

CHECKLIST

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

✓ **Step 1: Apply for a Student Certification through the AFSRB**

The applicant submits a student application through the link found on the AFSRB website. Documents needed to complete the application are as follows:

- **Criminal record check** (completed within 90 days of the application)
- **Student eligibility declaration** – electronic declaration within the application
- **Business manager approval** of the student application in the business portal

✓ **Step 2: Register for the Alberta Pre-Need Salesperson course**

- The business manager submits a request for registration for the pre-need course to the AFSRB with the applicant's name and email address.
- Cost of course: \$400.00 (paid in the portal before commencing the course)
- Login information and instructions will be sent directly to the applicant

✓ **Step 3: 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
- Applicant must bring CCFS login information to access the exam
- Passing grade of 70% must be obtained
- Exams can be booked Monday to Friday at 9:00 a.m. or 1:30 p.m.

✓ **Step 4: Apply for Licence**

The applicant submits an upgrade application from a 'student to full licensure' in the portal. The following documents are required prior to issuing the licence.

- **Confirmation of school completion**
- **Licensing Declaration**
 - First-time licensee declaration found within the application