

# British Columbia Embalmer and Funeral Director Foundation Program 2017/2018 Application Information



REPRESENTING CEMETERY, CREMATION  
AND FUNERAL PROFESSIONALS

British Columbia Funeral Association - Training Service Provider

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## BC Embalmer and Funeral Director Foundation Program Credential Issued

Industry Training Authority of British Columbia Certificate of Completion (BC Embalmer and Funeral Director Foundation Program)

### Credit Toward Apprenticeship:

The pre-apprentice Foundation Program provides the student with basic knowledge plus credit towards an apprenticeship in Funeral Services. As a Foundation Program student, you are not required to be employed by a licensed funeral provider.

Holders of a BC Certificate of Completion in the BC Embalmer and Funeral Director Foundation Program will receive Level One technical training credit for the following programs:

- Embalmer Apprenticeship Program
- Funeral Director Apprenticeship Program
- Embalmer and Funeral Director Apprenticeship Program

### Program Duration and Structure

The program will be delivered in a variety of formats combining in-school and on-line training, all designed to meet the competency standards and profile defined by the industry and approved by the Industry Training Authority of BC. The program will take ten (10) months to complete. The program includes approximately 126 hours of classroom training typically held in Vancouver, BC. Some travel and incidental expenses should be expected. The program also includes approximately 24 weeks of online moderated courses. The total duration of this program is approximately 43 weeks with classroom training interspersed with the online modules.

See enclosed Academic Calendar (Page 4) for specific classroom dates.

The academic calendar year is September 11, 2017 through to June 30, 2018.

### Program Pre-requisites

- Computer skills and access to a computer and the internet.
- A personal statement which includes why the applicant is interested in a career in funeral service; why the applicant feels they are well suited for a career in funeral service; to what extent the applicant has researched the funeral service profession (cite sources); and what experience they have had in funeral service (if any).
- High School Graduation (Recommended)
- 19 years of age or older (Recommended)

### How to Apply

#### 1. Submit the following with the application form:

##### Personal Statement

Attach to the enclosed application form, a cover letter explaining:

- Why you are interested in a career in funeral service.
- Why you feel you are well suited for funeral service.
- To what extent you have researched the funeral service profession (cite sources).
- What experience you have had in funeral service (if any).

##### Professional References

Have two professional references complete the enclosed forms.

## Transcripts

Original Transcripts supporting High School Graduation (Recommended)

### 2. Include a non-refundable \$115 application fee.

Provide a credit card number or make cheque payable to British Columbia Funeral Association.

### 3. Submit the application package in one of the following ways:

Mail: British Columbia Funeral Association  
Admissions  
Suite 211 – 2187 Oak Bay Avenue  
Victoria, BC V8R 1G1

Email: [info@bcfunerals.com](mailto:info@bcfunerals.com)

Fax: 250-592-4362

## When to Apply

Applications for the BC Embalmer and Funeral Director Foundation Program are to be received by the British Columbia Funeral Association between June 1, 2017 and June 30, 2017 for September 2017 class intake.

Please note that space in the Foundation Program is limited. Applications will be assessed in the order they were received. Applicants will be notified of their admission status within 3 weeks of the application deadline.

<b>Program Costs:</b>	<b>Amount</b>
• Tuition	\$ 3,800.00
• Registration/Application Fee	\$ 115.00
• Textbooks <i>*Textbook and materials fees are subject to change based upon fluctuation of publication cost.</i>	\$ 730.00
• Records Fee	\$ 25.00
<b>TOTAL PROGRAM COSTS</b> (excluding taxes)	<b>\$ 4,670.00</b>

## 2017 – 2018 Foundation Program Cost

Tuition for the BC Embalmer and Funeral Director Foundation Program is \$3,800.00. Tuition is not payable until acceptance into the Foundation Program. Please do not include tuition payment with this application form.

### Refunds and Fee Adjustments:

Refunds or adjustments of tuition and other fees are provided under the conditions listed below. Eligibility for a refund will be determined based on the effective date of a program and course withdrawal.

The following fees will not be refunded:

- Registration/Application Fee
- Textbook and Materials Fee
- Records Fee

1) A student may be entitled to a refund of tuition fees in the event that:

- a) The student provides written notice to the institution that he or she is withdrawing from the program; or
- b) The institution provides written notice to the student advising that the student has been dismissed from the program.

2) The written notice of withdrawal or dismissal may be delivered in any manner provided that a receipt or other verification is available that indicates the date on which the notice is delivered.

3) The notice of withdrawal or dismissal is deemed to be effective from the date it is delivered.

- 4) The refund to which a student is entitled is calculated on the total tuition fees due under the contract. Where total tuition fees have not yet been collected, the institution is not responsible for refunding more than has been collected to date and a student may be required to make up for monies due under the contract.
- 5) If the institution has received fees in excess of the amount it is entitled to under the student contract, the excess amount must be refunded.
- 6) Refund policy for students:
  - a) Refunds before the program of study begins:
    - I. If written notice of withdrawal is received by the institution within 7 days after the contract is made, and before the commencement of the period of instruction specified in the contract, the institution may retain 5% of the total tuition and fees due under the contract to a maximum of \$250.
    - II. If written notice of withdrawal is received by the institution 30 days or more before the commencement of the period of instruction specified in the contract and more than 7 days after the contract was made, the institution may retain 10% of total tuition only due under the contract to a maximum of \$1,000.
    - III. Subject to Section 6(a)(I.) above, if written notice of withdrawal is received by the institution less than 30 days before the commencement of the period of instruction specified in the contract, and more than 7 days after the contract was made, the institution may retain 20% of the total tuition only, due under the contract to a maximum of \$1,300.
  - b) Refunds after the program of study starts:
    - I. If written notice of withdrawal is received by the institution or a student is dismissed where up to and including 3 weeks of instruction specified in the contract has elapsed, the institution may retain 30% of the tuition due under the contract.
    - II. If written notice of withdrawal is received by the institution, or a student is dismissed where more than 3 weeks and up to and including 8 weeks of instruction specified in the contract has elapsed, the institution may retain 50% of the tuition due under the contract.
    - III. If a student withdraws or is dismissed where more than 8 weeks of the period of instruction specified in the contract has elapsed, no refund is required.
- 7) Where a student did not meet the institutional and/or program specific minimum requirements for admission through no misrepresentation or fault of their own, the institution must refund all tuition and fees paid under the contract, less the applicable non-refundable student application or registration fee.
- 8) Where the delivery of the program of study is through home study or distance education, refunds must be based on the percent of the program of study completed at the rates as set out in Section 6 above.

Refunds owing to students pursuant to the above will be paid within thirty (30) days of the British Columbia Funeral Association receiving written notification of withdrawal or within thirty (30) days of the British Columbia Funeral Association receiving written notice of dismissal.

<b>PROGRAM INFORMATION</b>			
Program Outlines and Profiles are available for download from the Industry Training Authority of British Columbia website at <a href="http://www.itabc.ca/discover-apprenticeship-programs/search-programs">http://www.itabc.ca/discover-apprenticeship-programs/search-programs</a> or by clicking on the following links:			
<b>Funeral Director</b>	<a href="#"><u>Program Outline</u></a>	<a href="#"><u>Program Profile</u></a>	
<b>Embalmer</b>	<a href="#"><u>Program Outline</u></a>		
<b>Funeral Director and Embalmer</b>	<a href="#"><u>Program Outline</u></a>	<a href="#"><u>Program Profile</u></a>	<a href="#"><u>Foundation Program Outline</u></a>

## STUDENT ADMISSION POLICY

The British Columbia Funeral Association is committed to enrolling students who meet all of our program admission criteria and who are likely to succeed in meeting their education and career goals.

### Procedure:

- 1) The institution's administrator refers all inquiries to the admission representative.
- 2) Upon receipt of the Foundation Program application, the admission representative reviews and assesses the applicant for suitability to the program.
- 3) Once the student has decided on a program of study, the admission representative reviews the admission criteria for the BC Embalmer and Funeral Director Foundation Program with the student to ensure that he/she meets all of the criteria.
- 4) The admission representative obtains evidence (e.g. Grade 12 or equivalent transcript; Personal Statement; Professional Reference Forms) from the student that he/she meets all of the program admission criteria and places the evidence in the student file. The admission criteria cannot be waived by either the school or the applicant.
- 5) After receiving evidence that the prospective student meets all of the admission criteria, the admission representative prepares a Student Enrolment Contract and provides to the Student a copy of the Registration Handbook to review the policies that will affect the student during his/her completion of the program of study. If, after understanding their rights and responsibilities, the prospective student wishes to sign the contract, the admission representative may arrange for the prospective student to discuss any further questions with the Senior Education Administrator.
- 6) If the Senior Education Administrator and the prospective student agree on a financial arrangement, they sign the contract and the Association delivers a copy of the signed contract, along with a copy of all student policies to the student.

### 2017 – 2018 Academic Calendar\*

#### Term One:

Student Orientation and Classroom Seminars – September 11, 12 and 13, 2017  
12 weeks of on-line lessons starting September 11, 2017  
Term One Exam - December 11, 2017 (all day evaluation)

#### Term Two:

Classroom Seminars - January 8, 9, and 10, 2018  
12 weeks of on-line lessons starting January 15, 2018  
Term Two Exam – April 16, 2018 (all day evaluation)  
Spring Classroom Seminars and Final Exams -  
June 4 – June 15, 2018 (Monday through Friday)

\* *calendar subject to change*

\* *classroom seminars for 2017-2018 are scheduled to take place in Vancouver*



Our training services are provided through a funding arrangement with the Industry Training Authority, the British Columbia provincial government Crown agency responsible for overseeing and expanding BC's industry training and apprenticeship system.

British Columbia Funeral Association  
Suite 211 – 2187 Oak Bay Avenue, Victoria, BC V8R 1G1

Telephone: 800-665-3899 or 250-592-3213

Fax: 250-592-4362

Website: [bcfunerals.com](http://bcfunerals.com)

Email: [info@bcfunerals.com](mailto:info@bcfunerals.com)

British Columbia Embalmer and Funeral Director Foundation Program  
**Application for Admission – 2017/2018**



REPRESENTING CEMETERY, CREMATION AND FUNERAL PROFESSIONALS

**British Columbia Funeral Association**  
 Suite 211 – 2187 Oak Bay Avenue, Victoria, BC V8R 1G1

**PLEASE PRINT CLEARLY AND ANSWER ALL QUESTIONS COMPLETELY**

**Personal Information**

Legal First Name	Legal Middle Name(s)	Legal Last Name
Mailing Address (Street/PO Box #)		
City / Town	Province/Country	Postal Code
Phone Number (        )	Secondary Phone Number (        )	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
E-mail Address	Birthdate (YYYY/MM/DD) (Must be 19 years of age or older)	High School Graduation Date (YYYY/MM/DD)
First Language (English language proficiency required)	Country of Birth/Country of Citizenship	Do you identify yourself as an aboriginal person? <input type="checkbox"/> Yes <input type="checkbox"/> No First Nations <input type="checkbox"/> Metis <input type="checkbox"/> Inuit <input type="checkbox"/>

**Previous Employment/Activity**

<b>Major activity during past year (check one only)</b>		<b>Location of previous activity (check one only)</b>	
<input type="checkbox"/> Student <input type="checkbox"/> Employed <input type="checkbox"/> Not employed and not seeking work <input type="checkbox"/> Not employed and seeking work <input type="checkbox"/> Other _____		<input type="checkbox"/> British Columbia <input type="checkbox"/> Other province/territory <input type="checkbox"/> Outside Canada	
If Employed, List Position/Employer	Duties	Dates From - To	

**Previous Education**

<b>What is the highest level of education that you have reached?</b>		
<input type="checkbox"/> High School Diploma <input type="checkbox"/> Some College or Technical Institute Courses <input type="checkbox"/> College or Technical Institute Diploma/Certificate <input type="checkbox"/> University Degree <input type="checkbox"/> Other		
Most recent high school attended	City/Province	Dates From – To
Post-Secondary Institution Attended/Credential Earned	City/Province	Dates From – To

**Future Employment**

Will you be seeking an apprenticeship after you have completed the Embalmer and Funeral Director Foundation Program? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, in what areas of British Columbia would you be willing to work? _____
Do you have a valid BC Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No

## Method of Payment (\$115 application fee)

<input type="checkbox"/> Cheque	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Money Order											
Card Number														
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Expiry Date														
Month	<input type="text"/>	<input type="text"/>	Year	<input type="text"/>	<input type="text"/>									
Cardholder's Name _____						Cardholder's Signature _____								

Credit Card Payment may be forwarded to the British Columbia Funeral Association by fax or email

Fax: 250-592-4362      Email: [info@bcfunerals.com](mailto:info@bcfunerals.com)

**Attach to this Application For Admission Form** and submit before June 30, 2017:

**1. A personal statement stating:**

- Why you are interested in a career in funeral service
- Why you feel you are well suited for funeral service
- To what extent you have researched the funeral service profession (cite sources)
- What experience you have had in funeral service (if any)

**2. Two professional references**

**3. Original Transcripts Supporting High School Graduation (Recommended)**

**4. The \$115 nonrefundable application fee**

This Foundation Program is designed for those who are not sponsored or employed by funeral homes as apprentices. It is an introduction to funeral service and is credited towards any of the Embalmer and Funeral Director licensure programs. It is designed and delivered in a format that is ideal for those who are working or studying full-time outside of funeral service. Graduates of this program may be admitted to the second level/year of any of the licensure programs; provided an apprenticeship with a funeral home is secured.

**Technical Training Content:**

- Dying, Death & Disposition 1
- Funeral Practices 1
- Funeral Law 1
- Funeral Service Ethics
- Safety, Sanitation & Hygiene 1
- Communications 1
- Embalming Theory 1



*The British Columbia Funeral Association acknowledges the financial contribution paid for services provided through a funding arrangement with the Industry Training Authority, a British Columbia provincial government agency.*

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# Professional Reference Form

## BC Embalmer and Funeral Director Foundation Program Applicant



BRITISH COLUMBIA  
FUNERAL ASSOCIATION  
REPRESENTING CEMETERY, CREMATION AND FUNERAL PROFESSIONALS

Mail directly to: British Columbia Funeral Association  
Suite 211 – 2187 Oak Bay Avenue  
Victoria, BC V8R 1G1

Or Fax: 250 592-4362 or Email: [info@bcfunerals.com](mailto:info@bcfunerals.com)

Name of Program Applicant	
Name of Person (Reference) completing this form	Position
Address	
Telephone	
Home	Work
Email	
Signature	Date

How long have you known the applicant? \_\_\_\_\_

In what capacity do you know the applicant?

School counselor/academic    Employer    Colleague    Other (specify) \_\_\_\_\_

How would you rate the applicant on the following criteria?

	Above Average	Average	Below Average	Unable To Assess
Professional conduct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication & Interpersonal Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative and Follow-Through	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Service Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attention to Detail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Innovation / Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decision Making	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizing and Prioritizing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to deal with stress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What do you consider to be this applicant's strengths?

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Would you recommend this applicant to pursue a career in funeral service Yes  No

Please explain:

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Additional comments (please use the reverse side of this form if necessary)