

	POLICY/PROCEDURE		No.	
	International Licensing Candidate Requirements		Effective Date	12/04/2019
			Revision Letter	
			Status	Approved

1.0 Purpose

This policy establishes the process for an applicant for a licence under the Funeral Services Act whose credentials were obtained outside of Canada. The policy will outline a clear process and set of requirements to be provided in order to assess whether or not the training is equivalent to the training required in Alberta.

2.0 Persons Affected

AFSRB

International applicants

Alberta approved funeral education schools

3.0 Policy

- When the AFSRB receives a request for information in regard to obtaining a licence, when the request is coming from a licensee who obtained their credentials outside of Canada, there needs to be standard procedures to be followed so each applicant is assessed in the same manner.
- The credentials of the international candidate will be provided to an Alberta approved school
- If the candidate does meet the Alberta standard for training, they would make an application for licensing to the AFSRB in the same manner as any other applicant.
- If the candidate does not meet the Alberta standard for training, remedial courses or complete funeral services course will be required
- Information regarding applications from international students will be posted on the website.

4.0 Definitions

- International applicant – any funeral professional who was trained and licensed outside of Canada
- Approved school – one of the two Alberta approved funeral education schools, the Canadian College of Funeral Service or Mount Royal University

5.0 Responsibilities

International applicant – responsible for gathering all the information required by one of the approved schools to conduct the assessment of their credentials. Also responsible for translation of documents if not in English.

Approved school – responsible for reviewing the documentation and determining if the international applicant meets the Alberta standard of training

AFSRB – responsible for sending the applicant’s information to an approved school for assessment, administering the Alberta exam and following through with the review of the licence application process.

6.0 Procedures

1. International applicants will be asked to provide the following documentation for assessment
 - Current licence proving they hold a licence in another jurisdiction
 - Letter in good standing from the regulator in the jurisdiction where they are licensed (including contact information for follow up)
 - Proof of completing an academic program in funeral service (diploma or certificate)
 - Outline for each course completed at their funeral service school
 - Transcript of marks
 - 2-3 character reference letters
 - Resume indicating work experience
 - Original documents to be provided and if these are in a language other than English, the translation for these documents must also be provided
2. An international applicant who is applying for an embalmers licence must also complete a practical embalming exam determined by the Board.
3. The AFSRB will confirm the information provided with the regulator who provided the letter in good standing
4. If these documents are provided to the Canadian College of Funeral Service (CCFS) for an assessment, the cost for this service (subject to change) will be \$250 payable in advance.
5. The approved school will compare their credentials against the standard for Alberta
6. The approved school will determine if the international applicant's credentials meet the standard for Alberta.
 - If they don't, additional courses may be suggested, or they may be required to redo the funeral education
7. If a candidate's credentials are accepted, they will be required to write and pass the Alberta Funeral Director's exam with a mark of at least 70%.
8. The candidate must also provide a criminal record check from their home country, and from Canada
9. Other licensing requirements will be the same as any other applicant.

7.0 Document Approvals

Position	Name	Date Approved
Entire Board	AFSRB	12/04/2019
Executive Director	Karen Carruthers (policy writer)	12/04/2019

8.0 Revision History

Effective Date	Rev Letter	Description of Change
12/04/2019		Initial Release