

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 apply for a student eligibility certification through the AFSRB
- Business manager must register the new student for the course with the AFSRB
- Cost of course: \$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 provided
- 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 the licensing portal. 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