

CHECKLIST

To become licenced as a pre-need salesperson in Alberta, you must fulfill the following requirements.

- ✓ **Step 1: Register for the Alberta Pre-Need Salesperson course**
  - Business Manager must register the new student
  - Cost: \$400.00 (to be paid to the AFSRB before commencing the course)
  - Upon receipt of payment, the login information and instructions will be sent
  
- ✓ **Step 2: Complete the pre-need course through the Canadian College of Funeral Services (CCFS)**
  - Send completed modules to CCFS for review
  - Confirmation of satisfactory completion from CCFS must be received by AFSRB
  
- ✓ **Step 4: Write the Pre-Need Course Exam**

Contact the AFSRB to schedule your in-person exam

  - No Cost
  - Laptop required – bring one with you
  - Passing grade of 70% or higher required
  - Exams can be booked Monday to Friday at 9:00 a.m. or 1:30 p.m.
  
- ✓ **Step 4: Apply for Licence**

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

  - **Current Criminal Record Check** (conducted within the last 90 days)
  - **Licensing Declaration**
    - First Time Licensee Declaration