

**STATE UNIVERSITY OF NEW YORK  
CANTON, NY**



**COURSE OUTLINE  
FSAD 445 Mortuary Compliance**

Prepared by: David R. Penepent

**SCHOOL OF SCIENCE, HEALTH & CRIMINAL JUSTICE  
Funeral Services Administration Program**

Revised: April 22, 2015

## FSAD 375 Mortuary Compliance

- A. **TITLE:** Mortuary Compliance
- B. **COURSE NUMBER:** FSAD 445
- C. **CREDIT HOURS:** 2
- D. **WRITING INTENSIVE COURSE:** no
- E. **COURSE LENGTH:** 15 weeks
- F. **SEMESTER(S) OFFERED:** Fall, Spring, Summer
- G. **HOURS OF LECTURE, LABORATORY, RECITATION, TUTORIAL, ACTIVITY:**  
2 lecture hours per week - Online instruction
- H. **CATALOG DESCRIPTION:** This course is taken during the last semester of the Mortuary Science curriculum, which ensures compliance with all Health Department regulations and federal and state laws pertaining to funeral directing in a state where the student intends to practice. These topics are exhaustively clarified and validated through extensive and focused specialized testing including the National Board Examination. Students must take the NBE to pass this course.
- I. **PRE-REQUISITES:** FSAD 307, FSAD 401 and last semester of FSAD studies
- J. **GOALS (STUDENT LEARNING OUTCOMES):**

By the completion of this course, the successful student will have:

Course Objectives	Institution SLOs
1. Demonstrate proficiency in state and federal regulations that govern the practice of funeral directing	4. Professional Competence
2. Demonstrate proficiency in Arts and Science related topics relating to funeral directing.	4. Professional Competence
3. Take the National Board Exam	4. Professional Competence

K. **TEXTS:**

Taggart, T.R. (2014). Art & Science Review Manual. Mesa: AZ.

McCullough, R.L. (2012). *NYSFDA manual of New York State's funeral laws and regulations affecting funeral directing: A practical guide for funeral directors*. Albany, New York: New York State Funeral Directors Association.

**L. REFERENCES:**

NYS DOH Rules and Regulations  
Federal Trade Commission Website <https://www.ftc.gov/>  
Occupational Health & Safety Administration <https://www.osha.gov/>  
OSHA Hazard Communication Standard, Formaldehyde Rule  
ICFSEB National Board Exam Study Guide

**M. EQUIPMENT:** Computer with Windows 98 or better

**N. GRADING METHOD:** A-F

**O. MEASUREMENT CRITERIA/METHODS:**

1. Weekly assessments on various topics relating to the practice of funeral directing.
2. Arts and Science assessments
3. Take both sections of the National Board Examination

**P. DETAILED TOPICAL OUTLINE:**

- I. NYS Department of Health Regulations
  - A. Legislation creates the regulations
    1. following a bill through committee
    2. law in final form
  - B. Variance between legislation and regulation
    1. law is often confusing as written
    2. errors in text and content of legislation
    3. comparison between intent and regulation
  - C. Interpretation of regulations by DOH staff and practitioners
    1. common practice in the field
    2. modification of practices via continuing education by NYSDOH
    3. Interpretation of similar regulations by boards in other states
  - D. Penalties under NYS law
    1. Felony and misdemeanor
    2. Violations
    3. Misconduct
  - E. Prefunded arrangements
    1. revocable vs irrevocable
    2. binding contract requirements
    3. specific authorization for final disposition
    4. county laws regarding refunds and insufficient funds
    5. taxation
    6. portability
- II. Federal Trade Commission Regulations
  - A. Applicability to funeral providers of all types
    1. third party suppliers
    2. cremation societies
    3. religious organizations
    4. internet sales
  - B. Disclosures
    1. telephone
    2. GPL, CPL, OBCPL

3. tying arrangements
  4. Merchantability and warranty
  5. triggering events
  - C. FTC “sting” operations
    1. investigator types
    2. methods of soliciting funeral homes
    3. penalties assessed by FTC staff
    4. penalties assessed by courts
    5. “retraining” procedures including fines
    6. methods to minimize damages
- III. Professional Misconduct
- A. felony
    1. misappropriation of preneed funds
    2. improper disposition of bodies
    3. body stealing
  - B. misdemeanor
    1. misrepresentation of legal reasons for performance
      - a. embalming
      - b. vaults
      - c. storage
      - d. tying arrangements
    2. unlicensed practice
    3. disturbing a funeral
    4. solicitation by a funeral director for body, organ or tissue donation
    5. falsified documents
  - C. Ethics
    1. breach of confidentiality
    2. substitution of merchandise
    3. improper display of least expensive merchandise
- IV. National Board Examination
- A. Agencies
    1. American Board of Funeral Service Education
    2. International Conference of Funeral Service Examining Boards
  - B. Specific State requirements
    1. administration dates
    2. administration locations
    3. exam format
  - C. Exam content
    1. major divisions and subtopic areas
    2. degrees of difficulty of exam questions
    3. question styles