

March 2007

Fair Trading Act

Employment Agency Licence

Definition:

Employment Agency Business means the business of securing persons for employment, securing employment for persons or evaluating or testing persons for employers who are seeking employees.

Licensing Requirements:

To get a licence for an employment agency business you must provide the following:

1. Completed [application](#) form.
2. A licensing fee of \$120. Your cheque should be made payable to the Minister of Finance. If you are applying in person, you can also pay this fee using Visa, MasterCard or cash. This fee is for a two-year licence. Licences take effect the date they are issued. The department will send you a notice and the appropriate form(s) before your licence needs to be renewed. Licence holders must notify Service Alberta in writing if their business licence address changes.
3. Zoning approval from the municipality where the business is being operated.

Other Requirements:

Section 9 of the Employment Agency Business Licensing Regulation identifies when a business can **charge the client a fee**.

The rules about sending employees or potential employees to businesses affected by **strike or lock out** are found in the Employment Agency Business Licensing Regulation, Section 10.

Legislation:

[Fair Trading Act](#)
[Employment Agency Business Licensing Regulation](#)

Copies of legislation can be obtained from the [Queen's Printer Bookstore](#) at:

Park Plaza
5 floor, 10611-98 Avenue
Edmonton, Alberta
T5K 2P7
Telephone: (780) 427-4952

To call a Government of Alberta office toll free (in Alberta), dial 310-0000 and follow the instructions.