

FUNERAL DIRECTOR

Occupation Description

“Funeral Director” means a person who, in the course of doing business, negotiates or enters into funeral contracts, arranges, conducts or directs bereavement rites and ceremonies; transfers human remains or directs or supervises the transfer of human remains, cares for or prepares human remains prior to disposition, other than disinfecting, preservation or restoration of human remains.

Pathways to Certification

In BC, an individual can become certified as a Funeral Director by completing the Funeral Director program or by challenging the certification. Apprenticeship programs are for individuals who have an employer to sponsor them and challenge programs are for individuals who have extensive experience working in the occupation and wish to challenge the certification.

Foundation programs, where available, provide adults and youth who do not have work experience nor employer sponsorship with an opportunity to gain the knowledge and skills needed to enter the occupation. Individuals who wish to enroll in a Foundation program must register directly with the training provider.

Recommended and/or Required Education

The following education is **recommended** for apprentices entering this occupation. These are not prerequisites, but rather a desired level of skill or knowledge that will contribute to success in the industry.

- Grade 12 (or equivalent from a recognized post-secondary institution) – English 12, Biology 12, and Chemistry 12

The following education is **required** prior to enrolment in the technical training for this occupation. It will be verified by the training provider upon enrolment.

- Level 1 Basic WCB Occupational First Aid course

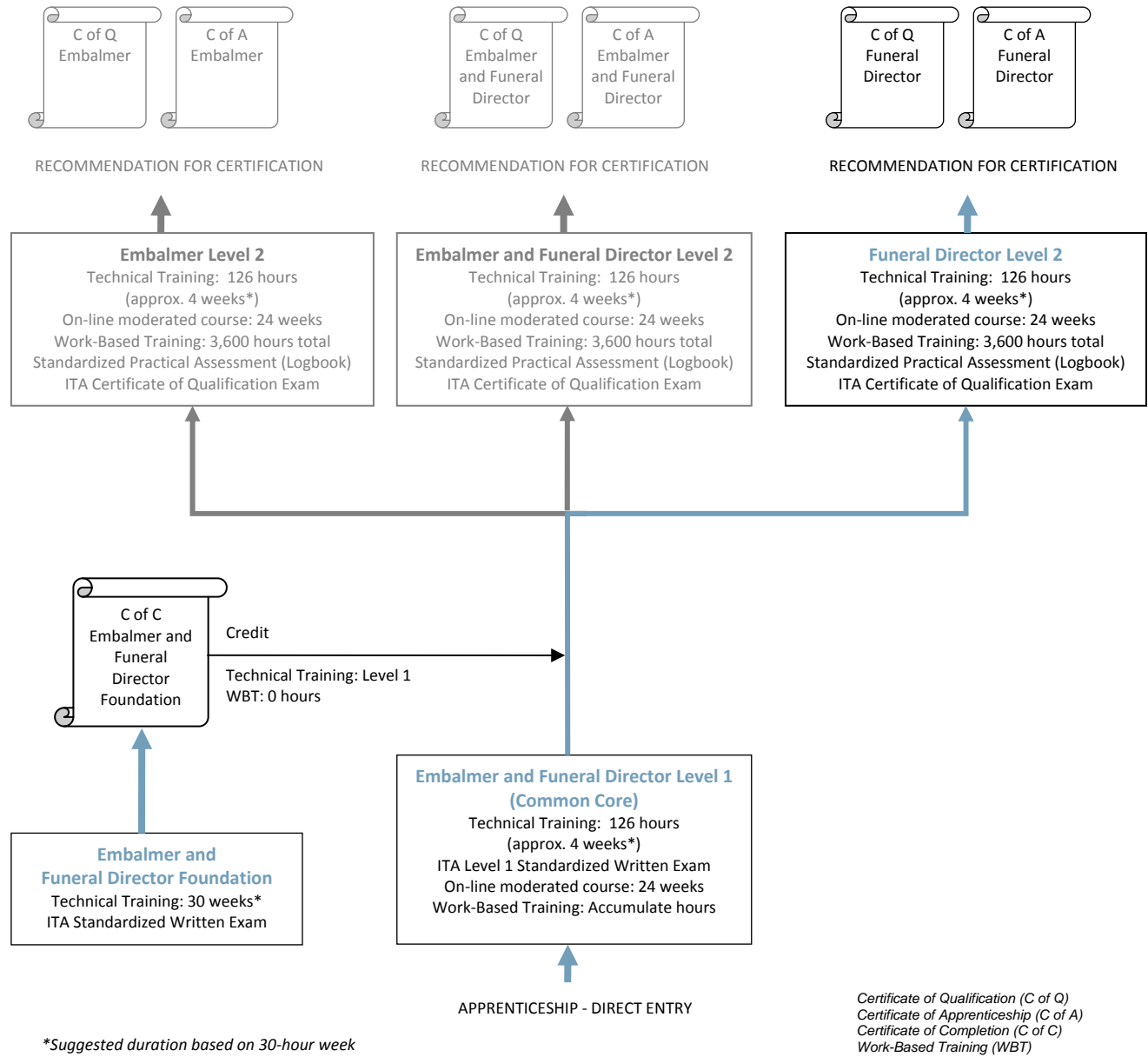
ITA Registration

Individuals who wish to begin an apprenticeship in this program must register with ITA along with their sponsor. Application forms for all programs are available from the ITA website. Online registration is also available for most programs through the ITA website.

No challenge process is currently available for this certification. This decision is currently under review.

Apprenticeship Pathway

This graphic provides an overview of the Funeral Director apprenticeship pathway.



CROSS-PROGRAM CREDITS

Individuals who hold the credentials listed below are entitled to receive partial credit toward the completion requirements of this program





**INDUSTRY TRAINING PROGRAM PROFILE
RECOGNIZED PROGRAM**

Apprenticeship Program Standards

Credentials Awarded	<ul style="list-style-type: none"> ▪ Funeral Director – Certificate of Qualification ▪ Funeral Director – Certificate of Apprenticeship 														
ITA Registration Prerequisites	<ul style="list-style-type: none"> ▪ Agreement signed by the employer to sponsor the apprentice 														
Completion Requirements	<p>Certification as a Funeral Director is awarded upon successful completion of:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Requirement</th> <th style="text-align: left;">Level of Achievement Required</th> </tr> </thead> <tbody> <tr> <td>Technical Training</td> <td> Minimum 70% in each level of technical training: <ul style="list-style-type: none"> ▪ Level 1: <ul style="list-style-type: none"> ○ In-School: 126 hours (or approximately 4 weeks)* ○ On-line moderated studies: 24 weeks ▪ Level 2: <ul style="list-style-type: none"> ○ In-School: 126 hours (or approximately 4 weeks*) ○ On-line moderated studies: 24 weeks </td> </tr> <tr> <td>ITA Level 1 Standardized Written Exam</td> <td> <ul style="list-style-type: none"> ▪ Minimum 70% </td> </tr> <tr> <td>ITA Certificate of Qualification Exam</td> <td> <ul style="list-style-type: none"> ▪ Minimum 70% </td> </tr> <tr> <td>Standardized Practical Assessment (Logbook)</td> <td> <ul style="list-style-type: none"> ▪ Submission of logbook signed by the Sponsor to the British Columbia Funeral Association ▪ Competencies reviewed and verified by the British Columbia Funeral Association ▪ Declared competent </td> </tr> <tr> <td>Work-Based Training</td> <td> <ul style="list-style-type: none"> ▪ 3,600 hours </td> </tr> <tr> <td>Recommendation for Certification</td> <td> <ul style="list-style-type: none"> ▪ Recommendation for certification signed by the Sponsor and an individual holding credentials or an individual with a license in good standing issued by Consumer Protection BC </td> </tr> </tbody> </table> <p align="center"><i>(*Assuming 30 hours in school per week)</i></p>	Requirement	Level of Achievement Required	Technical Training	Minimum 70% in each level of technical training: <ul style="list-style-type: none"> ▪ Level 1: <ul style="list-style-type: none"> ○ In-School: 126 hours (or approximately 4 weeks)* ○ On-line moderated studies: 24 weeks ▪ Level 2: <ul style="list-style-type: none"> ○ In-School: 126 hours (or approximately 4 weeks*) ○ On-line moderated studies: 24 weeks 	ITA Level 1 Standardized Written Exam	<ul style="list-style-type: none"> ▪ Minimum 70% 	ITA Certificate of Qualification Exam	<ul style="list-style-type: none"> ▪ Minimum 70% 	Standardized Practical Assessment (Logbook)	<ul style="list-style-type: none"> ▪ Submission of logbook signed by the Sponsor to the British Columbia Funeral Association ▪ Competencies reviewed and verified by the British Columbia Funeral Association ▪ Declared competent 	Work-Based Training	<ul style="list-style-type: none"> ▪ 3,600 hours 	Recommendation for Certification	<ul style="list-style-type: none"> ▪ Recommendation for certification signed by the Sponsor and an individual holding credentials or an individual with a license in good standing issued by Consumer Protection BC
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Program Duration	<p>Duration varies depending on how training is delivered, but the program generally takes 2 years to complete.</p> <p>The technical training requirement is typically met through block-release training (full-time, at school) delivered by an ITA-approved training provider. It can also be met through approved alternative training models (e.g., distance education, online, part-time) and/or level challenge where these options are available.</p>														
Sign-off Authority	<p>Credentials eligible to sign-off on the Recommendation for Certification:</p> <ul style="list-style-type: none"> ▪ Funeral Director – Certificate of Qualification ▪ Embalmer and Funeral Director – Certificate of Qualification ▪ A license in good standing issued by Consumer Protection BC 														
Challenging a Level	<p>The following levels of technical training can be challenged for advanced placement in this program</p> <ul style="list-style-type: none"> ▪ None 														



**INDUSTRY TRAINING PROGRAM PROFILE
RECOGNIZED PROGRAM**

Apprenticeship Program Standards

Cross-Program Credits

Credential

Credit(s) Granted

Embalmer – Certificate of Qualification

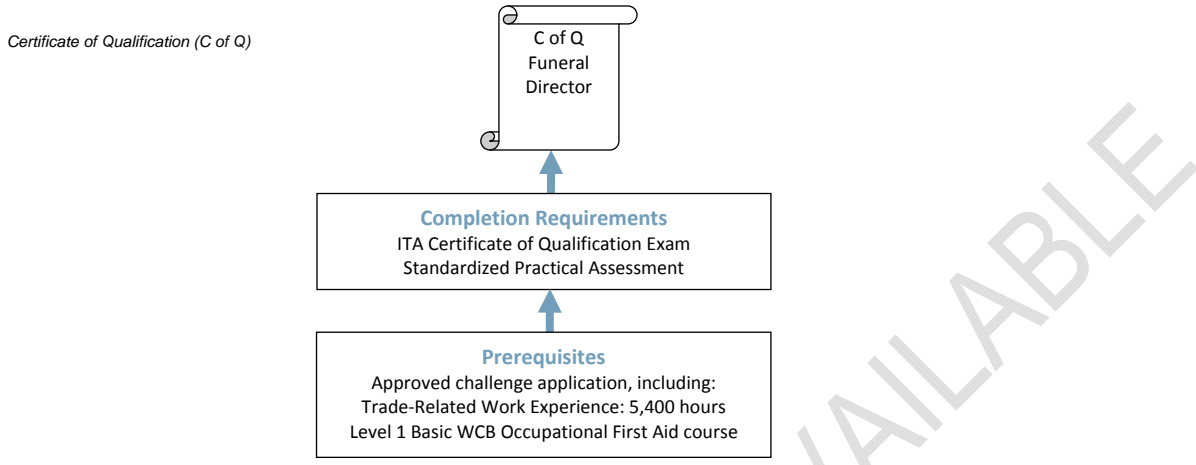
- Technical Training: Level 1
- Work-Based Training: 1,800 hours

Embalmer and Funeral Director – Certificate of Qualification

- Technical Training: Level 1
- Work-Based Training: 1,800 hours

Challenge Pathway

This graphic provides an overview of the Funeral Director challenge pathway.



CREDIT FOR PRIOR LEARNING

Individuals who hold the credentials listed below are entitled to receive partial credit toward the completion requirements of this program

None

Challenge Program Standards

Credentials Awarded Funeral Director – Certificate of Qualification

ITA Registration Prerequisites An approved Challenge Application, which includes:

- 5,400 documented hours of directly related experience working in the occupation
- Level 1 Basic WCB Occupational First Aid course

Credit for Prior Learning Individuals who hold the credentials listed below are considered to have met, or partially met, the prerequisites for challenging this program:

Credential	Credit(s) Granted
None	<ul style="list-style-type: none"> ▪ N/A

Completion Requirements Certification as a Funeral Director is awarded upon successful completion of:

Requirement	Level of Achievement Required
ITA Certificate of Qualification Exam	<ul style="list-style-type: none"> ▪ Minimum 70%
Standardized Practical assessment	<ul style="list-style-type: none"> ▪ Declared competent



INDUSTRY TRAINING PROGRAM PROFILE RECOGNIZED PROGRAM

Foundation Program

Refer to the Apprenticeship pathway diagram for this program to see how the Embalmer and Funeral Director Foundation program leads to apprenticeship in this trade.

Foundation Program Standards							
Credentials Awarded	Embalmer and Funeral Director – Certificate of Completion						
Enrollment Prerequisites	Contact training provider. Prerequisites vary between training institutions						
Completion Requirements	A Certificate of Completion in this program is awarded upon successful completion of: <table border="1"><thead><tr><th>Requirement</th><th>Level of Achievement Required</th></tr></thead><tbody><tr><td>▪ Technical Training</td><td>▪ Minimum 70%</td></tr><tr><td>▪ ITA standardized written exam</td><td>▪ Minimum 70%</td></tr></tbody></table>	Requirement	Level of Achievement Required	▪ Technical Training	▪ Minimum 70%	▪ ITA standardized written exam	▪ Minimum 70%
Requirement	Level of Achievement Required						
▪ Technical Training	▪ Minimum 70%						
▪ ITA standardized written exam	▪ Minimum 70%						
Program Duration	Duration varies depending on how training is delivered, but the program generally takes 1 year to complete, assuming 30 hours in school per week						
Credit toward Apprenticeship	Individuals who complete the Embalmer and Funeral Director Foundation program will receive the following credit toward completion of the Funeral Director apprenticeship program: <ul style="list-style-type: none">▪ Technical Training: Level 1▪ Work-Based Training: None						



INDUSTRY TRAINING PROGRAM PROFILE RECOGNIZED PROGRAM

Supporting Documents

Funeral Director Program Outline (2011) – Defines the full scope of knowledge and skills required to competently perform the occupation in BC. Available from the ITA website.

Contacts

The **Industry Training Authority** (ITA) manages B.C.'s industry training and apprenticeship programs. Contact ITA Customer Service if you have any questions regarding registration, examinations or certification for this program.

Telephone: 778-328-8700 Fax: 778-328-8701
Toll Free (within BC): 1-866-660-6011 Email: customerservice@itabc.ca
Website: www.itabc.ca

The **British Columbia Funeral Association** works with industry to identify current and emerging knowledge and skill requirements for occupations related to this program, explore training and certification options, and maintain this program.

Telephone: 250-592-3213 Fax: 250-592-4362
Toll Free (within BC): 1-800-665-3899 email: info@bcfunerals.com
Website: www.bcfunerals.com

Revision History

The standards for this program were reviewed and/or updated on the dates below.

Program Standards Approved: March 2002 (ITAC)
Updated: January 2006
Updated: June 2008
Updated: June 2010
Updated: June 2011
Updated: February 2014

Program Profiles are updated regularly. Visit www.itabc.ca for the most current version.