

FUNERAL DIRECTOR CERTIFICATE

The Funeral Director Certificate program is an online web-based certificate program. The Funeral Director Certificate Program is a 30-semester hour program for Funeral Directing only. The Funeral Director Certificate Program takes 12 months to complete. The estimated cost of the program is \$11,000. (Also, the State of TN requires a 2-year apprenticeship.)

FALL SEMESTER

Introduction of Funeral Directing 114FD	4
Funeral Service Management 112FG	2
Law and Ethics 114FSL	4
Funeral Service Psychology 103FSP	<u>3</u>
	13

SPRING SEMESTER

Funeral Service Counseling 123FSC	3
Funeral Service Science 124FS	4
Funeral Service Marketing 122FK	2
*Comprehensive 121CR	<u>1</u>
	10

SUMMER SEMESTER

Accounting 2033ACO	3
English Comp-I 2133ENO	3
**Practicum 2541FP	<u>1</u>
	7

*Comprehensive 121CR Final Exams are taken on campus during the last semester.

**Taken at a local funeral home under the supervision and direction of a licensed Funeral Director/Preceptor.

The Funeral Director Certificate program is designed to meet specific state or professional needs. The program is not accredited by the American Board of Funeral Service Education. Students graduating from this program will not have the academic credential for licensure in states where graduation from an ABFSE-accredited program is required

TECHNOLOGY

COMPETENCY REQUIREMENTS: Students should have proficient knowledge of Microsoft Word, Excel, PowerPoint, email, and scanning capabilities to complete the programs.

STUDENTS ARE REQUIRED TO USE THEIR PERSONAL LAPTOP COMPUTER. ALL STUDENTS ARE REQUIRED ON CAMPUS FOR TESTING (AT THE END OF THE PROGRAM) AND MUST BRING A LAPTOP TO CAMPUS

Technical Requirements	Testing System ExamSoft (Exemplify)
	<i>Requirements</i>
Web Camera-all users	1280 x 768 at least and scaling set to 100% (Virtual cameras are not supported)
Windows Users	Operating Systems Supported: 64-bit versions of Windows 10 and Windows 11, S mode not compatible; only genuine versions of Windows Operating Systems are supported
Mac Users	Operating Systems Supported: Big Sur, Monterey, Ventura, and Sonoma are only genuine versions of Mac operating system. Processors: Apple's M1 and M2 and Apple Rosetta 2 are supported.
Internet Upload speed	2.5 Mbps
RAM	8GB or higher is recommended; 4GB is required
Systems not supported by Exemplify app	Google Chromebooks, Android tablets, iOS tablets, Linux operating systems, Microsoft surface RT, Microsoft's virtual machine, iPads, and mini Ipads. Exemplify is also not compatible with virtualized environments that require persistent network connections which may include: VMWare, Parallels, Citrix workspace, virtual desks, and streamed images.
*CAUTION: Students using " Mac Operating Systems" must ensure they WILL update to the most current IOS version. Operating Systems NOT supported by the testing platform: High Sierra (10.13), Mojave (10.14), and Catalina (10.15) **Examsoft/Exemplify supports only the 3 recent operating systems of Windows and Mac.	
LMS systems	Browsers that can be used for the LMS systems
SonisWeb and Gupton Institute (https://guptonsonis.jenzabarcloud.com) (https://guptoninstitute.net)	Google Chrome and Mozilla Firefox can all be used as the browser for these programs.

Effective: 12/18/23 Examsoft has discontinued support for MacOS 11 Big Sur and Windows 11 21H2 per their policy of support