



Role of Program Director (PD) re: ABFSE

Statement in Manual

1.6.2 A funeral service program within a multi-purpose institution must be administered by a director (PD) who has been delegated responsibility for the program. All other employees assigned to the program must report directly or indirectly, to this person.

In other words, ABFSE expects the PD to know more about the program than any other person at the institution and will look to PD regarding all matters of accreditation and policy.

This includes:

- Communication with ABFSE office
includes timely response to letters/communication, etc. from the ABFSE office
- Compliance with Accreditation standards and ABFSE Policy Manual
- Monitor curriculum subject areas and distribution within the program including embalming, funeral directing and RA requirements
- Ongoing data collection for and maintenance of a comprehensive written assessment plan.
- Monitoring of NBE pass rates, graduation rates and job placement info (program must maintain, calculate, and explain how it has utilized the info for planning and assessment purposes)
- Timely submission of Annual Report with program demographics, attrition and program change info
- Survey of graduates and employers
- Facilitating an advisory board
- Represent institution / program at the annual ABFSE conference
- At the appropriate intervals, assure that Self study is completed & submitted, and site visit details are coordinated
- Know the Manual (on the website) and the Standards

Resources:

ABFSE website (review it; look at Tabs)
particularly 'About', 'Accreditation', 'For Educators'

Manual .pdf and Word versions

Standards .pdf and Word versions; updates effective for 2020

Directory – notify ABFSE office of changes; PD verifies accuracy (requested) before each update;

- updated June and December after April Annual Meeting (Annual Report and NBE scores)
- *chart info* must be available on program webpage
- Committees – listed in Directory

Examples:

- Announcements on website / 'For Educators' page
- Annual Meeting – details will be on website

Email from ABFSE office

Annual Report

Deadline – February 15 every year

Cohort Tracking

collect demographics and other info (good idea to start with each new class)

Copy (program is expected to keep a copy of the report when submitted)

see Appendix B-5 in Manual for blank sample

Accreditation

Annual Renewal fee – by September 1; bills go out in May

Relationship with COA

Self-Study / Site Visit

Assessment Standard (10.1) requires each program to have a continuous, comprehensive, ongoing system of planning and assessment in place

Curriculum (password protected; distribution policy)
how used by schools and Conference

Substantive Change(s) - Appendix K
understand what qualifies as Sub Change

Scholarship - resource for students and post-grad scholarships

ABFSE v. ICFSEB PD must understand the relationship and differences