

# British Columbia Embalmer and Funeral Director Foundation Program 2026/ 2027 Application Information

British Columbia Funeral Association - Training Service Provider



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## BC Embalmer and Funeral Director Foundation Program Credential Issued

### Certificate of Completion (BC Embalmer and Funeral Director Foundation Program)

#### Credit Toward Apprenticeship:

The pre-apprentice Foundation Program provides the student with basic knowledge plus credit towards an apprenticeship in Funeral Services. As a Foundation Program student, you are not required to be employed by a licensed funeral provider.

Holders of a BC Certificate of Completion in the BC Embalmer and Funeral Director Foundation Program will receive Level One technical training credit for the following programs:

- Embalmer Apprenticeship Program
- Funeral Director Apprenticeship Program
- Embalmer and Funeral Director Apprenticeship Program

#### Program Duration and Structure

The program will be delivered in a variety of formats combining in-school and on-line training, all designed to meet the competency standards and profile defined by the industry and approved by SkilledTradesBC. The program will take ten (10) months to complete. The program includes approximately 104 hours of classroom training **typically** held in Vancouver, BC. Some travel and incidental expenses should be expected. The program also includes approximately 24 weeks of online moderated courses. The total duration of this program is approximately 43 weeks with classroom training interspersed with the online modules.

See enclosed Academic Calendar (Page 4) for specific classroom dates.

The academic calendar year is September 1, 2026 through to June 30, 2027.

#### Program Prerequisites

- Computer skills and access to a computer and the internet.
- A personal statement which includes why the applicant is interested in a career in funeral service; why the applicant feels they are well suited for a career in funeral service; to what extent the applicant has researched the funeral service profession (cite sources); and what experience they have had in funeral service (if any).
- High School Graduation (Recommended)
- 19 years of age or older (Recommended)

#### How to Apply

### 1. Submit the following with the application form:

#### Personal Statement

Attach to the enclosed application form, a cover letter explaining:

- Why you are interested in a career in funeral service.
- Why you feel you are well suited for funeral service.
- To what extent you have researched the funeral service profession (cite sources).
- What experience you have had in funeral service (if any).

#### Professional References

Have two professional references complete the enclosed forms.

### Transcripts

Original Transcripts supporting High School Graduation (Recommended)

### 2. Include a non-refundable \$150.00 application fee.

Make cheque payable to British Columbia Funeral Association (\$150.00 + \$7.50 gst = **\$157.50**). Should you wish to pay by credit card, please call the BCFA office (1-800-665-3899) or etransfer fees to [accounts@bcfunerals.com](mailto:accounts@bcfunerals.com)

### 3. Submit the application package by Email: [info@bcfunerals.com](mailto:info@bcfunerals.com)

### When to Apply

Please note that space in the Foundation Program is limited. Applications will be assessed in the order they were received. Applicants will be contacted for an interview. Applicants will receive notification of admission status. A Letter of Acceptance must be received by BCFA prior to July 31, 2026 to secure placement.

Program Costs:	Amount
• Tuition	\$ 3,900.00
• Registration/Application Fee	\$ 150.00
• Textbooks <i>*Textbook and materials fees are subject to change based upon fluctuation of publication cost.</i>	\$ 805.00
• Records Fee	\$ 25.00
<b>TOTAL PROGRAM COSTS</b> (excluding taxes)	<b>\$ 4,880.00</b>

### 2026 -2027 Foundation Program Cost

Tuition for the BC Embalmer and Funeral Director Foundation Program is \$3,900.00. Tuition is not payable until acceptance into the Foundation Program. Please **do not** include tuition payment with this application form.

All fees are due by August 15 ,2026

### Refunds and Fee Adjustments:

Refunds or adjustments of tuition and other fees are provided under the conditions listed below. Eligibility for a refund will be determined based on the effective date of a program and course withdrawal.

The following fees will not be refunded:

- Registration/Application Fee
- Textbook and Materials Fee
- Records Fee

1) A student may be entitled to a refund of tuition fees in the event that:

- a) The student provides written notice to the institution that he or she is withdrawing from the program; or
- b) The institution provides written notice to the student advising that the student has been dismissed from the program.

2) The written notice of withdrawal or dismissal may be delivered in any manner provided that a receipt or other verification is available that indicates the date on which the notice is delivered.

3) The notice of withdrawal or dismissal is deemed to be effective from the date it is delivered.

- 4) The refund to which a student is entitled is calculated on the total tuition fees due under the contract. Where total tuition fees have not yet been collected, the institution is not responsible for refunding more than has been collected to date and a student may be required to make up for monies due under the contract.
- 5) If the institution has received fees in excess of the amount it is entitled to under the student contract, the excess amount must be refunded.
- 6) Refund policy for students:
  - a) Refunds before the program of study begins:
    - I. If written notice of withdrawal is received by the institution within 7 days after the contract is made, and before the commencement of the period of instruction specified in the contract, the institution may retain 5% of the total tuition and fees due under the contract to a maximum of \$250.
    - II. If written notice of withdrawal is received by the institution 30 days or more before the commencement of the period of instruction specified in the contract and more than 7 days after the contract was made, the institution may retain 10% of total tuition only due under the contract to a maximum of \$1,000.
    - III. Subject to Section 6(a)(I.) above, if written notice of withdrawal is received by the institution less than 30 days before the commencement of the period of instruction specified in the contract, and more than 7 days after the contract was made, the institution may retain 20% of the total tuition only, due under the contract to a maximum of \$1,300.
  - b) Refunds after the program of study starts:
    - I. If written notice of withdrawal is received by the institution or a student is dismissed where up to and including 3 weeks of instruction specified in the contract has elapsed, the institution may retain 30% of the tuition due under the contract.
    - II. If written notice of withdrawal is received by the institution, or a student is dismissed where more than 3 weeks and up to and including 7 weeks of instruction specified in the contract has elapsed, the institution may retain 50% of the tuition due under the contract.
    - III. If a student withdraws or is dismissed where more than 7 weeks of instruction specified in the contract has elapsed, no refund is required.
- 7) Where a student did not meet the institutional and/or program specific minimum requirements for admission through no misrepresentation or fault of their own, the institution must refund all tuition and fees paid under the contract, less the applicable non-refundable student application or registration fee.
- 8) Where the delivery of the program of study is through home study or distance education, refunds must be based on the percent of the program of study completed at the rates as set out in Section 6 above.

Refunds owing to students pursuant to the above will be paid within thirty (30) days of the British Columbia Funeral Association receiving written notification of withdrawal or within thirty (30) days of the British Columbia Funeral Association receiving written notice of dismissal.

<b>PROGRAM INFORMATION</b>
<p>Program Outlines and Profiles are available for download from the SkilledTradesBC website</p> <p><a href="https://skilledtradesbc.ca/embalmer-funeral-director">https://skilledtradesbc.ca/embalmer-funeral-director</a></p>

## Student Admission Policy

The British Columbia Funeral Association is committed to enrolling students who meet all of our program admission criteria and who are likely to succeed in meeting their education and career goals.

### Procedure:

- 1) The institution's administrator refers all inquiries to the admission representative.
- 2) Upon receipt of the Foundation Program application, the admission representative reviews and assesses the applicant for suitability to the program.
- 3) Once the student has decided on a program of study, the admission representative reviews the admission criteria for the BC Embalmer and Funeral Director Foundation Program with the student to ensure that he/she meets all of the criteria.
- 4) The admission representative obtains evidence (e.g. Grade 12 or equivalent transcript; Personal Statement; Professional Reference Forms) from the student that he/she meets all the program admission criteria and places the evidence in the student file. The admission criteria cannot be waived by either the school or the applicant.
- 5) After receiving evidence that the prospective student meets all the admission criteria, the admission representative prepares a Student Enrolment Contract and provides the Student a copy of the Registration Handbook to review the policies that will affect the student during his/her completion of the program of study. If, after understanding their rights and responsibilities, the prospective student wishes to sign the contract, the admission representative may arrange for the prospective student to discuss any further questions with the Senior Education Administrator.
- 6) If the Senior Education Administrator and the prospective student agree on a financial arrangement, they sign the contract and the Association delivers a copy of the signed contract, along with a copy of all student policies to the student.

### 2026 - 2027 Academic Calendar\*

#### Term One:

Student Orientation and Classroom Seminars – September 9, 10 and 11, 2026  
12 weeks of on-line lessons starting September 7, 2026  
2026 Term One Exam- December 7 & 8, 2026 (half day evaluations)

#### Term Two:

Classroom Seminars - January 5, 6, 7 & 8, 2027  
12 weeks of on-line lessons starting January 4, 2027  
Term Two Exam – April 12 & 13, 2027 (half day evaluations)  
  
Spring Classroom Seminars and Final Exams - (May 3-7)

\* **calendar subject to change**

\* *All classroom seminars are scheduled to take place in person in Vancouver, BC attendance at all sessions is **mandatory**.*

\* *There will also be 4 Zoom Sessions with Guest Speakers.*



Our training services are provided through a funding arrangement with the SkilledTradesBC, the British Columbia provincial government Crown agency responsible for overseeing and expanding BC's industry training and apprenticeship system.

British Columbia Funeral Association  
PO Box 363 Station Main, Chilliwack, BC V2P 6J4  
Website:

Telephone: 800-665-3899 or 250-592-3213  
Email: [info@bcfunerals.com](mailto:info@bcfunerals.com)

British Columbia Embalmer and Funeral Director Foundation Program  
**Application for Admission – 2026 /2027**



**British Columbia Funeral Association**  
 PO Box 363 Station Main, Chilliwack, BC V2P 6J4

**PLEASE PRINT CLEARLY AND ANSWER ALL QUESTIONS COMPLETELY**

**Personal Information**

Legal First Name	Legal Middle Name(s)	Legal Last Name
Mailing Address (Street/PO Box #)		
City / Town	Province/Country	Postal Code
Phone Number (       )	Secondary Phone Number (       )	E-mail Address
Birthdate (YYYY/MM/DD)	High School Graduation Date (YYYY/MM/DD)	
First Language	Proficiency in English	Preferred Pronoun

**Previous Employment/Activity**

<b>Major activity during past year (check one only)</b> <input type="checkbox"/> Student <input type="checkbox"/> Employed <input type="checkbox"/> Not employed and not seeking work <input type="checkbox"/> Not employed and seeking work <input type="checkbox"/> Other _____		<b>Location of previous activity (check one only)</b> <input type="checkbox"/> British Columbia <input type="checkbox"/> Other province/territory <input type="checkbox"/> Outside Canada
If Employed, List Position/Employer	Duties	Dates From - To

**Previous Education**

<b>What is the highest level of education that you have reached?</b> <input type="checkbox"/> High School Diploma <input type="checkbox"/> Some College or Technical Institute Courses <input type="checkbox"/> College or Technical Institute Diploma/Certificate <input type="checkbox"/> University Degree <input type="checkbox"/> Other			
Most recent high school attended	City/Province	Dates Completed	
Post-Secondary Institution Attended	Credential Earned	City/Province	Dates Completed

**Future Employment**

Will you be seeking an apprenticeship after you have completed the Embalmer and Funeral Director Foundation Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, in what areas of British Columbia would you be willing to work?	
Do you have a valid unrestricted BC Driver’s License?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Method of Payment (\$150.00 application fee)

I am paying the application fee by:

- Cheque (enclosed with application)
- Money Order (enclosed with application)
- Visa (I have called in my credit card information to the BCFA)
- MasterCard (I have called in my credit card information to the BCFA)
- E Transfer to [accounts@bcfunerals.com](mailto:accounts@bcfunerals.com)

\*The BCFA is PCI compliant to safeguard your cardholder data. Should you wish to pay by credit card, please call us at **1-800-665-3899** or **250-592-3213** with your cardholder details.

**Attach to this Application for Admission Form** and submit

**1. A personal statement stating:**

Why you are interested in a career in funeral service.

Why you feel you are well suited for funeral service.

To what extent you have researched the funeral service profession (cite sources).

What experience you have had in funeral service (if any).

**2. Two professional references**

**3. Original Transcripts Supporting High School Graduation (Recommended)**

**4. The \$150.00 non-refundable application fee (\$150.00 + \$7.50 gst = \$157.50)**

This Foundation Program is designed for those who are not sponsored or employed by funeral homes as apprentices. It is an introduction to funeral service and is credited towards any of the Embalmer and Funeral Director licensure programs. It is designed and delivered in a format that is ideal for those who are working or studying full-time outside of funeral service. Graduates of this program may be admitted to the second level/year of any of the licensure programs; provided an apprenticeship with a funeral home is secured.

**Technical Training Content:**

- Understanding Death and Dying 1
- Funeral Directing 1
- Funeral Law 1
- Decision Making, Negotiations and Ethics 1
- Safety, Sanitation & Hygiene 1
- Communications for the Funeral Professional 1
- Embalming Theory 1



*The British Columbia Funeral Association acknowledges the financial contribution paid for services provided through a funding arrangement with SkilledTradesBC, a British Columbia provincial government agency.*

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# Professional Reference Form

## BC Embalmer and Funeral Director Foundation Program Applicant



REPRESENTING CEMETERY, CREMATION  
AND FUNERAL PROFESSIONALS

Mail directly to: British Columbia Funeral Association  
PO Box 363 Station Main, Chilliwack, BC V2P 6J4

or Email: [info@bcfunerals.com](mailto:info@bcfunerals.com)

Name of Program Applicant	
Name of Person (Reference) completing this form	Position
Address	
Telephone	
Home	Work
Email	
Signature	Date

How long have you known the applicant? \_\_\_\_\_

In what capacity do you know the applicant?

School counselor/academic    Employer    Colleague    Other (specify) \_\_\_\_\_

How would you rate the applicant on the following criteria?

	Above Average	Average	Below Average	Unable To Assess
Professional conduct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication & Interpersonal Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative and Follow-Through	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Service Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attention to Detail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Innovation / Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decision Making	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizing and Prioritizing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to deal with stress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What do you consider to be this applicant's strengths?

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Would you recommend this applicant to pursue a career in funeral service?   Yes    No

Please explain:

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Additional comments (please use the reverse side of this form if necessary)