

Lake Washington Institute of Technology
Funeral Service Education AAS
Admission Application Packet

INSTRUCTIONS

This document contains the application form for the [Funeral Service Education \(FSE\) AAS program](#).

Please allow adequate processing time for all documents and transcripts you need to submit to LWTech. In order to create a fair process, we will only consider application packets to be complete when they include all the necessary transcripts and other documents.

Note: You do not need to turn in transcripts from LWTECH.

You should download and print this application. To request disability accommodations in the application process, contact [Disability Support Services](#): (425) 739-8300; Fax: (425) 739-8275; dssinfo@lwtech.edu.

After the admissions staff and faculty have completed their review of your materials you will be contacted by the director of admissions to schedule an appointment to be added to the FSE waitlist.

If you have not been admitted to LWTECH please go to LWTech.edu/GetStarted and click on [Apply for Admissions Online](#) link to complete your admission to the college.

Application Packet Mailing Address

APPLICATION FOR ADMISSION – FSE ADMISSIONS
LAKE WASHINGTON INSTITUTE OF TECHNOLOGY
11605 132ND AVENUE NE
KIRKLAND, WA 98034-8506

Hand Deliver Application Packet to

Enrollment Services
W201
(Walk-up windows or Information Center)

**Materials must be in sealed envelope with the address above
and your name on the upper left corner**

PERSONAL INFORMATION

LWTEch Student ID#: _____

Last Name: _____ First Name: _____ Middle Initial: _____

Address (including apt #): _____ City: _____ State: _____ Zip: _____

Day Phone: _____ Evening Phone: _____

Student email address (s-firstname.lastname@LWTECH.edu) **All email from Admissions will be sent to your LWTEch email account. This includes notification of selection results:**

Other email address:

Previous Names:

1. _____ 2. _____

Name of Last High School Attended:

City & State:

Year Graduated or completed GED:

Check if you will be concurrently enrolled in the LWTEch High School Program:

REQUIRED PREREQUISITE COURSES

Each prerequisite course must have a grade of 2.0 (C) or higher.

All classes must be complete or in progress the quarter prior to starting the first quarter of Funeral Service Education Classes.

LWTEch Course Number/Title	College Name	Other College Number/Title	Term/Year	Credits	Grade
BIOL& 175 Human Biology with Lab					
ENGL& 101 English Composition					
BUS& 201 Business Law					
MATH& 107 Math in society					

REQUIRED ESSAY

Applicant must submit a one-page essay stating their (1) personal goals and (2) objectives for pursuing a career in Funeral Service; as well as a (3) descriptive meaning of Funeral Service.

MANDATORY CHECKLIST

- I have completed admissions to LWTECH and have a student number and student email.
- Complete page 2 personal information section
- Complete prerequisite table on page 2 and any co-requisites completed or in progress
- **All College transcripts for classes listed on Page 2 were directly sent by the former institution to Enrollment Services at LWTECH (address listed above in this packet) . International transcripts must be agency assessed.** Do not submit LTECH transcripts.**
- Information on completion of high school diploma or GED on page 3 and **official high school transcript or GED transcript was sent directly by the former institution to Enrollment Services at LWTECH (address listed above in this packet)****
- One-page essay response from page 2 prompts
- Read and sign professional standards statement on pages 4 – 6
- **Set up and access your LWTech Student Email** (if not a current LWTech student)
- This fully completed checklist (pages 2-6 are required in application packet)

****Transcripts brought in person by the student or mailed by the student will not be accepted.**

APPLICANT'S CERTIFICATION

I certify that all statements in this application are true to the best of my knowledge. I verify that all requirements indicated above have been completed and are included in my admissions packet. I have kept a copy of this application for my records.

Signature: _____ **Date:** _____

Lake Washington Institute of Technology does not discriminate on the basis of race or ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, disability, genetic information, or veteran status. Response or non-response to any of the questions listed as voluntary in this application will not affect your consideration for admission.

JURISDICTION 7.P.47 WAC 495D-121-320

The student conduct code shall apply to student conduct that occurs on or off campus and at or in connection with college sponsored activities. Students are responsible for their conduct from the time of application for admission through the actual receipt of a degree, even though conduct may occur before classes begin or after classes end, and during the academic year and during periods between terms of actual enrollment. These standards shall apply to a student's conduct even if the student withdraws from college while a disciplinary matter is pending. The college has sole discretion, on a case by case basis, to determine whether the student conduct code will be applied to conduct that occurs off-campus.

FUNERAL SERVICE EDUCATION, AAS PROGRAM OUTCOMES REQUIRED ABILITIES

Program Outcomes

1. To enlarge the background and knowledge of students about the funeral service profession
2. To educate students in every phase of funeral service and to help enable them to develop proficiency and skills necessary for the profession
3. To help students develop the proficiency and skills necessary to be responsible professionals
4. To educate students concerning the responsibilities of the funeral service profession to the community at large
5. To emphasize high standards of ethical conduct
6. To provide a curriculum at the post-secondary level of instruction
7. To encourage student and faculty research in the field of funeral service
8. To align with and meet the college global outcomes by infusing them throughout the Funeral Service education process, and
9. To be valued by employers for the high quality of its graduates
10. To be a funeral service education program that is highly esteemed by students, responsive to their needs, respectful of diversity, and a model of excellence in funeral service education
11. Become life-long learners

Required Abilities

This is a list of mental and physical abilities that are required for successful participation in the program and for continued success in the funeral service industry. Students with disabilities must demonstrate competency in the following areas with or without reasonable accommodations, as appropriate.

1. **Cognitive** and critical thinking abilities which are sufficient to make clinical judgments and meet laboratory objectives and requirements.
 - A. *Can* comprehend new knowledge and apply it in any area of funeral service practice.
 - B. *Can* effectively analyze situations and identify cause-effect relationships.
 - C. *Can* effectively organize material, solve problems, and make decisions.
2. **Interpersonal** abilities, which are sufficient to interact purposefully and effectively with others.
 - A. *Can* establish healthy rapport with individuals.

- B. *Can interchange ideas appropriately in a group setting.*
 - C. *Can convey sensitivity, respect, tact, and a mentally healthy attitude in interpersonal relationships.*
3. **Communication** abilities, which are sufficient to convey thoughts in verbal and written form so that they are understood by others.
- A. *Have sufficient English language abilities to understand printed and verbal instructions.*
 - B. *Have sufficient English language abilities to be understood in verbal and written communication.*
4. **Physical mobility**, which is sufficient to fulfill classroom, clinical and program objectives safely and effectively. Physical disabilities must not pose a threat to the safety of the student, faculty, or other students.
- A. *Can maintain balance in any position, move from room to room, and maneuver in small spaces.*
 - B. *Can flex/extend and/or abduct/adduct arm and leg muscles and rotate all major joints freely.*
5. **Strength** (gross motor skills) and endurance are sufficient to fulfill safely all clinical laboratory objectives and requirements.
- A. *Can work for six or more hours in a laboratory and/or funeral home setting.*
 - B. *Can position, lift and transfer dead human remains without injury to self or others.*
 - C. *Can push, pull or lift (with assistance from one other person) heavy objects such as caskets containing dead human remains.*

I certify, by my signature below, that I have read and understand the program outcomes and required abilities for the Lake Washington Institute of Technology Funeral Services Education program as listed above, and I believe to the best of my knowledge that I meet each of these standards with or without reasonable accommodation.

Signature: _____ Date: _____



LWTech.edu

FUNERAL SERVICE EDUCATION PROGRAM

VACCINATION DECLINATION FORM

All Students and faculty who have been identified as having potential exposure because of collateral job duties to blood or OPIM will be required to either (1) have the Hepatitis B vaccine or (2) Sign the Hepatitis B Declination Form.

- 1) Proof of the Hepatitis B vaccine must be provided prior to attending any hands on embalming or restorative art laboratory sessions. Proof will constitute immunization records showing the full cycle of the Hepatitis B vaccinations or submit a test result, from a physician, which shows the student or faculty to have sufficient immunity.
- 2) Faculty, staff, and students who decline the Hepatitis B vaccine will sign a declination form that uses the wording set forth by the OSHA Standards.
- 3) Faculty, staff, and students who initially decline the vaccine but who later wish to be vaccinated will be referred to their personal physician to secure the necessary vaccinations or provided a list of places to secure the vaccination, if they do not have a physician.

I, _____, understand due to my occupational/ educational exposure to blood or other potentially infectious materials I may be at risk of primarily acquiring hepatitis B virus (HBV) infection. I have been informed vaccination with the hepatitis B vaccine is a requirement to attend the FSE (251) Embalming I, FSE (261) Embalming II, (271) Embalming III, and (259) Restorative Art II courses. However, I decline hepatitis B vaccination at this time. 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 occupational/ educational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, Information will be provided to be as to how to secure this vaccination.

I further acknowledge, I was also advised to receive vaccinations for Tetanus and Hepatitis A and testing for Tuberculosis, as a precautionary measure. However, I also declined to have these immunizations also.

Under this waiver, I hold harmless Lake Washington Institute of Technology, the Funeral Service Faculty, and any Preceptor I may work with, in the event I contract any of the diseases for which an immunization was available; during my time as a student in the Funeral Service Education Program at Lake Washington Institute of Technology.

Signature of Student

Printed Name

Date

FSE Faculty Signature

Printed Name

Date

LDM[2018]



FUNERAL SERVICE EDUCATION PROGRAM CONFIDENTIALITY AGREEMENT

I, the undersigned, hereby agree not to divulge any information or records concerning any activities that occur within the Lake Washington Institute of Technology (LWTech) Funeral Service Education (FSE) Program or funeral establishment where I may serve as an Intern without proper authorization. I recognize that verbal or written discussions, photographs, or social media posts that detail information about a deceased person, LWTech FSE client/ family member, LWTech employees, and/or program/funeral home processes and procedures to unauthorized persons is forbidden and may be grounds for legal and or disciplinary action, including but not limited to removal from the Funeral Service Education Program.

During my attendance at Lake Washington Institute of Technology Funeral Service Education Program, I may have contact with confidential information required to complete the course work. I agree that all discussions, deliberations, records, and information generated or maintained in connection with these activities will not be disclosed to any unauthorized persons.

I recognize that unauthorized release of confidential information may result in civil/criminal liability and fines in addition to referral to the student conduct process at LWTech.

Executed this _____ day of _____, 20____ ,
at _____

Signature: _____

Printed Name _____

LAKE WASHINGTON INSTITUTE OF TECHNOLOGY FUNERAL SERVICE EDUCATION ACKNOWLEDGMENT OF RISK

Section 1 (Areas of Potential Risk)

Risks inherent in the funeral service education program include, but are not limited to:

- **Chemical Agents.** Students are required to work with **chemicals such as formaldehyde** which is **generally recognized to cause harm to humans, especially a developing fetus and may cause miscarriage or other injuries.** Pregnant individuals are strongly encouraged to consult with their primary care doctor before enrolling in embalming classes.
- **Biological Agents.** Students may come into contact with infectious bodies, blood, bodily fluids, and tissues. Students are may also be exposed to cuts and sticks from sharp objects and syringes.
- **Ergonomic Hazards.** Students may need to work in areas that require static positions over time and/or repetitive motion.
- **Ionising Radiation.** Students may be exposed to bodies with nuclear powered pace makers or radionuclides used for diagnosis and/or treatment.
- **Musculoskeletal Injury.** Students may need to lift/move bodies, lift/move heavy items, and maneuver bulky carts.
- **Mental Stress.** Students may need to interact with the bereaved family/friends of the deceased, will be exposed to bodies in varying degrees of preservation that died of diverse causes, and participate in discussions about death and dying.

Section 2 (Student Acknowledgement)

I acknowledge that there are certain risks inherent to training for the funeral service industry, including but not limited to those indicated in Section 1. I acknowledge that all risks cannot be prevented and I assume those risks beyond the control of LWTech staff. I represent that I am able, with or without accommodation, to participate in this program of study and do so voluntarily and am aware of the conditions described above.

I acknowledge that LWTech does not provide health and accident insurance for program participants and I agree to be financially responsible for any medical bills incurred as a result of emergency medical treatment. I will notify the program director in writing if I have medical conditions about which emergency medical personnel should be informed.

Student Name _____ SID _____

Signature _____ Date _____

Section 3 (General Information)

- To request disability accommodations for this program of study, please contact Disability Support Services by calling 425-739-8300 or going in person to West 207.
- Questions about your health and/or ability to proceed in this instructional program should be directed to your primary care physician.
- Students needing a medical withdraw or leave due to pregnancy, disability, or other issue should consult with the program director. LWTech has a flexible and generous medical leave policy.

**FUNERAL SERVICE EDUCATION PROGRAM
INFORMATION SURVEY – FOR ANNUAL REPORT**

Student Name _____ SID _____

For Statistical Information Only:

Which sex do you most identify yourself with: Male Female

Ethnicity: White Hispanic African American Native American
 Asian/Pacific Islander Other/Choose Not to Specify

Age:

Residence State:

Residence Country:

Personal EMAIL:

Previous Education:

High School: High School Graduate GED Other

College: 1 year 2 years 3 years
 Bachelor's Degree Master's Degree
 Other: _____

Did you previously attend another funeral service program? Yes No

If so, which one? _____

Family Members in Funeral Service (check all that apply):

None Parent Spouse Sibling Other: _____

Do you currently Work at a Funeral Home? Yes No

Did you work at a funeral home while enrolled in school? Yes No