

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: \$350
  
- ✓ **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