



MERCER
COUNTY COMMUNITY COLLEGE

COURSE OUTLINE

Course Number	Course Title	Credits
FUN 220	Laws, Rules & Regulations	1
Hours: Lecture/Lab/Other	Co- or Pre-requisite	Implementation Semester & Year
1/0/0		

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 and Delaware will compare and contrast the practices of both states.

General Education Category: **Course coordinator:** Michael T. Daley DaleyM@MCCC.EDU 609-617-1029
Not GenEd

Required texts & Other materials:

Rules and Regulations booklet provided by NJ State Board of Mortuary Science (available on line [Pages - Statutes and Regulations \(njconsumeraffairs.gov\)](http://www.njconsumeraffairs.gov))

For PA Rules & Regs contact State Board (or go to <https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/FuneralDirectors/Pages/Board-Laws-and-Regulations.aspx> and <http://www.dos.state.pa.us/bpoa/cwp/view.asp>)

For Delaware Rules and Regs., go to [Delaware Code Online](http://delawarecodeonline.com) and [3100 Board of Funeral Services \(delaware.gov\)](http://www.delaware.gov)

Course Student Learning Outcomes (SLO):

Upon successful completion of this course the student will be able to:

- 1) recognize the difference between statutes and regulations and how they are connected/related. (ILG: 1; PLO: 2.1.3, 2.1.7, 2.1.9, & 2.1.10).
- 2) be familiar with the specific rules and regulations governing the practice of funeral service/mortuary science in NJ, DE and PA. (ILG: 1, 10, & 11; PLO: 2.1.3, 2.1.4, 2.1.7, 2.1.9, & 2.1.10).
- 3) Identify and synthesize the laws and regulations regarding funeral home advertisements in NJ, DE and PA. (ILG: 1, 10 & 11; PLO: 2.1.3, 2.1.4, 2.1.7, 2.1.9, & 2.1.10)

- 4) Articulate the tasks required of and for the funeral service practitioner. (ILG: 1 & 11; PLO: 2.1.2, 2.1.3, 2.1.4, 2.1.7, 2.1.9).
- 5) Demonstrate a working knowledge of the role of the state and local Vital Statistics offices and their responsibilities to these organizations. (ILG: 1, PLO: 2.1.2, 2.1.3, 2.1.4).

Course-specific Institutional Learning Goals (ILG):

Institutional Learning Goal 1. Written and Oral Communication in English. Students will communicate effectively in both speech and writing.

Institutional Learning Goal 4. Technology. Students will use computer systems or other appropriate forms of technology to achieve educational and personal goals.

Institutional Learning Goal 7. History. Students will understand historical events and movements in World, Western, non-Western or American societies and assess their subsequent significance.

Institutional Learning Goal 8. Diversity and Global Perspective: Students will understand the importance of a global perspective and culturally diverse peoples

Institutional Learning Goal 9. Ethical Reasoning and Action. Students will understand ethical frameworks, issues, and situations.

Institutional Learning Goal 10. Information Literacy: Students will recognize when information is needed and have the knowledge and skills to locate, evaluate, and effectively use information for college level work.

Institutional Learning Goal 11. Critical Thinking: Students will use critical thinking skills understand, analyze, or apply information or solve problems.

Program Learning Outcomes for Funeral Service AAS (PLO)

- 2.1 The central objective of an ABFSE-accredited program must be to educate students in every phase of funeral service so that program graduates are prepared for entry-level employment in funeral service. In support of this objective, a program must adopt at least the following Learning Outcomes:
- 2.1.1 Explain the importance of funeral service professionals in developing relationships with the families and communities they serve.
 - 2.1.2 Identify standards of ethical conduct in funeral service practice.
 - 2.1.3 Interpret how federal, state, and local laws apply to funeral service in order to ensure compliance.
 - 2.1.4 Apply principles of public health and safety in the handling and preparation of human remains.
 - 2.1.5 Demonstrate technical skills in embalming and restorative art that are necessary for the preparation and handling of human remains.
 - 2.1.6 Demonstrate skills required for conducting arrangement conferences, visitations, services, and ceremonies.
 - 2.1.7 Describe the requirements and procedures for burial, cremation, and other accepted forms of final disposition of human remains.
 - 2.1.8 Describe methods to address the grief-related needs of the bereaved.
 - 2.1.9 Explain management skills associated with operating a funeral establishment.
 - 2.1.10 Demonstrate verbal and written communication skills and research skills needed for funeral service practice.

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Units of study in detail – Unit Student Learning Outcomes:

Unit 1 (SLO 1 & 3)

Statutes (NJSA) v. Rules and regulations (NJAC)

Definitions

License and intern regulations

FD presence required

FD role in vital statistics

Uniform Enforcement

Continuing Education

Unit 2 (SLO 2 & 5)

Funeral home (mortuary/funeral establishment) requirements

 New installation

 Corporation-proprietorship-partnership-LLC

 Manager

 Trade names

 Change of ownership

 Use of mortuary by another

Unit 3 (SLO 1 & 4)

Removal of deceased

Embalming procedures

Disposal of dead bodies

 Pronouncement of death

 Preparation and transportation of dead bodies

Special Rules of practice

 Multiple burial

 Disposition of cremated remains

Unit 4 (SLO 3 & 5)

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

Statutes (NJSA) v. Rules and regulations (NJAC)

Definitions

License and intern regulations

Evaluation of student learning:

Students will be evaluated on the following basis:

40%	Quizzes - 2
40%	Final exam
15%	Homework assignments & Project
5%	Attendance

Attendance is mandatory 1 point will be subtracted from final average for each class missed.