

STATE UNIVERSITY OF NEW YORK
COLLEGE OF TECHNOLOGY
CANTON, NEW YORK



MASTER SYLLABUS

FSAD 445 – Mortuary Compliance

CIP Code:

(12.0302) Funeral Direction/Services

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Updated by: October 25, 2023

**School of Science, Health and Criminal Justice
FUNERAL SERVICES ADMINISTRATION
Fall 2024**

A. TITLE: **Mortuary Compliance**

B. COURSE NUMBER: FSAD 445

C. CREDIT HOURS: 2

Credit Hours: 2

Lecture Hours 2 per Week

Lab Hours 0 Week

Other 0 per Week

Course Length: (15 Weeks)

D. WRITING INTENSIVE COURSE: No

E. GER CATEGORY: None

F. SEMESTER(S) OFFERED: **Fall, Spring and Summer**

G. COURSE DESCRIPTION:

This course is taken during the last semester of the student's course of study, which ensures compliance with all Health Department regulations, federal and state laws, pertaining to funeral directing in a state where the student intends to practice. These topics are exhaustively clarified and validated through extensive and focused specialized testing including the National Board Examination. Students must score 85% or better to pass this course.

H. PRE-REQUISITES: Blue Card Status and taken during the last semester before graduation.

CO-REQUISITES: None

I. STUDENT LEARNING OUTCOMES:

Upon completion of this course, the student will:

Student Learning Outcome [SLO]	Program Student Learning Outcomes [PSLO]	Institutional Student Learning Outcomes [ISLO]
1. Demonstrate proficiency in state and federal regulations that govern the practice of funeral directing	2.1.3 Interpret how federal, state, and local laws apply to funeral service in order to ensure compliance.	5. Industry, Professional, Discipline-Specific Knowledge and Skills
2. Demonstrate proficiency in Arts and Science related topics relating to funeral directing.	2.1.3 Interpret how federal, state, and local laws apply to funeral service in order to ensure compliance. 2.1.7 Describe the requirements and procedures for burial, cremation, and other accepted forms of final disposition of human remains.	5. Industry, Professional, Discipline-Specific Knowledge and Skills

J. APPLIED LEARNING COMPONENT: Yes_____ No_____

If Yes, select one or more of the following categories:

Classroom/Lab____

Internship____

Clinical Practicum____

Practicum____

Service Learning____

Community Service____

Civic Engagement____

Creative Works/Senior Project____

Research____

Entrepreneurship____

(program, class, project)

K. TEXTS:

Death Education Assessment Drill Simulator (DEAD), Anubis Publications Inc.

McCullough, R.L. (2020). *NYSFDA manual of New York State's funeral laws and regulations affecting funeral directing: A practical guide for funeral directors: Fourth Edition*. New York State Funeral Directors Association.

Penepent, D.R. (2024). A complete guide to the arts section of the National Board Exam for funeral services: Revised edition. Anubis Publication Inc.

Penepent, D.R. (2023). A complete guide to the science section of the National Board Exam for funeral services: Revised edition. Anubis Publication Inc.

L. REFERENCES:

Ritchie, J. N. & A., & Jayanti, S. F.-T. and A. (2023, February 3). *Complying with the funeral rule*. Federal Trade Commission.

<https://www.ftc.gov/business-guidance/resources/complying-funeral-rule>

Occupational Health & Safety Administration <https://www.osha.gov/>

OSHA Hazard Communication Standard, Formaldehyde Rule

M. EQUIPMENT: Microsoft Word or comparable software. Internet access is required.

N. GRADING METHOD: A - F

Your final grade will be calculated based on the following grading scheme:

NOTE: IN ALL FUNERAL SERVICE REQUIRED CORE COURSES A “C” OR HIGHER IS NEEDED TO PASS

From %	To %	Letter grade
100	92	A
91	89	B*
88	85	C*
84.9	75	D+ Required to retake the course
74.9	65	D Required to retake the course
64.9	0	F Required to retake the course

* If a student takes the National Board Exam within three months from graduation and passes both the Arts and Science sections on the first attempt, the instructor will change this grade to an “A.” An email request must be made to the FSAD Program Director for a grade change and evidence of a passing grade is required.

O. SUGGESTED MEASUREMENT CRITERIA/METHODS:

An accumulative average of 85% is required to pass this course. The following are the items that will be a part of that course average:

- Weekly Quizzes
- Midterm Exam (Arts)
- Final Exam (Science)
- Attendance on Mandatory Online ZOOM Review Sessions
- 5 Comprehensive Exams
- 5 DEAD Full-Length Arts (165 questions) exam with 5 consecutive scores of 85% or better
- 5 DEAD Full-Length Science (165 questions) exam with 5 consecutive scores of 85% or better
- PRE-NBE exam for Arts & Science with a score of 85% or better

Once enrolled in the Funeral Services Administration program, students must complete the course of study within six (6) years. FSAD courses that are (6) years or older must be retaken because the American Board of Funeral Service Education revises the course outlines every seven years. The grade for FSAD 445 Mortuary Compliance is only valid for six months after it is completed. Students who take this course and pass it, but need to take other courses post-facto, will be required to retake FSAD 445 over, regardless of their grade.

P. DETAILED COURSE OUTLINE:

I. Arts Section

- A. Funeral Arranging and Directing
 - 1) The Arrangement Conference
 - 2) Necessary paperwork for final disposition of human remains
 - 3) Pre-Need
 - a. Revocable trust accounts
 - b. Irrevocable trust accounts
- B. Directing Funerals
- C. Aftercare
- D. Religions and fraternal organizations
- E. Transporting human remains
- F. Cemeteries & Crematories and other means of final disposition
- G. Merchandising
- H. Legal and Regulatory Compliance
 - 1) Federal Trade Commission
 - 2) Occupational Health and Safety
 - 3) Laws governing the practice of funeral services
 - 4) Contracts and legal documentation
- I. Funeral Service Management
- J. Professional Communication

II. Science Section

- A. Embalming
 - 1) Standard Cases
 - 2) Obese Cases
 - 3) Autopsy Cases
 - 4) Organ and Tissue Recovery Cases
- B. Restorative Art
 - 1) Facial Structure - Physiognomy
 - 2) Restoration
 - a. Major and Minor cases
 - b. Burn Cases
 - c. Organ and Tissue Donation cases
 - d. Trauma Cases
 - e. Unviewable cases
 - f. Hair Restoration cases
 - g. Difficult cases
 - 3) Color Theory
 - 4) Cosmetics
- C. Other Preparations for Final Disposition
- D. Funeral Service Sciences
 - 1) Pathology
 - 2) Microbiology
 - 3) Anatomy

Q. LABORATORY OUTLINE: None