

Apply to have responsible liquor service certification recognized

In Alberta, you must be ProServe-certified within 30 days of hire to work in a position where ProServe certification is required. AGLC Inspectors will not accept certification issued by other responsible liquor service training programs, in lieu of ProServe.

If you have responsible liquor service certification that was issued by another provincial training program within the last five years, you must apply to the SMART Programs office to have the certification recognized.

Equivalency will not be granted for responsible liquor service certification that was issued more than five years ago and certification issued outside of Canada will not be recognized.

To have your certification recognized in Alberta, [make a SMART Programs account](#) or sign into an existing account at smartprograms.aglc.ca.

- Send an email to info@proserve.aglc.ca or fax to **780-651-7626**, to the attention of SMART Programs. In the subject line of your email or fax, include:
 - ✓ Your **legal name** (as it appears on your government-issued identification) and
 - ✓ **SMART Programs Registration No.** (12-digit number shown at the top of your Personal Information page)
- Attach proof of your responsible liquor service certification to the email or fax: a pdf, screen shot, scanned copy or photo of your out of province certificate or card. The program logo, your name and certification number must be legible and fully displayed.

SMART Programs staff will review your certification. Check your email Inbox (Junk, Trash, or Bulk email folders too, as email security filters may redirect incoming mail) for the next 2 – 3 business days. A ProServe certification agreement statement will be sent for your review. Reply, confirming your understanding and agreement to the terms, for SMART Programs to grant equivalency for the time remaining on your certificate.

Then, print or save proof of your certificate to your mobile device or phone. Give proof of your certification to your employer. Licensee staff must provide proof of certification at the request of an AGLC Inspector. Failure to present proof of certification may result in disciplinary action.

ProServe certification is valid for 5 years from the date your out of province certificate was issued. If you continue to work in Alberta in a position where ProServe certification is required at the time your certificate expires, you must renew your ProServe certification. You can also renew your out of province certification and submit the required information to have the certification recognized.

More information about SMART Programs' policies is online at aglc.ca.