**afsrb**
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Checklist to become a Pre-Need Salesperson

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: https://services.afsrb.ab.ca/individual/
  Documents required 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 under 'applications.' The following documents are required to complete the application.
    - **Confirmation of school completion**
    - **Licensing Declaration**
        - First-time licensee online declaration found within the application
    - **Business Manager approval**