

# St. Petersburg College Funeral Services



These requirements are specific to the Funeral Services program and are a supplement to the [Student Handbook](#) and the [St. Petersburg College Catalog](#). These requirements are subject to change at any time without prior notice.

Funeral Services Program  
Health Education Center  
7200 66th Street North  
P.O. Box 13489  
St. Petersburg, FL 33733  
(727) 341-3781 727-444-6625 fax

The purpose of this handbook is to provide guidelines to assist you in reaching your educational goals both on campus and in clinical practice and to introduce you to your responsibilities as a student in the Funeral Services Program.

SPC is similar to other community college programs, in that academic courses are taught in a separate environment from the practical experiences. Such a division capitalizes on the strengths of both practical experiences in funeral home settings and academic experiences in college: the college faculty who have the credentials and experience in delivering didactic knowledge and who keep abreast of new subject matter and trends in teaching methods while the funeral homes provide preceptors who are licensed funeral directors/embalmers who are experts in practical application of embalming and funeral directing skills.

Funeral Services Faculty

Kevin Davis, Program Director  
HEC Rm. 153  
davis.kevin@spcollege.edu

Gary Brown  
HEC Rm. 154  
brown.gary@spcollege.edu

The Funeral Services Associate in Science degree at St. Petersburg College is fully accredited by the:

[American Board of Funeral Service Education](#)

3432 Ashland Avenue, Suite G  
St. Joseph, MO 64506  
(816) 233-3747

## Funeral Services Goals & Objectives:

1. Expand students' knowledge of the profession.
2. Educate students in every phase of funeral services and help them to become competent in each phase.
3. Teach students about responsibilities of funeral services in relation to the community
4. Emphasize high standards of professional and ethical conduct and behavior.
5. Provide a post-secondary course of study attuned to the ever-changing needs and theories of funeral services.
6. Encourage continuing education in and research in the funeral services.
7. Serve as liaison to funeral service practitioners and the community at large.

The Funeral Services Program recognizes the importance of funeral service education personnel as:

members of a 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 regulatory guidelines, as well as;

professionals sensitive to the responsibility for public health, safety, and welfare in caring for human remains.

Required Program leading to the Degree of Associate in Science in Funeral Services.

See your College Catalog for a complete list of required courses. Students are responsible for meeting all general and support courses with a "C" or better.

### Grading Policy

The Funeral Services Program has the following scale:

92 - 100 = A

84 - 91 = B

75 - 83 = C

70 - 74 = D

Below 70 = F

Students must score at least a 70% on the final comprehensive examination to successfully pass any FSE class and earn a passing grade base upon points earned.

### Special Progress Requirements

In order to enroll in any program course with a prerequisite, a grade of "C" or better must have been earned in the prerequisite(s) to said course.

More than two consecutive semesters of non-enrollment of FSE classes, the student will be dropped from the program and must go through the re-admission process.

Students who fail to earn a "C" or better in two or more FSE courses will be placed on Funeral Services program academic probation. Thus if a student earns less than a C or better in any other future FSE class they will be dropped and must re-apply to the program and follow re-admissions requirements..

### Special Graduation Requirements

A "C" or better is required for all required courses

**Students must take the National Board Examination before graduation.**

### Change of Address Responsibility

It is the responsibility of students enrolled in the Funeral Services Program to inform the

Admissions Office and the Funeral Services Program of any change of address or phone number within one week. The information should be given to the Program Director in writing.

### Communication between Students and Faculty

Instructors will post their schedule on their office doors. Telephone numbers will be printed on course syllabus. Students are to email instructors within the course if they have any questions.

Students are responsible for checking announcements for current notices in blended and internet courses.

Students are responsible for scheduling a student conference with the Program Director at least once each academic year to discuss graduation progress.

Regular attendance is expected of all students. Absence from class may necessitate remedial work to assure that the course objectives have been met. A student may be dropped for three excessive absences according to Funeral Services Attendance Policy. Lateness is disruptive to the learning of the one who is late as well as to peers. Students should make every effort possible to be on time.

### Attendance Requirements.

Students who do not meet the required attendance requirements of the Funeral Services program

prior to the 60% deadline will be given a choice of either voluntarily withdrawing or receiving a grade of WF in the course. Students who do not meet the attendance requirements after the 60% deadline will be given an F in the course. At any point in the course, when the attendance requirements have not been met the student can no longer attend the respective course and any co-requisites to the course.

### **Readmission Steps**

- 1. Complete a Health Application form and process**
- 2. Schedule a meeting with the program director**
- 3. Arrange to schedule re-evaluation examinations of prior FSE classes**
- 4. Students must pass with a 75% or better or audit the class with a passing grade**

**Students transferring FSE classes from another ABFSE accredited school must go through the Experiential Learning Program (ELP)**

<http://www.spcollege.edu/central/elp/>

**Funeral Certificate to Degree seeking students must go through the re-admission process.**

### Student Appeals - Chain of Command

Normal communication regarding course or program policy should be first directed to the instructor assigned to the course or preceptor involved. In the event that the student is unable to satisfy his/her inquiry or request at that level, the matter should be referred to the Program Director. In the event the matter cannot be resolved at that level, it should be directed to the Assistant Provost. See the College Student Handbook for information on Student Grievances and Academic Appeals.

### Licensure Requirements

[National Board Examination](#) (NBE): It is required for students to meet graduation requirements for the Program; they must take both the science and art section of the NBE:

Science subject areas

Embalming	Pathology	Chemistry
Restorative Art	Anatomy	Microbiology

Arts subject areas

Sociology/ Funeral History      Accounting/Management Computers

Psychology      Merchandising      Funeral Law      Business Law

Funeral Directing

Florida and The Conference requires the student to successfully pass the Arts and Science sections with a score of 75% or higher on each part of the exam.

Upon completing the Funeral Services program the student may now seek employment as an intern with a registered training agency (Funeral Home) for one year. During the internship, the graduate may take the Florida Rules and Regulation Exam to become fully licensed. Licensing rules and requirements may vary from state to state. It is the responsibility of the student to contact the state in which licenser is desired.

## **Home of the Board of Funeral, Cemetery, and Consumer Services**

### Personal Protective Equipment

Students will be required to comply with OSHA Standards regulating biological and chemical exposure control.

The wearing of protective apparel will be required of all FS students during clinical and practicum courses. The clothing worn at clinical sites will comply with the individual funeral home dress code and infection control policies.

As regulations change, there may be a need for modification of protective apparel requirements.

### Hepatitis B Vaccine

Students are required to make individual arrangements for receiving the Hepatitis B Vaccine prior to matriculation in Embalming Clinical courses. Students must provide a record of vaccination and/or proof of positive antibody status. Prior to the first embalming clinical class, documentation of at least the first injection of the series must be submitted to the Program Director. Students refusing the vaccine must provide a physician's note substantiating a medical contraindication or after consultation with a physician, an informed consent refusing the vaccine and assuming the liability.

### Insurance

Liability insurance, for which a special fee is charged, is required for Embalming Clinical I. Accidental insurance is charged as a special fee for Embalming Clinical I. Both of these fees are assessed one time and are good for the entire sequence of FSE 2101L, FSE 2141L and FSE 2946.

Accidental Medical insurance is also covered in that special fee.

### Out of district students for labs

Please submit you apprentice license for verification of your association with your funeral home.

### Clinical Preparation

Pregnant students, due to the exposure to hazardous chemicals, must inform the instructor and Program Director of their condition. The student must submit a letter from her health provider (physician, nurse practitioner) indicating recommendation for participation as a student in the program during your pregnancy and any limitation you may have due to pregnancy. A list of hazardous chemicals, in which, the student may be exposed to during clinicals, is available from the Program Director.

Students and faculty must complete an incident report within 24 hours for any of the following:

- 1 Physical injury
- 2 Accidents
- 3 Theft and/or suspected thefts
- 4 Damage to student property

Incident Report Instructions:

- 1 The report shall be completed immediately with as much detailed information as possible and submitted to the designated department within 24 hours of the occurrence.
- 2 The supervisor in whose area of responsibility the incident took place must sign the report and be responsible for the completion and distribution of it.
- 3 The report form should have attached to it any document or support information available that will add to the total picture of the incident.
- 4 The reports are not to be given to anyone other than the appropriate college administrative staff.
- 5 No statements or information concerning any accident/incident should be given to an outside person without prior discussion with the program director.

**CRIME AT YOUR FUNERAL HOME SITE:**

Although it is unlikely, it is possible that you may become the victim of a crime while attending your practicum. Rest assured that your clinical site works diligently to ensure your safety and prevent this from happening. However, if an incident does occur, be sure to notify the proper authorities at your clinical site and your college faculty member. You may reference the following web sites in order to review current local and state crime information:

**Pinellas County:**

<http://www.pcsoweb.com/index.aspx><http://www.pcsoweb.com/index.aspx>

**State:** <http://www.fdle.state.fl.us/fsac/ucr/>

First Aid

Any student injured in the laboratory must notify the instructor and file an Incident Report within 24 hours. Payment for any necessitated medical treatment is the responsibility of the student. There is a first aid kit available in HEC room number 160 for self-administered treatment.

Academic Environment

The HEC Provost, FS Administration, and Faculty request that you comply with the following regulations to promote an environment that is pleasant and conducive to learning for all students.

No food or drink in the Funeral Services Area

No eating or drinking in the classrooms No open containers to be taken out of the cafeteria.  
No children on campus as described in the SPC College Handbook. No pets allowed on campus. Cell phones will be turn off during class.

### **Reverence for the dead:**

*Is the basic ethical axiom of the funeral service profession. Preparation of the dead is humankind's means of ethically fulfilling our ingrained ancient emotive instinct to care for the dead. As future funeral service practitioners, we are charged with maintenance of this moral and ethical responsibility and it is important the students and practitioners actively embrace this concept.*

Clinical and Practicum courses give the student an opportunity to gain valuable experiences in the funeral home setting. Interaction between licensed funeral directors and embalmers allows the student to gain a better understanding of the theories and procedures discussed in class. Although many of the same rules and policies apply to both the classroom and the funeral home, the clinical environment and the nature of the learning process are quite different. In the funeral home and Preparation room, the family's privacy and funeral home policies are always top priority.

Students are invited guests in the funeral home and must abide by the rules and regulations of the facility. The Preceptor should inform students of the funeral home's policies on the first day of practicum. The importance of learning and maintaining high standards of professional conduct cannot be overemphasized and is a primary goal of the program. The college reserves the right to suspend or dismiss from the Funeral Services Program any student who does not demonstrate the knowledge, behavior, ethics, or skills deemed necessary in the practice of the profession.

Each funeral home will have a preceptor in charge of students. Students are to never act on their own judgment. They must always seek approval by a supervisor/preceptor. A college faculty member is assigned to each funeral home. The primary responsibilities of the faculty member are to monitor student progress toward meeting the course objectives and to coordinate clinical experience.

The students in a clinical setting will accept no monetary payments, and they will not be considered an employee. Students may not take the responsibility or the place of employees.

### **Transportation**

It is the responsibility of the student to provide transportation to practicum, clinicals, and field trip experiences. Students should take precautions when traveling to clinical and practicum funeral home sites due to weather and traffic conditions.

### **Insurance/Injuries/Incidents in the Funeral Home**

Any error or accident occurring must be reported immediately to the preceptor and to the Program Director. An Incident Report will then be completed following the policy of that funeral home. An error in judgment or practice on the part of the student may constitute

grounds for dismissal from the program.

Neither the college nor its clinical affiliates provide free health care for students. Personal telephone calls are not to be made or received while in the funeral home. Emergency calls of a personal nature are to be directed to the Preceptor or instructor who will then contact the student. No beepers or cellular phones will be allowed on during class times.

#### Dress Policy for Clinical Experience

Students must abide in wearing personal protective apparel in the preparation room. The student should be prepared to supply disposable apparel, if necessary. Students must strictly abide in dress code policies of the funeral home assigned and classroom. All students should dress neatly and in keeping with the dignity of the profession. All clothing should be clean and pressed. Inappropriate dress will result in the student being sent home to change clothing. In addition or as a supplement to facility dress codes, the following guidelines apply:

- 1 All dress should be professional and conservative in nature.
- 2 Shoes should be kept clean, polished, and in good condition.
- 3 Acceptable hygiene and grooming habits are to be demonstrated. Facial hair may be permissible if funeral home assigned OK's it, if so facial hair will be trimmed to be able to fit a respirator. Nails should be trimmed, so as to not puncture gloves.
- 4 For safety reasons, it is highly recommended that no jewelry be worn in the preparation room. Jewelry should be limited to wedding bands, watches, and one pair of conservative style earrings for women only. No, tongue studs, piecing other than in the ear lobe will be allowed.
- 5 Tattoos will be covered and not visible.
- 6 No shorts, open toe shoes or tank tops allowed during embalming clinicals.

#### Clinical Attendance and Punctuality

Students are expected to be present for all practicum hours scheduled. Any student not completing the required clinical hours during the semester will receive an "I". Make-up time must be arranged in conjunction with the college instructor and preceptor at the funeral home.

If a student is unable to attend a schedule clinical experience, he/she should contact the preceptor or funeral home to inform them that you will be late or absent.

#### Outside Employment

The faculty realizes that it is necessary for some students to work part-time while attending school. This should not be done at the expense of the Funeral Services Program. It is the student's responsibility to fulfill all school obligations. The student should not work excessive hours to the point that fatigue interferes with performance of their academic career. Unprofessional conduct of any kind will subject a student to disciplinary measures, which may include dismissal. All students are expected to act in a responsible manner at all times while on college or at a funeral home. Self-discipline and sensitivity to the rights and interests of others are the principal elements of our disciplinary policy.

It is of the utmost importance that all students maintain proper confidentiality with regard to funeral home and family information. Commentary outside of the funeral home or preparation room, regarding either family information or funeral home matters, shall be grounds for disciplinary action.

Unacceptable conduct includes, among others, repeated or deliberate disregard for rules and regulations; disrespect toward instructors, preceptors, co-workers, families, job, cheating, or failure to maintain acceptable performance in all courses or otherwise comply with the policies, rules, and procedures of the college or funeral home.

Each student is expected to earn his/her degree on the basis of personal effort. Therefore, any form of academic dishonesty will not be accepted. Student may be dismissed from the program for academic dishonesty.

It is considered unacceptable:

- \* After having been taught a procedure and after a practice period the student is unable to achieve accurate results using acceptable techniques.

- \* After receiving the proper directions and precautions, the student exhibits carelessness in preparation room.

- \* After receiving instructions and watching demonstrations, the student continually shows disorganization, inattention to detail, or lack of regard for written protocol.

- \* After being given assignments, readings, lectures, and discussions as applicable, the student is unable to demonstrate knowledge of the subject matter and is unable to attain a final average greater than 74% on written or practical examinations.

Note:

Students need to be aware of their own safety when traveling to and from clinical settings and entering and leaving funeral homes at different times of the day. Students should ask funeral home employees to observe or escort them to and from their car if the student perceives an unsafe area.

### New Initiative Program Referral

Any student who is having trouble in any of the following areas will be referred to [NIPS](#)

Needs tutoring

Arrives late or misses class

Is not passing exams

Appears stressed

Is having difficulty in relating to others

These free services are provided to help the student succeed in the program.

**ST. PETERSBURG COLLEGE**  
**FUNERAL SERVICES PROGRAM**

**DEGREE AUDIT PROCESS**

Each student is responsible for knowing what classes he/she still need to complete before applying for graduation. This needs to be done before you complete your second semester into the program.

After downloading and printing out this degree audit I will email [Davis.Kevin@spcollege.edu](mailto:Davis.Kevin@spcollege.edu) an electronic copy for your files. This will verify that you understand what courses are needed to graduate.

If I do not understand what classes I still need to complete to fulfill the requirements for the Associate of Science Degree in Funeral Services, I assume the responsibility to make an appointment with an [academic advisor](#) at the Caruth Health Education Center for clarification or the program director.

Directions on how to get your degree progress report:

- Login to [MySPC](#),
- Under Records click Degree Progress Report
- For Academic Institution select St. Petersburg College
- For Report Type select Advisement
- Click Go

**Graduation is not automatic.**

Each candidate for a degree or certificate must file an application for graduation by the deadline date published in the catalog as part of the College calendar to be assured of final clearance for graduation, timely receipt of the diploma or certificate and participation in the graduation ceremony.

The following are essential functions of St. Petersburg College's Funeral Services Program. Students, who graduate from this program will, with or without accommodations, meet these minimum requirements.

1. Cognitive and critical thinking abilities are sufficient to make clinical judgments and meet laboratory objectives and requirements.
  - A. Can comprehend new knowledge and apply it in any of funeral service practice.
  - B. Can analyze situations and identify cause-effect relationships.
  - C. Can organize, problems solve and make decisions.
2. Interpersonal abilities are sufficient to interact purposefully and effectively with others.
  - A. Can establish rapport with individuals.
  - B. Can interchange ideas in a group.
  - C. Can convey sensitivity, respect, tact, and a mentally healthy attitude in inter-personal relationships.
3. Communication abilities are sufficient to convey thoughts in verbal and written form so that they are understood by others.
  - A. Have sufficient English language abilities to understand printed and verbal instructions.
  - B. Have sufficient English language abilities to be understood in verbal and written communication.
4. Physical mobility is sufficient to fulfill classroom, clinical and program objectives safely and effectively. Physical disabilities do not pose a threat to the safety of the student, faculty, or other students.
  - A. Can maintain balance in any position, move from room to room, and maneuver in small spaces.
  - B. Can flex and/or abduct and adduct all joints freely.
5. Strength (gross motor skills) and endurance are sufficient to safely fulfill clinical laboratory objectives and requirements.
  - A. Can work for six or more hours in a laboratory or funeral home.
  - B. Can position, lift and transfer dead human remains without injury to self or others.
  - C. Can push, pull or lift with assistance from one other person heavy objects such as caskets containing dead human remains.
6. Fine motor skills and hand/eye coordination are sufficient to safely fulfill laboratory objectives and requirements.

- A. Can manipulate small instruments and sharps used in the embalming process.
  - B. Can manipulate objects without dangerous motions, tremors or jerking.
  - C. Can write the English language legibly using correct grammar and syntax.
7. Auditory ability is sufficient to fulfill laboratory objectives and requirements.
- A. Can hear and quickly respond to verbal instructions.
  - B. Can hear and write down verbal instructions.
8. Visual ability is sufficient to fulfill laboratory objectives and requirements.
- A. Can discern the full spectrum of colors and distinguish color changes.
  - B. Can accurately read numbers and letters in fine print.
  - C. Can read for long periods of time.
  - D. Can read cursive writing.
  - E. Can detect changes in physical surroundings.
9. Tactile ability and sense of smell are sufficient to assess the status of the embalming situation.
- A. Can discern physical characteristics such as texture, temperature, shape, size location and others by touch.
  - B. Can smell environmental odors.

# Funeral Services

## Signature Page

### Student Success

- ò I am responsible for my education. While other may help me, my success will depend Primarily upon what I do to become successful. If it is to be, it is up to me.
- ò I will value time, quizzes, tests, and assignments will be done on time, and set priorities for the use of time.
- ò I will set positive, specific, and measurable goals and I will visualize myself in the role of A professional funeral director/embalmer.
- ò I will be an active learner. I will ask questions and seek help as often as needed.  
I will be honest and maintain the highest level of integrity.

Respectfully submitted,

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Date:

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