

CHECKLIST

To become licensed in Alberta, you must fulfill the following requirements.

- ✓ **Step 1: Provide letter in good standing from the regulator that currently holds your licence.**

- ✓ **Step 2: Write the Alberta Law Licensing Exam**
 - Contact the Alberta Funeral Services Regulatory Board to schedule your in-person exam and obtain a copy of the exam preparation guide.
 - Cost: \$300

- ✓ **Step 3: Apply for Licence**

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

 - **Current Criminal Record Check** (conducted within 90 days of application submission)
 - **Licensing Declaration**
 - First Time Licensee Declaration