



LAKE WASHINGTON
INSTITUTE OF TECHNOLOGY™

Funeral Service
Education

STUDENT HANDBOOK

2023-2024

Lake Washington Institute of Technology
11605 132nd Ave NE Kirkland, WA 98034

Purpose

This handbook is for students in the Funeral Service Education (FSE) AAS degree program. It provides the students with information about the program and the college. This guide, when used in conjunction with the Lake Washington Institute of Technology (LWTech) Catalog and Student Handbook, will be the primary source of information, guidelines, and policies to direct you while completing degree requirements.

"All FSE faculty are held to rigorous employment standards that include following both FSE professional ethics and State of WA requirements regardless of classroom modality."

Program Administration and Faculty

Lisa D. Meehan, M.Ed., CFSP (Dean of Instruction, Health Sciences/Program Director FSE)

Phone: 425-739-8155 (Direct Line)

425-739-8306 (FSE Office Line)

Office: East Building, E221S

Email: lisa.meehan@lwtech.edu

Todd Maxfield-Matsumoto, BA (Assistant Professor)

Phone: 425-739-8100 ext. 82003

Office: Allied Health Building, A109B

Email: todd.maxfield-matsum@lwtech.edu

Randi Cloud (Assistant Professor)

Phone: 425-739-8306

Email: Randi.cloud@lwtech.edu

Erin L. Wilcox, Ph.D. (Adjunct Faculty)

Phone: 425-739-8100 ext. 8385

Email: erin.wilcox@lwtech.edu

The LWTech Funeral Service Education Program supports and contributes to the college's efforts to end systemic racism and create a community of belonging. Unlawful racism and discrimination of any kind will be forwarded to the student conduct officer for review. In alignment with Funeral Service Professional ethics guidelines, students are expected to be mindful and respectful to ALL individuals that enter the classroom, lab, and online discussions.

Lake Washington Institute of Technology (LWTech) values equality of opportunity, human dignity, racial, cultural, and ethnic diversity both as an educational institution and as an employer. The college provides equal opportunity in education and employment and does not discriminate on the basis of race or ethnicity, creed, color, national origin, citizenship, sex, marital status, sexual orientation, gender identity, age, religion, disability, genetic information, or veteran status. The college complies with applicable laws prohibiting discrimination and harassment in employment, educational programs, and admissions, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and Amendments of 2008, Americans With Disabilities Act of 1990, the Age Discrimination Act and the state law against discrimination, chapter 49.60 RCW.

LWTech is an open enrollment college open to all persons 18 years or older or those with a High School diploma or equivalent. LWTech offers over 100 degree and certificate options in programs leading to direct employment and provides English language courses to ensure those with limited English language skills will be able to participate.

This document is available in alternative formats to individuals with disabilities; requests may be made via [LWTech.edu/reporting](https://www.lwtech.edu/reporting); TTD 711; or by email at student.services@lwtech.edu.

Inquiries regarding compliance procedures and complaints may be directed to the college's Affirmative Action Officer:

Meena Park
Vice President, Human Resources
Affirmative Action Officer/Title IX and Title II Coordinator
11605 132nd AVE NE
Kirkland, WA 98034
(425) 739-8212
Washington Relay (TRS) 711

You may also use our [online form to file Title IX complaints](#).

Program Description

The Funeral Service Education program at Lake Washington Institute of Technology is a two-year Associate of Applied Science Degree.

The Funeral Service Education Associate of Applied Science degree program at Lake Washington Institute of Technology is accredited by the [American Board of Funeral Service Education \(ABFSE\)](#), 992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097 (816) 233-3747. Web: abfse.org

National Board Examination pass rates, graduation rates, and employment rates for this and other ABFSE-accredited programs are available at www.abfse.org in the Directory of Accredited Programs. To request a printed copy of this program's rates, go to The Director of Funeral Service Education Office Room E221S, East Building, or by e-mail at lisa.meehan@lwtech.edu or by telephone at (425) 739-8155.

Program Mission

The mission of the Funeral Service Education AAS degree at Lake Washington Institute of Technology is 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 mission, the following are the Program's Learning Outcomes

- Explain the importance of funeral service professionals in developing relationships with the families and communities, they serve.
- Identify standards of ethical conduct in funeral service practice.
- Interpret how federal, state, and local laws apply to funeral service in order to ensure compliance.
- Apply principles of public health and safety in the handling and preparation of human remains.
- Demonstrate technical skills in embalming and restorative art that are necessary for the preparation and handling of human remains.
- Demonstrate skills required for conducting arrangement conferences, visitations, services, and ceremonies.
- Describe the requirements and procedures for burial, cremation, and other accepted forms of the final disposition of human remains.
- Describe methods to address the grief-related needs of the bereaved.
- Explain management skills associated with operating a funeral establishment.
- Demonstrate verbal and written communication skills and research skills needed for funeral service practice

Washington State Licensing Requirements:

18.39.035

Applicant for license as funeral director or embalmer—Eligibility.

(1) An applicant for a license as a funeral director shall be at least eighteen years of age and must have obtained an associate of arts degree in mortuary science or completed a course of not less than two years in an accredited college, and a one-year course of training under a licensed funeral director in this state. The applicant must also pass an examination in the funeral arts and an examination in the laws of this state pertaining to the handling, care, transportation, and disposition of human remains and the contents of this chapter.

(2) An applicant for a license as an embalmer must be at least eighteen years of age and have obtained an associate of arts degree in mortuary science or completed a course of instruction in an accredited mortuary science college program and other college courses that total sixty semester hours or ninety quarter hours, completed a two-year course of training under a licensed embalmer in this state, and have passed an examination in the funeral sciences and an examination in the laws of this state pertaining to the handling, care, transportation, and disposition of human remains, and the contents of this chapter.

[2005 c 365 § 3; 1996 c 217 § 1; 1981 c 43 § 3.]

18.39.045

College course requirements.

(1) The two-year college course required for funeral directors under this chapter shall consist of sixty semester or ninety quarter hours of instruction at a school, college, or university accredited by the Northwest Association of Schools and Colleges or other accrediting association approved by the board, with a minimum 2.0 grade point, or a grade of C or better, in each subject required by subsection (2) of this section.

(2) Credits shall include one course in psychology, one in mathematics, two courses in English composition, two courses in social science, and three courses selected from the following subjects: Behavioral sciences, public speaking, counseling, business administration and management, computer science, and first aid.

(3) This section does not apply to any person registered and in good standing as an apprentice funeral director or embalmer on or before January 1, 1982.

[2005 c 365 § 4; 1996 c 217 § 2; 1982 c 66 § 20; 1981 c 43 § 4.]

NOTES:

Effective dates—1982 c 66: See note following RCW 18.39.240.

308-48-142

Licensing examination.

(1) The board adopts the national examination and grading procedure of the International Conference of Funeral Service Examining Boards (ICFSEB).

(2) All applicants must pass a state law examination. In addition, applicants for funeral director licensing are required to pass an examination in funeral arts. Applicants for embalmer licensing must pass an examination in funeral sciences.

(3) Examination fees must be paid to and collected by the ICFSEB directly.

[Statutory Authority: RCW 18.39.050, 18.39.175, 43.24.086 and chapter 34.05 RCW. WSR 09-17-116, § 308-48-142, filed 8/18/09, effective 9/18/09.]

308-48-145

Approval of embalming schools and accrediting associations.

(1) The board adopts the standards of the American Board of Funeral Service Education, Inc., in approving courses of instruction in embalming schools, pursuant to RCW 18.39.035(2). The board approves all schools accredited by, and in good standing with, the American Board of Funeral Service Education, Inc.

(2) The board approves associations accrediting schools, colleges, or universities providing a two-year college course pursuant to RCW 18.39.045. The board approves of accrediting groups recognized by the Council for Higher Education Accreditation. The board adopts the standards of the Council for Higher Education Accreditation.

The board may approve other accrediting associations which meet the board's standards. It is the responsibility of an association to apply for approval and of an applicant to ascertain whether a school, college, or university has been accredited by an association approved by the board.

[Statutory Authority: RCW 18.39.175(4). WSR 02-19-019, § 308-48-145, filed 9/9/02, effective 10/10/02. Statutory Authority: RCW 18.39.175(4), 18.39.035(2) and 18.39.045. WSR 84-11-059 (Order PL 468), § 308-48-145, filed 5/18/84.]

Licensing Requirements in Other States

[nfda.org/careers/licensing-requirements](https://www.fda.org/careers/licensing-requirements)

theconferenceonline.org/licensing-requirements

Orientation

Online and one-campus students are required to attend a virtual Student Orientation that is held two weeks prior to the beginning of FSE course work. Students that do not attend this session will be dropped from courses. During this session, students will learn about learning resources available, safety, student policies, facilities, academic integrity, and student services.

Required Abilities for the FSE Program

This is a list of mental and physical abilities that are required for successful participation in the program and 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 a 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.

Academic Advising

Students majoring in Funeral Service Education (FSE) can seek academic advising from the faculty, Associate Dean of Funeral Service Education, and our college designated success navigator, LWTech.edu/WholsMyAdvisor within the student services area. Within a student's first quarter of admission into the FSE Program, they must meet with a success navigator to complete their academic plan. The FSE program curriculum requirements are outlined in the LWTech catalog. Courses offered each quarter will be published in the schedule. The quarterly schedule is available on the LWTech website. Registration can be conducted online or on campus. Students experiencing academic or financial difficulty or other problems during the quarter are encouraged to speak with a faculty member or seek assistance with the Financial Aid Department.

Progression Policy

All courses designated with **FSE** prefixes in the curriculum for Funeral Service Education are professional-technical courses and must be passed with a grade of 2.0 or better. **Students,**

who do not meet the 2.0-grade requirement, will be placed on Academic Probation for the quarter immediately following the unsatisfactory grade. If the student fails to pass subsequent FSE courses and their remaining academic core classes with a minimum of 2.0, the student may be **dismissed** from the FSE program.

Repeating a Course

Students who have failed to pass an FSE course with a grade of 2.0 or better and have met all the probation criteria, must retake the unsatisfactory FSE course during the next regularly scheduled offering of said course. Students may repeat a course only once for credit. The highest credits and grade points earned in either the original or the repeated course are used in GPA computations. If the need arises to repeat a course within the FSE Program, the student will not be allowed to register for subsequent courses; if the failed course is a prerequisite for those courses; unless the Instructor and Associate Dean give permission.

National Board Exam (NBE)

All students participate in a comprehensive review course in their final quarter of enrollment. Students must pass FSE 275 with a 75% or higher or repeat the course. The college will certify, register, and pay for the NBE for the student. The student is expected to take the exam within **six (6) weeks** of graduation. Should the student delay to take the exam within six (6) weeks of graduation they may forfeit their registration and payment to the International Conference of Funeral Service Examining Boards.

Please note the following:

Students must complete coursework within one- and one-half times the program length.

FSE-designated classes expire after three years. Students who leave the program and return after a gap of enrollment of more than two quarters will need to meet with the Associate Dean. Students returning to the program may need to repeat some or all FSE-designated classes to be eligible for course progression and/or graduation. The Associate Dean of the Funeral Service Education program will work individually with returning students to determine current skill levels by means of interview, demonstration of skill, and/or written exams to determine which courses must be repeated. Repeating classes may have an impact on financial aid eligibility and students are encouraged to talk with financial aid staff early in the re-enrollment process.

Equal Opportunity

Lake Washington Institute of Technology is committed to expanding awareness of our common humanity while recognizing the differences in our various backgrounds, belief systems, and lifestyles.

Lake Washington Institute of Technology values equality of opportunity, human dignity, racial, cultural, and ethnic diversity both as an educational institution and as an employer. The college provides equal opportunity in education and employment and 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. The college complies with applicable laws prohibiting discrimination and harassment in employment, educational programs, and admissions, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational

[Revised February 2023 LDM]

Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans With Disabilities Act of 1990, the Age Discrimination Act and the state law against discrimination, chapter 49.60 RCW.

Individuals requiring accommodations due to a disability should contact the Student Development Office.

Grading Policy

All FSE grading criteria shall be spelled out in the course syllabi and communicated with FSE students on the first day of class. The Instructor(s) may use the below percentage table to determine the letter grade students will receive for their work in an FSE course. However, the FSE Instructor(s) shall determine what percentage table to calculate grades and determine the letter grade students shall receive, the FSE Instructor is required to state this information on the course syllabi and inform students of the different percentage table used for that course(s).

POINTS	LETTER	Performance
4.0	A	Excellent performance
3.9-3.7	A-	
3.6-3.3	B+	
3.2-3.0	B	Above-average performance
2.9-2.7	B-	
2.6-2.3	C+	
2.2-2.0	C	Average performance
1.9-1.7	C-	
1.6-1.3	D+	
1.2-1.0	D	Minimum performance
0.9-0.7	D-	
0.0-0.6	F	Unsatisfactory performance

I-Incomplete

An incomplete grade may be given if the student is doing passing work, is unable to complete the requirements of the course during the quarter due to reasons beyond his/her control (accident, illness, death in the family, etc.), and can successfully complete requirements of the course with no additional instruction. Because of this, the student does not reregister for the course in a later quarter to remove the Incomplete within the deadline period.

When an Incomplete grade is given by an FSE instructor, a contract is filed with Enrollment Services stating the work necessary to remove the Incomplete, a date for completion, and the grade earned if not completed. Incomplete coursework must be completed by the required date

[Revised February 2023 LDM]

as established by the instructor (this date may be no later than the end of the subsequent quarter of enrollment). At the time of graduation, the Incomplete will be changed to a 0.0 or to the grade assigned on the contract.

NG-No Grade

NG means the course is “not graded” for any student taking the course. This applies, for example, to some non-credit courses. It would not appear on graded, credit courses. NG does not affect the GPA and does not earn credits. It does not indicate whether a student attended, just that the student enrolled.

Student Governance Opportunities

LWTech.edu/asg

The Associated Student Government (ASG) **[Executive Board officers](#)** at LWTech creates opportunities for student involvement, represents student issues to the **[LWTech administration](#)**, works to create a positive and inclusive student environment, and manages the services and activities budget that support many events and services for students. LWTech ASG Executive Board work impacts our campus in many ways. The mission of the ASG is to enhance the student experience by planning activities and providing representation to build a feeling of community. Being the voice of the associated student body is the ASG Executive Board's major responsibility. Every week, the team holds an open meeting where they review issues impacting the student body. **[Meeting minutes](#)** are made available from past meetings and are posted online. All students are invited to attend any open meeting. Meetings are scheduled in the **[East building, E128](#)**. Students are eligible to apply for a position on the ASG Executive Board. That process begins each spring quarter. All currently enrolled students taking six or more credits are eligible to apply. Look for more information in the spring quarter for your opportunity to participate. All positions are paid and considered employed status; they are not work-study positions.

Sigma Phi Sigma Professional Funeral Service Fraternity

Within the FSE program, all FSE students are allowed to become members of the Sigma Phi Sigma Mortuary Science Fraternity. Through Sigma Phi Sigma, FSE students will promote outreach efforts around the campus and the surrounding community. The President of the Sigma Phi Sigma Mortuary Science Fraternity shall be a member of the FSE advisory committee and attend scheduled meetings.

Department Expectations

This is a list of student expectations while in the program and applies to both on-campus and off-campus situations where specified. Violation of these terms may lead to a warning or dismissal from the program.

Funeral Service Oath

I do solemnly swear, by that which I hold most sacred:

That I shall be loyal to the Funeral Service Profession, and just and generous to its members,

That I shall lead my life and practice my art in uprightness and honor;

That into whatsoever house I shall enter, it shall be for the benefit and comfort of those bereaved;

That I shall not let the constant relationship and familiarity with death give me cause to yield to carelessness or to violate any obligation to society or to the dignity of my profession;

That I shall abstain from every voluntary act of misconduct and corruption;

That I shall obey the Civil Laws;

That I shall not divulge professional confidences;

And that I shall be faithful to those who have placed their trust in me.

While I continue to keep this oath unviolated, may it be granted to me to enjoy honor in my life and in my profession; and may I be respected by all people for all time.

CODE OF ETHICS

- As funeral directors, we herewith fully acknowledge our individual and collective obligations to the public, especially those we serve, and our mutual responsibilities for the benefit of the funeral service profession.
- To the public we pledge vigilant support of public health laws, proper legal regulations for the members of our profession; devotion to high moral and service standards; conduct befitting good citizens; honesty in all offerings of funeral service and in all business transactions.
- To those we serve we pledge confidential business and professional relationships; cooperation with customers of all religions and creeds; observance of all respect due the deceased; high standards of competence and dignity in the conduct of all service; truthful representation of all funeral offerings.
- To our profession we pledge support of high ethical standards and licensing laws; encouragement of scientific research; adherence to sound business practices; adoption of improved techniques; observance of legal standards of competition; maintenance of favorable personal relations.
- We subscribe to the principles in the Code of Ethics of the National Funeral Directors Association nfda.org/Portals/0/NFDAORG/About/codeconduct_2012.pdf and pledge our best efforts to make them effective.

Conduct:

Students should behave appropriately on or off campus. If a student is at an off-campus, school-affiliated event an FSE professor or designee must be present. Students will follow the guidelines and rules set forth by the program, professor, or designee. These guidelines will NOT be overruled by another party. Students in violation of the program code of ethics and conduct will be put on immediate probation. The student will remain on probation for the following

[Revised February 2023 LDM]

quarter that the offense occurred. If the student has a second violation, they may be dismissed from the program and/or referred to the student conduct officer.

Dress and Hygiene:

- A. Dress code – While performing embalming, restorative, cosmetizing, and casketing procedures, each student will wear the required personal protective equipment (PPEs). No jewelry will be worn during laboratory procedures. Specific dress may be required for guest speakers or field trips. Students will be advised of such dress code.
- B. Funeral service professionals must be aware of specific standards regarding appropriate attire, grooming, and manner. A first impression reflects on the department and the funeral home partners.
- C. You are to always adhere to the codes and expectations outlined in this handbook and the LWTech student handbook.

Class Atmosphere:

An atmosphere of mutual respect and a desire to learn is important for student success and satisfaction.

- A. Freedom of speech. Provided that student comments are related to the subject being discussed in class if comments are voiced thoughtfully, and if students allow other students to talk in class without talking over them, then free speech is a desirable and necessary part of a college class. Personal attacks, off-subject comments, and yelling or screaming, tend to disrupt the class, and may lead to student dismissal from class, and if repeated, may lead to dismissal from the program.
- B. Food and Drink. Students may have non-alcoholic beverages in class. Snacks are also acceptable, but if eating or drinking becomes a distraction, eating and drinking privileges will be suspended. Food and drink are NOT permitted in the embalming lab, when an outside speaker is addressing the class, or on a field trip, except when provided by the school, host, or during specified mealtime.

As students, you are expected to learn, practice, and follow the professional ethics and guidelines above. *Failure to do so can result in dismissal from the program.* As graduates, you will be held responsible, from both a moral and legal standpoint for adhering to the standards of professional conduct that you have been taught.

Transportation:

FSE students will be responsible for providing their own transportation to and from school, field trips, or other external engagements; unless otherwise expressed by the FSE Instructor(s).

Field Trips:

Field trips offer FSE students an opportunity to transfer classroom learning directly into the Funeral Service Profession. Field trip expenses are the student's responsibility and are considered a part of the cost of the FSE program. To drive other students on field trips, student drivers must have a valid Washington state driver's license and sufficient insurance coverage to meet Washington's insured motorist standards. Students under 18 years of age must have parent's permission to participate in field trips.

Communication:

If a student has a concern or frustration, the student should communicate with the faculty or Associate Dean as soon as possible. This prevents an escalation of the problem or the frustrations that may surround the problem.

Dangerous Activities

Students need to be careful around instruments and in the handling of human remains as this may endanger the individual or those in the vicinity.

- a. On campus – any activity that endangers other students in class or lab will lead to consequences ranging from reprimand to student dismissal based upon the level of danger posed. Students must be very diligent in lab and consider their safety and the safety of fellow students. Use of alcohol or drugs is almost certain to increase the chance of injury.
- b. During field trips or other external engagements, any activity that endangers other students, preceptors or employees while at Internship will lead to consequences ranging from reprimand to dismissal based on level of danger posed. Use of alcohol or drugs is almost certain to increase the chance of injury.

Embalming Lab

Clothing required in the embalming lab(s) while embalming, as follows:

- A. Impervious Gown to be worn over your clothes (scrubs are optional)
- B. Shoes must be waterproof. The shoes can be slip-on boots, or surgical rubber or vinyl clogs. The shoes must have slip resistant soles. The shoes may be any color.
- C. Impervious Gowns will be collected at the end of each laboratory session and laundered by the FSE students. Students are responsible for keeping their scrub suits and lab shoes clean and repaired.
- D. If observing an embalming, students will wear their embalming shoes and a clean lab coat.
- E. Additional requirements are mentioned in the syllabus for the embalming classes.
- F. Students are required to clean the embalming lab after each embalming and once each month. This requirement will include the refrigeration units, hall, receiving area, and display room.
- G. All applicable State and Federal Laws will be followed.
- H. Human remains will be handled with respect and professionalism. Failure to follow this protocol may result in dismissal from the program.

Immunizations

Students must submit documentation that they have successfully completed the following tests or immunizations prior to registering for FSE 251.

- A. Hepatitis B
- B. Tetanus
- C. Tuberculin test
- D. Should the student NOT wish to obtain the above immunizations, he or she must sign a statement which states complete understanding to the possible consequences
- E. These immunizations must be completed prior to working on or around human remains

Accident and Health Insurance

Students have various options for health or other insurance. Information included here is for convenience and is not a substitute for expert knowledge found in health insurance plans. LWTech encourages all students without insurance to review the options below and reach out to those resources. lwtech.edu/campus-life/wellness-resources/student-insurance-options.

FSE Online Testing Requirements

Online assessments may be proctored live over Teams by the course instructor, other faculty, or another qualified individual. The live proctoring over Teams will be in a group setting, so it is very important that students follow the requirements and set up instructions given on this page. Students in the FSE program are not only preparing for a national licensing exam, but they are also learning to care for people during one of the most difficult events in life and because of that exam security and integrity are taken seriously. There are a lot of rules when it comes to high-stakes exams but with a little practice, it will become second nature in no time.

The requirements or rules that apply to FSE online testing for all students in the program have been broken up into sections below, be sure to ask an instructor if you have any questions about testing online in the FSE program.

Exam Security

- Online exams are administered using Microsoft Teams by the course instructor or other qualified proctor. Exams are scheduled events because they are proctored live. Students are expected to attend the scheduled exam sessions.
 - *Tip: Check the course syllabus to find out the instructor's policy on alternative scheduling, missed, make-up, and late exams.*
- Students may not discuss the contents of any assessment (quizzes, tests, exams, midterm, final) with other students in the program. This is considered a form of academic dishonesty and may have consequences that include dismissal from the program.
- Assessments in the FSE program can be assumed to be closed book, closed note, and closed resource unless otherwise specified by the instructor.
- Dual screens are not permitted in the student testing setup.
- No talking during exams, this includes talking to one's self.
- No other people or pets may be in the room while a student is testing.
- Cell phones and other electronic devices are not allowed to be in the testing area.

Environment

- No background noise, for example, a television or radio.
- The testing area should be well lit
- The area should be free of general clutter
- The testing area must use a table, desk, counter, or another fixed working surface. Computers may not be held in the lap.

Attire

- No headphones, sunglasses or hats which cast a shadow over the face.
- Clothing suitable for an on-campus face-to-face meeting is required.

Behaviors

- Focus on the monitor during the exam.
- Hands should always remain visible during testing
- No talking during the proctored exam, this includes talking to yourself
- No eating, drinking, smoking/vaping during assessments
- No bathroom breaks, do not get up from your seat

Required Equipment and Program/App

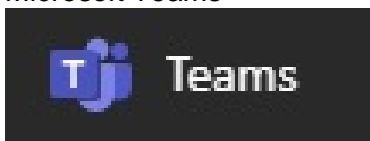
Required Equipment

- a stand-alone USB webcam with a microphone
- adjustable 60-inch tripod
- USB extension cable



Program/App

- Microsoft Teams



Setting Up Your Testing Area

1. Location - Select a location that is indoors in a walled environment. The area should be private, here pets and people can be kept out while you test.
2. Lighting - The testing area should be well lit.
3. Quiet - Your room must be free of background noise.
4. Workspace - Your computer must be placed on a stationary table or desk. A dual monitor setup is not permitted.
5. X Marks the Spot - Find a spot where the USB webcam can be set up to capture the testing area including the monitor, keyboard, work surface, and the test taker. Mark this spot for quick camera placement during proctored exam sessions.
6. Distraction-Free - Your workspace and the immediate area must be free from:

[Revised February 2023 LDM]

- Smoking/Vaping products, food, and drink
- Study resources, books, papers, notepads
- Personal items
- Electronic devices including cell phones and calculators

What To Expect During Testing

Getting Started

The Teams meeting for exam proctoring sessions will be recorded. Students will situate the USB webcam in such a way that the proctor can easily view the workspace, which includes the monitor, keyboard, and work surface including the space above, on each side, and below the desk or other testing area, and finally the student. Students who fail to find satisfactory camera placement within a reasonable timeframe may be removed from the proctoring session and counted absent for the exam. This can be avoided by following the steps for setting up your testing area as outlined in the previous section.

The proctor will then provide a password that allows test takers to access the exam. Test takers should answer each question to the best of their ability during the exam, holding questions or critiques until after the exam.

Test takers should complete and submit the exam, then sign out of Teams. The exam submission and Teams attendance activity are time-stamped, it is very important that test takers remain in the Teams session until the exam has been submitted. Students who submit the exam after exiting Teams may be given a 0 for the exam without the option to re-take the exam.

Proctor Duties

Proctors will walk test takers through getting started including their duty to ensure the testing environment and setup meets the FSE requirements. The proctor will record attendance via Teams.

The proctor may direct students during the exam to adjust behaviors in order to meet the testing requirements. The proctor, if not the course instructor, can recommend the course instructor reject an exam for a student who failed to meet the FSE Online Testing Requirements. The course instructor will schedule a one-on-one with the student about the exam in question. The instructor has the authority to keep the exam as originally submitted, provide an alternative exam if available, or accept the recommendation to reject the exam.

Proctors cannot answer questions about any of the content in the exam. Proctored exam sessions are utilized to ensure academic integrity. Students should never screen capture or take pictures of exams. This is set up to mock the testing environment for Funeral Service professionals in Washington and other states as closely as possible.

Post Exam Questions or Concerns

Proctors will walk test takers through getting started including their duty to record the 360-degree environment scan and the test taker in their testing environment for the duration of the exam. The proctor will also record attendance via Teams.

The proctor may direct students during the exam to adjust behaviors in order to meet the testing requirements. The proctor, if not the course instructor, can recommend the course instructor reject an exam for a student who failed to meet the FSE Online Testing Requirements. The

course instructor will schedule a one-on-one with the student about the exam in question. The instructor has the authority to keep the exam as originally submitted, provide an alternative exam if available, or accept the recommendation to reject the exam.

Proctors cannot answer questions about any of the content in the exam. Proctored exam sessions are utilized to ensure academic integrity. Students should never screen capture or take pictures of exams.

Post Exam Questions or Concerns

Resist any urge to discuss the exam with peers as this can lead to concerns about academic integrity. Students should instead email the course instructor about any specific exam-related questions or concerns. Students are never to capture screenshots or photos of exam content, the course instructor can review the exam with the student during a private meeting if necessary. Please allow an adequate amount of time for the instructor to reply, at least 24 hours Monday-Friday.

Academic Dishonesty

- A. Cheating includes any attempt to give or obtain unauthorized assistance relating to the completion of an academic assignment.
- B. Plagiarism includes taking and using as one's own, without proper attribution, the ideas, writings, or work of another person in completing an academic assignment. Prohibited conduct may also include the unauthorized submission for credit of academic work that has been submitted for credit in another course.
- C. Fabrication includes falsifying data, information, or citations in completing an academic assignment and includes providing false or deceptive information to an instructor concerning the completion of an assignment.

Any form of academic dishonesty or knowledge thereof will be reported to the Associate Dean of Funeral Service Education for potential investigation. If a student is found in violation of academic dishonesty expectations, academic sanctions may result up to and including:

- Failing grades on assignments,
- Failing grades in courses,
- Course grade changes,
- Dismissal from the FSE program, and/or
- Referral to the student conduct officer and/or the academic honor panel.

Grade Appeal and Change Procedures

Appeal Expectations and Conditions

A grade appeal only applies to the final course grade. The assignment of a grade is the sole right and responsibility of the instructor, reflecting his or her careful and deliberate judgment. Assigned grades are presumed to be correct. Students have the right to appeal a grade assigned in error or perceived as prejudiced, arbitrary, or capricious. In a grade appeal, the appropriate instructional division dean will meet only with the student and the instructor. No other advocate may be present. The student is responsible for knowing and initiating the grade appeal process; the burden of proof rests on the student. The student must file a grade appeal with the appropriate division dean as indicated below within the academic quarter following the quarter for which the grade was received. Documented extenuating circumstances (such as

medical complications or recall to military duty) may extend this timeline. Students needing assistance with the appeal process due to a disability or language barrier should contact the Director of Student Development before beginning the process.

Grade Appeal Process

Students are responsible for maintaining standards of academic progress and following course procedures established by their instructors. The purpose of the grade appeal is to recognize faculty authority in the grading process while protecting students from possibly erroneous, prejudiced, arbitrary, or capricious academic evaluation. All attempts to resolve grade disputes must originate between the student and the instructor.

1. The student must first meet with the instructor who assigned the grade. The instructor will explain the rationale for awarding the grade. The student is responsible for demonstrating grade error or that arbitrary or capricious assignment of the final course grade occurred.
 - a. If the student can provide evidence of multiple attempts to contact the instructor without a response, the student may bring that evidence to the Dean and request to skip step one.
2. If the result of the student's meeting with the instructor does not produce a satisfactory resolution of the student request, the student may appeal in writing
3. (including a rationale for the appeal, date of meeting with the faculty member, and all supporting documentation) to the appropriate division dean. If the grade appeal is due to academic dishonesty, the student may elect to follow this process or request review by the Honor Code Panel. If the appeal is being heard by the dean, he/she will:
 - a. Send the written student appeal to the faculty member requesting the faculty member's written response and documentation supporting the grade decision
 - b. Send the faculty member's written response and documentation to the student and inquire if this now resolves the situation:
 - i. If yes, the process ends
 - ii. If no, the dean follows steps c-f below
 - c. Meet with the student
 - d. Meet with the instructor
 - e. Review the course materials, any supporting documentation provided by the instructor and/or the student, and the grade assigned
 - f. Render a written decision (including a brief rationale) to deny, approve, or modify the appeal within 15 business days of the initial request for a grade appeal. (This timeline may be extended if all parties are informed in writing).

Full procedures and forms are available online lwtech.edu/about/policies-and-procedures/grade-appeal-and-change-procedures

The decision of the dean is final.

4. In the case of a grade appeal when the college no longer employs the course instructor or the instructor is unavailable for an extended period, the student may appeal in writing (including a rationale for the appeal) to the appropriate division dean. The dean will first attempt to contact and work with the instructor who is no longer employed or unavailable and follow the process in part two above. If the dean is unsuccessful, the dean will:

- a. Convene a two-person faculty reading committee to consider the appeal. To the extent possible, committee members will be members of the original instructor's program or department or have expertise in the appropriate field of study or a closely related field. The reading committee will:
 - i. Review course materials, including evaluation criteria, and the student's work
 - ii. Make a recommendation to the dean to deny, approve, or modify the appeal.
 - iii. Complete its work within 15 business days of the initial request for a grade appeal.
- b. Review the reading committee's work and render a written decision (including a brief rationale) to deny, approve, or modify the appeal within five business days (this timeline may be extended if all parties are informed in writing).

The decision of the dean is final.

Grade Change

After grades have been posted to the student transcript, they can only be changed for the following reasons: a) to correct an error in the calculation of the grade; b) to take into account additional work done to remove an Incomplete grade; c) as the result of a student grade appeal; or d) due to academic dishonesty.

A grade change form must be completed and submitted by the faculty of record for the class to the Enrollment Services before a grade change becomes official. Grade changes, not including grades under appeal, must be completed within one quarter following the end of the quarter that the class was officially scheduled. Incomplete grades must be made up no later than one quarter after the quarter in which the grade was given excluding summer. If the grade is not made up within this time period, the grade shall be a 0.0 (F) or a grade assigned by the instructor.

Academic Dishonesty Program Dismissal/Appeal and Final Grade Appeal

The decision to remove a student from any instructional program due to academic dishonesty, or the decision to take other non-disciplinary actions based on allegations of academic dishonesty, may be made by the dean (or associate dean if there is one overseeing the program). The notice of program dismissal or other non-disciplinary actions will be in writing, provided to the student within 2 business days of the decision, and will include:

1. Language from college or program-specific handbooks/procedures/policies stating the prohibited behavior and possible consequences.
2. A description of the incident and evidence used to make the decision.
3. A description of the decision including any time limits and referral to the student conduct process if applicable.
4. Rights of the student to appeal the decision and process to do so.

Student Appeal of Academic Dishonesty Program Dismissal or Final Grade

Students may appeal program dismissal, final grades, and/or other non-disciplinary action(s) related to academic dishonesty to the honor code panel. The student must submit a written appeal within 21 calendar days after the notice was served. The student's appeal should be delivered to the Vice President of Instruction and must include a rationale for the appeal.

Honor Code Panel

As needed, the Vice President of Instruction will convene an Honor Code Panel to hear student appeals of program dismissals, final grades, and other non-disciplinary actions due to academic dishonesty. The Panel will consist of:

1. Two (2) faculty who are not:
 - a. Instructors in the student's program of study, and
 - b. Current, previous, or (likely) future instructors of the student, and
 - c. Connected to the tenure committee (if applicable) of the faculty involved in the student's case
2. One (1) administrator

The appointed administrator will chair the Honor Code Panel and schedule a hearing within 15 business days after the college receives the student's appeal. The date and time of the hearing will be provided in writing to the student and the dean, associate dean, or faculty member (in the case of a grade appeal) at least seven (7) days in advance of the hearing.

The dean, associate dean, or faculty member, and the student must provide the Honor Code Panel chair with copies of all evidence that will be presented to the Honor Code Panel at least four (4) business days in advance of the hearing. The chair will provide copies of all materials to all parties and Panel members at least two (2) business days in advance of the hearing. The chair will advise the faculty members on the panel and assure the process is followed.

The Honor Code Panel will:

1. Review the evidence provided in advance.
2. Schedule a hearing to review arguments.
3. Hear any additional arguments the accused student may wish to present at the scheduled hearing.
4. Hear any additional arguments the dean, associate dean, or faculty member may wish to present at the scheduled hearing.
5. Make a determination whether to uphold or reverse the initial decision. In order to reverse a grade decision of a faculty member, the two faculty representatives on the panel must agree to do so unanimously.
6. Forward the recorded hearing, and its written findings, conclusions, and recommendation to the Vice President of Instruction. This must occur within seven (7) business days of the hearing.
7. Send a copy of the written findings, conclusions, and recommendation to the student, and the dean, associate dean, or faculty member. This must occur within seven (7) business days of the hearing.

The student, and the dean, associate dean, or faculty member may each submit a written response to the Vice President of Instruction within 10 days of the date the panel issues its recommendation. The Vice President of Instruction will review all materials and render a final decision within 15 business days.

The decision of the Vice President of Instruction is final.

If the allegation of academic dishonesty also results in disciplinary charges under the student conduct code, the Vice President of Instruction or designee will forward any final findings related to academic dishonesty to the student conduct officer.

Grievances and Appeals of College Actions

1. Students may appeal or grieve a college action (excluding grades, academic dishonesty, and student conduct decisions) by filing a written notice of appeal with the appropriate vice president or executive cabinet leader.
 - a. Appeals must be filed with twenty-one (21) days of notice of the college action. Documented extenuating circumstances (such as medical complications or recall to military duty) may extend this timeframe.
 - b. Failure to timely file a notice of appeal constitutes a waiver of the right to appeal and the college action shall be deemed final.
 - c. The grievance shall be filed with the Vice President of Instruction regarding academic actions, with the Vice President of Administrative Services for administrative and business service issues, and with the Vice President of Student Services for other student matters. Other executive cabinet leaders that may receive appeals include the Executive Director of Human Resources, the Director of Marketing and Communications, the Director of Institutional Research and Grants, and the Director of the Foundation.
2. The notice of appeal must include a brief statement explaining why the student is seeking review of the action.
3. The parties to an appeal shall be the student and the college employee who initiated the college action.
4. A student who timely appeals a college action has a right to a prompt, fair, and impartial review of the matter.
5. On appeal, the college bears the burden of establishing the evidentiary facts underlying the college action based on a preponderance of the evidence.
6. From the date of receipt of the appeal, the vice president or other executive cabinet leader has 15 business days to render a written decision to both parties. The brief written statement will minimally contain the reasons for the decision. This decision is final.
7. This procedure does not apply to:
 - a. Grade appeals which are described separately above.
 - b. Student Conduct decisions which are described separately below.
 - c. Academic dishonesty matters heard by the dean or honor code panel, as set forth above.
8. **[Please file your written grievance online.](#)**

Student Conduct Appeals

Students may appeal a disciplinary action by filing a written notice of appeal within twenty-one (21) days of service of the conduct decision. Failure to timely file a notice of appeal constitutes a waiver of the right to appeal and the student conduct officer's decision shall be deemed final.

Full procedures are available in the LWTech **[Student Handbook](#)**.

Equal Opportunity and Title IX Complaints

Students should direct complaints to the college's [Affirmative Action Officer/Title IX Coordinator](#).

Academic Success

A grade of 2.0 or better is required in every FSE and Academic Core class.

Academic Resources—The College offers many services for academic success. The following is a list of academic success resources available to all students:

eLearning – Canvas Support

The Office of eLearning is here to help with Canvas-related questions and issues. The best way to get help with Canvas is to use the Canvas Help link in the left-hand, blue menu any time you are logged into Canvas. Click on the “Get help with Canvas” option when you are on the page where you are having trouble. You can also **email eLearning** (eLearning@LWTech.edu) for support.

Counseling Services

LWTech offers free short-term counseling services (3-5 sessions) to all students as well as mental health resources on the Counseling Services **website** (LWTech.edu/Counseling).

Counseling is offered via phone and Zoom. To schedule a counseling appointment, please email Counseling@lwtech.edu from your student email address and include your availability, phone number, and preference for a zoom or phone appointment.

If you or someone you know is in crisis, please call the 24-Hour Crisis Clinic hotline at 866-427-4747, TTY: 206-461-3610.

If you or someone you know is in crisis, please call the 24-Hour Crisis Clinic hotline at 866-427-4747, TTY: 206-461-3610.

Disability Support Services

If you have a physical, psychological, medical, or learning disability that may impact your course work, you may request accommodations and apply for services through [**DSS Online**](http://DSS Online (cascade.accessiblelearning.com/LWTech/ApplicationStudent.aspx)) (cascade.accessiblelearning.com/LWTech/ApplicationStudent.aspx).

After you provide documentation of a disability, the office will coordinate directly with your faculty to ensure you are given reasonable accommodations to support your success. All information and documentation is confidential. You can reach DSS by phone at 425-739-8300 or by email (dssInfo@LWTech.edu). For additional information please refer to LWTech.edu/dss.

Financial Assistance: Financial Aid and Workforce Development

Financial assistance is available for students for tuition, living expenses, and emergency needs through the [Financial Aid Office](http://LWTech.edu/Financial-Aid/) (LWTech.edu/Financial-Aid/). Contact Financial Aid by phone at 425-739-8106 or by **email** (FinancialAid@LWTech.edu). Scholarships are also available twice yearly through the LWTech Foundation. Information about [scholarships](#) can be found on the LWTech Foundation webpage (LWTech.edu/About/Foundation/Scholarships/).

Additional funding for tuition, books and supplies, testing fees, and childcare may be available to eligible students from Workforce Development (WFD). To see if you qualify for WFD funding

and to sign up for an orientation, take the survey at [LWTech.edu/wfd](https://www.lwtech.edu/wfd) or contact us via email (wfd@LWTech.edu) or phone at 425-739-8339.

Paying for College

There are many options that exist when it comes to paying for college. Scholarships, grants, financial aid are just some of the options. You can find links and resources available to current and prospective students for paying for tuition, fees, books, supplies, and more at [LWTech.edu/PayingForCollege](https://www.lwtech.edu/PayingForCollege)

Food and Shelter

If you face challenges in securing your food or housing, I encourage you to contact Crystal.Mckeag@LWTech.edu, (425) 739-8100 x8474 in our student services department for support.

Supplemental Instruction

Supplemental Instruction provides students with additional learning opportunities related to course content. Study sessions are hosted online. If you would like to be added to the Canvas site for one of the following subjects, contact Sally Heilstedt via email (Sally.Heilstedt@LWTech.edu).

- Writing
- Math
- Computing and Software Development (CSD)

Look for emails from Sally Heilstedt about support with other subjects as the sites become available.

Tutoring

Contact [The Learning Lab](https://www.lwtech.edu/TheLearningLab) (TheLearningLab@LWTech.edu) for information about tutoring services.

Library

[LWTech.edu/Library](https://www.lwtech.edu/Library)

Librarians are available to help individual students with any part of research, including determining a topic and information need, finding and accessing sources, evaluating information, and citation. Please email Library@LWTech.edu with your requests. If you know which librarian your class is working with, you can contact them directly.

- Sue Wozniak, Sue.Wozniak@LWTech.edu
- Greg Bem, Greg.Bem@LWTech.edu
- Katherine Kelley, Katherine.Kelley@LWTech.edu

Bookstore

[LWTech.edu/Bookstore](https://www.lwtech.edu/Bookstore)

Disclosures

Criminal Background

A student's future in the program and in the funeral service industry may be negatively impacted if the student has been convicted of a crime, including DUI. To receive an intern license, apprentice license, embalmer, or funeral director's license, the state board to which the student is applying may conduct a criminal background check. Previous convictions may result in a denial of license by the state board. If the state denies an intern license, then the student will not be able to complete the requirements of the program, and therefore would not be able to earn the degree.

Additionally, a valid driver's license is required by most funeral homes for employment or internship.

Graduation

In addition to successfully passing required FSE courses, students must take the National Board Examination as written by the International Conference of Funeral Service Examining Boards in order to complete the Funeral Service Education degree from Lake Washington Institute of Technology. Students must apply to graduate by completing the Application for Degree or Certificate form and submitting it to Enrollment Services for evaluation. Registering for the commencement ceremony is a separate process than applying to graduate. Commencement is coordinated through Student Programs.

LWTech Student Handbook

Funeral Service Education Program students are expected to have read the LWTech student handbook and will be held to the standards therein.

Distance Learning Track

The distance learning courses in the Associates of Applied Science in Funeral Service degree are delivered to a web browser that can be accessed anytime, anyplace. The courses are directed learning processes comprising educational information (articles, videos, images and web links), communication (messaging, discussion forums) and different methods of assessment. Students submit assignments through Canvas Learning Management System by posting on discussion forums and submitting tasks through applicable links. Courses are not delivered at a specific time or a specific date but are accessed on the students' schedule. However, there are deadlines when certain tasks must be completed. The FSE online testing policy outlined in this handbook page 15 will be required, no exception. Online learning can be more convenient, but it is NOT easier! Taking courses online means being self-disciplined and possess exceptional time management skills for your learning. With the freedom and flexibility of online courses comes responsibility.

Is online learning for you?

sbctc.edu/becoming-a-student/right-degree-you/is-online-learning-for-me

Completion requirements for the online track

- Complete Canvas Student Orientation lwtech.instructure.com/courses/825671

Off-site Embalming Policies and Procedures and Site Requirements

Washington State students will be required to have their internship license before being approved to be on-site for course work credit.

dol.wa.gov/forms/653004.pdf

app.leg.wa.gov/rcw/default.aspx?cite=18.235.130 (must read this!)

Additional Online Program Information and Requirements

- Students should not be enrolled in these courses unless they are self-motivated, hard-working, and have sufficient computer skills (formatting, editing, uploading, downloading, navigating, etc.) and convenient daily access to a personal computer with a reliable internet connection.
- Students must attend a virtual mandatory orientation before the first day of the quarter. If individuals miss this orientation date, they will be dropped from FSE courses.

Embalming and Restorative Art Labs

- Embalming cases may be completed with an approved sponsored funeral home or the LWTech embalming lab.
 - Embalming courses FSE 251, FSE 261, and FSE 271 will be completed at an off-site facility where the student has been accepted to complete embalming cases under a licensed preceptor.
 - The FSE program has many affiliation agreements with funeral homes across Washington State, however, It is not the college's responsibility to place students at a funeral establishment.

- An FSE faculty member must inspect the Clinical site, and the preceptor must be trained before clinical hours may be documented.
- Students must have their embalming internship license through the state of Washington before FSE 251.
- Program Lab Completion Requirements:
 - Student Must Complete an embalming certification in front of a qualified faculty member
- Restorative Art and Embalming Competencies:
 - Student Must Complete a One Week On-Campus in the third week of the student's final quarter in the program. The student can expect to be on campus Monday through Friday, 9 AM to 4 PM. This week, students will participate in a Restorative Art Lab, Embalm, in front of a qualified faculty member and complete the NBE comprehensive practice exam.

Students are responsible for travel, including food/lodging.

Sigma Phi Sigma Professional Funeral Service Fraternity

Online students have the opportunity to participate virtually.

Within the FSE program, all FSE students are allowed to become members of the Sigma Phi Sigma Mortuary Science Fraternity. Through Sigma Phi Sigma, FSE students will promote outreach efforts around the campus and the surrounding community. The President of the Sigma Phi Sigma Mortuary Science Fraternity shall be a member of the FSE advisory committee and attend scheduled meetings.

Changing Modality of Course Delivery

Students may request to transfer between the online program and the on-campus program. Transfers may only occur at the conclusion of a quarter. Requests are considered on an individual basis and must be approved by the program director.

Attendance and Participation Expectations for the Online Learning Track

The Funeral Service Program's attendance policy is designed to foster student success and model workplace requirements; therefore, students are expected to complete all assignments within the course's time frame. The curriculum at LWTech is rigorous and diverse. Preparation and regular participation are key to academic success.

- The Program's faculty require weekly academically related activities in each class. Students are recorded as "in attendance" when participating in each activity. Please note that simply logging into the class WILL NOT count as attendance. A student must complete the academic activity assigned by the instructor.
- If a student does not participate in a weekly activity, the faculty member records the students absent.
- If a student is absent for two consecutive weeks, the student will receive an email and/or a phone call from their instructor.

- If the student has a legitimate, documented excuse for being absent (e.g., illness, hospitalization, death in the family, etc.), the student is expected to contact the faculty member immediately to arrange to complete any delinquent assignments.
- If a student cannot be contacted by his/her instructor or academic advisor (or does not return emails or phone call messages), the faculty will consider the last date of attendance to be the last week of a submitted assignment before the first week of absence. Absences and failure to submit assignments and take all required assessments as required may result in the failure and or withdrawal of the student from the class.
- If a student wishes to withdraw from a course, the student must request a withdrawal from his/her advisor. Verified extended absences due to military obligations, court appearances or extended illness will be given special consideration. Students should notify their instructor of their upcoming absence and provide the necessary documentation if they know in advance.

DON'T PROCRASTINATE

One of the biggest challenging of online learning is waiting until the last minute to complete course work or exams. Most students selecting online instruction have busy schedules with many unexpected interruptions. PLAN AHEAD. WORK AHEAD. Allow time in your schedule for problems. Students may submit assignments BEFORE they are due. If students anticipate or experience any problems, they should contact their instructor immediately and discuss their concerns.

Funeral Service Education Courses

Program Prerequisites

Course	Course Number	Course Name	Credits	Prerequisites	Quarter
BIOL&	175	Human Biology	5	ENGL 093 and MATH 087 or ABED 040 or equivalent testing	ALL
ENGL&	101	English Composition I	5	ENGL 099 or equivalent testing	ALL
MATH&	107	Math in Society	5	MATH 098, or MATH 099 or Equiv testing	ALL

Total Credits 15

Fall Quarter 1

Course	Course Number	Course Name	Credits	Prerequisites	Quarter
FSE	101	Introduction to Funeral Service	3	ENGL& 101, BIOL& 175, MATH& 107	F
FSE	130	Funeral Service Sociology and Psychology	4	ENGL& 101, BIOL& 175, MATH& 107	F
FSE	103	Funeral Service Anatomy	5	BIOL&175, ENG&101, MATH&107	F
BUS&	201	Business Law	5	ENGL 099 or equivalent testing	F

Total Credits 17

Winter Quarter 2

Course	Course Number	Course Name	Credits	Prerequisites	Quarter
FSE	140	Funeral Directing	4	FSE 101, FSE 130	W
FSE	255	Embalming Chemistry	3	FSE 105 and BIOL& 175	W
FSE	251	Embalming I with Lab	3	FSE 101 and BIOL& 175	W
FSE	141	Funeral Service Ethics	3	ENGL 101, BIOL&175, MATH& 107 and BUS& 201	W

Total Credits 12

Spring Quarter 3

Course	Course Number	Course Name	Credits	Prerequisites	Quarter
BUSA	180	Small Business Management	5	ABED046orENGL093 ABED040orMATH087	Sp
FSE	274	Funeral Service Pathology	3	BIOL&175, FSE 251	SP
FSE	148	Funeral Service Compliance (LAW)	3	BUS& 201, FSE 140	Sp
FSE	258	Restorative Art and Lab I	3	BIOL& 175, FSE 140	Sp

Total Credits 16

Summer Quarter 4

Course	Course Number	Course Name	Credits	Prerequisites	Quarter
CMST&	220	Introduction to Public Speaking	5	ABED045 or 046	ALL
PSYC&	200	Lifespan Psychology	5	ABED 045 or 046	ALL
ACCT	111	Introduction to Accounting	5	MATH 087 or ABED 040, ENGL 093	ALL

Total Credits 15

Fall Quarter 5

Course	Course Number	Course Name	Credits	Prerequisites	Quarter
FSE	250	Funeral Service Management and Merchandising	4	ACCT 111, BUSA180, BUS& 201, FSE 101, FSE 130, FSE 140	F
FSE	256	Funeral Service Options	3	FSE 101, FSE 130, FSE 141	F
FSE	259	Restorative Art II and Lab	3	FSE 258	F
FSE	261	Embalming II with Lab	3	FSE 251, FSE 255	F

Total Credits 13

Fall Quarter 5

Course	Course Number	Course Name	Credits	Prerequisites	Quarter
FSE	262	Funeral Service Microbiology	4	FSE 251	W
FSE	271	Embalming III (Laboratory)	3	FSE 261	W
FSE	275	Comprehensive Review	3	Instructor permission	W
FSE	296	Funeral Service Internship	3	FSE 101, FSE 130, FSE 140, BUSA 180	W

Total Credits 13

Program Total Credits 99

Course Descriptions

FSE 101 Introduction to Funeral Service 3 credits

A survey of the history of funeral service with emphasis on the individuals, events, and forces that have influenced contemporary funeral principles and practices as well as the progression of associations and education within funeral service.

FSE 103 Funeral Service Anatomy 5 credits

The study of the human body with emphasis on those systems providing the foundation for embalming, pathology, public health and restorative art.

FSE 130 Funeral Service Sociology & Psychology 4 credits

This course is a survey of the basic principles of sociology relate to Funeral Service. The items stressed are family structures, social structures, and other factors as it relates to funeral practices and to understand how the basic principles of psychology and counseling related to Funeral Service. Especially stressed are grief, bereavement, mourning, aftercare and crisis intervention as it relates to a funeral practitioner.

FSE 141 Funeral Service Ethics 2 credits

Survey of Professional ethics and their relation to funeral service. Proper training in ethics increases awareness of the need to build trust and rapport. This knowledge will help funeral practitioners do what is proper and in the best interest of those they serve while maintaining the public trust.

FSE 148 Funeral Service Law & Compliance 3 credits

The subject area guidelines for Funeral Service Law are designed to introduce the student to rights, duties, and responsibilities of the funeral service practitioner and funeral establishment; including but not limited to: state and federal laws and regulations pertaining to funeral service including preneed; torts involving the dead human body and the funeral service practitioner; wills, estates, probate and related matters; cemeteries, crematories and issues related to final disposition; sources of law; the legal status of the dead human body; the duty of burial, right to control funeral arrangements and final disposition and liability for funeral expenses; and the legal aspects of being licensed to practice in funeral service (funeral director, embalmer, etc.).

FSE 250 Funeral Service Management and Merchandising 4 credits

This curriculum guide is a broad overview of the basic principles of Funeral Service Management. General management theory is applied to funeral service practice with a focus on concepts, functions, and areas of management. In addition, trends in funeral service and disaster preparedness are explored. The curriculum guideline for Funeral Merchandising is designed to introduce the funeral service student to the basics of merchandising as they apply to the funeral profession. Funeral providers as defined by the FTC in 1984 offer both service and merchandise. This outline considers both service and merchandise as the products provided by funeral service practitioners. The curriculum is divided into two main sections. The first covers construction and features of caskets, outer burial containers, and other funeral and cemetery products. The second section of the curriculum guideline examines methods of purchasing, pricing, display, and sale of funeral and cemetery merchandise as well as funeral and cemetery services

FSE 251 Embalming I 3 credits

This course includes the study of the phenomenon of death in the human body, government regulations applicable to the embalming process, embalming analysis, reports, and instrumentation.

FSE 255 Embalming Chemistry 3 credits

This is a survey of the basic principles of chemistry as they relate to funeral service. Emphasis is on the chemical principles and precautions involved in the preservation and disinfection of the dead human body.

FSE 256 Funeral Service Options 3 credits

This course focuses on the basic duties, responsibilities, and expectations of those practicing funeral service. This includes notification of death, transfer of remains, conduct of the arrangement conference, prefunded/preplanned funerals, religious practices, fraternal funerals and military honors, shipment of remains, cremation, aftercare and regulatory and legislative compliance.

FSE 258 Restorative Art and Lab I 3 credits

This course is a survey of the basic principles of restorative art as they relate to funeral service. The lecture will be accompanied by a two-hour weekly lab. Especially stressed are the techniques and importance of creating an acceptable physical appearance of the deceased for the benefit of the surviving family members. This course will have a lecture and hands-on laboratory component.

FSE 259 Restorative Art and Lab II 3 credits

This course is designed to expand upon the components of the restorative process learned in FSE 258 Restorative Art I. Emphasis will be placed upon the facial and hand reconstruction of the deceased. Students will work in small groups in the laboratory setting for a comprehensive hands-on experience.

FSE 261 Embalming II and Lab 3 credits

This course is a survey of the process of chemically treating human remains to reduce the presence and growth of microorganisms to temporarily inhibit organic decomposition, and to restore an acceptable physical appearance. The subject includes the study of death of the human body, government regulations applicable to the embalming process, embalming analysis and reports, instrumentation, and various conditions encountered with human remains. This course will have a lecture and hands-on laboratory component.

FSE 262 Funeral Service Microbiology 4 credits

This course covers the basic principles of microbiology. It relates these principles to Funeral Service Education especially as they pertain to sanitation, disinfection, public health, and embalming practice. The development and use of personal, professional and community hygiene and sanitation are discussed.

FSE 271 Embalming III Lab 3 credits

This class is a continuation of FSE 251 and FSE 261. The subject includes the study of the phenomenon of death in the human body, government regulations applicable to the embalming process, embalming analysis and reports, and instrumentation. The subject examines procedures and treatments for handling and embalming difficulties encountered due to disease and pathological changes, autopsied and procurement cases, organ and tissue donation cases, and various conditions encountered in the dead human body. This course will have a hands-on laboratory component.

FSE 274 Funeral Service Pathology 3 credits

The study of disease processes and their impact on the human body, with emphasis on those conditions which relate to or affect the handling of human remains.

FSE 275 Comprehensive Review 3 credits

This course reviews all subjects that will be tested on the National Board Examination (NBE). The NBE is the nationally recognized standard for FSE graduates. This course is taken during the student's last quarter.

FSE 296 Academic Internship 3 credits

Preparation for a funeral service career is facilitated with on-site observation and participation. Instruction in equipment use, procedures, and functions in the daily operation of a funeral home occurs in affiliated clinical sites.

Student Signature

I, _____ have read the Lake Washington Institute of Technology Funeral Service Education Student Handbook and understand the contents. I agree to abide with the policies of the FSE Handbook and the LWTech Handbook.

Student's Signature and ID#

Date Signed

**Lake Washington Institute of
Technology
Funeral Service Education**



**Exposure Control Plan:
Bloodborne Pathogens and
Formaldehyde**

Scope and Application

In accordance with the OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030 ; [WAC, 296-823 Bloodborne Pathogen Rule](#) and the OSHA Formaldehyde Exposure Standard, 29 CFR 1910.1048; [WAC, 296-856 Safety Standards for Formaldehyde](#), the following Exposure Control Plan has been developed for:

Facility Name: Lake Washington Institute of Technology

Program: Funeral Service Education

Date of Revision: June 30, 2022

The purpose of the LWTech FSE Exposure Control Plan (ECP) is to eliminate or minimize the risk of occupational/ academic exposure to Blood or Other Potentially Infectious Materials (OPIM) and formaldehyde for our designated faculty, staff, and students.

Program Administration

The Program Director of Funeral Service Education, is the ECP plan administrator and it is their responsibility to maintain, and implement this ECP. The ECP must be annually or whenever necessary due to new or adapted tasks and procedures, be reviewed and updated to reflect any changes.

Phone (425) 739-8155

It is the responsibility of the program administrator to:

- Direct students where to acquire their personal protective equipment (PPE)
- Maintain all required personal protective equipment (PPE), labels and waste bags as required by the standard.
- Ensure there are adequate supply levels of the aforementioned equipment
- Ensure all required medical actions are executed and maintaining all student health and OSHA records
- Make the ECP available to all students, faculty, and administration, OSHA representatives and ensure that all training and associated documentation is also available.
- Annually review and update the program to ensure effectiveness

All students and faculty that have occupational exposure to formaldehyde, blood and other potentially infectious materials (OPIM) must always follow the procedures and work practices specified in the ECP.

[Revised February 2023 LDM]

The students and faculty who are covered by the OSHA bloodborne pathogens and formaldehyde standards will receive an explanation of the ECP during their first training and their annual refresher training. For students this shall be as follows: 1) first training shall take place during the first class period of Embalming I (FSE 251) and 2) annual refresher training shall take place during their last class period of Embalming III (FSE 271). For faculty, the ECP training shall take place as follows: 1) their first training shall take place within the first week of their initial hiring and 2) their refresher training shall take place on or around the annual anniversary date of their initial hire. Students and faculty can view the ECP at any time by contacting the program administrator. A personal copy for those who request it, can be supplied free of charge to students and faculty within 15 days of the request.

Exposure Determination

All FSE students engaging in laboratory practices for either Embalming I (FSE 251), Embalming II (FSE 261), Embalming III (FSE 271), Restorative Art I (FSE 258), or Restorative Art II (FSE 259) and all instructional faculty, whether full-time or part-time shall be deemed to have exposure to bloodborne pathogens and formaldehyde chemicals.

Tasks/Procedures that may lead to exposure:

- Engaging in the acts of embalming or restoration techniques
- Decontamination of Equipment and Preparation Room
- Cleanup of Blood and OPIM

Methods of Implementation and Control

Our Regulated Waste Vendor information is as follows:

Generator:

Lake Washington Institute of Technology EPA# WS43
Account # 6098819-001-00A002X
11605 132nd AVE NE
Allied Health Bldg.
Kirkland, WA 98034-8505

Transporter:

Stericycle, Inc.
20320 80th Ave South
Kent, WA 98032
(866) 783-7422

Universal Precautions:

Students and faculty must exercise universal precautions. Regardless of what the student or faculty thinks, all blood and other potentially infectious materials (OPMI) will be handled as if it were infectious.

Personal Protection Equipment:

All personal protective equipment (PPE) used in the FSE Program will be supplied or available for purchase at the campus bookstore. PPE available will be adequate to protect from exposure to formaldehyde, blood or OPIM. The PPE will be considered appropriate only if it does not

[Revised February 2023 LDM]

permit blood or OPIM to pass through or reach the student's or faculty's clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time that the protective equipment will be used.

Appropriate PPE and Related Tasks:

Personal Protective Equipment	Task
Gloves	Embalming or restoration procedures, simple first aid administration, and controlled spill clean-up
Protective Eye Wear (with Solid Side shields) <ul style="list-style-type: none"> • Masks • Gowns • Hair cover • Shoe covers 	If Chance of splashing, spurting, spraying, splattering or Generation of Blood Droplets or OPIM
Puncture Proof & Leak Proof Containers	Disposal of Contaminated Sharps
EPA Approved Germicidal Agent	Blood and OPIM Clean-up
Hand Washing	After Every encounter with Blood and OPIM
Labeling & Bagging of Contaminated Waste	Disposal of Blood & OPIM contaminated materials (PPE, sheets, clothing of deceased, etc.)

All contaminated PPE and/or contaminated personal clothing will be removed immediately or as soon as feasible after contamination. The contaminated items will be placed in a red biohazard bag. A separate red biohazard bag will be used if personal clothing is contaminated and the Faculty member will label whether the contents are for laundry or for disposal. No one is to take contaminated clothing home. All contaminated material for disposal or laundering will be picked-up by our contracted biohazard waste vendor, Stericycle, Inc.; unless otherwise specified elsewhere in this plan. Biohazard bags will be appropriately labeled and the FSE Department will schedule for Stericycle, Inc. to pick-up these items.

Gloves are required to be worn every time it is reasonably anticipated that a designated faculty, staff, and students will have hand contact with formaldehyde, blood or OPIM. Gloves will be available in the Embalming Preparation Room. All gloves used at LWTech are disposable and are not to be washed or decontaminated for re-use. Gloves are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.

Masks in combination with eye protection devices, such as goggles or glasses with solid side shields, or chin length face shields, are required to be worn whenever splashing, spraying, splattering, or droplets of formaldehyde, blood or OPIM may be generated and eye, nose, or mouth contamination can reasonably be anticipated.

Protective Gowns are required to be worn anytime it is reasonably anticipated that students and faculty will have extensive contact with formaldehyde products, blood or OPIM which may come in contact with non-intact skin, other than hands and personal clothing.

Hazardous Waste:

- 1) Red Biohazard bags are available for disposal of contaminated waste. These bags must be purchased through Stericycle, Inc., the FSE Program hazardous waste Company of record. The Red Biohazard bags must be replaced once they are full. The FSE Program is on a schedule for biohazard waste pick up with Stericycle, Inc.
- 2) Sharps Containers are available for disposal of contaminated sharps. The container will be inspected at least monthly by the FSE Associate Dean or faculty member. These containers will be replaced once they are full. No container will be allowed to exceed the full level. The FSE Associate Dean will be responsible for disposing contaminated sharps in an appropriate manner and replace the sharps container when full on an incident by incident basis.

Our biohazard waste will be disposed of in accordance with regulated waste regulations by our biohazard waste vendor. If an emergency pick up, outside of our regular scheduled time, of biohazard waste needs to take place, the FSE Associate Dean will contact Stericycle, Inc. to schedule the extra pick-up.

Only those persons properly trained to recognize the hazards of formaldehyde can remove contaminated material from the laboratory or storage areas for the purpose of cleaning, laundering, or disposal. No students or faculty will be allowed to take home any equipment or clothing that may be contaminated with formaldehyde.

Direct Contact with formaldehyde, blood or other potentially infectious materials:

If a student or instructor incurs an exposure to their skin or mucous membranes then those areas will be washed or flushed with water as appropriate, as soon as possible, following contact. Eye wash stations and an emergency shower are located within the preparation room of the FSE program. Decontamination will be done using an EPA approved germicidal agent. After which, an LWTech Accident Incident Report must be completed and turned into the Security Office. The student or faculty will then be instructed to follow-up with their physician for further medical attention.

Needle Sticks, Cuts, or Lacerations:

If a student or faculty incurs a needle stick, cut or laceration, the affected area is to be squeezed to allow any blood to flow freely from the affected area and help eliminate any contaminants that may be present and treated with an EPA approved germicidal agent. After any injury, the LWTech Accident Incident Report is to be completed and submitted to the Security and Safety Department. Medical attention is to be sought. All Scalpel blades shall be disposed of properly in a sharps container. Any broken glass or the like, that either causes a laceration and bleeding or that is contaminated by blood or OPIM, will be cleaned-up using a dust pan and hand brush to gather up all the pieces for disposal into a sharps container. In accordance with WAC 296-823, the injury or incident is to be recorded on the "Sharps Injury Log".

Housekeeping:

Equipment, materials, products, fixtures or work areas that become contaminated from formaldehyde, blood or OPIM will be immediately isolated and restricted until clean-up/decontamination by the FSE faculty and students. Equipment or fixtures, first aid kits, sinks and toilets that may become contaminated, will be inspected for blood or OPIM and if necessary, decontaminated by the FSE Faculty following the procedures contained in this exposure control plan.

The FSE Program will ensure all areas and equipment that may potentially expose the LWTech Housekeeping staff to Formaldehyde, Bloodborne pathogen, or OPIM are properly labeled.

All housekeeping procedures will be conducted in a manner that will minimize splashing, spraying, splattering, and generation of droplets of blood or OPIM.

An evaluation of the Exposure Control Plan will take place at the time of an Exposure Incident or at least on an annual basis. Engineering controls and Work Practices, such as the use of Universal Precautions and the use of Personal Protective Equipment will also be evaluated at the time of the Exposure Incident. This evaluation will be the responsibility of FSE Associate Dean.

Formaldehyde Labeling Requirement:

Hazard warning labels complying with the requirements of the Hazard Communication Standard 29 CFR 1910.1200 shall be affixed to all containers that may house, contain or dispense formaldehyde products. Access to these regulated areas will be limited to authorized faculty who have been trained to recognize the hazards of formaldehyde.

Regulated Areas:

When the concentration of airborne formaldehyde in an area may exceed the PEL (Permissible Exposure Limit) or STEL (Short Term Exposure Limit), all entrances shall have signs bearing the following information:

**DANGER
FORMALDEHYDE
IRRITANT AND POTENTIAL CANCER HAZARD
AUTHORIZED PERSONNEL ONLY**

Information on labels:

- A. PPM to 0.5 PPM- as a minimum, labels on all materials capable of releasing formaldehyde at levels of 0.1ppm to 0.5ppm, shall identify that the product contains formaldehyde; list the name and address of the responsible party; and state that physical and health hazard information is readily available from both the employer and from Safety Data Sheets.
- B. Above 0.5 PPM- Materials capable of releasing formaldehyde at levels above 0.5 ppm, shall have labels appropriately addressing all hazards as defined in this document (including respiratory sensitization), and shall contain the words "Potential Cancer Hazard."

Formaldehyde Exposure Monitoring:

Evaluation of formaldehyde exposures shall be conducted periodically by the FSE Program at Lake Washington Institute of Technology, as outlined in the OSHA standard 29, CFR 1910.1048. The evaluation process shall be repeated each time there is a change in equipment, process, personnel or control measures that result in new or increased exposure to formaldehyde.

Monitoring for formaldehyde will be conducted as follows:

- If the last monitoring results reveal students and faculty exposure at or above the action level, the FSE Program shall repeat monitoring of the students, and faculty exposure at least every 6 months.
- If the last monitoring results reveals students and faculty exposure at or above the STEL, the FSE Program shall repeat monitoring of the students and faculty exposure at least once a year under worse case conditions.
- Monitoring will be conducted as stated above until results are achieved that are below the action level or STEL for two consecutive sampling periods. Then exposures in an area are determined to be below the PEL or STEL, that area will be evaluated on a regular monitoring schedule on an annual basis.

EMERGENCY EQUIPMENT AND SPILL PROCEDURES

Emergency Showers

If there is the potential for a student or faculty to have their skin splashed with solutions containing one percent or greater of formaldehyde, an emergency shower is conveniently located within the laboratory area.

Eyewash Stations

If there is any possibility a student or faculty may become splashed in the eye with solutions containing 0.1 percent or greater formaldehyde, eyewash stations are conveniently located within the laboratory area.

Spills

Small Spills (<100ml) – Cleanup of small spills shall include the wearing of formaldehyde resistant personal protective equipment (gowns, gloves, shoe covers, goggles, etc.) Spill kits or absorbent may be used. Then the LWTech Facilities department shall be contacted for removal of the waste resulting from the spill.

Major Spills (>100ml) – Evacuate the area. Restrict Access. Notify LWTech Facilities and Security and Safety Departments for chemical spill response.

HEPATITIS B VACCINATION

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 (Appendix B).

- 1) Proof of the Hepatitis B vaccine must be provided prior to attending any hands on embalming or restorative arts 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. (See Appendix B)
- 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.

LAUNDRY

- The FSE Program will launder all contaminated, non-disposal PPE's, scrubs, and sheets.
- Laundering is done as follows:
 - Handle contaminated laundry as little as possible, with minimal agitation.
 - Place contaminated laundry in leak-proof, labeled or color-coded containers before transporting. Use color coded bags or bags marked with the biohazard symbol for this purpose.
- Gloves, impervious gown and face mask must be worn by FSE Faculty when sorting, laundering, or folding any items that are to be laundered.

POST-EXPOSURE EVALUATION AND FOLLOW-UP

If a faculty, staff, or student incurs an exposure incident whether Bloodborne Pathogen, OPIM, Formaldehyde or any other Hazardous Chemicals; it will be reported to the Security and Safety Department immediately. Any Faculty who incurs an exposure incident will be offered a post-exposure evaluation and follow-up with their physician as in accordance with the OSHA and WAC standards.

RECORDKEEPING

- The FSE Program will ensure that the recordkeeping and confidentiality requirements of the standard are maintained. This includes:
- Training records and documentation will be kept for seven (7) years
- Student records will be kept for the length of no less than seven (7) years and include:
 - Vaccination Records
 - Antibody Testing Records
 - Post Exposure Evaluation & Follow-up Records

For Faculty and other staff, their records shall be maintained and kept by the Human Resources Department and keep in accordance to the Human Resources Standards that govern their office.

Formaldehyde monitoring records shall be kept for 30 years and include the following:

- The date of measurement.
- The operation being monitored.
- The methods of sampling and analysis and evidence of their accuracy and precision.
- The number, durations, time and results of samples taken.
- The types of personal protective equipment worn.

[Revised February 2023 LDM]

LWTech Security and Safety Department Accident Incident Report

lwtech.edu/about/campus-safety/incident-reporting/docs/lwtech-accident-incident-reporting.pdf

FSE Sharps Injury Log

Sharps Injury Log

Use with Chapter 296-823 WAC, Occupational Exposure to Bloodborne Pathogens

Funeral Service Education Program Lake Washington Institute of Technology

Year 2015

The Bloodborne Pathogen rule requires that you establish and maintain a Sharps Injury Log to record all contaminated sharps injuries in a facility. The purpose of this log is to help you evaluate and identify problem devices or procedures that require attention.

The Sharps Injury Log needs to do all of the following:

- Maintain sharps injuries separately from other injuries and illness kept on the Injury and Illness Log required by WAC 296-27, Recordkeeping
- Include ALL sharps injuries that occur during a calendar year
- Be retained for 5 years beyond the completion of that calendar year
AND
- Preserves the confidentiality of affected employees or students.

Date	Case/ Report No.	Type of Device examples: syringe, suture needle)	Brand Name of Device	Work Area where injury occurred examples: Geriatrics, Lab)	Brief description of how the incident occurred (examples: procedure being done , action being performed (injection, disposal), body part injured.

APPENDIX B

Funeral Services Education Vaccine Declination Form

All students, faculty, and staff who have been identified as having potential exposure because of collateral job duties to blood or OPIM will be required to either:

1. Provide proof of the Hepatitis B vaccine prior to attending any hands on embalming or restorative arts 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 must sign a declination form that uses the wording set forth by the OSHA Standards. Those who initially decline the vaccine but who later wish to be vaccinated will be referred to their personal physician or health care provider to secure the necessary vaccinations.

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 for hepatitis B 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. 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 immunization was available during my time as a student in the Funeral Service Education Program at LWTech.

Signature of Student _____

Printed Name _____ Date _____