



CONTACT INFORMATION

AMERICAN ACADEMY MCALLISTER (AAMI)

Call for all info

MESSAGE FROM THE PRESIDENT

On behalf of the faculty and staff of American Academy McAllister Institute of Funeral Service (AAMI), may I take this opportunity to welcome you as you learn more about us in the pages of this academic catalog.

AAMI has a rich history both as a pioneer and a leader in funeral service education. Our greatest strength has been in preparing students to pass the National Board Examination successfully. The preparation, by its very nature, has allowed students to grow in their confidence as funeral service professionals. Having mastered funeral service theory, our graduates are well suited for the enrichment that comes from the practical experience of working in funeral service. To that end, the faculty of AAMI is largely comprised of licensed funeral directors who have achieved further expertise in the field of education. This combination makes for an enriching

A CAREER IN FUNERAL SERVICE

According to the National Funeral Directors Association, "Today, Funeral Service has accomplished a shift in emphasis from preoccupation

10. To provide a meaningful curriculum at the post secondary levelelum9l9mijl ē z/i/↓ η z/↓ d s/↓

4. Payment of 50.00(USD) processing fee. This must be sent in the form of a bank draft or an international postal money order payable in US currency. Payment must be made before an I-20 will be issued.

5. Official transcript to include graduation from a secondary school and

transcripts from all post-secondary institutions attended. Photocopies may be accepted if they are certified by the issuing institution. All transcripts must be translated into English.

AAMI issues an I-20 Certificate of Eligibility form to students who qualify for admission. Students

If you were born prior to January 1, 1957, you are exempt from the above stated immunization requirements. You may also be exempt if a physician certifies inms

3. Funeral Service Major

Transfer credit for any course that is tested on the National Board Exam must meet the following criteria:

- a. The applicant may not have taken the course more than 2 years prior to the applicant's initial course enrollment at AAMI.
- b. The applicant must have earned a minimum grade of B in the course or courses for which he or she is seeking transfer credit.
- c. For courses in a sequence (e

ON-CAMPUS REFUND POLICY

Tuition is computed with the assumption that a student will remain throughout the entire program. No part of the tuition can be refunded for withdrawal or dismissal without approval by the AAMI administration and settlement of all current financial obligations.

Students who withdraw are required to notify the administration in a signed and dated letter which becomes effective on the date of its receipt. A student may also be considered to have resigned by non-attendance for 30 days, in which instance the effective date of resignation is 30 days following the last date of attendance.

A student withdrawing prior to the commencement of classes will be entitled to a refund of all tuition paid in advance. Withdrawal or termination refunds occurring during any semester will be governed by the following schedule:

Da		f
Before the first day of the term		100
1-7	From the first day of the term to the 7th day of the term	75
8-14	From the 8th day of the term to the 14th day of the term	50
15-21	From the 15th day of the term to the 21st day of the term	25
22-28	From the 22nd day of the term to the 28th day of the term	15

There are no refunds after the 28th day of the semester.

For first-time students who receive Title IV funds such as Stafford Student Loans, PELL Grants, etc., and withdraw before 60 of the period of enrollment has elapsed, a pro-rata calculation shall be determined using Federal regulations.

ONLINE REFUND SCHUEDULE

Refunds are calculated in accordance with the Tuition Refund Policy for those students who officially drop a class or

PRO RATA REFUND POLICY

Pro Rata refunds will be calculated by dividing the total number of weeks in the semester the student will not attend by the total number of weeks in the semester. The resulting percentage will be rounded down to the nearest 10 percent. The total tuition and fee charge for the semester will be multiplied by the adjusted percent. The result will represent the total to be refunded under this policy.

After comparing the school's refund calculation and the Federal pro rata calculation, the total refund most beneficial to the student will be implemented. This refund will be disbursed in the following order: Federal Stafford Loan Programs, Federal PELL Grant Program, N.Y. State Tuition Assistance Program, other State's Grants Programs and lastly the student.

AAMI will make the appropriate refund within 30 days of the date it has been determined that the student was terminated.

FINANCIAL AID

In order to maintain their eligibility for financial aid, all students who receive financial aid from the federal and/or state government are required to meet specific standards of academic progress (total number of credits passed and the student's grade point average in a specific semester). The financial aid office maintains current records on all students receiving financial aid and thereby monitors their ongoing eligibility for such aid. More detailed information about these standards is available through the financial aid office.

Students attending AAMI may be eligible for financial assistance from a number of sources. Some are federal, others are state programs. It is strongly recommended that applicants secure all available information and required forms from the Financial Aid Office prior to enrollment in order to obtain maximum financial assistance. Since this office maintains current information concerning various aid programs, specific questions should be addressed directly to the Financial Aid Officer.

To be eligible for financial aid, students must:

1. Be enrolled or accepted as a full-time student at the Institute
2. Be a U.S. Citizen or an eligible non-citizen
3. Demonstrate financial need
4. Not be in default (or have made 6 consecutive payments) on any Title IV Programs Federal PELL, SEOG, CWS, Perkins Loan, Stafford, Unsubsidized Stafford, SLS, PLUS or Consolidation Loan have satisfied all Selective Service Act financial aid requirements.

In addition, a student must maintain a cumulative grade point average of a 2.0 in order to be considered in good academic standing. At the end of each semester, student's records are reviewed and students whose semester grade point average is below 2.0 will be

PELLL

1. currently reside in New York State, be an undergraduate, and have lived in New York State for the last

ON-CAMPUS PROGRAM

AAMI is located in the heart of New York City on the West Side. The Port Authority Bus Terminal, Penn Station, Grand Central Terminal and PATH trains are easily accessible to the school and provide convenient transportation for the many students who commute from Connecticut, New Jersey, Long Island, Pennsylvania and elsewhere.

Bus and subway lines are within easy walking distance of AAMI and provide transportation to every part of the city. The many museums, Lincoln Center for the Performing Arts, the Theater Center of Times Square, Madison Square Garden and the United Nations are easily accessible and provide unlimited cultural and recreational opportunities for students. Houses of worship are located nearby.

The world famous Bellevue Medical Center, where students receive their clinical instruction in embalming, is located about two miles from AAMI.

The school is open to visitors each weekday between the hours of 9 a.m. and 3 p.m. We welcome your inspection and the opportunity to discuss your special concerns.

The AAMI campus is located in "The Movie Lab" building just one block from the Hudson River. The entire premise is well lighted, ventilated and air-conditioned, providing a cheerful and comfortable atmosphere during all seasons of the year. Physical facilities are readily accessible for the disabled.

In addition to the usual classroom facilities for lecture and discussion, there are specially designed laboratories for Restorative Art and Computer Science which enhance the opportunities for students to learn by doing.

A range of visual and learning aids are utilized to enhance and facilitate the educational experience in the classroom.

CAMPUS SCHEDULE

F. \ S^ ^\^	Credits
GEN 101 Communication Skills	3
SOC 102 Death & Human Development	2
GEN 103 Health Education	2
SOC 101 History of Funeral Service	2
GEN 102 Introduction to Science	2
BUS 101 Principles of Mathematics	3
LAW 101 Professional Ethics	1
Total	15

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GEN 211 Anatomy I	3
LAW 201 Business Law	2
SOC 201 Funeral Service Psychology & Counseling	3
BUS 201 Funeral Home Directing	2
GEN 212 Introduction to Microbiology	2
PHT 201 Principles of Embalming I	2
BUS 202 Small Business Management	2
SOC 202 Sociology of Funeral Service	1
Total	17

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BUS 311 Accounting I	2
GEN 312 Anatomy II	2
BUS 312 Funeral Home Management & Merchandising	3
GEN 313 Introduction to Chemistry	2
GEN 311 Introduction to Pathology	2
PHT 312 Microbiology for Embalmers	3
PHT 301 Restorative Art I	2
PHT 313 Principles of Embalming II	2
Total	18

Fo. S^ ^\^	
BUS 411 Accounting II	2
GEN 411 Anatomy III	2
PHT 411 Chemistry for Embalmers	2
PHT 412 Clinical Embalming	2
SOC 411 Comprehensive Review	1
LAW 411 Mortuary Law	2
PHT 413 Pathology for Embalmers	2
PHT 414 Principles of Embalming III	2
PHT 415 Restorative Art II	3
LAW 412 State Rules & Reg.	1
Total	19

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ONLINE ACCESS TO FUNERAL SERVICE EDUCATION

Funeral service is one of the many professional fields that has been plagued by limited access opportunities. Potential students encounter significant access barriers in their desire to attend a funeral service education degree program.

Right now in the United States there are: 57 Accredited Funeral Service Programs located in 31 out of 50 states.

Even in those states that have one or more funeral service programs, there are large numbers of students who live too far from a campus to enroll. This lack of access to funeral service education programs nationally has led to a growing shortage of funeral directors/embalmers. It is projected that there will be a significant shortage of funeral directors /J, o iizil/J, e iiz/dhd iin, r iiz/enn#Jinl-reo

MINIMUM NUMBER OF CRE

ONLINE SCHEDULE

ACADEMIC STANDARDS

TEST AND EXAMINATIONS (See Student Handbook)

Students should be prepared for an intensive program of study with frequent written, oral and practical tests given during the semester along with a final semester examination given in each course.

In courses extending beyond a single semester, subsequent testing generally includes the work of previous semesters. Final examinations are usually comprehensive, concerning all of the subject matter of the course.

6. Students receiving any form of Title IV federal financial aid must participate in an exit counseling session with the Financial Aid Administrator.
7. Successfully complete all requirements of the Clinical Embalming Program and be certified by the Clinical Embalming Instructor as minimally technically competent in embalming at the entry level.
8. Must attend and actively participate in the semester and end of semester National Board Review.
9. Must take AAMI's Comprehensive Examination and pass with a grade of 75.
10. Must take the National Board Examination.

Commencement ceremonies are held twice a year in August and December.

NATIONAL BOARD EXAMINATION (NBE)

Students who have satisfied all requirements for graduation from AAMI are required to take the National Board Examination. This examination is administered by the International Conference of Funeral Service Examining Boards. Successful candidates receive a certificate attesting to their proficiency. Once a student takes the NBE exam, they are certified by AAMI as a graduate.

The annual passage rate of first-time takers on the National Board Examination (NBE) for the most recent three-year period for this institution and all ABFSE accredited funeral service education programs is posted on the ABFSE website (www.abfse.org).

The following represents the most recent three (3) year period for AAMI.

National Board Examination

Year	# of Takers	# Who Passed	Who Passed
2010	10	5	50%
2011	10	5	50%
2012	10	5	50%

PUBLIC INFORMATION POLICY

The Family Educational and Privacy Rights Act of 1974, specifically provides that a school may provide what is “directory Information” to third parties when a

STUDENT ACTIVITIES

Extracurricular activities are encouraged in the conviction that wholesome recreation often provides the necessary stimulus for improved scholarship. These activities are initiated through class officers and vary from year to year according to student interests. Class planning and organization of social functions and other activities offers opportunity for development of leadership qualities which can be extended into future professional life.

TUTORIAL

Tutorial instruction is offered to those students demonstrating academic weaknesses.

COURSE DESCRIPTIONS

BUS 101 3 credits

This course develops arithmetic concepts and skills, particularly in the areas of whole numbers, fractions, decimals, and percents. An emphasis is placed on problem solving skills, especially in the determination of the mathematical calculation of the cost of a Funeral Service contract including the calculation of percentage discounts, and interest determination on time payments.

BUS 102 2 credits

Introduction to basic services performed by the funeral director from first call to final disposition of the deceased survey of ceremonies and procedures of various religious, fraternal and other organized groups inter-professional relationships with clergy, medical personnel and public agencies the dual role of the funeral director as an effective caregiver and manager business, social and ceremonial etiquette.

BUS 103 2 credits

Topics include, planning, organizing, staffing and directing a successful business. Management issues affecting the funeral director are discussed including the use of computers and applicable software packages. Other topics include: business problems and risks market analysis layout requirements advertising and employee relations. Emphasis is placed on business decisions regarding client family needs.

BUS 104 2 credits

Unit BUS 101

This course introduces the fundamental accounting equation and its application to accounting theory. The accounting equation and the accounting cycle are presented as well as the format and preparation of the books of account, and the presentation of financial statements.

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GEN 101 2 credits
Unit : GEN 12

Basic concepts such as structure and forms of matter the nature of chemical changes, chemical nomenclature use of symbols formulas and equations, consideration of selected topics such as oxidation - reduction, solutions, ionization, acidity and alkalinity, diffusion and osmosis.

GEN 312 2 credits
Unit : GEN 312

Study of the respiratory, excretory systems, nervous, endocrine, integumentary, and reproductive systems. Introduction of pre-natal development. Each system is described in terms of its gross anatomy with some discussion of histology and physiology. Tests will include material from Anatomy I & II

LAW 101 1 credit

Individual development and evaluation of funeral service professional system of ethics professional ethics in community relationships ethics in regard to the deceased ethics within funeral service operations factual and dignified publicity and promotion procedures pre-arrangement ethics pre-finance ethics education competitor relationships associations.

LAW 102 2 credits

Nature and development of law, emphasizing the broad field of contracts, their nature, classification, operation and effects negotiable instruments and sales.

LAW 201 2 credits
Unit : LAW 201

Bailments, agency, partnership, insurance, wills, burial rights and obligations, rights and wrongs concerning the body and burial cemetery law, zoning restrictions and damages. Tests will include material from LAW 201 Business Law

LAW 312 1 credit
Unit : BUS 312

Introduction to the specific laws, rules and regulations governing the practice of embalming and funeral directing licensing procedures.

PHT 101 2 credits

Introduction to embalming historical and contemporary perspectives moral, ethical and legal consideration definitions and objectives of embalming terms associated with death types, signs and tests for death pre-embalming changes pre-embalming diagnosis and techniques instruments and equipment utilized in basic embalming procedures.

PHT 102 2 credits

Principles of color theory in pigments, vision and illumination principles of cosmetology/

HISTORY OF AMERICAN ACADEMY McALLISTER INSTITUTE (1926-2005)

McALLISTER SCHOOL OF EMBALMING (1926 - 1942)

The career of Professor John McAllister was marked by two dominant principles: study and teaching.

Dr. McAllister graduated from Albany Medical College in 1879 as a Doctor of Medicine. He thereafter devoted most of his time to post graduate study and surgery in Eastern American Hospitals. From 1886 to 1889 he continued his professional education in London, Paris and Vienna under the renowned Anatomists and Surgeons of that day. He later returned to Europe from 1899 to 1901 for additional research and study.

In 1890 he founded the New York School of Pathology and Operative Surgery and was instrumental in the training of many of the leading surgeons in this country. He continued this institution until 1926.

Dr. McAllister became Professor of Anatomy and Dissection at the first Institute of Podiatry in 1914, and remained there for 15 years. He held the position of Local Surgeon to the New York Central Railroad for 20 years and was the Acting Coroners' Physician and Special Pathologist at the New York City Mortuary for 20 years, until the present Medical Examiner's Office was established in 1919.

During this time, he completed over 10,000 autopsies. This afforded him a tremendous opportunity for research into the many causes of death and their various effects on the body.

It was during these years, that Dr. McAllister discovered the need for thorough education of Embalmers and Funeral Directors. This need was finally met in 1926 when he founded the McAllister School of Embalming. He had the courage and vision to establish an educational institution with a lengthened program and rigorous faculty supervision at a time when there were minimal or non-existent standards for the licensing of funeral directors. He continued to direct the program and expand the activities of the School until shortly before his death in 1942.

His son, John McAllister was called to active duty in October of 1940 as a reserve lieutenant and was sent to Fort Dix with the 44th Division. While on duty with this division, war was declared and Captain McAllister was assigned coastal defense duties along the Atlantic. Following this, he was transferred to Foreign Service and joined the 3rd Infantry Regiment in Newfoundland. He was later promoted to Colonel.

During his period of active duty, Col. McAllister graduated from infantry school at Ft. Benning and the Command and General Staff School at Fort Leavenworth. He was awarded the bronze star medal for meritorious service, ETO ribbon with two stars.

Col. McAllister was associated with his father, for many years in the operation of the McAllister School of Embalming. He reopened the institution to carry on the traditions which World War II interrupted.

Lt. Col. John McAllister received his education at New York University and New York Law School, receiving the degrees of LL.B. and LL.M

in 1931. The first recorded class graduated in October 1933. This class had only four students who attended school for six months. Classes at this time started every three months.

The Academy was conceived and sponsored by George A. Dodge. He gathered together the foremost teachers of the day to serve on the Board of Education. Through the years such notable men as Clifford G. Askins, Joseph R. Parker, William Collier, Ray E. Slocum, Francis E. Dolan, Dr. Ernest W. Lampe, Lloyd W. Howe and William H. Crawford were affiliated with American Academy. Under their guidance, and as a result of their ability, the American Academy forged ahead to a leadership position in this profession.

In 1947 the Academy was purchased by Mrs. Helene Carpenter Craig, owner of the St. Louis College of Mortuary Science. It was during her administration that the Academy enrolled the largest classes in their history. After many years of aspirations to maintain a sister-school in New York City, the Directors of the Pittsburgh Institute of Mortuary Science purchased the American Academy from Mrs. Craig. The Directors of the Academy at that time were Dr. Otto S. Margolis, Professor John Rebol, and Dr. Emory S. James. The administration of the school had been conducted by Dr. Margolis as its President and Dean from January 1957 until 1964.

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WILLIAM FLOOZ S JR.,
Clinical Embalming

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