MERCER COUNTY COMMUNITY COLLEGE
COURSE OUTLINE

COURSE NO. FUN 220

COURSE TITLE Funeral Service Laws, Rules & Regulations

CREDITS 1

LABORATORY HOURS 0

Last Revised: February 2014

Course Coordinator: Deborah Tolboom; 609-570-3866; toloomd@mccc.edu

TEXT
Rules and Regulations booklet provided by NJ State Board of Mortuary Science (available on line http://www.state.nj.us/lps/ca/mort/mortstat.pdf.)
For PA Rules & Regs contact State Board (or go to http://www.pacode.com/secure/data/049/chapter13/chap13toc.html and http://www.dos.state.pa.us/bpoa/cwp/view.asp)

Catalog Description:
This course will focus on the laws, rules and regulations that specifically influence funeral service practice in New Jersey. This includes Mortuary Science Act (NJSA 45:7) and Administrative Code of the NJ State Board of Mortuary Science (NJAC 13:36-1), Vital Statistics rules (NJSA 26:6-8 and NJAC 8:9) and Uniform Enforcement Act (NJSA 45:1). Topics include general licensure and intern requirements, rules for operation of a funeral home, basic embalming procedures, general and special rules of practice, advertising and continuing education.

Students with interest in Pennsylvania will compare and contrast the practices of both states.

Pre-requisite: FUN 215 (or permission of Director of Funeral Service Programs)

Students will be evaluated on the following basis:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Component</th>
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<tbody>
<tr>
<td>40%</td>
<td>Quizzes - 2</td>
</tr>
<tr>
<td>40%</td>
<td>Final exam</td>
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<tr>
<td>15%</td>
<td>Homework assignments &amp; Project</td>
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<tr>
<td>5%</td>
<td>Attendance</td>
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</tbody>
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Attendance is mandatory 1 point will be subtracted from final average for each AM/PM class missed.

Exams will rely heavily on the multiple choice format utilized on national and state licensing exams. Fill-in and short answer questions will also be utilized.
**Course objectives:**

Statutes (NJSA) v. Rules and regulations (NJAC)
Definitions
License and intern regulations
FD presence required
FD role in vital statistics
Uniform Enforcement
Continuing Education

Funeral home (mortuary/funeral establishment) requirements
   - New installation
   - Corporation-proprietorship-partnership-LLC
   - Manager
   - Trade names
   - Change of ownership
   - Use of mortuary by another

Removal of deceased
Embalmng procedures
Disposal of dead bodies
   - Pronouncement of death
   - Preparation and transportation of dead bodies
Special Rules of practice
   - Multiple burial
   - Disposition of cremated remains

General Rules of Practice
Pre-Need
Recordkeeping, SFGS, contracts

*Note:* FTC rules and regulations are covered in other courses in the funeral service curriculum. NJ/PA specifics will be reviewed.

Advertising

These topics covered in FUN295 will be reviewed, if time permits
Disinterment
Public Assistance (Welfare) funerals
Medical Examiner and FDs
Victims of Crime Compensation Act
Assignments and project are intended to guide class discussion and encourage reading and interpreting the laws, rules & regulations.

At the conclusion of the course students will:

- recognize the difference between statutes and regulations and how they are connected/related.
- be familiar with the specific rules and regulations governing the practice of funeral service/mortuary science in NJ and PA.

**Day 1 AM**  Composition of Board
What are statutes v. regulations?
Duties/responsibilities of FD

PM  Manager/Supervisor/FH requirements

Collect / discuss  Assignment #1 & 2 + Internship

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**Day 2 All**  Quiz
Embalming
  Prohibited compounds / who is allowed, etc.
Burial / multiple burial / disinterment
Transportation
Recordkeeping

Collect / discuss  Assignment #3

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**Day 3 AM**  Quiz
Pre-need

PM  Advertising
Summary / review

Collect/ discuss  Assignments #4 & 5

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**Day 4 AM**  Discuss projects
Final Exam