

# *Program Planning Guide*

## *EMBALMER 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. A recommended sequence of online courses as well as tips and information about scheduling your face-to-face courses have been provided in this guide.

To plan your 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 3-5 of this guide to see when your remaining courses are offered.

### TIPS

- Prioritize courses that are prerequisites for others (e.g., complete Professional Practice & Decedent Care in your first semester since it is a prerequisite for Embalming Theory 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.
- **International students:** You may have additional factors to consider when choosing your courses. We strongly recommend regular advising appointments and connecting with the [International Education Office](#) for guidance.



## 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.



**In-person courses take place at the MRU campus and at select Calgary funeral homes.**

## FACE-TO-FACE

Course	Fall	Winter	Spring/ Summer	Hours	Prerequisites
XFDC 20023 <b>Embalming Practicum</b>	<b>Sept-Dec</b> Semester-long for local students <b>or</b> <b>October</b> 12-day intensive	<b>Jan-Apr</b> Semester-long for local students	<b>June</b> 12-day intensive	86	Verified Post-Admission Program Requirements <b>Pre/Co-requisite:</b> XFDC 20002 Embalming Theory I



### TIPS

- Delivery formats
  - **Intensive:** students attend as many embalming cases as are available over a 12-day period. Students must be available for embalming cases, skills training and other educational activities. The intensive format is most suitable for students residing outside of the Calgary area.
  - **Semester-long:** Embalming cases are available regularly (i.e., weekly) throughout the semester. Recommended for students residing in the Calgary area.
- Taking Embalming Practicum early in your program is recommended as it will allow you more time in your program to complete logs that will be required for licensing.

Course	Fall	Winter	Spring/Summer	Hours	Prerequisites
XFDC 20010 <b>Restorative Art II</b>	<b>October</b> 12-day intensive		<b>May</b> Intensive, blended (online + in-person) <b>June</b> 12-day intensive	20	XFDC 20007 Restorative Art I XFDC 20005 Embalming Theory II



### TIPS

- In October and June, Restorative Art II is scheduled concurrently with Embalming Practicum, which allows out-of-town (or local) students to complete both in-person courses within the same time period.
- If you intend to take Restorative Art II and Embalming Practicum concurrently, ensure you plan your prerequisites accordingly.



## 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
<b>SEMESTER 1</b>					
XFDC 25000 <b>Professional Practice &amp; Decedent Care</b>	Sept-Oct or Nov-Dec	Jan-Feb or Mar-Apr		15	None
XFDC 20002 <b>Embalming Theory I</b>	Sept-Dec	Jan-Apr		48	None
XFDC 20013 <b>Anatomy &amp; Physiology</b>	Sept-Dec	Jan-Apr		64	None
<b>SEMESTER 2</b>					
XFDC 20005 <b>Embalming Theory II</b>		Jan-Apr	May-Aug	48	XFDC 25000 Professional Practice & Decedent Care XFDC 20002 Embalming Theory I
XFDC 20007 <b>Restorative Art I</b>		Jan-Feb	May-Jun	16	XFDC 20002 Embalming Theory I
XFDC 20018 <b>Chemistry</b>		Jan-Apr	May-Aug	48	None
<b>SEMESTER 3</b>					
XFDC 20020 <b>Microbiology</b>	Sept-Dec		May-Aug	48	None



## WORK EXPERIENCE

Your work experience course is taken at the end of your program and is completed through employment or volunteering in a licensed funeral home under the supervision of a licensed embalmer.

Course	Schedule	Hours	Prerequisites
XFDC 20022 <b>Embalmer Work Experience</b>	Sections start every 2 months. Check <a href="#">MyMRU</a> for dates.	72 hours over 4 months	Verified Post-Admission Program Requirements  XFDC 20010 Restorative Art II XFDC 20013 Anatomy & Physiology XFDC 20018 Chemistry XFDC 20023 Embalming Practicum  <b>Pre/Co-requisite:</b> XFDC 20020 Microbiology



## 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.
- Funeral homes often have additional requirements for employees, which may include:
  - \* Non-Graduated Class 5 Driver's License
  - \* Driver's Abstract
  - \* Police Information Check
- Hours are to be primarily comprised of arterial injection embalming cases. A small percentage of hours can be documented for embalming related tasks such as cosmetic applications, dressing, casketing and cremation. Non-embalming related work does not qualify.

# 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 7 for submission instructions.

REQUIREMENTS CHECKLIST		
Medical Requirement	How to obtain	Expiry Timeline
<input type="checkbox"/> <b>Tetanus/Diphtheria/Pertussis vaccination series records</b> (3 documented doses required)	How to locate your immunization records: <ul style="list-style-type: none"> <li>If based in Alberta, access your records through <a href="http://myhealth.alberta.ca">myhealth.alberta.ca</a></li> <li>Contact your local health unit or your health care professional (a form filled out by your doctor is not accepted)</li> <li>Speak with your parents who may still have your childhood immunization records</li> </ul>	Last dose or booster of Td/dTap must have been within the last 10 years.
<input type="checkbox"/> <b>Hepatitis B vaccination series records</b> (3 documented doses required)	If any immunizations are outstanding, contact your physician or <a href="#">MRU Health Services</a> to book an appointment. Some vaccination series may take several months to complete.	n/a
<input type="checkbox"/> <b>Hepatitis B blood test lab report</b> Anti-HBs blood test required after hepatitis vaccination series to confirm immunity.	<ol style="list-style-type: none"> <li>Access your medical records to see if a positive (i.e., immune) Anti-HBs blood test is on file</li> <li>If not, make an appointment with your physician or MRU Health Services for a requisition               <ul style="list-style-type: none"> <li>If your result is immune / reactive / positive / &gt; 10 IU/L, obtain your records for submission</li> <li>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</li> </ul> </li> </ol> <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"/> <b>Country of Origin Declaration Form</b>	Fill out <a href="#">this form</a> and include it with your uploaded documentation.	n/a
Non-Medical Requirement	How to Obtain	Expiry Timeline
<input type="checkbox"/> <b>Standard (Intermediate) First Aid</b>	Your course must include an in-person component. Online-only courses are not accepted <a href="#">Approved training agencies in Alberta</a>	Valid until expiration on certificate
<input type="checkbox"/> <b>CPR Level C</b>		
<input type="checkbox"/> <b>Workplace Hazardous Materials Information System (WHMIS)</b>	We strongly recommend the online course <a href="#">WHMIS 2015 for Workers</a> 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 3 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 or practicum 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](http://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 practicum or 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 6) 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

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