



ABST Exam Booking Procedure

Attention All Students,

Please follow the steps below in order for us to send you instructions to book your ONLINE ABST exam.

Step 1:

- Complete the required 40 hours of online study.
- The timer must reflect a minimum of 40 hours logged time. You can log more than 40 hours if you wish.

Step 2:

● Notify us by email (training@securityguardcourse.ca) that you have completed the 40 hours and include this information:

- FIRST NAME:
- MIDDLE NAME(S):
- LAST NAME:
- DOB: YEAR/MONTH/DAY:
- GENDER:
- FULL STREET ADDRESS:
- CITY:
- POSTAL CODE:

Please also include a copy of your driver's licence so your mailing address can be verified.



Step 3:

- We will email you your Certificate of Completion and instructions to book your ONLINE EXAM. If you are unable to register for your online exam then skip to Step 4.

Step 4:

If you are unable to book your online exam, we will send you a list of local certified exam proctors.

- If there are no local certified exam proctors, skip to STEP 5.
- You will contact these proctors and arrange an exam date.
- You will email us which proctor you have set your exam with and the date/time of the exam.
- *****THIS EMAIL TO US MUST BE 5 BUSINESS DAYS(MON-FRI) PRIOR TO THE EXAM DATE.*****

Step 5:

- If there are no local certified exam proctors you will arrange your exam with an approved exam host (see list below) and email their contact information to us. Your exam will be sent to the host where you will write it. We will then direct your host where to send the exam for marking (only certified proctors can actually mark the exam).



- Approved Exam Hosts:

- Public libraries
- Educational Institutions
- Active/Retired Teachers
- Licensed Professionals including Doctors, Lawyers, Accountants (CA, CGA, CMA), and Engineers
- Active/Retired Police Officers
- MLA/MP Offices

Step 6:

- Attend your exam. We will email you your result within 7 days.

Exam Booking Cancellation Policy

1. If you need to cancel your in-person exam please contact the proctor directly.

After Passing Your ABST Exam Successfully

Your certificate will be mailed to you within 10-15 business days from Alberta Security Programs, Alberta Justice and Solicitor General.

You are now ready to apply for a security licence in Alberta - please find the individual Licence Application form and Guide here (read carefully and submit to Security Programs).



[Apply for or renew your licence](#)

Please click the above link for the most up to date information as the licensing process may have changed since the date of this posted pdf.

1. Complete all sections of the “Individual Licence Application” form download TYPE in PDF OR PRINT AND USE CAPITALS ONLY from Government Alberta Website (<https://www.alberta.ca/security-service-worker-licence.aspx>) or check our Download Forms Page.
2. Sign both part 5 and 6 of the form.
3. Have a member of the police service, peace officer or commissioner of oaths employed by the police service sign the back of your passport quality photo.
4. Apply and obtain an employment police information check (PIC), must include CPIC, Vulnerable sector and local database.
5. Must include photocopies of both sides of two government issued identifications (like Alberta ID, Passport, Work Permit, PR Card etc).
6. Provide photocopies of proof of training certificate.
7. Pay your Licence fee by Bank Draft in title to “Government of Alberta” or pay online payment (<https://eservices.alberta.ca/security-investigator-locksmith-licence.html>)
8. Submit your application with appropriate fees (\$100 security service licensing fee (your licence is valid for 2 years, and \$9 service charge) and all additional documents to:



Security Programs

Alberta Justice and Solicitor General

PO Box 1023 Station Main

Edmonton AB T5J 2M1

Phone: 1-877-462-0791

Fax: 780-427-4670

Email: ssia.registrar@gov.ab.ca

Website: www.securityprograms.alberta.ca

Thank you again for choosing Security Guard Course Inc. for your private security training needs.

We wish you all the best.