



APPLICATION FOR ADMISSION TO CANADIAN COLLEGE OF FUNERAL SERVICE

(For AB, MB, NB, NL, NS, NWT, ON, PEI, SK, & YT)
(BC students, apply to the BFCA)
(ON and NS students contact CCFS for further information)

PART I . PROGRAM SELECTION (PLEASE CHECK ONE)

- Funeral Director and Embalmer Licensure Program (AB, MB, NB, NL, PEI & SK)
- Funeral Director and Licensure Program (AB, MB, NL & SK only)
- Embalmer Licensure Program (AB, MB & SK only)
- Funeral Service Foundation Program (All Provinces)

PLEASE PRINT CLEARLY:

Last Name.....First Name.....
Gender.....Date of Birth (yy/mm/dd)...../...../..... Is English your primary language? Yes No
Mailing Address (Street or Post Office Box).....
Highest Level of Education Achieved (transcript enclosed).....
City/Town.....Province.....Postal Code.....
Home Phone Number (.....)..... Cell Number (.....)..... E-mail address.....
Work Phone Number (.....).....S.I.N. (Required for T2022 tax purposes.....
Funeral Home Name.....
Home Address (include complete mailing address).....

Applicant's Signature

Date of Application

PART II. ENCLOSURES (PLEASE CHECK APPROPRIATE BOXES)

- Transcripts Letters of Reference Proof of Hepatitis B Vaccine (Licensure Programs Only)
- Sponsor Agreement Form (Licensure Programs Only) \$100.00 Application Fee (non-refundable)
- Vulnerable Sector Check (recent within 6 months). Must be from the RCMP or local police authority



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APPLICATION PROCESS

- Applications and appropriate documents must be received in our office by July 1.
- All appropriate documents and application fees must be included with the original application form.
- Incomplete applications forms will not be processed.

APPLICATION DOCUMENTS MUST INCLUDE:

- Payment of application fee by cheque, money order or bank draft. Payment by e-transfer or credit card may be made directly with our office
- Transcript of marks. Must include a High School Diploma or GED.
- Vulnerable Sector Check
 - *must be recent - within 6 months of the September program start date*
 - *must be from the RCMP or the local police authority*
- Two letters of character reference
 - *one reference must be professional (from supervisor, manager, employer, teacher, coach, clergy, etc.)*
 - *reference must know the applicant for no less than two years*
 - *individuals providing the reference must indicate their name and contact information, the affiliation they have with the applicant, the length of time they have known the applicant*
 - *references cannot be from family members or colleagues working in the candidate's funeral home*
 - *reference letters must be dated*
 - *reference must complete the "Reference Document" form and include it along with their reference letter*
- Proof of hepatitis B immunization (not applicable for foundation students)

LATE APPLICATIONS

- Applications received after July 1 may be accepted and will be reviewed on a case-by-case basis.
- A late application fee of \$250.00 will apply for any candidate who applies after July 1
- For late applicants that are accepted in the program, additional charges may apply for the shipment of textbooks and materials
- Applicants reviewed after September 1 may not be accepted

MAIL APPLICATIONS TO:

Canadian College of Funeral Service
Unit #1 - 1596 Regent Avenue West
Suite #360
Winnipeg, MB, R2C 4H4