

Application Process

A. Application Procedures to Jefferson State Community College:

1. Complete an Application for General Admission to Jefferson State Community College (JSCC) by the FSE program application deadline (<https://www.jeffersonstate.edu/admissions/>).
2. Request official high school or GED transcripts to be sent to JSCC Enrollment Services by the application deadline for evaluation. To ensure your transcripts have been received, please contact Records at records@jeffersonstate.edu.
3. Request official college transcripts from all colleges and universities attended to be sent to JSCC Enrollment Services by the application deadline for evaluation. To ensure your transcripts have been received, please contact Records at records@jeffersonstate.edu.

B. Secondary Application Procedures to the Funeral Service Education Program. This must be completed in addition to the above steps for the college. [Note: Please mail all of the following required documents in ONE envelope to JSCC Funeral Service Education, 2601 Carson Road, Birmingham, Alabama 35215 (See # 7). No staples.

1. You are required to take and provide scores for the following Work Keys tests. You must score the minimum score indicated in parenthesis for consideration for admission into the JSCC FSE Program. The Work Keys tests required are: **A)** Work Keys Applied Math (5), **B)** Work Keys Documents (6), **C)** Work Keys Graphic Literacy (5), **D)** Work Keys Business Writing (4), and **E)** Work Keys Workplace Observation (3). To schedule the Work Keys tests, email testing@jeffersonstate.edu To prepare for the Work Keys visit - <https://library.jeffersonstate.edu/WorkKeys>
2. Include/submit a completed "Application for FSE Program Admission" by the deadline. <https://www.jeffersonstate.edu/wp-content/uploads/2024/05/Application-for-FSE-Program-Admission-2024.pdf>
3. Include/submit a copy of your embalmer's apprenticeship card and your funeral director's apprenticeship card by the deadline (non-Alabama applicants must submit proof of valid and current apprenticeships in their home state where they practice).
4. Include/submit a letter, on funeral home letterhead, signed by both the student and the owner/manager/funeral director stating that the student is employed/working in the licensed funeral establishment. This MUST indicate the number of hours (on average) that the student applicant works per week in the funeral establishment.

5. With your application to the FSE program, include/submit an unofficial copy of any college transcripts that show that the student has earned and been awarded any degree from a regionally accredited college or university.

6. Make sure you sign all appropriate forms including the application certification and the application check list. Make copies for your records of your application prior to submission.

7. Submit the FSE application by the deadline to: JSCC Funeral Service Education Program, 2601 Carson Road, Birmingham, AL 35215. All submissions must be received in the FSE Department prior to the deadline. To ensure receipt, applications to the FSE Program should be mailed at least two (2) weeks prior to the following deadline for the semester for which you are applying:

Term	**Applications Accepted	Application Review	Student Notified By JSCC E-mail
Fall: August	March 1 - May 19	May 20 - June 30	July 1
Spring: January	July 1 - September 30	October 1 - October 31	November 1

***All transcripts must be received and evaluated by Jefferson State Community College at least 30 days prior to the application deadline.*

Other Information

- If there is a history of conviction of a felony criminal offense or a crime of moral turpitude, students will need to contact the Alabama Board of Funeral Service (or your state licensing board) regarding regulations on licensure.
- All FSE Program applicants should begin addressing all financial aid concerns prior to being admitted. Tuition is due at the time of registration for courses. Failure to pay tuition (via financial aid or otherwise) will result in being removed from the FSE Program.
- Incomplete or late applications will not be accepted or considered for admission to the program.
- Submitting your application to the FSE Program does not guarantee admission.
- Published guidelines and requirements are subject to change without notice. Updated information about the FSE Program is posted on the JSCC FSE website as available.

Statement of Equal Opportunity