

Program Planning Guide

FUNERAL DIRECTOR CERTIFICATE

Let's get started! Use this guide to:



PLAN YOUR COURSES AND REGISTER



GET YOUR POST-ADMISSION
PROGRAM REQUIREMENTS VERIFIED



ASK FOR HELP WHEN YOU NEED IT



CHOOSE YOUR COURSES

You can complete your program in 1-6 years by taking as many or as few courses per semester as suits your schedule.

To take the guesswork out of scheduling your courses, follow the sequence of online courses listed on page 4 and start work experience courses whenever you are able.

To plan your own schedule:

1. Review your mruGradU8 profile ([MyMRU](#) > My Program > mruGradU8) to see your current, completed and required courses. Make note of the courses you still need to complete.
2. View the courses on pages 3-4 of this guide to see when your remaining courses are offered.

TIPS

- Prioritize courses that are prerequisites for others (e.g., Professional Practice & Decedent Care and Funeral Directing I are prerequisites for Funeral Directing II)
- A minimum grade of C (63%) or Experiential Pass (EP) is required to meet prerequisite and graduation requirements. See your course outlines for details.

REGISTER FOR COURSES

Once you've chosen your courses, you can register through [MyMRU](#). See the [Course Registration Tutorial](#) for step-by-step instructions.

TIPS

- Stay informed about add/drop dates, withdrawal dates, and other registration timelines through the [Critical Dates Calendar](#).
- Some funeral courses have start and end dates outside of the standard University calendar, which can impact add/drop/withdrawal dates. Contact the [Office of the Registrar](#) for details.



Work experience courses are completed through employment or volunteering in a licensed funeral home under the supervision of a licensed funeral director.

WORK EXPERIENCE

Course	Schedule	Hours	Prerequisites
XFDC 20012 Work Experience I	Sections start every 2 months. Check MyMRU for dates.	320 hours over 4 months	Verified Post-Admission Program Requirements Pre/Co-requisites: XFDC 25000 Professional Practice & Decedent Care XFDC 25001 Funeral Directing I
XFDC 20024 Funeral Director Work Experience II	Sections start every 2 months. Check MyMRU for dates.	1146 hours over 12 months	Verified Post-Admission Program Requirements XFDC 20012 Work Experience I

TIPS

- It is your responsibility to secure a work experience location, but MRU does have resources to assist you. [Career Services](#) can help you with your job search, resume critique, interview skills and more.
- Work experience may be completed in your own community, but relocation may be required to find a suitable placement.
- Students intending to complete their work experience course(s) outside of Alberta must contact their provincial regulatory body before registering. The provincial regulatory body will advise students on their eligibility to complete their work experience course(s) in their province and if any restrictions may apply.
- Work experience courses can be completed alongside your other courses or on their own, at any point in your program.
- Funeral homes often have additional requirements for employees, which may include:
 - * Non-Graduated Class 5 Driver's License
 - * Driver's Abstract
 - * Police Information Check

EXAMPLES OF WORK EXPERIENCE ACTIVITIES

- Taking first calls
- Assisting with compilation of vital statistics and completion of forms
- Assisting with coordination of funeral service / celebration details
- Assisting with visitations, prayer services, funeral services, cremation and cemetery/graveside services
- Observing or participating in at-need and pre-need funeral arrangement conferences
- Setting up cemetery and graveside services
- Driving funeral vehicles, performing parking lot duties, and assisting with vehicle maintenance
- Assisting with transfers and removals
- Assisting in funeral home maintenance
- Understanding and complying with the various laws and regulations which govern funeral service
- Assisting with cremation-related tasks
- Observe arterial injection embalming cases and minimal preparations
- Participate in embalming-related tasks (e.g., dressing, cosmetics, casketing)
- Documenting participation in funeral arrangement conferences (Funeral Director Work Experience II)



ONLINE

- Instructor-facilitated online courses begin and end on set dates with specific deadlines for assessments.
- Courses often include live, synchronous tutorials delivered virtually. Dates and times for tutorials will be provided on the first day of class in the course outline. Tutorials will be recorded for viewing at a later time if you are unavailable to attend the live session.
- Final exams are proctored online through ProctorU (fees apply).

Course	Fall	Winter	Spring/ Summer	Hours	Prerequisites
SEMESTER 1					
XFDC 25000 Professional Practice & Decedent Care	Sept-Oct or Nov-Dec	Jan-Feb or Mar-Apr		15	None
XFDC 25001 Funeral Directing I	Sept-Dec	Jan-Apr		48	None
XFDC 20014 Psychology of Death & Dying	Sept-Dec	Jan-Apr		48	None
XFDC 20101 Introduction to Conflict Resolution	Sept-Oct or Nov-Dec	Mar-Apr		15	None
SEMESTER 2					
XFDC 20004 Funeral Directing II		Jan-Apr	May-Aug	48	XFDC 25000 Professional Practice & Decedent Care XFDC 25001 Funeral Directing I
XFDC 20019 Business Communications		Jan-Apr	May-Aug	48	None
XFDC 20102 Negotiating with Integrity		Jan-Feb	May-Jun	15	XFDC 20101 Introduction to Conflict Resolution
SEMESTER 3					
XFDC 20008 Funeral Directing III	Sept-Oct		May-Jun	32	XFDC 20004 Funeral Directing II
XFDC 20025 Funeral Trends & Regulations	Nov-Dec		July-Aug	32	XFDC 20008 Funeral Directing III
XFDC 20016 Business Strategies	Sept-Dec		May-Aug	48	None

Post-Admission Program Requirements

As a student enrolled in a funeral service education program, you must maintain the below requirements for the duration of your program. You are responsible for ensuring each requirement has been completed and submitted for review, so please review the checklist carefully and see page 8 for submission instructions.

REQUIREMENTS CHECKLIST		
Medical Requirement	How to obtain	Expiry Timeline
<input type="checkbox"/> Tetanus/Diphtheria/Pertussis vaccination series records (3 documented doses required)	How to locate your immunization records: <ul style="list-style-type: none"> If based in Alberta, access your records through myhealth.alberta.ca Contact your local health unit or your health care professional (a form filled out by your doctor is not accepted) Speak with your parents who may still have your childhood immunization records 	Last dose or booster of Td/dTap must have been within the last 10 years.
<input type="checkbox"/> Hepatitis B vaccination series records (3 documented doses required)	If any immunizations are outstanding, contact your physician or MRU Health Services to book an appointment. Some vaccination series may take several months to complete.	n/a
<input type="checkbox"/> Hepatitis B blood test lab report Anti-HBs blood test required after hepatitis vaccination series to confirm immunity.	<ol style="list-style-type: none"> Access your medical records to see if a positive (i.e., immune) Anti-HBs blood test is on file If not, make an appointment with your physician or MRU Health Services for a requisition <ul style="list-style-type: none"> If your result is immune / reactive / positive / > 10 IU/L, obtain your records for submission If your result is not immune / non-reactive / negative, you will require a booster dose followed by repeat blood work for the Anti-HBs test 4-6 weeks later <p>High risk countries and lifestyle factors: Certain countries of origin and/or lifestyle factors are considered high risk. Discuss with your physician if these factors apply to you as you may also need Anti-HBc and HBsAg blood testing.</p>	n/a
<input type="checkbox"/> Country of Origin Declaration Form	Fill out this form and include it with your uploaded documentation.	n/a
Non-Medical Requirement	How to Obtain	Expiry Timeline
<input type="checkbox"/> Standard (Intermediate) First Aid	Your course must include an in-person component. Online-only courses are not accepted Approved training agencies in Alberta	Valid until expiration on certificate
<input type="checkbox"/> CPR Level C		
<input type="checkbox"/> Workplace Hazardous Materials Information System (WHMIS)	We strongly recommend the online course WHMIS 2015 for Workers offered by the Canadian Centre for Occupational Health and Safety. If you already have a WHMIS certification completed in the last two years, you may submit it.	Valid for 2 years



ABOUT YOUR PROGRAM REQUIREMENTS

Students enrolled in a funeral program are required to maintain the specified requirements for the duration of their program. We recommend that students submit and have their requirements verified as soon as possible as missing immunizations can take several months to complete.

Students without verified program requirements will not be eligible to register for work experience courses.



HOW TO SUBMIT YOUR REQUIREMENTS

MRU partners with Verified by Synergy Gateway to provide support and clearance for your post-admission program requirements.

1. **Check your MRU Gmail account** for an email from Verified by Synergy Gateway that contains your login instructions. If you do not receive an email from Verified by Synergy Gateway, please visit www.synergyhelps.com to create a support ticket.
2. **Log in to Verified by Synergy Gateway** and check the Important Documents section for instructions about having your documentation verified.
3. **Upload your documents.** Use the Requirements Checklist (previous page) to ensure you have included all required documents. Missing documents will result in delayed verification and additional review fees.
4. **Book a review.** An Electronic Requirements Verification (ERV) review is required to have your documents verified. There is a fee for this review.
5. **Review your results.** The results of your appointment will be emailed to you following your appointment. If your requirements are incomplete, you will need to book a follow-up review to provide outstanding documents at an additional cost.



EXPIRY

If a certification or requirement expires during your program, you must renew it and re-submit for verification. Your expiry dates will be listed in Verified by Synergy Gateway, so you may use this as a tool to keep track to ensure compliance.



TIPS

- Have your program requirements verified as soon as possible. Many students with missing immunizations do not realize what they are missing until their ERV review.
- You will not be eligible to register for work experience courses until your program requirements are verified. We recommend submitting your requirements well in advance to avoid any registration delays due to missing requirements.
- Read through the Requirements Checklist (page 5) carefully to ensure you do not miss uploading any documents. Missing requirements can result in registration delays and additional costs for follow-up reviews.
- If you are in progress with immunizations, we recommend having your current records assessed via an ERV appointment. In some cases, a conditional pass (a temporary, short-term status) can be assigned with a deadline for remaining immunizations.



STUDENT SERVICES

MRU has a wide variety of services and resources to help you through your post-secondary journey.

Students who reach out early and often have the best chance of success in their program.



YOUR PROGRAM ADVISOR

Contact your program advisor to check your progress, plan your registration, and discuss strategies for success.

OLANIYI AYODELE

403-440-5554

fde@mtroyal.ca

[Book an appointment](#)



FREQUENTLY USED STUDENT SERVICES

<u>Financial Aid</u>	Student loans
<u>Access and Inclusion Services</u>	Academic accommodations
<u>Student Learning Services</u>	Learning support
<u>Office of the Registrar</u>	Registration
<u>Early Support</u>	General support
<u>Cougars Campus Store</u>	Textbooks & course supplies
<u>Career Services</u>	Resume and interview help
<u>A-Z Services</u>	All Services