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**AMERICAN BOARD  
of FUNERAL  
SERVICE EDUCATION**



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National Funeral Directors  
Association

National Funeral Directors and  
Morticians Association

Cremation Association of North  
America

Accredited Institutions

April 25, 2024

Ms. Kim Lopez, President  
San Mateo Community College for Cañada College  
4200 Farm Hill Blvd., Bldg. 08-206  
Redwood City, CA 94061

Dear President Lopez:

The Committee on Accreditation (COA) of the American Board of Funeral Service Education met on April 10, 2024. During that time, the COA reviewed the Cañada College Candidacy application for recognition of an accredited Funeral Service Education program.

Upon conclusion of the COA deliberations, the Cañada College-Funeral Service Education Candidacy application was rejected. As submitted, the application contains multiple contradictions and is lacking in sufficient detail to warrant assigning a site visit team.

COA offers the opportunity to re-apply within one (1) year utilizing the existing Candidacy fee. After that time, renewal of Candidacy and the accompanying fee will be necessary. A list of issues to be addressed is attached.

Please feel free to contact me if you have any questions or if further information is needed.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert C. Smith III", is written over a light blue horizontal line.

Robert C. Smith III  
Executive Director

ec: Leili McMurrough, COA Chair  
Gina Hooper, Program Director

Issues to address for Candidacy before the application can be approved and a site visit team assigned:

In order for the COA to comprehend past, present and future expectations, please provide anticipated dates to achieve the candidacy requirements.

References from the ABFSE Accreditation and Policy Manual.

- Chapter IV.C.3. No enrollment projections are provided.
- Chapter IV.C.9.a Show evidence that ABFSE Program Learning Outcomes are being addressed.
- Chapter IV.C.9.d Must demonstrate that at least one program is in place; *we can do this, or we do that* is not sufficient.
- Chapter IV.C.9.f Provide course syllabi for all courses offered in the program.  
This should also address any lab components.  
Off-campus clinicals require affiliation agreements, site inspections and preceptor training. A list of student/clinical assignments would be useful.
- If indeed the program has no geographic boundaries, the clinical status for out-of-state students should be addressed.  
Will information be provided regarding housing options for students who live out of commuting range?
- Chapter IV.C.9.g Evidence must be provided that facilities will meet ABFSE standards before accreditation is awarded.
- Chapter IV.C.10. Plans for additional faculty and facilities to accompany program growth.  
There is no evidence that this item has been addressed.