

Commonwealth Institute
of
Funeral Service

Off-Site Labs Packet

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Off-Site Labs Introduction

Commonwealth Institute allows those online students who work in funeral service to complete a portion of their curricular laboratory requirements at their place of employment; provided certain criteria are met. This is an alternative to the requirement of coming to campus for a full week (5 days) to complete all labs. Students choosing the route outlined in this packet will come to campus for two (2) days and complete 1 embalming case and all restorative art lab hours. This packet contains the instructions and documentation required for students choosing to complete their labs partially off-site and partially on campus.

Students must complete 9 embalming cases and all funeral directing cases at their place of employment; if employed by a funeral home, mortuary, etc. The mandatory guidelines for each lab are included in this packet. Also included is a documentation sheet for each lab that must be signed by the student's preceptor (the licensee physically conducting and overseeing the lab). This person must be a licensed embalmer for the Embalming labs and a licensed funeral director for the Funeral Directing labs. The same person need not oversee both labs.

Upon completion, the entire packet DOES NOT need to be returned to Commonwealth Institute. **Each student will need to submit ONLY pages 4, 6, 7, and 8 of this packet (listed in the table of contents) and a CIFS case report for each embalming case.** Please know the following:

- BEFORE starting your off-site labs, the following MUST be completed:
 - Virtual site inspection (via Zoom with Mr. Taylor)
 - Preceptor training (telephonic or during the Zoom)
 - Preceptor licensure documentation
 - Affiliation agreement form
- ONLY submit your documents after completion of ALL off-site labs – not individual labs one at a time.
- **ALL documentation is due and should be submitted in-person when you come to campus for your 2 days!**
- Questions should be directed to Mr. Taylor, Clinical Lab Coordinator.
- Make and keep a photocopy of ALL completed lab documents for your records and in case the originals are ever lost.
- Retain your copies (and all other documentation stated herein) until at least 2025 – in accordance with ABFSE accreditation standards.

Failure to complete these requirements will result in graduation ineligibility.

Embalming

Guidelines & Instructions

For off-site Embalming labs, you must actively participate in EACH of the specific tasks listed below at your place of employment. You must also assist in the completion of related case reports. **In addition to any in-house case reports, a CIFS Embalming Case report is required for each embalming lab case.** On each case report, your signature and that of the licensed embalmer are both required. Also, ensure case reports detail the specific treatments used in each specific embalming case.

A minimum number of 9 embalming cases is required for the off-site embalming labs. Your 10th case will be completed on campus. You are required to wear the proper PPE for each embalming case. The embalming of autopsied and/or donor cases is not required, but their inclusion will help your professional development.

Required tasks:

- Raising vessels,
- Mixing fluids,
- Injecting fluids,
- Cavity treatment,
- Suturing incisions,
- Posing features, and
- Transferring remains (removal).

NOTE: If you work with other Commonwealth Institute students, then no more than five (5) students may receive credit for each embalming case.

**Embalming
Documentation Sheet**

I personally completed the requirements listed on this sheet, and I did so under the direction and supervision of the licensed signatory below. The licensee may be contacted to verify my participation.

Student printed name: _____

Student signature: _____

ALL boxes below MUST be checked upon completion.

- I actively participate in the raising of vessels.
- I actively participated in the mixing of fluids.
- I actively participated in the injection of fluids.
- I actively participated in cavity treatment.
- I actively participated in suturing incisions.
- I actively participated in posing features.
- I actively participated in the transfer of remains.

For your records and for accreditation purposes, please keep a copy of this sheet and a copy of EACH embalming case report. Original CIFS case reports must be submitted to Commonwealth Institute with this documentation sheet.

I personally oversaw the student's participation in this lab and can verify the completion of all requirements.

Preceptor's printed name: _____

Preceptor's signature: _____

License number: _____ State of licensure: _____

Funeral Directing

Guidelines & Instructions

For the off-site Funeral Directing lab, you must actively participate in five (5) arrangement conferences at your place of employment. These conferences can be real OR simulated under the direction of a licensed funeral director. As a part of the arrangement conferences, you must utilize and assist in the preparation of numerous forms and documents. **Each document is not required in all arrangement conferences, but each form/document MUST be utilized at least once.** These documents are listed below.

In addition to arrangement conferences, you must demonstrate the process of receiving five (5) first calls. First calls need not be for the decedent(s) for which you participate in arrangement conferences. First calls can be real OR simulated under the direction of a licensed funeral director. In either case, a first call form/sheet must be utilized for each first call.

Required forms and documents:

- First call form,
- Arrangement sheet with death certificate/vital statistics information,
- General Price List,
- Casket Price List/Urn Price List/Outer Burial Container Price List,
- Embalming Authorization Form,
- Cremation Authorization Form,
- Burial Transit Permit (final disposition permit if applicable),
- Social Security Form (Statement of Death by Funeral Director),
- Obituary/Death Notice,
- Contract (Statement of Funeral Goods and Services Selected), and
- VA forms: flag application, burial benefits form, headstone/marker forms.

NOTE: If you work with other Commonwealth Institute students, then no more than five (5) students may receive credit for each arrangement conference; whether real or simulated.

**Funeral Directing
Documentation Sheet**

I personally completed the requirements listed on this sheet, and I did so under the direction and supervision of the licensed signatory below. The licensee may be contacted to verify my participation.

Student printed name: _____

Student signature: _____

ALL boxes below MUST be checked upon completion.

- I demonstrated the process of receiving five (5) real or simulated first calls.
- I participated in five (5) real or simulated arrangement conferences.
- I utilized and participated in the preparation of ALL required forms and documents.

For your records and for accreditation purposes, please keep a copy of this sheet. Copies of funeral arrangement documents must be made available upon request by Commonwealth Institute.

I personally oversaw the student's participation in this lab and can verify the completion of all requirements.

Preceptor's printed name: _____

Preceptor's signature: _____

License number: _____ State of licensure: _____

Off-Site Labs Completion Checklist

Each of the following boxes MUST be checked.

- I successfully completed the off-site Embalming lab requirements.

- I have completed a CIFS Embalming Case Report for *EACH* embalming case and included them with my paperwork.**

- I successfully completed the off-site Funeral Directing lab requirements.

I have completed all off-site lab requirements as set forth by Commonwealth Institute and attest that the above statements are true and correct.

Student printed name: _____

Student signature: _____

Date of completion: _____

Funeral Establishment Information Sheet

I completed the off-site lab requirements at the following establishment:

Establishment name: _____

Establishment license number & state: _____

Full address:

Phone number: _____

Website: _____

NOTE: If requirements are completed at more than one establishment, then duplicate this sheet as needed.