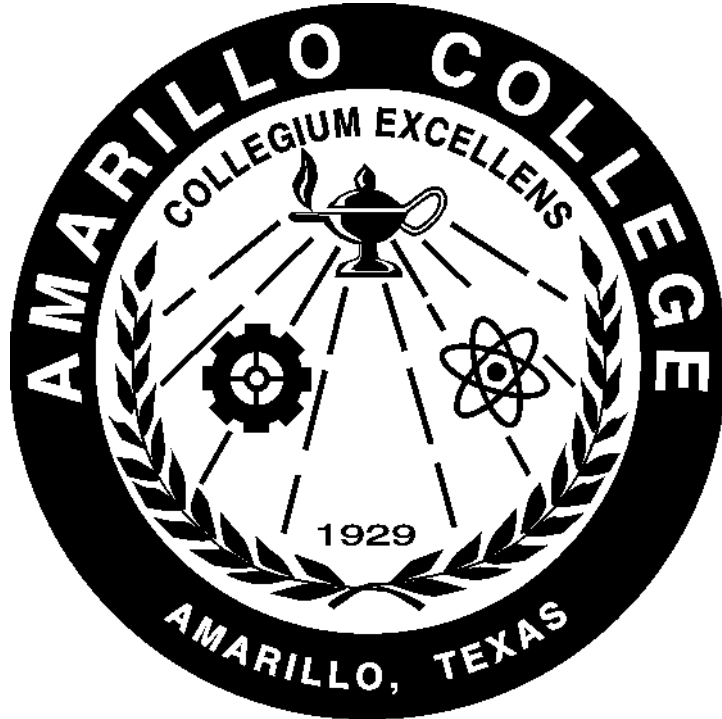


Program Information Packet

Amarillo College
DIVISION OF HEALTH SCIENCES




Mortuary Science

A HEALTH SCIENCE CAREER

Contact:

Scott Rankin

Office: (806) 356-3631



The Mortuary Science Degree Program at Amarillo College is accredited by the American Board of Funeral Service Education (ABSFE) 3414 Ashland Avenue, Suite G, St. Joseph, Missouri 64506 (816) 233-3747. Web: www.absfe.org.

The Mortuary Science program at Amarillo College's primary aim is the recognition of the importance of funeral service personnel as (1) members of a human service profession, (2) members of the community in which they serve, (3) participants in the relationship between the bereaved families and those engaged in the funeral service profession, (4) compliance with federal, state, and local regulations, and (5) professionals sensitive to the responsibility for public health, safety and welfare in caring for human remains.

Amarillo College's Mortuary Science Program is committed to providing:

- Prospective funeral service practitioners with the theoretical skills which are currently demanded for success in the industry.
- Education to students concerning the responsibilities of the funeral service profession to the community at large
- Emphasis on high standards of ethical conduct
- A curriculum for advancement of funeral service education
- Encouragement of student and faculty research in the funeral service industry
- The opportunity for practitioners to take Continuing Education Courses, which are required for Licensure Renewal.

Beginning in January 2004, each student will be required to take the National Board Exam as a requirement of graduation for an Associate of Applied Science in Mortuary Science Degree from Amarillo College and its Mortuary Science Department.

AMARILLO COLLEGE
Mortuary Science Program
APPLICATION INFORMATION

1. All students desiring a Certificate of Completion in Funeral Directing or an Associate of Applied Science in Mortuary Science Degree must meet the general admission requirements of Amarillo College as well as any addition Mortuary Science Program application requirements prior to acceptance into the Mortuary Science Program. The requirements for general admission are outlined in the current Amarillo College Catalog. The requirements and a checklist for application to the Mortuary Science program are listed on the next page of this application.
2. All students will need two (2) official copies of their high school transcript sent directly from each high school to Amarillo College: one (1) copy to be submitted to the Registrar's Office at the college; and one (1) copy to be submitted to the Mortuary Science Office (include this one with your Mortuary Science Application).
3. High School graduates with college hours completed prior to enrolling at Amarillo College will be classified as a transfer student for general admission purposes. Transcripts of all previous college hours will need to be directly submitted from the college to the Registrar's Office at Amarillo College. ***
NOTE: If you feel that some of your completed college hours are the equivalents of courses in the Mortuary Science curriculum, it is your option to submit an additional copy of your transcript to the Mortuary Science office for course evaluation. Up to 20 hours of equivalent courses may be accepted to fill partial requirements of your Mortuary Science degree.
4. Placement Exams – Do I have to take an assessment before I can enroll for classes? Texas Success Initiative (TSI) – The Amarillo College Developmental Plan requires students entering Amarillo College be tested in reading, mathematics and writing skills before they enroll in any collegiate course work for credit, unless exempt. Testing results are used by advisors to place students into appropriate coursework and to help students achieve academic success at Amarillo College. Tests used at Amarillo College for TSI purposes are **Accuplacer** and **THEA**. Each student may be required to take placement exams Refer to Amarillo College's Testing Services website to view TSI exemptions and exceptions (<http://www.actx.edu/testing>).
5. ALL students must arrange for a conference/interview with the Program Director prior to initial enrollment and acceptance into the Mortuary Science Program. An appointment will be made only after the applicant has completed all steps to the application process and sent in all the required documents detailed in the next page of this application. The appointment may be set by phone (806-356-3631). The purpose of the conference/interview is to establish a clear understanding the program requirements and your degree plan for completion of the program.
6. A 'letter of reference' must be submitted along with your completed application to the Mortuary Science Office. Any licensed mortician (or other professional person) who can attest to your background will be satisfactory. An application sent in without a letter of reference will be considered incomplete.
7. Hepatitis B Immunization is recommended (per OSHA). Proof of Immunization records as defined on the Mortuary Science Program website must be sent in with the Mortuary Science Application. A list can be found at the back of this application.
8. A student will have 36 months to complete all major requirements for the program.

Any further questions may be directed to the Program Director of the Mortuary Science Program at Amarillo College.

AMARILLO COLLEGE
Mortuary Science Program
APPLICATION INFORMATION

MORTUARY SCIENCE APPLICATION CHECKLIST

- ☐ 1. Apply to Amarillo College. Go to www.actx.edu/apply and follow the on screen instructions.
- ☐ 2. OFFICIAL Transcripts –
 - OFFICIAL High School Transcript – Have one (1) sent to Amarillo College’s Registrar’s Office. Have one (1) sent with your Mortuary Science Application.
 - OFFICIAL College Transcript(s) – Have one (1) sent for EACH college attended to Amarillo College’s Registrar’s Office. You may send one to the Mortuary Science Office if you choose.
- ☐ 3. Placement testing – As previously directed, if placement testing is necessary for the applicant, it must be done prior to the Mortuary Science Application DEADLINE listed on the program’s website.
- ☐ 4. Print Off and COMPLETE the Mortuary Science Program Application. Mail to the address listed below along with appropriate documents for a complete application ‘portfolio’. If required documents are missing, it could delay processing or void your application all together. Mail the following documents TOGETHER:
 - Completed and signed Mortuary Science Program Application,
 - OFFICIAL High School transcript or equivalent,
 - Letter of Reference
 - Placement test results (if necessary)
 - Immunization Records
- ☐ 5. ‘Letter of Reference’ – Please send one reference letter along with your Mortuary Science application to the Mortuary Science Department. Any licensed mortician or funeral director (or other professional person) who can attest to your background and character will be satisfactory.
- ☐ 6. Immunization Records – Visit our website www.actx.edu/mortuary and view ‘Application Information’ for a list of required immunizations.
- ☐ Mailing Addresses:

Mortuary Science Department:

Amarillo College
ATTN: Mortuary Science
PO Box 447
Amarillo, TX 79178

Registrar’s Office:

Amarillo College
ATTN: Registrar’s Office
PO Box 447
Amarillo, TX 79178

Please make sure you have done the following:

1. For Admission: go to the Amarillo College website at www.actx.edu/apply. Once there, you will need to follow the instructions on the screen.

Amarillo College Policy – Fall 2007

All new students must complete New Student Orientation. Successful completion of Badger Boot Camp, a Student Success Course, or a New Student Orientation session will fulfill this requirement. The Student Success program recommends that **all** incoming freshman sign up for a Badger Boot Camp session **and** a Student Success course.

- Student Success Classes
- Badger Boot Camp
- New Student Orientation Session
- Distance Education Students - Online Orientation

2. If you do not have 15 college hours, complete the online student orientation at:

<http://www.actx.edu/activities/nso/intro.html>

Or you can type in “new student orientation” into the AC search box, click on the first result, click on distance education students - online orientation, and then the online orientation link.

3. Call Scott Rankin (806-356-3631) or Cherie Clifton (806-354-6007) for any questions.
4. Distance education students must complete an online orientation located at the AC Online section of the Amarillo College webpage. All students accepted to the program must attend a 2-day on campus program orientation.
5. If remedial/developmental classes are needed based on placement test scores, they **MUST** be completed before acceptance into Associate of Applied Science in Mortuary Science portion (MRTS.AAS) of the Amarillo College Mortuary Science Program.
6. Once accepted into the program, students will have 36 months to complete all major requirements.
7. No grade below a ‘C’ will be accepted as passing for ANY class required to graduate with a MRTS.AAS degree or certificate of completion (MRTS.CERT) in Mortuary Science. No class can be taken more than twice.
8. Students can only take MRTS 2360 Clinical II during MRTS 2445 Embalming at a facility that has a current affiliation agreement with Amarillo College.
9. You **will** need a computer or computer access, internet connection (high speed or DSL suggested). You will also need to download Real Player and have access to PowerPoint software (generally through Microsoft Office). Computer access is readily available at public libraries, school libraries, work, family or friends. There is no excuse for not being able to log in to your classes.

LICENSING IN TEXAS - In Texas (and most other states) students may apply for their provisional license (apprenticeship license) during or after graduating from a mortuary degree program. This is generally a 12 month program (possibly longer in other states) in which the student works at a licensed funeral home under the direct supervision of a licensed funeral director/embalmer. **You**, not the mortuary school, must provide proof of enrollment or provide a copy of your transcripts to the state licensing commission or state board. Failure to do so will result in your applications being returned with no action taken by the state.

Copies of your official transcript **MUST** be sent to the state licensing commission or state board upon completion of either the certificate degree or the AAS degree. **You**, not the Mortuary Science Department, must request that the registrar's office send the official transcripts. This can be done at www.actx.edu under the Forms and Policies link, then to Transcript Request Form.

ALL students **MUST** apply for graduation during their last semester. This can be done by contacting the Registrar's office. Failure to do so will result in no graduation date being posted to the transcript during your final semester. This could delay you from becoming licensed by the state until the end of the following semester.

All students have access to enroll, add or drop classes, GPA, transcripts, program evaluations and payment information. Go to www.actx.edu. In the middle right there is a link for Log in myAC. Log in as normal. Click on the Academics link then choose Web Advisor. This will give you a multitude of options on the left hand side.

AMARILLO COLLEGE
Mortuary Science Program
APPLICATION INFORMATION
(CONTINUED)

Once admitted into the MRTS.CERT or MRTS.AAS portion of the program, the following will apply:

1. No student in the Mortuary Science Program will be allowed to repeat a course more than once. In addition, 2 withdrawals will count as 1 repeat.
2. Students who fail to receive a minimum grade of a 'C' in any MRTS.CERT or MRTS.AAS course will need to repeat the course.
3. Should the student fail to receive a minimum grade of a 'C' in a repeated course, they will automatically be removed from the Mortuary Science Program. In other words, if a student fails to receive a minimum grade of a 'C' two (2) or more times, they will be removed from the program. The student will not be allowed to reapply to the program for a minimum of five (5) years.
4. Once accepted into the Mortuary Science Program, a student **MUST** complete all requirements for graduation from both the MRTS.CERT and MRTS.AAS programs within 36 months. If the student fails to meet this requirement, they will be removed from the program. They may reapply to the program, and if accepted, adhere to any new catalog or program requirements.
5. If a student is not enrolled in MRTS specific courses for two (2) consecutive full semesters (as defined by Amarillo College), they will be considered inactive and removed from the program. They may reapply to the program, and if accepted, adhere to any new catalog or program requirements.

'Certificate of Completion for Funeral Directing' (MRTS.CERT) – This certificate is for FUNERAL DIRECTING ONLY. The Certificate of Completion for funeral directing is offered to meet specific state or professional needs. The program is directed at the student desiring licensure as a funeral director only in the State of Texas. (It does not include instruction in embalming, restorative art, microbiology, pathology or chemistry; therefore it is not accredited by the American Board of Funeral Service Education.) Students completing this portion of our program are eligible to sit for the Texas State Board Examination only. Prior conviction of a felony or a misdemeanor involving funeral and/or embalming renders the student ineligible to practice in the State of Texas.

All new students accepted into the Mortuary Science program must complete a two-day orientation that is on Amarillo College's West Campus in Amarillo, Texas. If a student fails to attend the required orientation, they will forfeit their acceptance into the program. The dates for this orientation can be found on program website.

*****All students must complete the MRTS.CERT, and any remedial/developmental courses, before being allowed to enter the MRTS.AAS portion of the program.**

Associate of Applied Science in Mortuary Science (MRTS.AAS) - All students desiring to complete this degree must first complete the 'Certificate of Completion for Funeral Directing' course requirements. In addition, all remedial/developmental coursework (if required) must be completed before beginning the degree program. In the degree program (MRTS.AAS), students will be required to take some coursework on campus at Amarillo College's West Campus in Amarillo.

If necessary, the following point system will be used for placement into MRTS.AAS program. All MRTS.CERT courses will be issued points.

- *A final grade of 'A' in a course will be worth 10 points.*
 - *A final grade of 'B' in a course will be worth 7 points.*
 - *A final grade of 'C' in a course will be worth 4 points.*
 - *Any applicant that graduated from high school with a cumulative GPA of 90% or higher will receive 5 additional points.*
 - *Any applicant who has completed sixty (60) or more college hours with a cumulative GPA of 3.0 or higher (based on a 4.0 scale) will receive 5 additional points.*
-

AMARILLO COLLEGE
Mortuary Science Program
APPLICATION FOR ADMISSION

Please Type or Print:

Section A (Fill in completely, if not applicable, put N/A):

AC Student ID#:

(Office Use Only)

Date: _____

Date of Birth: _____

Name: _____ SS#: _____
Last First MI - -

Current Address: _____

City: _____ State: _____ Zip Code: _____

(If different from above)

Permenant Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone #: (____) _____ - _____

Work Phone #: (____) _____ - _____

Cell Phone #: (____) _____ - _____

Other #: (____) _____ - _____

E-mail: _____

Emergency Contact: _____ Relationship: _____

Emergency Contact Phone: (____) _____ - _____

Education:

Date of GED: _____ or H.S. Graduation: _____

From: _____ H.S. in _____

Colleges attended:

_____ Dates _____ to _____ Credits earned _____

_____ Dates _____ to _____ Credits earned _____

_____ Dates _____ to _____ Credits earned _____

_____ Dates _____ to _____ Credits earned _____

Current Employer: _____ Position: _____

Please check boxes to indicate yes or no and provide additional information as requested.

Have you started/completed the Hepatitis-B vaccination series?

- ☐ Yes (provide two photocopies of proof with this application)
☐ No (sign two declination forms during interview/orientation)

Do you currently hold a valid State class B or C driver's license?

- ☐ Yes ☐ No

If not, can you qualify for such a license?

- ☐ Yes ☐ No

Are you a citizen of the United States or a permanent legal resident alien?

- ☐ Yes ☐ No

Are you currently registered or have you previously served as an apprentice?

- ☐ Yes ☐ No

If yes, where? _____

In which state or states do you plan to seek licensure? _____

Educational Goals: ☐ Associate of Applied Science (MRTS.AAS) ☐ Certificate (MRTS.CERT)

Are you aware that the Certificate of Completion is for Funeral Directing Only?

- ☐ Yes ☐ No

Are you aware that you must complete the MRTS.CERT before moving into the MRTS.AAS?

- ☐ Yes ☐ No

When do you plan to enroll?

☐ Fall _____ ☐ Spring _____ ☐ Summer I _____ ☐ Summer II _____
Year Year Year Year

Will you be enrolling as a full-time student? ☐ Yes ☐ No

If accepted, do you acknowledge that you must participate in a 2-day on-campus orientation specific to the Amarillo College Mortuary Science Program? ☐ Yes ☐ No

Have you ever been convicted of a felony? ☐ Yes ☐ No

Have you ever been convicted of a misdemeanor related to the practice of embalming and/or funeral directing?

- ☐ Yes ☐ No

Section B

How did you learn about this program? _____

Section B continued...

What kind of annual salary do you expect to receive as a provisional licensee? _____

What kind of hours do you expect to work? _____

What kind of job responsibilities do you expect to be signed? _____

Why is Mortuary Science your career choice? _____

Signature: _____ Date: _____

The rest of this form is not to be completed by the student applicant. FOR OFFICE USE ONLY.

Section C

To all students interviewing for admissions:

Your faculty advisor is required to provide information in the following subject areas related to your education, licensure and employability. Please initial each area to acknowledge that your advisor explained each and that your questions were answered satisfactorily. If the initial interview is completed via telephone, the student will initial during the program's orientation.

_____ Felony Convictions

_____ Attendance

_____ Driving, licensing

_____ Bulletin (catalog)

_____ Dress Code Copy Given

_____ Time Commitment

_____ Updated Personal Information

_____ Potential exposure to fumes, pathogens,
Etc. (RE: respiratory illnesses, immune
systems, pregnancy, etc.)

Date of Interview: _____

☐ Face-to-Face interview

☐ Phone interview

Section D

☐ TSI Vulnerable: _____ - _____ Reading _____ - _____ Writing _____ - _____ Math
(Enter placement test scores, p = pass, f = fail, nt = not taken)

Which Exam Taken: _____

☐ Exempt

Section E

This student has been admitted to the Mortuary Science Program subject to all conditions and institutional requirements of Amarillo College and the Program.

Advisor: _____ Date: _____

I hereby acknowledge admission to the Mortuary Science Program.

Student Signature: _____ Date: _____

AMARILLO COLLEGE
Mortuary Science Program
RELEASE AND WAIVER OF LIABILITY

STATE OF TEXAS

§
§
§

COUNTY OF POTTER

AGREEMENT OF RELEASE made this day between AMARILLO JUNIOR COLLEGE DISTRICT ("Amarillo College")
and _____ ("Student").

print full legal name of student or applicant

In consideration of Student being permitted to enroll at Amarillo College in the Mortuary Science program and the acknowledgment of Student of the following facts:

1. That the Student will be required, as part of the normal educational process towards the Student's degree or certificate to be placed in a teaching environment including, but not limited to, local funeral home establishment, embalming establishments and other environments (hereinafter called "funeral affiliates"), all of which are affiliated with Amarillo College for these purposes and that while in these funeral affiliates the Student may be exposed to conditions which could cause bodily injury and/or death and may be exposed to deceased human bodies afflicted with fatal or potentially fatal diseases which may be of a contagious nature; and,
2. That the Student will first be provided, as part of the normal educational process toward Student's degree or certificate, with detailed information about the nature, risks and preventive measures related to communicable diseases of a fatal or potentially fatal nature prior to the assignment of Student in an environment where these diseases are known to be present; and,
3. That the Student could be exposed to high risk toxic substances in the funeral affiliates, but will first be provided with information concerning prevention from becoming ill with same.

Student does hereby:

1. Authorize Amarillo College officials to place Student into the respective funeral affiliates as they deem necessary for the completion of Student's educational program;
2. Release, waive, and covenant not to sue Amarillo College, its officers, agents, employees, and persons or entities acting together with Amarillo College in its education programs (hereinafter collectively called "Releasees") from all liability to Student for any and all loss or damage, and any claims or demands whatsoever therefore on account of injury to the person or property or resulting in the death of Student or emanating from exposure to said disease processes and toxic substances, or any of these, whether caused by the negligence of Releasees or otherwise while the Student is on or within any of the program funeral affiliates;
3. Indemnify and hold harmless Releasees from any loss, liability, damage or cost that the Student may incur due to the presence of the Student in or upon any of the funeral affiliates or in any way observing for any purpose or participating in the educational process in said funeral affiliates; and,
4. Hereby assumes full responsibility for any and all risks due to participation in the normal educational process in the funeral affiliates described above.

The Student expressly acknowledges and agrees that the activities described above could be dangerous and involve the risk of injury and/or death and/or contracting fatal or potentially fatal disease processes and exposure to high risk toxic substances.

The UNDERSIGNED expressly agrees that the foregoing Release, Waiver, and Indemnity Agreement is intended to be as broad and inclusive as is permitted by the Laws of the State of Texas and if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

The UNDERSIGNED is at least eighteen years of age and has read and voluntarily signed the Release and Waiver of Liability and Indemnity Agreement, and agrees that no oral representations, statements or inducements apart from the foregoing written Agreement have been made.

I have read this document. I understand it is a release of all claims. I understand I assume all risks inherent in the educational process and clinical experience conducted in the funeral affiliates of Amarillo College as part of my progressing toward a degree or certificate as set out above. I voluntarily sign my name evidencing my acceptance of the above provisions.

Dated this _____ day of _____, 20____

Signed:

(full legal name)

AMARILLO COLLEGE
Mortuary Science Program
HEPATITIS B VACCINATION

All students should have a series of three (3) shots administered over a 6-month period. Students should have the series completed before beginning clinicals I and II. The student has the right to decline this vaccine. If students do not wish to have the HBV series, written documentation **MUST** be on file and the Hepatitis B Declination form **MUST** be signed.

The HBV series is as follows:

1st shot

2nd shot = 1 month later

3rd shot = 5 months later

Sources:

Your private physician - cost varies

Concentra

1619 S. Kentucky Suite F-600
(806) 373-2200

Cost: Call for price
No appointment needed

United Pharmacy on Gem Lake Road

5601 Amarillo Blvd. West

(806) 352-6650

Cost: Varies

Immunization Hours: M-F, 11:00 a.m. - 7:00 p.m.

Market Street Pharmacy

2530 S. Georgia

(806) 468-9911

Cost: Varies

Immunization Hours: M-F, 9:00 a.m. - 7:00 p.m.

AMARILLO COLLEGE
Mortuary Science Program
HEPATITIS B DECLINATION FORM

I understand that, due to my occupational exposure to blood or other potentially infectious materials during my educational training, I may be at risk of acquiring Hepatitis B Virus (HBV) infection. I have been given notice of the risks associated with not having been vaccinated with Hepatitis Vaccine. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have an occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with the Hepatitis B Vaccine, I can receive the vaccination.

Further, I understand that the Amarillo College Mortuary Science program advisor strongly recommends that I receive the Hepatitis Vaccine.

I hold Amarillo College harmless in the event I acquire Hepatitis B Virus due to occupational exposure during my educational training.

Signature: _____

Printed Name: _____

AMARILLO COLLEGE
Mortuary Science Program
BACTERIAL MENINGITIS INFORMATION FORM

Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast so take utmost caution. It is an inflammation of the membranes that surround the brain and spinal cord. The bacterium that causes meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities.

WHAT ARE THE SYMPTOMS?

High fever, stiff neck, severe headache, confusion and sleepiness, rash or purple patches on skin, nausea, vomiting, lethargy, light sensitivity and/or seizures. There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body. The more symptoms, the higher the risk, so when these symptoms appear seek immediate medical attention.

HOW IS BACTERIAL MENINGITIS DIAGNOSED?

Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests. Early diagnosis and treatment can greatly improve the likelihood of recovery.

HOW IS THE DISEASE TRANSMITTED?

The disease is transmitted when people exchange saliva (such as by kissing, or by sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions.

HOW DO YOU INCREASE YOUR RISK OF GETTING BACTERIAL MENINGITIS?

Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc. or living in close conditions (such as sharing a room/suite in a dorm or group home).

WHAT ARE THE POSSIBLE CONSEQUENCES OF THE DISEASE?

Death (in eight to 24 hours from perfectly well to dead), permanent brain damage, kidney failure, learning disability, hearing loss, blindness, gangrene, limb damage (fingers, toes, arms, legs) that requires amputation, coma or convulsions.

CAN THE DISEASE BE TREATED?

- Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However, permanent disability or death can still occur.
- Vaccinations are available and should be considered for: Those living in close quarters and College students 25 years old or younger
- Vaccinations are effective against four of the five most common bacterial types that cause 70 percent of the disease in the U.S. (but does not protect against all types of meningitis).
- Vaccinations take seven to 10 days to become effective, with protection lasting three to five years.
- The cost of vaccine varies so check with your health care provider.
- Vaccination is very safe most common side effects are redness and minor pain at injection site for up to two days.
- Vaccination is available from local health care providers.

HOW CAN I FIND OUT MORE INFORMATION?

Contact your own health care provider. Contact your local or regional Texas Department of Health office at 655-7151.

Contact web sites: www.cdc.gov/ncidod/dbmd/diseaseinfo; www.acha.org

The State of Texas requires that all public institutions of higher education notify all new students about bacterial meningitis and to obtain confirmation from the students that they received the information.

I certify that I have read and understand the information provided above.

Signature: _____

Printed Name: _____

Date: _____

AMARILLO COLLEGE
Mortuary Science Program
OATH OF CONFIDENTIALITY

I, the undersigned, hereby agree not to divulge any information or records concerning any activities that occur within the clinical funeral establishment without proper authorization. I recognize that any discussion of or release of information concerning a deceased person, client-family, employees, and processes/procedures to any unauthorized person is forbidden and may be grounds for legal and/or disciplinary action (removal from MRTS program).

During the performance of my duties, I will have access to confidential information required for effective family services coordination and delivery. I agree that all discussions, deliberations, records, and information generated or maintained in connection with these activities will not be disclosed to any unauthorized person.

I recognize that unauthorized release of confidential information may expose me to civil/criminal liability and fines.

Executed this _____ day of _____, 20____,

At _____.

Signature: _____

Printed Name: _____

AMARILLO COLLEGE
Mortuary Science Program
PREGNANCY POLICY

If a student is pregnant while in training, she will be expected to immediately notify the program director in writing.

The student shall have the option to remain in the program throughout the pregnancy period or take a leave of absence from all clinical courses.

A student who opts to remain in the clinical courses will be required to provide the college with a waiver releasing the college and its funeral affiliates from any responsibility for medical problems that may arise with the pregnancy that could be attributable to education activities (e.g. formaldehyde exposure, etc).

The waiver will be prepared by the program director and will be signed by the student

I, _____ , acknowledge that I have read and fully
name of student

understand the Amarillo College Mortuary Science Program Pregnancy Policy.

Date: _____

AMARILLO COLLEGE
Mortuary Science Program
DRESS CODE FOR CLASS AND CLINICALS

All Students enrolled in a course which includes off-campus activity (MRTS 1310, 1360, 2360) will observe the dress code below. Any deviation from this will be announced.

MALES:

Ideal:

- Business suit (coat and pants)
- White shirt, preferably long-sleeved
- Tie; conservative, no bow
- Dress shoes

Acceptable:

- White background/patterned shirt
- Dark coat and slacks

Unacceptable:

- Black or vivid color shirts
- White socks

*Grooming:

- Conservative
- Hair must be above shirt collar
- Any unnatural hair color is unacceptable

FEMALES:

Ideal:

- Business suit (coat and skirt)
- White shirt, preferably long-sleeved
- Scarf or tie
- Dress shoes, heels 2-inch maximum, close-toed

Acceptable:

- Patterned blouse
- Jacket and skirt

Unacceptable:

- Vivid colors which attract attention
- Hosiery with seams or vivid colors
- Pants

*Grooming:

- Conservative, businesslike
- Preferably short, low-maintenance hair
- Any unnatural hair color is unacceptable

*Under NO circumstances will a student be allowed vividly colored (i.e., red, green, pink, blue, yellow, etc.) hair. If in doubt, see instructor or program director.

In class, students are expected to wear clothing deemed appropriate by the instructors. Absolutely no sleepwear or houseshoes are to be worn to class. Good grooming habits are expected. Visible tattoos and piercings are not acceptable.

Signed: _____ Date: _____

AMARILLO COLLEGE
Mortuary Science Program
GENERAL

The funeral service industry is an extremely conservative one. While enrolled in the Amarillo College Mortuary Science program, students will adhere to a strict dress code.

1. Nails will be short, clean and without vivid polish (black, blue, green, etc.)
2. Cosmetics, when used, will be natural colors, applied moderately.
3. Perfumes and colognes are discouraged.
4. No visible tattoos.
5. Rings are limited: one finger per hand, two rings per finger.
6. No anklets, bracelets, or necklaces are worn in the preparation room. Medical identification jewelry is the only exception.
7. No visible body piercings.
8. Men should not have unacceptable facial hair (i.e. goatees, long sideburns). Mustaches should be neatly trimmed and not exceed the corners of the mouth.
9. Women will restrict visible body piercing to ears only, one item per ear. Length of the item will not exceed 1/4 the length of the ear.
10. Tongue piercings are considered visible and unacceptable.
11. Skirt lengths will not be higher than mid-patella.
12. Preparation room shoes will be used when appropriate:
 - a. Used only in the preparation room
 - b. Impervious to liquids and body fluids
 - c. Skid-proof soles, not heels, well-padded for comfort
 - d. Close-toed and heeled

Please remember: If you have to ask, it is probably not appropriate for the funeral home.

Individual facility rules and regulations regarding clothing and/or grooming supersede the information contained in this document.

You are a representative for and a reflection of the Amarillo College Mortuary Science Program.

Signed: _____ Date: _____

AMARILLO COLLEGE

Mortuary Science Program

(MAJOR CODE: MRTS.AAS)

COURSE SEQUENCING

The Amarillo College Mortuary Science Program:

- Provides prospective funeral service practitioners with the theoretical knowledge and the practical skills which are currently demanded for success in the industry
- Educates students concerning the responsibilities of the funeral service profession to the community at large
- Emphasizes high standards of ethical conduct
- Provides a curriculum for advancement in funeral service education
- Encourages student research in the funeral service industry

Students seeking entry into the Associate of Applied Science degree in Mortuary Science must complete a specific program admission form and meet all admission requirements. Prior conviction of a felony may render the student ineligible to practice in the state of Texas.

First Semester			Hours
<input type="checkbox"/>	MRTS 1211	History of Mortuary Science	2
<input type="checkbox"/>	MRTS 1310	Orientation to Clinical	3
<input type="checkbox"/>	MRTS 1301	Contemporary Funeral Service Practices	3
<input type="checkbox"/>	MRTS 1342	Mortuary Management I	3
<input type="checkbox"/>	ENGL 1301	Freshman Composition I	3
<input type="checkbox"/>	HITT 1305	Medical Terminology I	3
Semester Total			17
Second Semester			Hours
<input type="checkbox"/>	PSYC 2301	General Psychology	3
<input type="checkbox"/>	MRTS 1360	Funeral Service Clinical I (Funeral Directing)	3
<input type="checkbox"/>	MRTS 2335	Mortuary Jurisprudence	3
<input type="checkbox"/>	MRTS 2342	Mortuary Management II	3
<input type="checkbox"/>	BIOL 2401	Human Anatomy & Physiology I	4
Semester Total			16
Third Semester			Hours
<input type="checkbox"/>	SOCI 1371	Sociology of Death & Dying	3
<input type="checkbox"/>	SPCH 1315, 1318 or 1321		3
Semester Total			6
Fourth Semester			Hours
<input type="checkbox"/>	HPRS 2301	Pathophysiology	3
<input type="checkbox"/>	MRTS 2432	Human Anatomy	4
<input type="checkbox"/>	MRTS 2445	Technical Procedures I (Embalming)	4
<input type="checkbox"/>	Humanities/Fine Arts from the General Education Course List		3
<input type="checkbox"/>	MRTS 2360	Funeral Service Clinical II (Embalming)	3
Semester Total			17
Fifth Semester			Hours
<input type="checkbox"/>	SCIT 1313	Workplace Microbiology	3
<input type="checkbox"/>	MRTS 1325	Thanatochemistry	3
<input type="checkbox"/>	MRTS 2447	Technical Procedures II (Restorative Art)	4
<input type="checkbox"/>	MATH 1332	Contemporary Mathematics I or MATH 1314 College Algebra	3
<input type="checkbox"/>	MRTS 1391	Special Topics in Funeral Service and Mortuary Science	3
Semester Total			16

MRTS.AAS Credit Hour Total

72

AMARILLO COLLEGE
Mortuary Science Program
(MAJOR CODE: MRTS.CERT)
TEXAS FUNERAL DIRECTOR CERTIFICATE

The Certificate of Completion for funeral directing is offered to meet specific state or professional needs. The program is directed at the student desiring licensure as a funeral director only in the State of Texas. It does not include instruction in funeral sciences: embalming, restorative art, microbiology, pathology, chemistry or anatomy; therefore, it is not accredited by the American Board of Funeral Service Education. Students completing this program are eligible to sit for the Texas State Board Examination only. Prior conviction of any felony or a misdemeanor involving funeral directing and/or embalming may render the student ineligible to practice in the State of Texas.

First Semester			Hours
<input type="checkbox"/>	MRTS 1211	History of Mortuary Science	2
<input type="checkbox"/>	SOCI 1371	Sociology of Death & Dying	3
Semester Total			5
Second Semester			Hours
<input type="checkbox"/>	MRTS 1301	Contemporary Funeral Service Practices	3
<input type="checkbox"/>	MRTS 1310	Orientation to Funeral Service Clinical	3
<input type="checkbox"/>	MRTS 1342	Mortuary Management I	3
<input type="checkbox"/>	ENGL 1301	Freshman Composition I	3
<input type="checkbox"/>	HITT 1305	Medical Terminology I	3
Semester Total			15
Third Semester			Hours
<input type="checkbox"/>	PSYC 2301	General Psychology	3
<input type="checkbox"/>	MRTS 1360	Funeral Service Clinical I (Funeral Directing)	3
<input type="checkbox"/>	MRTS 2335	Mortuary Jurisprudence	3
<input type="checkbox"/>	MRTS 2342	Mortuary Management II	3
<input type="checkbox"/>	BIOL 2401	Human Anatomy & Physiology I	4
Semester Total			16
Fourth Semester			Hours
<input type="checkbox"/>	MRTS 1291	Special Topics in Funeral Service & Mortuary Science	2
<input type="checkbox"/>	SPCH 1315, 1318 or 1321		3
Semester Total			5

MRTS.CERT - Certificate Credit Hour Total **41**

AMARILLO COLLEGE
Mortuary Science Program
TEXAS IMMUNIZATION REQUIREMENTS

The following requirements apply to all students enrolled in health-related programs in Texas schools, which will involve direct patient contact in program affiliated medical care facilities. This includes Mortuary Science majors.

1. Students who were born on or after January 1, 1957, must show, prior to first patient contact, acceptable written evidence of vaccination of two doses of measles-containing vaccine administered since January 1, 1968. Serologic confirmation of immunity to measles is acceptable. Evidence of immunity must consist of a laboratory report that indicates either confirmation of immunity or infection.
2. Students must show, prior to program admission, written evidence of vaccination of one dose of rubella (German measles) vaccine. Serologic confirmation of immunity to rubella is acceptable. Evidence of immunity must consist of a laboratory report that indicates either confirmation of immunity or infection.
3. Students born on or after January 1, 1957, must show, prior to first patient contact, written evidence of vaccination of one dose of mumps vaccine. Serologic confirmation of immunity to mumps is acceptable. Evidence of immunity must consist of a laboratory report that indicates either confirmation of immunity or infection.
4. Students shall receive a complete series (three injections) of hepatitis B vaccine prior to first patient contact. Serologic confirmation of immunity to hepatitis B is acceptable. Evidence of immunity must consist of a laboratory report that indicates confirmation of immunity.
5. Students shall receive two doses of varicella (Chicken Pox) vaccine, prior to first patient contact, unless the first dose was received prior to thirteen years of age. A written parent or physician validated history of varicella disease or varicella immunity is acceptable in lieu of the vaccine. Vaccination, if necessary, must take place before the student is accepted into the program of study.
6. One dose of tetanus-diphtheria toxoid is required within the last ten years.

Note: The law requires that students be fully vaccinated against these specific diseases. A student may be provisionally enrolled if the student has an immunization record that indicates the student has received at least one dose of each specified vaccine required by the law. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as quickly as is medically feasible and provide written evidence of vaccination to Amarillo College. The program faculty advisor to a provisionally enrolled student shall review the immunization status every 30 days to ensure continued compliance in completing the required doses of vaccination. If the student fails to complete the vaccination series, the student will not be permitted to continue in those courses requiring direct patient care until the respective vaccination series is complete.

