

COMMONWEALTH INSTITUTE *of Funeral Service*



**A Nonprofit Institution*

Where
Funeral Service
Is Our Only Major!

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About Commonwealth Institute of Funeral Service

History

In 1936, R. Victor Landig opened the Landig College of Mortuary Science in Houston, Texas. Landig saw a need in Southeast Texas for a college of mortuary science to train men and women as embalmers and funeral directors.

Landig, a pioneer in funeral service education, attracted to his faculty some of the leading experts in embalming and restorative art in the country, including A. O. Spriggs, author of *The Art and Science of Embalming* and *Champion's Textbook on Restorative Art*. Spriggs eventually became the director of research for Champion Embalming Fluid Co.

In 1955, the school was renamed the Commonwealth College of Science, reflecting Landig's plan to move the college to Commonwealth Street in downtown Houston. However, personal health problems stopped Landig's plans, and as a result, he sold his interests in the college to Tex Garton, a respected funeral director in the Houston area. Garton operated the college until 1966, when the Pierce Organization purchased it and built a new building on Barren Springs Drive in North Houston.

In the late 1980s, a team of the nation's top funeral service executives, practitioners and funeral service educators conducted an extensive feasibility study. The team sought to provide the finest contemporary funeral service education, including a curriculum that emphasized hands-on experience in embalming and restorative art, computer science, and funeral directing and management skills. In 1988, the "Institute of Funeral Service" was chartered as a Texas nonprofit 501(c)(3) corporation, and instruction began on Aug. 29, 1988. In 1990, The Institute of Funeral Service acquired the Commonwealth College of Funeral Service and changed its name to the Commonwealth Institute of Funeral Service (CIFS).

Over the years, the college has expanded and now offers the finest in educational facilities and faculty in the United States. Today, CIFS boasts a state-of-the-art embalming facility, a new restorative art laboratory, a casket display room and a learning resource center.



Program Details

CIFS Online

The online education opportunities at CIFS offer students convenience and flexibility, thus helping them advance their education and future. CIFS has an established reputation as the leading provider of funeral service education in the nation.

CIFS believes in utilizing industry-experienced instructors. Therefore, students can remain confident that they receive the highest-class education.

According to the Bureau of Labor Statistics, the **employment growth** for next 10 years is expected to be

12%

(www.bls.gov)

Certificate in Funeral Directing

100% Online

The Online Certificate in Funeral Directing program at CIFS equips each student with the necessary tools to gain employment as a funeral home director. Students will learn how to conduct funeral service ceremonies of various religious, fraternal, military, traditional, humanistic and nontraditional customs. Graduates of the funeral directing certificate program at CIFS will have the ability to perform funeral arrangement conferences with families, conduct necessary paperwork in funeral home management and be aware of proper workplace safety guidelines for funeral service personnel.

International Conference of Funeral Service Examining Boards to see if our certificate in funeral directing is recognized in the state in which you plan to seek licensure. If you have any questions, please contact CIFS at (281) 873-0262.

CIFS's Online Certificate in Funeral Directing program is currently recognized in several states. Visit the

CIFS's funeral directing certificate is recognized by the Texas Workforce Commission.



Program Benefits

- **CONVENIENCE:** Flexibility is essential to students who manage a busy work schedule and personal commitments. Therefore, the online program at CIFS is proud to offer its students a chance to earn an education at their own convenience.
- **ACCELERATED FORMAT:** Online courses are taught in an accelerated format, allowing students to earn their certificate in six to nine months.
- **QUALITY INSTRUCTORS:** CIFS believes in utilizing industry-experienced instructors. All instructors at CIFS are licensed funeral directors and/or embalmers. Thus, students can remain confident that they receive the highest-class education.
- **YEAR-ROUND HELP DESK:** In case technical difficulties arise, a 24/7/365 tech support team is available to address student concerns and resolve issues.

This academic program is designed to meet specific state or professional needs. It is not accredited by the American Board of Funeral Service Education. Students graduating from this program are not eligible to take the National Board Examination or any state board examination for which graduation from an ABFSE-accredited program is required.

Admission Details

Admission Process

If you are interested in CIFS's partially online Associate of Applied Science (fully online Certificate in Funeral Directing) program, you must:

1. *Visit the [International Conference of Funeral Service Examining Boards](#) to find out your state's regulations in licensing. Review your state's requirements and transfer options. If you have any questions, please contact CIFS at (281) 873-0262.
2. Complete and mail an official CIFS [Application for Admission](#).
3. Pay the \$50 nonrefundable application fee.
4. Have an **official** copy of your high school transcript or the certificate and official transcript of your GED sent directly to CIFS.
5. Have an **official** transcript of each vocational school, technical school, college and university that you plan to transfer credit from sent directly to CIFS.
6. Provide evidence that you have fulfilled ONE of the following:
 - Graduated in the upper 25 percent of your high school class.
 - Achieved an acceptable score on the SAT (990) or ACT (21) examination.
 - Successfully completed all of the general education core courses.
7. If your name is different than that appearing on your birth certificate, submit a copy of the document showing the name change (marriage license, divorce decree, etc.)
8. After CIFS receives the completed application, fee and all required supporting documentation the admission committee will review the application and notify the applicant of its decision. If the submission is incomplete the applicant will be notified.

** No uniform licensing laws govern funeral service in the United States. Some state licensing agencies require students to notify the agency prior to enrollment in mortuary school. Some require completion of pre-mortuary college educational requirements. Students are responsible for meeting licensure requirements in the state in which they wish to obtain a license.*

Tuition

Tuition for the Online Certificate in Funeral Directing program is due the first day of the month of each quarter. Students enrolled in the program are not eligible to participate in federal aid programs.

The total tuition cost for students who need to fulfill their general study courses at CIFS is \$10,366.

The total tuition cost for students who have transferred general study courses to CIFS is \$6,886.

Contact Admissions Office

Contact us by phone or email, and a counselor will assist you with the admissions process for becoming a student at CIFS.

Office of Admissions

Phone: (800) 628-1580 or (281) 873-0262

Email: information@commonwealth.edu

Mailing Address

Commonwealth Institute of Funeral Service

415 Barren Springs Drive | Houston, TX 77090

1. How do I prepare for online courses?

For your convenience, we offer a student training presentation that provides instructions on taking an online course. The presentation is available upon request.

2. How will I access my online course?

Enrolled students will receive a login ID and password. Upon entering the ID and password in the login window, students will be able to access their online class, view course information or retrieve their academic records.

3. Will I have face-to-face meetings with my professor?

Online courses are delivered entirely through the Internet. However, students can schedule a meeting with professors during office hours, if desired.

4. Will I have access to library resources?

Our library resources and services are available to all faculty and students wherever the programs or courses are located and however they are delivered.

5. What times during the year can I enroll?

If you have all the general education courses completed and you plan to transfer them into our program, you can begin in January or July. If you are planning to take the general education courses online, then you can begin in April or October. Please contact us for specific start dates.

6. What are general education courses?

The general education courses are core courses completed at another accredited college that can be transferred into our online program. The classes are biology, English, psychology, and college algebra.

7. How do I get help if I cannot access my online course?

CIFS provides all students with a 24/7/365 help center. Contact information for the help desk will be provided upon enrollment.

8. Do I have to pay for books?

No, your books are already included in your cost of tuition.