



Funeral Service Education Application Deadlines

Term	**Applications Accepted	Application Review	Student Notified By MySPC E-mail
Fall: August	March 1 - May 25	May 26 - June 30	July 1
Spring: January	July 1 - October 30	October 31 - November 30	December 1

*****All transcripts must be received and evaluated by Jefferson State Community College at least 30 days prior to the application deadline to ensure consideration***

Funeral Service Education Program applications must be received by 4:00 PM Central Standard Time on the above dates for the semester for which the student is applying. Eligible students for admission are only those who have completed the pre-requisite requirements, eligibility requirements, and all application procedures prior to the deadline. Only those students will be considered for admission. Qualified students are ranked for admission based on a point system for items on file at the time of the FSE application deadline. This includes:

GPA - Students must complete all required general education prerequisite courses with a grade of "C" or better with a GPA of 2.5 or above. Overall GPA, of courses accepted and posted for transfer credit by Jefferson State, will be multiplied by 4 for computing total points for ranking. Transfer credit GPA must also be a 2.5 or above.

Work Keys Assessments - Students must provide official scores, and must meet the minimum scores on each subsection as follows:

- Work Keys Applied Math Score (Min. of a 5 out of 5 required)
- Work Keys Workplace Documents Score (Min. of a 6 out of 7 required)
- Work Keys Graphic Literacy Score (Min. of a 5 out of 6 required)
- Work Keys Business Writing Score (Min. of a 4 out of 5 required)
- Work Keys Workplace Observation Score (Min. of a 3 out of 3 required)

Highest Earned & Awarded Previous Educational Degree (Must be regionally accredited)

- 4 points = earned doctorate
- 3 points = earned master's
- 2 points = earned bachelor's
- 1 point = earned associate's degree

Funeral home work experience (Must be an funeral director and embalmer's apprentice for admission)

- 3 points = full time employed in a licensed funeral establishment (works 35 or more hours per week)
- 2 points = part time employed in a licensed funeral establishment (works between 20-34 hours per week)
- 1 point = on-call, meaning only works when called or needed

Previously enrolled in or attended a funeral service education or mortuary science program.

- 1 point if not previously enrolled or attended, and zero points if previously enrolled or attended.

Please use regular paper to print the application packet. No staples.



Application Process

A. Application Procedures to Jefferson State Community College:

1. Complete an Application for General Admission to Jefferson State Community College (JSCC) by the FSE program application deadline (<https://www.jeffersonstate.edu/admissions/>).
2. Request official high school or GED transcripts to be sent to JSCC Enrollment Services by the application deadline for evaluation. To ensure your transcripts have been received, please contact Records at records@jeffersonstate.edu.
3. Request official college transcripts from all colleges and universities attended to be sent to JSCC Enrollment Services by the application deadline for evaluation. To ensure your transcripts have been received, please contact Records at records@jeffersonstate.edu.

B. Secondary Application Procedures to the Funeral Service Education Program. This must be completed in addition to the above steps for the college. [Note: Please mail all the following required documents in ONE envelope to JSCC Funeral Service Education, 2601 Carson Road, Birmingham, Alabama 35215 (See # 7). No staples.]

1. You are required to take and provide scores for the following Work Keys tests for funeral service education. You must score the minimum score indicated in parenthesis for consideration for admission into the JSCC FSE Program. The Work Keys tests required are **A)** Work Keys Applied Math (5), **B)** Work Keys Documents (6), **C)** Work Keys Graphic Literacy (5), **D)** Work Keys Business Writing (4), and **E)** Work Keys Workplace Observation (3). To schedule the Work Keys tests, email testing@jeffersonstate.edu To Prepare for the Work Keys, please visit <https://library.jeffersonstate.edu/WorkKeys>
2. Include/submit a completed "Application for FSE Program Admission" by the deadline. The Application for the FSE Program Admission is found below.
3. Include/submit a copy of your embalmer's apprenticeship card and your funeral director's apprenticeship card by the deadline (non-Alabama applicants must submit proof of valid and current apprenticeships in their home state where they practice).
4. Include/submit a letter, on funeral home letterhead, signed by both the student and the owner/manager/funeral director stating that the student is employed/working in the licensed funeral establishment. This MUST indicate the number of hours (on average) that the student applicant works per week in the funeral establishment.
5. With your application to the FSE program, include/submit an unofficial copy of any college transcripts that show that the student has earned and been awarded any degree from a regionally accredited college or university.
6. Make sure you sign all appropriate forms including the application certification and the application check list. Make copies of your records of your application prior to submission.



7. **Submit the FSE application by the deadline to: JSCC Funeral Service Education Program, 2601 Carson Road, Birmingham, AL 35215. All submissions must be received in the FSE Department prior to the deadline. To ensure receipt, applications to the FSE Program should be mailed at least two (2) weeks prior to the following deadline for the semester for which you are applying:**

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***All transcripts must be received and evaluated by Jefferson State Community College at least 30 days prior to the application deadline.*

Other Information

- If there is a history of conviction of a felony criminal offense or a crime of moral turpitude, students will need to contact the Alabama Board of Funeral Service (or your state licensing board) regarding regulations on licensure.
- All FSE Program applicants should begin addressing all financial aid concerns prior to being admitted. Tuition is due at the time of registration for courses. Failure to pay tuition (via financial aid or otherwise) will result in being removed from the FSE Program.
- Incomplete or late applications will not be accepted or considered for admission to the program.
- Submitting your application to the FSE Program does not guarantee admission.

Published guidelines and requirements are subject to change without notice. Updated information about the FSE Program is posted on the JSCC FSE website as available.

Questions

If you have questions regarding the application process or would like to make an advising appointment, please feel free to contact one of the FSE Faculty / Advisors:

Venus Riley Smith, CFSP

Program Coordinator

Jefferson Campus

HMB G-9

(205) 856-7841

vriley@jeffersonstate.edu

Dr. Jzyk S. Ennis, CFSP

Instructor/Advisor

Jefferson Campus

HMB G-10

(205) 856-7852

jennis@jeffersonstate.edu



Accreditation

The Funeral Service Education associate degree program at **Jefferson State 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. www.abfse.org.

National Board Exam Passing Rate

- National Board Examination pass rates, graduation rates, and employment rates for this and other ABFSE-accredited programs are available at www.abfse.org in the Directory of Accredited Programs.
- To request a printed copy of this program's scores and rates, contact – Venus N.R. Smith, CFSP Funeral Service Education, Jefferson Campus, Harold Martin Building, Room G-9 (205) 856-7841 vriley@jeffersonstate.edu



Jefferson State Community College

Application for FSE Program Admission

Carefully complete the application by filling in all blanks, responding to all questions, and signing the certification. Please print legibly in black ink or type your information.

Applicant Information

Date: _____ A Number: _____

Name: _____

Home Address: _____

Telephone Numbers - Home: _____ Cell: _____

Primary Email Address: _____ JSCC Email: _____

Employer: _____

Employer's Address: _____

Work Phone Number: _____

Have you previously applied for admission to the FSE Program? (Circle): Yes _____ No _____

Date(s) of previous application: _____

Under what name(s) did you apply? _____

Other Colleges Attended

List all formal education beyond high school. If any colleges, universities, or schools previously attended are not listed, the student may be subject to dismissal action for falsification of records. Request that all other colleges attended send official transcripts to the Enrollment Services, Jefferson State Community College, 2601 Carson Road, Birmingham, AL 35215. Official transcripts of all accredited colleges and universities attended must be on file in Enrollment Services by the application deadline. You may contact the Records office for transcript evaluation by calling (205) 856-7704 or by email records@jeffersonstate.edu



Dates To/From	Names of Institutions Attended Including Jefferson State	City and State	Major Credentials earned (Diploma, Certificate, Degree, Number of Credit Hours if no degree)

FSE General Education Prerequisite Course Requirements: (List where and when these courses were taken)

Course Number (circle)	Semester	Year	Semester Hours	Highest Letter Grade Earned	College/Univ.
ENG 101					
ENG 102 or SPH 106 or SPH 107					
MTH 116 or MTH 100 If other, List:					
PSY 200 or SOC 200					
Approved Humanity: List:					

Work Keys Assessment: All applicants must take all five of the Work Keys Assessments below and score the minimum score in parenthesis for each section to be considered for admission to the FSE Program

Work Keys Assessment	Applied Math (Min Score = 5)	Workplace Documents (Min Score = 6)	Graphic Literacy (Min Score = 5)	Writing (Min Score = 4)	Workplace Observation (Min Score = 3)
Score:					
Date Taken: _____					



Application Certification

Please read all items listed carefully and indicate by a check mark that you understand and will comply with program policies, procedure, and regulations. Also, provide your signature again confirming your understanding and compliance with the application material and the FSE program procedures, requirements, and guidelines.

All Boxes on the Following Pages Must Be Checked for a Completed Application for Consideration:

- ☐ I have read all the material contained in the FSE application packet and understand the application. An application packet that is incomplete or does not meet application/program requirements will not be considered for admission.
- ☐ I understand that after my application is accepted and verified, it is my responsibility to notify the FSE Program and Enrollment Services immediately of any change in my address, telephone number or status.
- ☐ I understand it is my responsibility to: follow proper application procedures, provide transcripts in the required timeline, and keep informed on revisions regarding degree requirements, program requirements, progression requirements, selection process, and I will ensure course equivalency by following guidelines established in the student handbook for verification.
- ☐ I understand that the general education requirements for the A.A.S. Degree are subject to change with the publication of each year's Jefferson State Community College catalog. Jefferson State Community College reserves the right to make revisions in the FSE program requirements and/or in selection procedures.
- ☐ I understand that the FSE program admission policies are based on published college policies, subject to change.
- ☐ I understand that if I am notified of being admitted into the program, my failure to submit "Confirmation of Acceptance" or continued interest letter with the Program Director in the allotted time frame constitutes grounds to withdraw my name from the eligibility list.
- ☐ I fully understand that I will be registered, and must pay for and attempt, all FSE/BIO/CIS courses offered each semester towards the associate degree in FSE.
- ☐ I fully understand that from the time of admission into the FSE program, that I have four (4) consecutive semesters to complete and earn my degree in FSE. I understand that the Program Coordinator may grant up to an additional three (3) semesters in order to repeat any course for which I was unsuccessful if I have a 2.5 or higher GPA in all attempted FSE or BIO courses while admitted to the FSE Program and I have not exhausted my three failed attempts at coursework.



- ☐ I fully understand that from the date of admission to the FSE program, the maximum time, in semesters, that I have to complete all degree requirements for the FSE program is seven (7) consecutive semesters, provided that I have not exhausted my three (3) failed attempts at required coursework.
- ☐ I fully understand that the funeral service education program at Jefferson State Community College does not accept transfer for any FSE or BIO courses from any other funeral service education programs or mortuary science programs.
- ☐ I fully understand that credit for all FSE and BIO coursework must be taken during the current admitted cohort to the JSCC Funeral Service Education Program and that previous FSE and BIO courses will not carry over for credit from previous admissions if re-admitted to the FSE program.
- ☐ I fully understand and accept that if admitted to the FSE program, **that any combination of three unsuccessful attempts in any FSE or BIO prefix courses will result in me being immediately removed from the FSE program.** Unsuccessful attempts include withdrawing from any FSE or BIO course, Earning the grade of "D" in any FSE or BIO course, or earning the grade of "F" in any FSE or BIO course. If the grade of "I – Incomplete" is assigned for any FSE or BIO course, and that grade turns to any grade below a "C", it will count as an unsuccessful attempt.
- ☐ I fully understand that if admitted to the FSE program, that **any combination of three unsuccessful attempts in any FSE or BIO prefix courses while admitted will result in an ineligible application for readmission to the FSE program.** Unsuccessful attempts include withdrawing from any FSE or BIO course, Earning the grade of "D" in any FSE or BIO course, or earning the grade of "F" in any FSE course. If the grade of "I – Incomplete" is assigned for any FSE or BIO course, and that grade turns to any grade below a "C", it will count as an unsuccessful attempt.
- ☐ I understand that if I do not maintain my apprenticeship (both for funeral directing and embalming), that I may be removed from the FSE program.
- ☐ According to the Alabama Board of Funeral Service Education, application to practice as a Licensed Funeral Director or Embalmer may be denied if a person has been convicted of a felony or a crime of moral turpitude. Many other states have similar rules regarding licensure. Questions regarding eligibility for licensure should be directed to the Alabama Board of Funeral Service or your state licensing board.



I certify that I have read, understand, and will comply with all Jefferson State Community College and Jefferson State Community College Funeral Service Education Program requirements, procedures, guidelines, and rules. I understand that these requirements, procedures, guidelines, and rules are subject to change. I also certify that all information provided in this application is accurate to the best of my knowledge. Once submitted this application packet becomes the property of Jefferson State and cannot be returned.

Signed: _____

Printed Name: _____

Date: _____

Statement of Equal Opportunity

Jefferson State has filed with the Federal Government an Assurance of Compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 and the Regulations issued thereunder, to the end that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity sponsored by this institution. It is also the policy of Jefferson State to be in accordance with Title IX of the Education Amendments of 1972 which provides that "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance."

Non-Discrimination Policy

It is the official policy of the Alabama State Department of Postsecondary Education, including postsecondary institutions under the control of the Alabama State Board of Education, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.