

CHECKLIST

To become a licenced funeral professional in Alberta, you must fulfill the following requirements.

✓ **Step 1: Complete funeral service education program and practical work experience**

Education must be completed through Mount Royal University (MRU) or the Canadian College of Funeral Service (CCFS).

**Funeral Director Licensing Requirements**

- satisfactory completion of required coursework
- participate in 25 funeral arrangements
- complete 1800 hours of logged funeral practice
- currently employed at an Alberta funeral services business

**Embalmer Licensing Requirements**

- satisfactory completion of required coursework
- have assisted in the arterial injection of at least 50 bodies
- have completed and passed the embalmer practical exam
- currently employed at an Alberta funeral services business

✓ **Step 2: Write the AFSRB Licensing Exam**

Contact the Alberta Funeral Services Regulatory Board to schedule your in-person exam

- Exams can be scheduled Monday to Friday 9:00 a.m. or 1:30 p.m.
- Cost \$300 (cash or credit card)

✓ **Step 3: Apply for Licence**

The Business Manager must apply and pay for the licence through their Business Manager portal. The following documents are required prior to issuing the licence:

- **Proof of Education** – Submit a letter from the school stating satisfactory completion of course work and practical experience
- **Obtain and submit a Current Criminal Record Check** (conducted within the last 90 days). *Please note:* this is not required if it was submitted with your student application.
- **Complete the Licensing Declarations:** These can be found on the AFSRB website under the Industry tab.
  - First Time Licensee Declaration
  - Funeral Director Eligibility Declaration
  - Embalmer Eligibility Declaration