated.
- Funeral Service Education Admission Form- This form is required as part of the application process even if you were or are a student at MHCC.
- Funeral Service Education program application – signed and dated.
- \$25.00 Non-refundable program application fee - Include this fee with your application packet.
- The required Reading, Writing and Math placement levels are being met thru:
 - College Placement Test
 - Official College transcripts
- Official high school transcript or G.E.D. scores verifying completion (required by ABSFE for accreditation).
 - Included
 - Being Mailed
 - On file at MHCC: verify with Admissions, Records & Registration
- Official copies of transcripts of all college coursework to be considered.
 - Included
 - Being Mailed
 - On file at MHCC: verify with Admissions, Records & Registration
- Letter from apprenticeship provider or related work experience supervisor
- Educational Planning Chart - second year / graduating class applicants only.

Applicants need to obtain an email address if they do not already have one. MHCC’s Admissions, Registration and Records Office will send all application notification by email. If email is not an option, please contact the Funeral Service Education admissions evaluator at 503-491-7220.

It is the applicant’s responsibility to set the “spam filter” feature to accept email addresses containing @mhcc.edu. Do this even if currently receiving emails from MHCC. MHCC cannot be responsible for notices which are not received due to spam or junk email handling.

Due to the high volume of Funeral Service Education program applicants, candidates are not guaranteed notification of missing application items. It is the applicant’s responsibility to ensure all items are received by the application deadline. Only complete applications will be evaluated for admission.

Applicant’s signature _____

Date _____

Return your completed application materials to:

Mt. Hood Community College
Admissions, Registration, and Records
Funeral Service Education Program
26000 SE Stark Street
Gresham, OR 97030

Second Year Educational Planning Chart

Students who are applying as a second year student must complete the information for all of the courses outlined below. Transcripts from all institutions where the courses have been taken must be included with this application or be provided by September 2, 2012. You may contact the Admissions Evaluator for transferability questions. For acceptance as a second year student, all courses must be completed by the end of Summer, 2012 with a cumulative GPA of 2.0 Updated official transcripts must be received on or before September 2, 2012. ***(Mt. Hood Community College transcripts do not need to be sent by the student. They will be included in the application by the admission evaluator on behalf of the student.)***

MHCC Non Funeral Service Education courses	GRADE	CREDITS	EARNED AT COLLEGE/ UNIVERSITY (Official transcripts must be attached if taken outside of MHCC)	TERM & YEAR COMPLETED
AC110 – General Accounting or BA211 – Principles of Accounting I				
AH110 - Medical Language for Healthcare or MO114 Medical Terminology I				
BA226 – Intro to Business Law				
BI100 – Survey of Body Systems or BI121 – Essentials of Human A&P or BI231 – Human A&P I				
CH103 – Chemistry for Allied Health or CH104 – General Chemistry				
CIS120/L – Computer Concepts I (with Lab) or BA131 – Introduction to Business Computing or BA231-Info Technology in Business				
*HPE295 – Health & Fitness for Life or HE252 – First Aid: Responding to Emergencies or HE250 Personal Health				
MTH65 – Beginning Algebra I *				
PSY201 – General Psychology				
SP100 – Basic Speech Communication or SP115 – Intro to Intercultural Communication or SP218 – Interpersonal Communication or PSY101 – Psychology of Human Relations				
WR-121 - English Composition I *				

* Students who have earned a baccalaureate degree will be granted three credits of HPE, MTH065 and WR121. All other specific general education requirements, such as PSY201 and SP100, etc., must be specifically listed on the incoming transcript in order for them to be satisfied by the transfer courses.

Signed _____ Date _____

HEALTH AND SAFETY DOCUMENTATION CHECKLIST-required from all accepted students

Your Name: _____ Email Address: _____
 (Please print clearly)

**Staple all Health and Safety documents to this checklist.
 Submit to the Allied Health dept in room 2760 upon program acceptance and before
September 2, 2012**

Measles	Hepatitis A
<input type="checkbox"/> Completed Measles Immunization Clearance Certificate (page 8) <i>with</i> <input type="checkbox"/> Date of dose 1 (measles, mumps, rubella) <input type="checkbox"/> Date of dose 2 (measles, mumps, rubella) <i>or</i> <input type="checkbox"/> Positive antibody test results from provider	<input type="checkbox"/> Documentation of vaccine 1 <p style="color: red; text-align: center;">Not required but strongly recommended! Discuss with your healthcare provider.</p>
Hepatitis B	Tuberculosis Screening
<input type="checkbox"/> Documentation of vaccine 1 (minimum 1 st dose required with application) <i>or</i> <input type="checkbox"/> Titer test results from provider if series is complete.	<input type="checkbox"/> PPD skin test documentation with date and results within the last 12 months. Date must be valid through program completion. <input type="checkbox"/> If positive PPD, attach chest x-ray report within last 12 months. <i>or</i> <input type="checkbox"/> QuantiFERON® -TB Gold test results <input type="checkbox"/> If positive, attach chest x-ray report within last 12 months. <p style="color: red; text-align: center;">Not required but strongly recommended! Discuss with your healthcare provider.</p>
Tetanus/Diphtheria	
<input type="checkbox"/> Documentation of up-to-date* immunization. *within last 10 years	

Staple all Health and Safety documentation to this form and submit to Karla Barnhart in the Allied Health Division, room 2760 by Sept 2, 2012.