



**MT. HOOD**  
COMMUNITY COLLEGE

**Mt. Hood Community College  
Funeral Service Education Program**

**Student Handbook**

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Important Note: Some external links may be inaccessible. People requiring accommodation due to a disability should contact Accessible Education Services at (503) 491-6923 or [aes@mhcc.edu](mailto:aes@mhcc.edu).

## **Purpose of the FSE Handbook**

This handbook was prepared for students who have been accepted into the Funeral Service Education (FSE) program at Mt. Hood Community College (MHCC). It provides the student with information about the program and the College. When used in conjunction with the MHCC Catalog, MHCC Student Code of Conduct, and course syllabi, this handbook will be the primary source of information, guidelines, and policies to direct you while completing degree requirements.

You have been accepted into a challenging program. You will have to make time during your busy schedule to study as there is much to learn. A guideline for time spent studying is two hours outside of class for every hour of class. Do not sell yourself short by waiting until the last minute to study. Keep in mind that you will be taking the National Board Exam (NBE) once you graduate. The NBE covers many of the same subjects you learn in the program. You will need to understand and remember your subjects of study to successfully pass the NBE and earn a license.

We wish you the best as you enter this program and strive to complete your degree. We understand that life is not static. Stay in contact with us so we can help you get through the program. Sometimes problems can be prevented or reduced by consulting with faculty or reviewing this handbook. We want you to succeed, and to have a positive educational experience.

## **Program Adherence to Ethical Practices in Student-Related Matters**

Program staff strive to present clear and accurate information in this handbook and in other sources, such as the FSE program web pages. The College and program adhere to ethical policies and procedures for admission, attendance, grading, academic progress, record-keeping, student safety, fair treatment, and graduation. The College and program also hold students to ethical standards, and as a student in the program, you will be expected to follow college and program conduct requirements. Information about health services, veteran's services and disability services can be found in this handbook. The College and program also offer information and advising in personal, academic, employment, and licensing matters.

Here are links related to college, program, and student ethical standards:

- 1) The College non-discrimination statement (bottom of home page): <https://mhcc.edu>
- 2) The College Culture of Respect: <https://www.mhcc.edu/AR-1100-A/>
- 3) The MHCC Student Code of Conduct: <https://www.mhcc.edu/StudentCodeofConduct/>
- 4) The MHCC Code of Conduct process: <https://www.mhcc.edu/TheProcess/>
- 5) MHCC Student Rights and Responsibilities: <https://catalog.mhcc.edu/student-rights-responsibilities/>

## Funeral Service Education Program Faculty

Doug Ferrin - Program Director and Instructor - (503) 491-6940

Kaylee Chavez - Instructor

Patrick Cornelius - Instructor

Gabrielle Keane – Instructor

Davis LaMuerta – Instructor

Tamara Ostervoss – Instructor

Elizabeth Ralston - Instructor

Edith Aschim - Program and Clinical Assistant

Additional faculty and contact info will be available on the course syllabi.

### Academic Advising

Students majoring in Funeral Service Education can seek academic advising from full-time faculty, from advisers in the [Academic Advising and Transfer Center](#) or by running a degree audit. To run an audit, follow these steps:

1. Log on to your MyMHCC student account at [my.mhcc.edu/ics](http://my.mhcc.edu/ics), and you will arrive at the “Home” tab. Note: Your username is your MHCC student ID Number, and your password is your six-digit birthdate if you have not changed it. For example, January 12, 1996, is 011296.
2. Click on the link “View my Degree Audit” under the “Frequently Used Links” on the lower right side of the screen.
3. Click on the link “View All Details”
4. Scroll to the bottom of the screen and click on the link “Recalculate Student Progress”
5. Click on the link “Degree Audit PDF”
6. Review your degree audit. Requirements that have been met will state as “COMPLETE” for that category. Requirements that have not been met will state as “INCOMPLETE.”
7. It is the student’s responsibility to ensure that all requirements are met for the program.

The Funeral Service Education program curriculum requirements are outlined in the MHCC catalog ([catalog.mhcc.edu](http://catalog.mhcc.edu)) and web page ([mhcc.edu/fse](http://mhcc.edu/fse)). Courses offered each term can be viewed at <https://my.mhcc.edu/ICS/schedule>.

Students experiencing academic difficulty, financial difficulty or other problems during the term are encouraged to let the faculty know of problems as early as possible. The last week of the term is usually too late. Feel free to email or call faculty. [Advising](#) and [Counseling](#) (both career and personal) services are available from the College as well.

## The Program

The Funeral Service Education associate degree program at **Mt. Hood Community College** is accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097 (816) 233-3747.

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

**Program Curriculum-** The curriculum, including course descriptions and a term-by-term curriculum plan, can be seen in the college catalog or on the program curriculum page: [catalog.mhcc.edu/programs-majors/funeral-service-education-degree](http://catalog.mhcc.edu/programs-majors/funeral-service-education-degree). The student is responsible for knowing the courses that compose the curriculum, including course descriptions, prerequisites and offered terms. When in doubt, consult the program adviser. The degree requires six quarters in residence. Transfer credits from a regionally accredited college or university may apply toward comparable courses offered in the curriculum. Transferring all non-FSE classes from regionally-accredited institutions may allow a student to complete his/her professional course work in a three-quarter sequence, beginning in the fall term. Upon completing the Funeral Service Education program, students become eligible to take the NBE administered by The International Conference of Funeral Service Examining Boards (ICFSEB). To receive a license in Oregon and most other states, students must take and pass the NBE.

**Program Outcomes-** After completing this program, students will be able to:

- Explain the importance of funeral service professionals in developing relationships with the families and communities they serve (covered in the following courses: FSE121, FSE122, FSE124, FSE221, FSE222, FSE225, FSE227).
- Identify standards of ethical conduct in funeral service practice (FSE121, FSE122, FSE124, FSE221, FSE222, FSE225, FSE227).
- Interpret how federal, state, and local laws apply to funeral service to ensure compliance (FSE124, FSE211, FSE215, FSE221, FSE222, FSE225).
- Apply principles of public health and safety in the handling and preparation of human remains (FSE124, FSE211, FSE212, FSE213, FSE216, FSE217, FSE225).
- Demonstrate technical skills in embalming and restorative art that are necessary for the preparation and handling of human remains (FSE211, FSE212, FSE213, FSE214).
- Demonstrate skills required for conducting arrangement conferences, visitations, services, and ceremonies (FSE221, FSE222, FSE225, FSE227).
- Describe the requirements and procedures for burial, cremation, and other accepted forms of final disposition of human remains (FSE121, FSE124, FSE215, FSE222, FSE225).
- Describe methods to address the grief-related needs of the bereaved (PSY201, FSE222, FSE224, FSE227).
- Explain management skills associated with operating a funeral establishment (FSE121, FSE221, FSE222).
- Demonstrate verbal and written communication skills and research skills needed for funeral service practice (WR121, COMM100, FSE121, FSE122, FSE124, FSE221, FSE222, FSE225, FSE227).

## Essential Functions

The following is a list of mental and physical abilities that are necessary for successful participation in the program and for continued success in the funeral service industry. Students in the FSE program must be physically and mentally able to cope with the rigors of the curriculum and the demanding nature of the funeral service profession. Established academic and clinical practicum/internship requirements essential to the program of instruction apply to all students and cannot be waived. Attempts will be made to accommodate and retain qualified applicants with disabilities unless results in labs, assessments, group assignments, or clinical practicums indicate that given reasonable accommodation, an individual will still not be able to perform the essential required program functions. Students seeking more information or assistance should contact [Accessible Education Services](#). [Personal and Career Counseling](#) are also available. The following list describes abilities that are essential to succeeding in the program and in the field. While students may succeed in completing the program, without mastery of the essential functions, career opportunities may be limited.

**1. Cognitive** and critical thinking abilities, which are sufficient to make clinical judgments and meet laboratory objectives and requirements and to succeed academically on assessments and projects.

- A. Can comprehend and recall new knowledge and apply it in any area of funeral service practice.
- B. Can effectively analyze situations and identify cause-effect relationships.
- C. Can effectively organize material, solve problems, and make decisions.

**2. Interpersonal** abilities, which are sufficient to interact purposefully and effectively with others.

- A. Can establish healthy rapport with individuals.
- B. Can interchange ideas appropriately in a group setting.
- C. Can convey sensitivity, respect, tact, and a mentally healthy attitude in interpersonal relationships.

**3. Communication** abilities, which are sufficient to convey thoughts in verbal and written form so that they may be able to communicate clearly with others.

- A. Have sufficient English language abilities to understand printed and verbal instructions.
- B. Have sufficient English language abilities to allow understanding in verbal and written communication.

**4. Physical mobility**, which is sufficient to fulfill classroom, clinical and program objectives safely and effectively. Physical disabilities must not pose a threat to the safety of the student, faculty, clinical staff, or other students.

- A. Can maintain balance in any position, move from room to room, and maneuver in small spaces.
- B. Can flex/extend and/or abduct/adduct arm and leg muscles and rotate all major joints freely.

**5. Strength** (gross motor skills) and endurance are sufficient to fulfill clinical laboratory objectives and requirements safely.

A. Can work for six or more hours in a laboratory and/or funeral home setting.

B. Can position, lift, and transfer human remains of at least 100 lbs. without injury to self or others.

C. Can push, pull or lift (with assistance from one other person) heavy objects such as caskets containing human remains.

**6. Driving vehicles-** the ability to drive is an essential skill for work in the field, and funeral homes require that interns, apprentices, and licensees possess a valid driver's license. Funeral home personnel are covered under the company's insurance, and lack of valid license or driving-related convictions are reasons that a funeral home may not hire an applicant or may terminate a current employee.

A. Have a valid driver's license.

B. Have current automobile insurance, or the ability to obtain insurance.

C. Can drive full-size vehicles such as vans and funeral coaches.

D. Maintain a valid driver's license throughout your time as a student at MHCC.

## Progression Policy

All courses in the curriculum must be completed with a grade of “C” or higher.

1. If a student receives a grade of less than “C” in any class, FSE or general courses, the class must be repeated and a grade of “C” or higher earned.
2. Students who receive grades of less than "C" in three or more FSE courses (D's or F's) will be dismissed from the program without a chance to re-apply.
3. Academic dishonesty may have consequences including, but not limited to, a drop in a course grade or an F in a class.
4. The student may appeal a dismissal recommendation according to the Program's appeal process. This entails writing a letter to the Program Director within three (3) business days from notification of dismissal to appeal for readmission and explaining any extenuating circumstances leading to an unacceptable grade, or other situations leading to dismissal. The program director will recommend action within five (5) business days after the appeal is received. Th Director will consult with college staff to reach a decision.
5. In all FSE courses, students are expected to take exams at specified times and dates. Missing exams at scheduled times, then re-taking later is sometimes possible, but there may be point penalties for doing so as explained in the course syllabi. Students with registered disabilities may qualify for test-taking accommodations. Final Exams are usually held at different times than standard class times.
6. This grading scale applies to most FSE courses:  
A=90-100%; B=80-89%; C=75-79%; D=65-74%; F=64% and below
7. With the exception of FSE216 and FSE217, first year students may only take 100-level FSE courses – FSE121, FSE122 & FSE124.
8. The material you learn in all FSE courses is cumulative, and you will be re-tested in FSE245 in Spring term of your second year. To be on the safe side, you should strive to be at an 85% or higher in your courses.
9. Students must participate in 10 embalmings as a condition of graduation, per ABFSE guidelines. These 10 can be a combination of lab and clinical site cases. Additionally, each student must be certified on 8 embalming tasks, including raising arteries, mixing embalming fluid, suturing, etc.
10. Students are required to take the National Board Exam as a condition of graduation from the program within a time period specified in FSE245. The time period is about a month after the end of spring term.
11. A criminal conviction, as discussed in the **Disclosures** section, could interfere with a student's ability to complete all required courses.



# Funeral Service Education Program and MHCC Rules and Regulations

## Code of Conduct

This a list of student conduct expectations while in the program and applies to both on-campus and off-campus situations where specified. Students are expected to demonstrate these ethical standards: honesty, integrity, initiative, responsibility, professional behavior, and accountability. Violation of these terms may lead to a warning followed by dismissal from the program, or direct dismissal if the violation warrants it. The MHCC Student Code of Conduct, as discussed on page 3, also applies to FSE students.

**1. Safety-** any activity that physically or mentally endangers other students, preceptors, or college employees will lead to consequences ranging from reprimand, to probation, to dismissal based on the level of danger posed.

A. On campus – any activity that endangers other students in class or lab will lead to consequences ranging from reprimand to student dismissal. Be very diligent in the lab and consider your safety and the safety of fellow students. Use of alcohol or drugs is certain to increase the chance that you will injure yourself or others. It is a violation of the College and Program standards to attend classes under the influence of intoxicants.

B. During clinical practicum at a funeral home – any activity that endangers other students, preceptors, or employees while in the clinical setting will lead to consequences ranging from reprimand to dismissal. Use of alcohol or drugs is almost certain to increase the chance that you will injure yourself or others. It is a violation of Program standards to be under the influence of intoxicants in the clinical setting.

**2. Class Atmosphere-** an atmosphere of mutual respect and a desire to learn is important for student success and satisfaction. We are beholden to accept the inherent worth of all people, treating one another with compassion and honorable, ethical conduct.

A. Freedom of speech. Provided that student comments are related to the subject being discussed in class, the comments are voiced thoughtfully, the students allow other students to talk in class without talking over them, then free speech is a desirable and necessary part of a college class. Personal attacks, off-subject comments, profane language, and excessive loud or aggressive tones disrupt the class and may lead to student dismissal from class and/or program if repeated.

B. Talking or making noise during tests is disruptive to students taking them. Please be quiet while taking tests and quizzes, and wait until you are outside of the classroom to talk. If you have a question about a test question, bring it to the instructor and ask quietly.

C. Food and Drink. Students may have non-alcoholic beverages in class. Snacks are also acceptable, but if eating or drinking becomes a distraction, eating and drinking privileges will be suspended.

D. Recording of students or faculty with audio, pictures, or video. As the MHCC Student Code of Conduct also says, you may not record individuals without their knowledge and consent. Please keep your phones silenced and put away while in class and lab.

### **3. Dress and Hygiene**

A. Dress code- employees at most funeral homes are required to wear professional business attire whenever in contact with the bereaved or the public, which means during removals, funerals, funeral arrangements, etc. Some funeral homes have less stringent requirements, but students should start with formal attire, then modify according to company policy. Students are required to wear professional business attire to all clinical practicum/internship days in funeral homes and comply with the funeral home's attire requirements and dress code. Suits and/or dresses must be clean, and shirts must be pressed and fresh. Clinical sites may have additional color requirements for dress and overall appearance. Be prepared, the conservative nature of the industry may limit the job prospects for individuals who have visible tattoos, piercings, or other body modifications.

In specified courses and on specified dates, students must wear professional business attire to class. In these courses, your final grade will be influenced by the way you dress. Unless otherwise stated, casual dress is acceptable in funeral service courses and general education courses.

B. Hygiene- perfume or cologne can cause allergic reactions, headaches and even nausea for some individuals and can be considered unprofessional in certain settings. At clinical sites, be aware of the work environment and make decisions accordingly. Personal hygiene is important in both the program and the job settings. The industry standards for personal grooming are often described as business conservative, although individual funeral homes may be less strict.

### **4. Academic Honesty**

A. Plagiarism- The Funeral Service Education program and college staff do not tolerate plagiarism. Cheating and other acts of academic dishonesty are regarded as serious offenses. Depending on the nature of the offense, serious penalties may be imposed, ranging from loss of points to expulsion from the class or college. Specific course syllabi will address the consequences of cheating. Cheating takes many forms, and the program staff are good at catching cheaters. Cheating does not help students prepare for the National Board Exam. Students may not leave the classroom with tests, nor may they take pictures of tests unless specifically stated.

**5. Clinical Practicum/Internship-** in addition to the dress, safety and hygiene codes previously discussed, keep the following in mind:

A. The clinical practicum requires extra work for preceptors. It is expected that interns will assist preceptors in a variety of duties to offset the work the preceptors are required to do. Some cleaning and other menial duties are expected.

B. Clinical practicum should be a learning experience. If the student is not involved in the key activities surrounding funeral service, the student should inform the program staff or clinical personnel.

C. Clinical Preceptors have the right to dismiss students. Dismissal from the clinical practicum due to underperformance, negligence, or unprofessional behavior, may result in failure of the class. In repeated or flagrant instances, dismissal from the program may result - at the discretion of the program staff and/or college administration.

D. Confidentiality- clinical practicum student interns will not photograph anything within the facility in which they practice without explicit permission from clinical staff. Discussing personal details about the deceased or families outside the clinical practicum/internship or clinical meetings at MHCC is grounds for program dismissal. Sharing a decedent's or client family's private information on social media with words or pictures is prohibited.

## **6. Activities Outside of Class**

A. Be aware that your behavior outside of class may be grounds for probation or dismissal if it does not reflect the professionalism that is expected in this field. Internet. Beware of social networking sites and give strong consideration about what you are communicating. Students and employees have harmed their reputations and careers by posting inappropriate pictures, information, etc. Potential employers will search your background including social media accounts, and what they find might prevent them from hiring you

B. Students and graduates should keep in mind that negative talk and spreading of rumors about students or funeral home staff is not professional, and can hurt the reputation of the person speaking negatively. Your professionalism, both while in the program and after graduation, is critical to developing and maintaining a successful career.

**7. Communication-** when the student has a concern or frustration, the student should communicate with the instructor or program director as soon as possible. This prevents an escalation of the problem or the frustrations that may surround a problem. Students may report a concern through the website. See page 15 of this handbook, or the MHCC home page, for a link to the college's Report a Concern form.

## Disclosures

### 1. **Criminal Background**

Your future in the program and in the funeral service industry may be negatively impacted if you have been convicted of a crime, including DUI. To receive an intern license, apprentice license, embalmer or funeral director's license, the state board to which you are applying will conduct a criminal background check. Previous convictions may result in a denial of license by the state board, effectively preventing a person from working in the field. If the state denies an intern license, the student would not be able to complete FSE240, and therefore would not be able to earn the degree. Different state boards and employers vary in how they judge the severity of different crimes. Please contact your state board for specific questions about how previous convictions could affect you.

### 2. **Employment in the Industry**

The College does not guarantee that you will find employment in the industry. The vast majority of graduates do find work before or shortly after graduation. Many students start looking for employment several months prior to graduation. The program is designed to help you develop skills that will lead to your employment success. However, your professional demeanor, work ethic, diligence, willingness to learn new things, and common sense will be necessary to find and keep a job. Job availability varies by region. You might not be able to find a job locally so it might be possible that you will have to be willing to move to find work.

### 3. **Drug screening**

The program does not require drug testing. But keep in mind that some clinical practicum locations and employers do require this.

## Professional Organizations

Funeral service professionals often have questions only experts can answer. This is why it is so important to belong to a professional organization. Here is a list of organizations, their addresses, and phone numbers.

### [Oregon Mortuary and Cemetery Board](#)

800 NE Oregon Street, Suite 430  
Portland, OR 97232-2195

Phone: 971-673-1500  
Fax: 971-673-1501  
Email: [mortuary.board@state.or.us](mailto:mortuary.board@state.or.us)  
8:00 AM - 3:30 PM

The Board licenses individual death care professionals and the facilities where they work.

The mission of the Board is to protect public health, safety, and welfare by fairly and efficiently performing its licensing, inspection, and enforcement duties; by promoting professional behavior and standards in all facets of the Oregon death care industry; and, by maintaining constructive relationships with licensees, those they serve and others with an interest in the Board's activities.

### [Oregon Funeral Directors Association](#)

12725 SW 66th Avenue, Suite 105  
Portland, OR 97223

Phone: 503-639-1186 or 800-304-5095  
Fax: 503-624-2903 or 800-828-3415  
Email: [info@ofda.org](mailto:info@ofda.org)

The mission of the Oregon Funeral Directors Association (OFDA) shall be to promote high professional standards and unity while encouraging excellence in funeral service and to educate the membership and the public about our profession.

### [National Funeral Directors Association](#)

13625 Bishop's Drive  
Brookfield, WI 53005-6607

Phone: 800-228-6332 or 262-789-1880  
Fax: 262-789-6977  
Email: [nfda@nfda.org](mailto:nfda@nfda.org)

### [Cemetery Association of Oregon](#)

8421 SW Macadam Ave  
Portland, OR 97219

Phone: 971-258-0886  
Fax: 503-246-9653  
Email: [cemeteryassociationoforegon@gmail.com](mailto:cemeteryassociationoforegon@gmail.com)

### [The International Conference of Funeral Service Examining Boards](#)

The Conference  
1885 Shelby Lane  
Fayetteville, AR 72704

Phone: 479-442-7076  
Fax: 479-442-7090

The International Conference of Funeral Service Examining Boards administers the NBE.

## Student Support Services

Need	Resource	Contact Information
<ul style="list-style-type: none"> <li>• Money for School</li> </ul>	Financial Aid Office	503-491-7262
<ul style="list-style-type: none"> <li>• Academic tutoring, study skills, trouble shooting</li> </ul>	Learning Success Center	503-491-7108
<ul style="list-style-type: none"> <li>• Help to choose a major</li> <li>• Find a career or a job</li> <li>• Crisis counselors available for domestic violence and addiction services</li> </ul>	Career Planning and Counseling Center (CPCC)	503-491-7432
<ul style="list-style-type: none"> <li>• Advising on course selection, education plans, degree requirements, and university transfer planning for bachelor's degree completion</li> </ul>	Academic Advising and Transfer Center	503-491-7315
<ul style="list-style-type: none"> <li>• Help for students with disadvantaged backgrounds to get a bachelor's degree</li> </ul>	TRIO Student Support Services	503-491-7688
<ul style="list-style-type: none"> <li>• Career help for single parents &amp; homemakers</li> <li>• Support for minority and ELL (English Language Learners)</li> </ul>	Transitions/Transiciones (for Latina women)	503-491-7680
<ul style="list-style-type: none"> <li>• Accessibility accommodation due to disability</li> </ul>	Accessible Education Services	503-491-6923
<ul style="list-style-type: none"> <li>• Campus Involvement</li> <li>• Student Activities</li> <li>• Associated Student Government / Student Clubs / Organizations</li> <li>• Barney's Pantry</li> </ul>	Student Union	503-491-7277
<ul style="list-style-type: none"> <li>• Survival resources (food, clothing, shelter, health care, public benefits programs)</li> </ul>	Dial 2-1-1 (free, up-to-date referral service) or visit <a href="http://211info.org">211info.org</a>	
<ul style="list-style-type: none"> <li>• Child care</li> </ul>	Child Development Center	503-491-7169

**Campus Directory** – [mhcc.edu/CampusDirectory.aspx](http://mhcc.edu/CampusDirectory.aspx)

**Campus Map** – [mhcc.edu/maps](http://mhcc.edu/maps)

## **Mt. Hood Community College Commitment**

Mt. Hood Community College is committed to expanding awareness of our common humanity, while recognizing the differences in our various backgrounds, belief systems and lifestyles.

If you have a complaint against an instructor or the College, the College encourages students to try working out disagreements and concerns with the staff members or faculty first before seeking remedies through college complaint procedures. If meeting with the staff or faculty member does not lead to a resolution of the problem, you have the option of following the student complaint procedure

### **Additional Information and Resources:**

- [Accessibility Statement](#)
- [Student Resources](#)
- [Library](#)
- [Equal Opportunity: Culture of Respect](#)
- [Reasonable Accommodation of Persons with Disabilities: AR-1100-B](#)
- [Discrimination Resolution Procedures](#)
- [Student Rights and Responsibilities](#)
- [College Complaint Procedure](#)
- [Concerns regarding Staff, Faculty or Students](#)
- [MHCC Website](#)

### **Health and Safety Information and Resources**

If you are having an emergency on campus, you can call 911 or the campus emergency number at (503) 491-7911. The non-emergency number for public safety is (503) 491-7310. The College has a Risk and Environmental Health and Safety Department that sets policies and creates signage for health and safety related matters, including emergencies such as fire alarms, and COVID-19 policies: <https://www.mhcc.edu/Risk-and-Environmental-Health-Safety>.

Your safety in campus and clinical embalming labs is increased by knowing the dangers and being aware of your actions. Dangers in the lab include exposure to bloodborne pathogens and chemicals such as formaldehyde. The program provides students safety training and Personal Protective Equipment (PPE) as described in more detail in lab orientation. If you or a fellow student have an injury or exposure in lab, let your instructor know immediately. The instructor will have you file an incident report using the “Incident Reporting & Tracking” link (<https://mhcc-or.safecollegesincident.com/#/login>) in the red section at the bottom of the MHCC website.

Vaccination Requirements: Proof of vaccination is required as a condition of starting the program. Exemptions do exist in certain circumstances. COVID-19 vaccination is not required, but is encouraged. For a list of required vaccinations, see “What happens after I am accepted?” from the FSE FAQ page at <https://mhcc.edu/FSEFAQ>.

The College offers many services and resources to students, including mental health counseling, see the list at <https://www.mhcc.edu/StudentResources>. Additionally, the Dental Hygiene program sees students as patients in the clinic, and you can find more information about this opportunity at <https://www.mhcc.edu/DentalHygieneClinic>.

All MHCC campuses are a smoke-free zone, and neither cigarettes nor vaping are allowed on campus. For more information, see <https://www.mhcc.edu/tobaccofree>.

If you are concerned about the behavior of your fellow students, you are encouraged to talk to them directly. But if you feel that their actions endanger their health, your health, or interfere with your access to your courses, you can file a report of concern at [https://cm.maxient.com/reportingform.php?MtHoodCC&layout\\_id=0](https://cm.maxient.com/reportingform.php?MtHoodCC&layout_id=0)

You are encouraged to have your own health insurance such as the ones from these sites: <https://www.oregon.gov/oha/HSD/OHP/Pages/About-Us.aspx>  
<https://www.healthcare.gov/young-adults/college-students>

The College does not have a medical provider on campus. However, see this link for more information - <https://www.mhcc.edu/Student-Health-Care-Resources/>, and many healthcare facilities can be found throughout Gresham, Troutdale, and Portland. Here is a compact list of some of the many options of local healthcare providers.

- Urgent Care Gresham: <https://www.gohealthuc.com/legacy/locations/gresham>
- Legacy Mt. Hood Medical Center: <https://www.legacyhealth.org/doctors-and-locations/hospitals/legacy-mount-hood-medical-center>
- East County Medical Center: <https://www.multco.us/service-locations/east-county-health-center>
- Multnomah County Medical Clinic: <https://www.multco.us/health/health-services>
- Columbia Clinic Urgent Care: <https://www.columbiaclinic.com/locations-division-street-or>
- Planned Parenthood: <https://www.plannedparenthood.org/health-center/oregon/portland/97236/hillman-east-portland-center-2673-91400>
- Suicide Prevention: <https://www.oregon.gov/oha/ph/preventionwellness/safeliving/suicideprevention/pages/crisislines.aspx>
- Outside In: <https://outsidein.org/health-services/medical-services>
- Wallace Medical Concern: <https://mywallace.org>
- Veteran’s Affairs Vet Center (East County): <https://www.va.gov/portland-or-vet-center>
- Multnomah County DV Services: <https://www.multco.us/dv/gateway-center-domestic-violence-services>
- Healthy Start Early Childhood Services: <https://impactnw.org/programs/early-childhood/healthy-start>



## Conclusion

Thank you for your interest in the program, and your diligence in reading this student handbook. This handbook was prepared with your success in mind. The FSE program at MHCC has graduated many hundreds of students who have passed their National Board Exams (NBE), served apprenticeships, and become licensed professionals. You will see NBE data for the program on the next page of the handbook. National Board Examination pass rates, graduation rates, and employment rates for this and other ABFSE-accredited programs are available at [www.abfse.org/html/dir-or.html](http://www.abfse.org/html/dir-or.html) in the Directory of Accredited Programs.

### MHCC National Board Pass Rates

<b>Year</b>	<b># Taking Science Half</b>	<b># Passing Science Half</b>	<b>% Passing Science Half</b>	<b># Taking Arts Half</b>	<b># Passing Arts Half</b>	<b>% Passing Arts Half</b>
<b>2004</b>	<b>22</b>	<b>20</b>	<b>91</b>	<b>22</b>	<b>21</b>	<b>95</b>
<b>2005</b>	<b>23</b>	<b>17</b>	<b>74</b>	<b>23</b>	<b>20</b>	<b>87</b>
<b>2006</b>	<b>27</b>	<b>24</b>	<b>89</b>	<b>27</b>	<b>23</b>	<b>85</b>
<b>2007</b>	<b>27</b>	<b>23</b>	<b>85</b>	<b>27</b>	<b>25</b>	<b>93</b>
<b>2008</b>	<b>26</b>	<b>25</b>	<b>96</b>	<b>26</b>	<b>26</b>	<b>100</b>
<b>2009</b>	<b>14</b>	<b>11</b>	<b>79</b>	<b>14</b>	<b>12</b>	<b>86</b>
<b>2010</b>	<b>20</b>	<b>18</b>	<b>90</b>	<b>20</b>	<b>17</b>	<b>85</b>
<b>2011</b>	<b>29</b>	<b>24</b>	<b>83</b>	<b>29</b>	<b>22</b>	<b>76</b>
<b>2012</b>	<b>24</b>	<b>24</b>	<b>100</b>	<b>24</b>	<b>23</b>	<b>96</b>
<b>2013</b>	<b>19</b>	<b>19</b>	<b>100</b>	<b>19</b>	<b>18</b>	<b>95</b>
<b>2014</b>	<b>24</b>	<b>24</b>	<b>100</b>	<b>24</b>	<b>23</b>	<b>96</b>
<b>2015</b>	<b>27</b>	<b>23</b>	<b>85</b>	<b>27</b>	<b>19</b>	<b>70</b>
<b>2016</b>	<b>13</b>	<b>10</b>	<b>77</b>	<b>13</b>	<b>11</b>	<b>85</b>
<b>2017</b>	<b>15</b>	<b>13</b>	<b>87</b>	<b>15</b>	<b>12</b>	<b>80</b>
<b>2018</b>	<b>17</b>	<b>15</b>	<b>88</b>	<b>18</b>	<b>15</b>	<b>82</b>
<b>2019</b>	<b>15</b>	<b>11</b>	<b>73</b>	<b>15</b>	<b>12</b>	<b>80</b>
<b>2020</b>	<b>17</b>	<b>13</b>	<b>76</b>	<b>17</b>	<b>15</b>	<b>88</b>
<b>2021</b>	<b>16</b>	<b>10</b>	<b>63</b>	<b>16</b>	<b>12</b>	<b>75</b>
<b>2022</b>	<b>22</b>	<b>20</b>	<b>91</b>	<b>22</b>	<b>18</b>	<b>82</b>
<b>2023</b>	<b>28</b>	<b>21</b>	<b>75</b>	<b>28</b>	<b>20</b>	<b>71</b>

**MHCC NBE pass rates vs. National NBE pass rates:**

<b>Year</b>	<b>MHCC Science Pass %</b>	<b>National Science Pass %</b>	<b>Diff.</b>	<b>MHCC Arts Pass %</b>	<b>National Arts Pass %</b>	<b>Diff.</b>
<b>2008</b>	<b>96</b>	<b>80</b>	<b>+16</b>	<b>100</b>	<b>80</b>	<b>+20</b>
<b>2009</b>	<b>79</b>	<b>81</b>	<b>-2</b>	<b>86</b>	<b>76</b>	<b>+10</b>
<b>2010</b>	<b>90</b>	<b>79</b>	<b>+11</b>	<b>85</b>	<b>78</b>	<b>+7</b>
<b>2011</b>	<b>83</b>	<b>76</b>	<b>+7</b>	<b>76</b>	<b>77</b>	<b>-1</b>
<b>2012</b>	<b>100</b>	<b>78</b>	<b>+22</b>	<b>96</b>	<b>74</b>	<b>+22</b>
<b>2013</b>	<b>100</b>	<b>78</b>	<b>+22</b>	<b>95</b>	<b>74</b>	<b>+21</b>
<b>2014</b>	<b>100</b>	<b>78</b>	<b>+22</b>	<b>96</b>	<b>77</b>	<b>+19</b>
<b>2015</b>	<b>85</b>	<b>76</b>	<b>+9</b>	<b>70</b>	<b>74</b>	<b>-4</b>
<b>2016</b>	<b>77</b>	<b>77</b>	<b>=</b>	<b>85</b>	<b>74</b>	<b>+11</b>
<b>2017</b>	<b>87</b>	<b>79</b>	<b>+8</b>	<b>80</b>	<b>76</b>	<b>+4</b>
<b>2018</b>	<b>88</b>	<b>71</b>	<b>+17</b>	<b>82</b>	<b>77</b>	<b>+5</b>
<b>2019</b>	<b>73</b>	<b>63</b>	<b>+10</b>	<b>80</b>	<b>72</b>	<b>+8</b>
<b>2020</b>	<b>76</b>	<b>64</b>	<b>+12</b>	<b>88</b>	<b>73</b>	<b>+15</b>
<b>2021</b>	<b>63</b>	<b>57</b>	<b>+6</b>	<b>75</b>	<b>68</b>	<b>+7</b>
<b>2022</b>	<b>91</b>	<b>64</b>	<b>+27</b>	<b>82</b>	<b>69</b>	<b>+13</b>
<b>2023</b>	<b>75</b>	<b>69</b>	<b>+6</b>	<b>71</b>	<b>78</b>	<b>-7</b>