

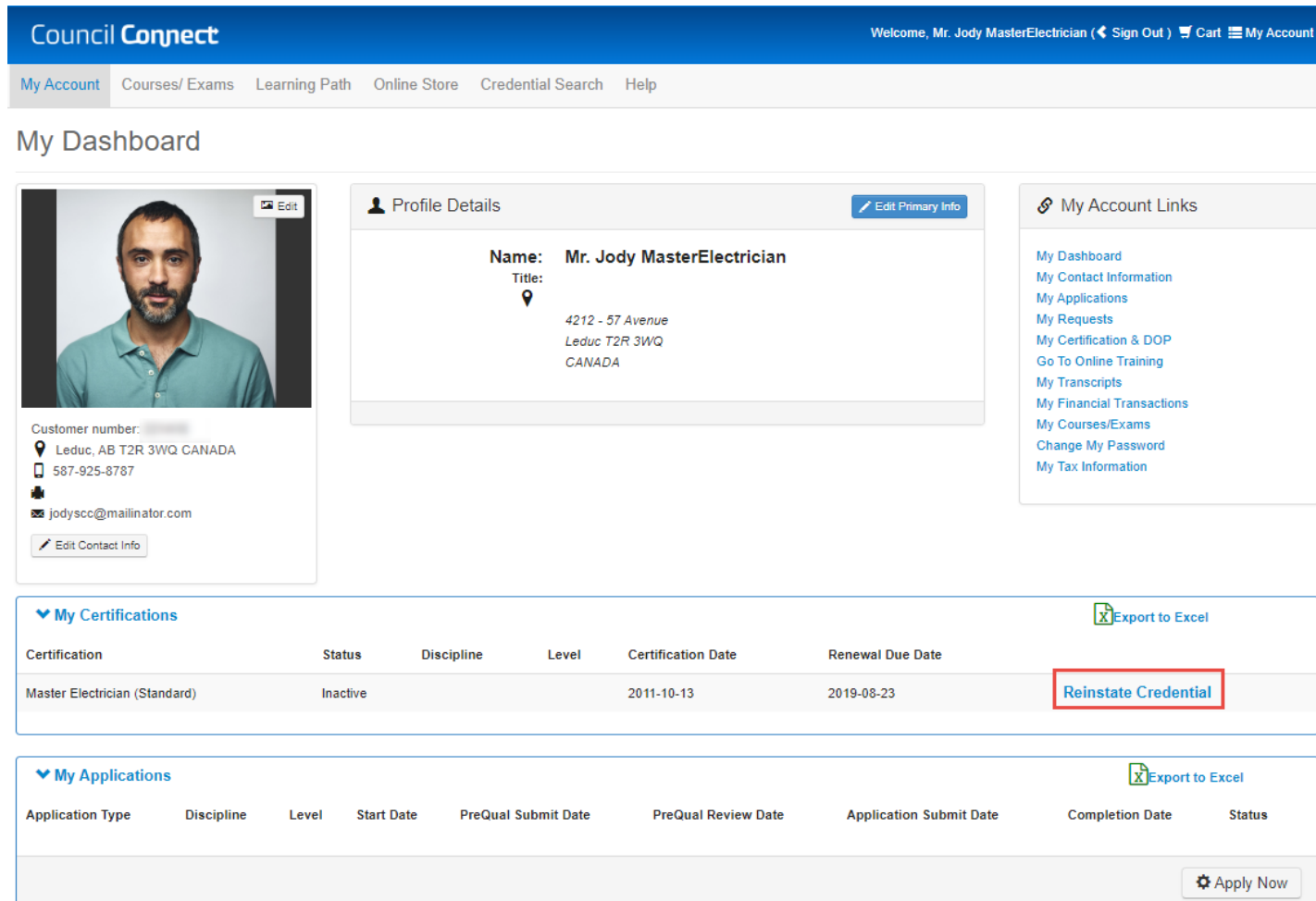
Apply for Master Electrician Certification Reinstatement

This tutorial walks through the steps in Council Connect to apply for a reinstatement of a master electrician (ME) certification that is no longer active.

ME Certification credentials that were not renewed by the expiry date can be renewed online in Council Connect using the normal renewal process up to **60 days** after the expiry date, subject to a late fee. The reinstatement process noted below applies to voluntarily cancelled certifications as well as renewals that have been inactive for more than 60 days after the renewal date.

The fee for a reinstatement is \$150.

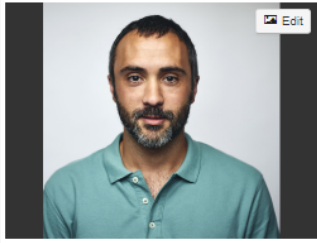
Begin Reinstatement Application



Council Connect Welcome, Mr. Jody MasterElectrician (Sign Out) Cart My Account

My Account Courses/ Exams Learning Path Online Store Credential Search Help

My Dashboard



Customer number: [Redacted]
 Leduc, AB T2R 3WQ CANADA
 587-925-8787
 jodysc@mailinator.com

Profile Details Edit Primary Info

Name: Mr. Jody MasterElectrician
Title:
 4212 - 57 Avenue
 Leduc T2R 3WQ
 CANADA

My Account Links

- My Dashboard
- My Contact Information
- My Applications
- My Requests
- My Certification & DOP
- Go To Online Training
- My Transcripts
- My Financial Transactions
- My Courses/Exams
- Change My Password
- My Tax Information

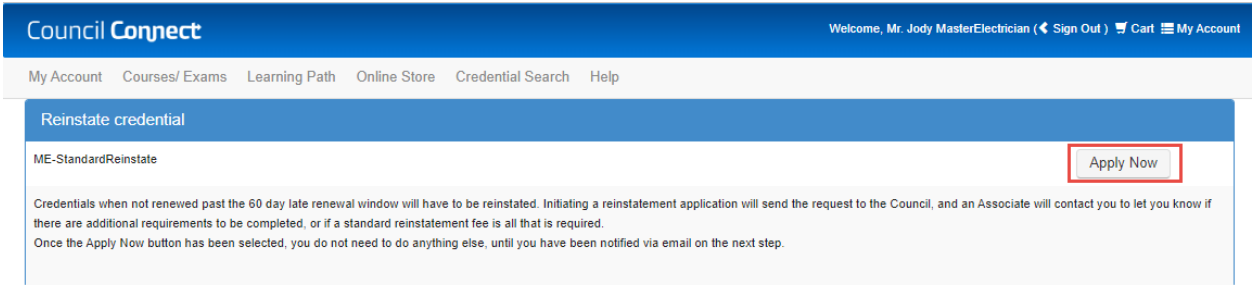
My Certifications Export to Excel

Certification	Status	Discipline	Level	Certification Date	Renewal Due Date	
Master Electrician (Standard)	Inactive			2011-10-13	2019-08-23	Reinstate Credential

My Applications Export to Excel

Application Type	Discipline	Level	Start Date	PreQual Submit Date	PreQual Review Date	Application Submit Date	Completion Date	Status
Apply Now								

1. From **My Dashboard** under the **My Certifications** section:
 - a. Click the **Reinstate Credential** link beside the ME credential you wish to reinstate



Council Connect Welcome, Mr. Jody MasterElectrician (← Sign Out) 🛒 Cart ☰ My Account

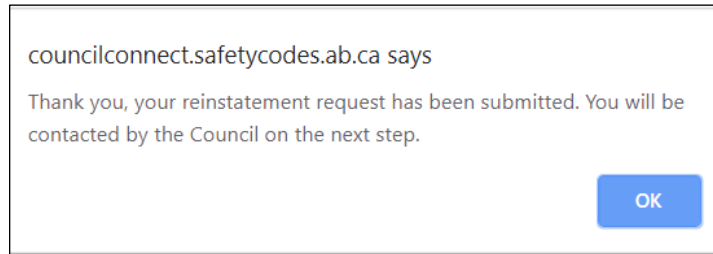
My Account Courses/ Exams Learning Path Online Store Credential Search Help

Reinstatement credential

ME-StandardReinstatement Apply Now

Credentials when not renewed past the 60 day late renewal window will have to be reinstated. Initiating a reinstatement application will send the request to the Council, and an Associate will contact you to let you know if there are additional requirements to be completed, or if a standard reinstatement fee is all that is required.
Once the Apply Now button has been selected, you do not need to do anything else, until you have been notified via email on the next step.

2. Read the information provided on the Reinstatement credential screen
3. Click the **Apply Now** button

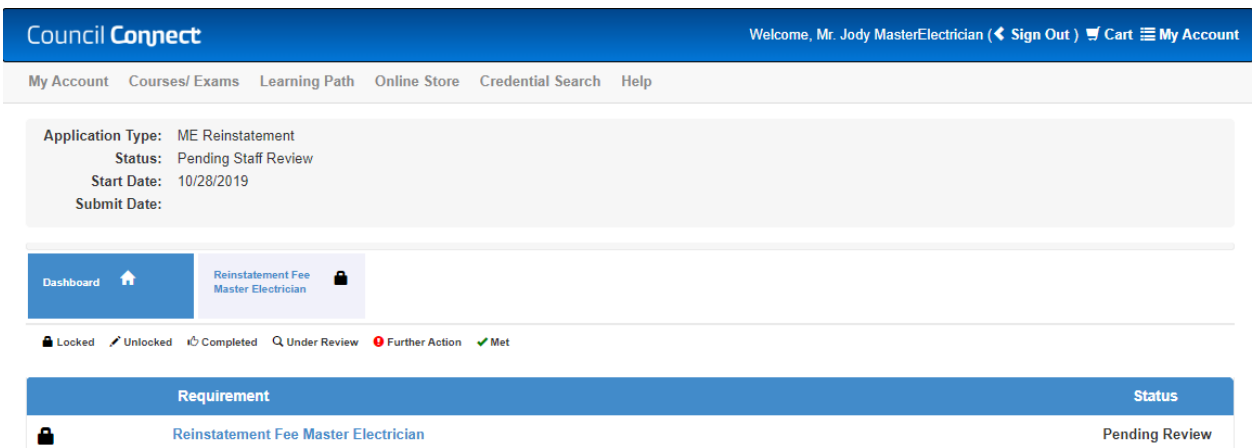


councilconnect.safetycodes.ab.ca says

Thank you, your reinstatement request has been submitted. You will be contacted by the Council on the next step.

OK

4. Click the **OK** button to close the application submitted confirmation screen.



Council Connect Welcome, Mr. Jody MasterElectrician (← Sign Out) 🛒 Cart ☰ My Account

My Account Courses/ Exams Learning Path Online Store Credential Search Help

Application Type: ME Reinstatement
Status: Pending Staff Review
Start Date: 10/28/2019
Submit Date:

Dashboard Reinstatement Fee Master Electrician

🔒 Locked 🔓 Unlocked 📌 Completed 🔍 Under Review 🚫 Further Action ✅ Met

Requirement	Status
🔒 Reinstatement Fee Master Electrician	Pending Review

5. The reinstatement application screen will be displayed. There is nothing to be done on the application until after Council staff review your record.

Next Steps (after Council Review)

Once Council staff have completed their review of your record, an email will be sent with instructions to finalize your reinstatement. Additional requirements that need to be met in order to reinstate your certification (e.g. code update training) will display on the application and the fee payment requirement will be unlocked.

If there are no additional requirements to be met you will be able to simply pay the fee and submit the application for final processing. The steps provided below go through an application that has a requirement to complete code update training added.

Subject: **Your Reinstatement Review has been Completed**
To: **jodysc**
From: **sccinfo@safetycodes.ab.ca**
Received: **Mon Oct 28 2019 16:16:22 GMT-0600 (Mountain Daylight Time)**
Sending IP: **209.90.176.40**
Parts: [text](#) [html](#)

[Back To Inbox](#)

Attachments: [Subscribe to receive Attachments]

Customer ID 221418

Dear Mr. Jody MasterElectrician,

The review of your reinstatement application has been completed, and you can now log into your [Council Connect](#) account and click on the **Reinstate Credential** button to proceed to the next stage.

If you have been advised to complete any additional requirement(s), the requirement(s) will be displayed on the application in Council Connect. Once these additional requirements have been completed, you will be able to pay for and submit the reinstatement application.

If you have questions after reviewing this information, you may contact us at certification@safetycodes.ab.ca or by phone at **780-413-0099** or toll free in Alberta at **1-888-413-0099**.

Thank you.

Certification Team
Safety Codes Council

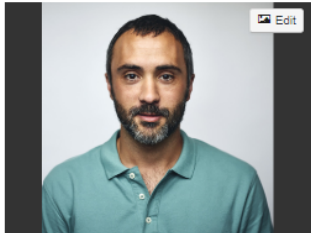
6. Once Council has completed reviewing your application, an email with instructions to log into Council Connect to complete the application will be sent.

Complete Missing Requirements

Council Connect
Welcome, Mr. Jody MasterElectrician (Sign Out) Cart My Account

My Account | Courses/ Exams | Learning Path | Online Store | Credential Search | Help

My Dashboard



Customer number: [REDACTED]
 Leduc, AB T2R 3WQ CANADA
 587-925-8787
 jodysc@mailinator.com

[Edit Contact Info](#)

Profile Details [Edit Primary Info](#)

Name: Mr. Jody MasterElectrician
Title:
 4212 - 57 Avenue
 Leduc T2R 3WQ
 CANADA

My Account Links

- [My Dashboard](#)
- [My Contact Information](#)
- [My Applications](#)
- [My Requests](#)
- [My Certification & DOP](#)
- [Go To Online Training](#)
- [My Transcripts](#)
- [My Financial Transactions](#)
- [My Courses/Exams](#)
- [Change My Password](#)
- [My Tax Information](#)

My Certifications [Export to Excel](#)

Certification	Status	Discipline	Level	Certification Date	Renewal Due Date	
Master Electrician (Standard)	Inactive			2011-10-13	2019-08-23	Reinstate Credential

My Applications [Export to Excel](#)

Application Type	Discipline	Level	Start Date	PreQual Submit Date	PreQual Review Date	Application Submit Date	Completion Date	Status
Apply Now								

While logged into Council Connect:

1. In the **My Certifications** area, click the **Reinstate Credential** link to open the reinstatement application.

Council Connect Welcome, Mr. Jody MasterElectrician (Sign Out) Cart My Account

My Account Courses/ Exams Learning Path Online Store Credential Search Help

Application Type: ME Reinstatement
Status: Pending Completion
Start Date: 10/28/2019
Submit Date:

New Requirement Added

ME Code Update - 2018 Reinstatement Fee Master Electrician

Locked Unlocked Completed Under Review Further Action Met

Requirement	Status
ME Code Update - 2018	Pending Document Upload
Reinstatement Fee Master Electrician	Pending Payment

Fee can be paid once the Code update requirement has

- Complete any requirements that have been added to the application. In the example above, a code update requirement has been added
- Click the button or link representing the newly added requirement to open it.

Council Connect Welcome, Mr. Jody MasterElectrician (Sign Out) Cart My Account

My Account Courses/ Exams Learning Path Online Store Credential Search Help

Application Type: ME Reinstatement
Status: Pending Completion
Start Date: 10/28/2019
Submit Date:

ME Code Update - 2018 Reinstatement Fee Master Electrician

Locked Unlocked Completed Under Review Further Action Met

ME Code Update - 2018

Status: Pending Document Upload **+Add Document**

Pending Document Upload

Document	Description	Uploaded
----------	-------------	----------

- In this example, a document is required to show that the code update course was completed. Click the **Add Document** button

Add - Customer Document ✕

Add Document

 Course Comp...ficate.docx

Required

**** Please don't use special character '&' in the file name**

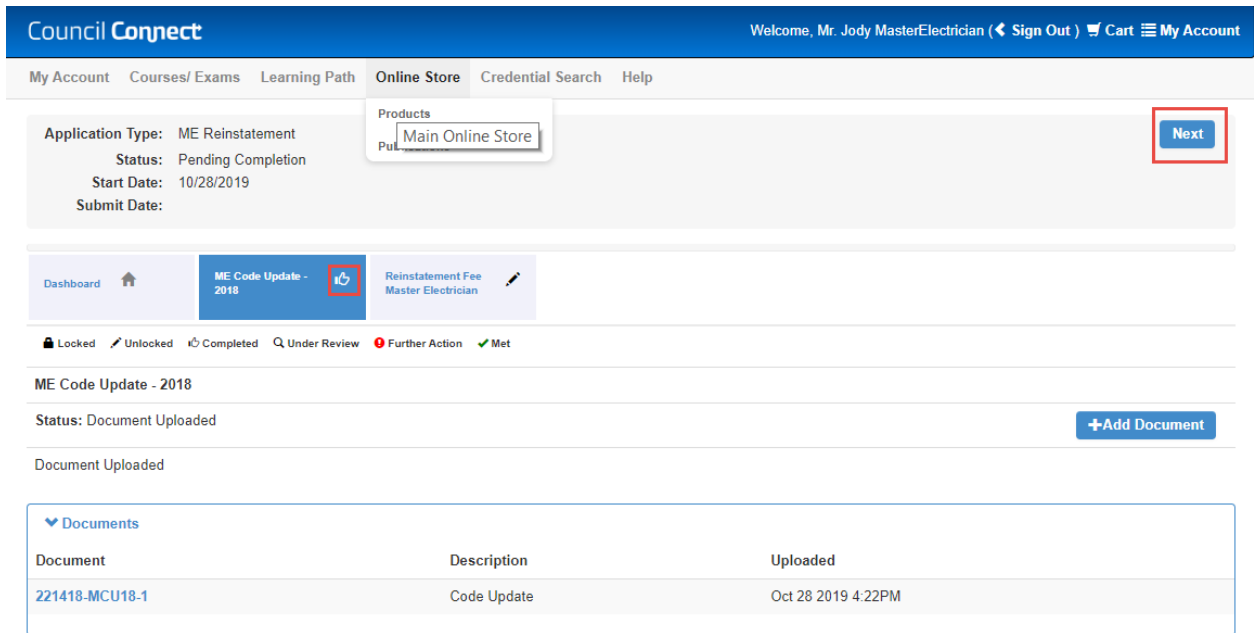
Document Description:

Required

5. Click the **Choose File** button and select the file (e.g. a course completion certificate) to be uploaded, click Open (or double-click the file) to attach it
6. Type anything in the document description field
7. Click **Save**

Note: the uploaded document displays in the **Documents** list below the requirement and the requirement itself now has a thumbs up icon to indicate the requirement step has been completed.

Pay Fee and Submit Application



Council Connect Welcome, Mr. Jody MasterElectrician (Sign Out) Cart My Account

My Account Courses/ Exams Learning Path **Online Store** Credential Search Help

Application Type: ME Reinstatement
 Status: Pending Completion
 Start Date: 10/28/2019
 Submit Date:

Products
 Main Online Store

Next

Dashboard ME Code Update - 2018 Reinstatement Fee Master Electrician

Locked Unlocked Completed Under Review Further Action Met

ME Code Update - 2018
 Status: Document Uploaded +Add Document

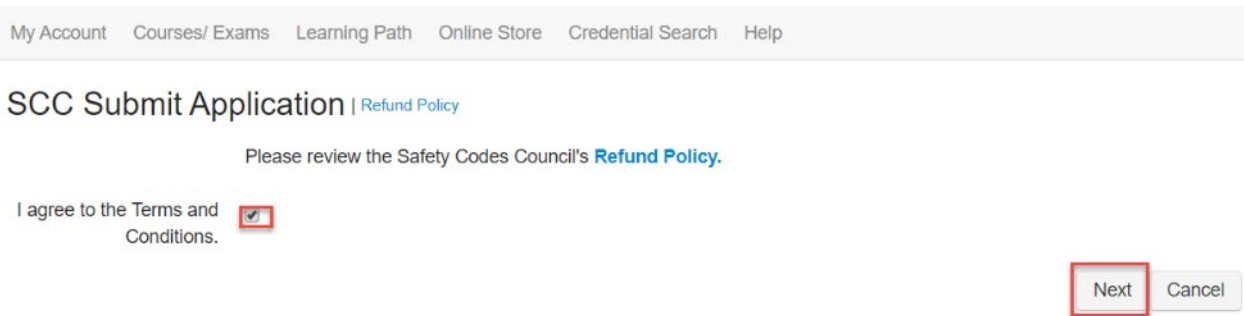
Document Uploaded

Document	Description	Uploaded
221418-MCU18-1	Code Update	Oct 28 2019 4:22PM

Once all requirements have been met on the reinstatement application a NEXT button will appear, allowing the reinstatement fee to be paid and the application to be submitted.

8. On the Reinstatement application:
 - a. Click **Next**

Refund Policy



My Account Courses/ Exams Learning Path Online Store Credential Search Help

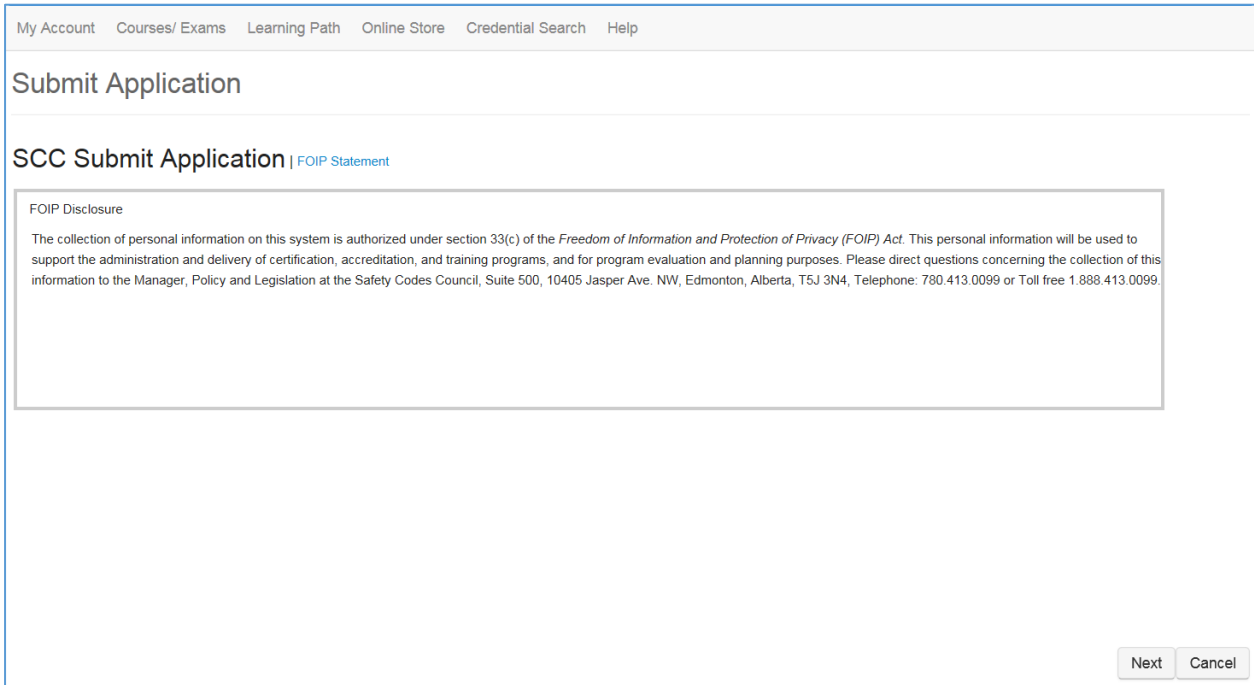
SCC Submit Application | Refund Policy

Please review the Safety Codes Council's [Refund Policy](#).

I agree to the Terms and Conditions.

Next Cancel

9. From the **Refund Policy** section:
 - a. Click the **Refund Policy** link to view the policy
 - b. Click the **I agree to the Terms and Conditions** checkbox
 - c. Click the **Next** button

FOIP

The screenshot shows a web interface for submitting an application. At the top, there is a navigation bar with links: My Account, Courses/ Exams, Learning Path, Online Store, Credential Search, and Help. Below this is the main heading "Submit Application". Underneath, it says "SCC Submit Application" with a link to the "FOIP Statement". A large text box contains the following text: "FOIP Disclosure. The collection of personal information on this system is authorized under section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. This personal information will be used to support the administration and delivery of certification, accreditation, and training programs, and for program evaluation and planning purposes. Please direct questions concerning the collection of this information to the Manager, Policy and Legislation at the Safety Codes Council, Suite 500, 10405 Jasper Ave. NW, Edmonton, Alberta, T5J 3N4, Telephone: 780.413.0099 or Toll free 1.888.413.0099." At the bottom right of the text box, there are two buttons: "Next" and "Cancel".

10. From the **SCC Submit Application FOIP Statement** section:
 - a. Review the FOIP Statement
 - b. Click the **Next** button

Code of Ethics

Council Connect Welcome, Mr. Jody MasterElectrician (← Sign Out) 🛒 Cart 📄 My Account

[My Account](#) [Courses/ Exams](#) [Learning Path](#) [Online Store](#) [Credential Search](#) [Help](#)

SCC Submit Application | [Ethics Agreement](#)

Ethics Statement: I further acknowledge that I have read the Master Electrician Code of Ethics and agree to abide by it.

[Master Electrician Code of Ethics](#)

Anything to Disclose:

Agreement Statement:
YES
NO all the necessary documentation is complete and accurate. I acknowledge that any misrepresentation or false claim made as part of this application may result in rejection of this application or cancellation or suspension of any certificate granted.

Do You Agree:
Required

11. From the **Ethics Agreement** section:

- a. **Anything to disclose:**
 - i. Select **Yes** and enter your disclosure in the ethics summary text box
Or
 - ii. Select **No**
- b. **Do you agree:** click the dropdown arrow
 - i. Select **Yes**
- c. Click the **Next** button

Final Payment

[My Account](#) [Courses/ Exams](#) [Learning Path](#) [Online Store](#) [Credential Search](#) [Help](#)

Add to Cart

Price: 150.00

Quantity:

Required

Add To Cart

12. From the **Add to Cart** page
 - a. Review the shopping cart details to ensure they are correct
 - b. Click the **Add To Cart** button
 - c. Complete the payment information
 - d. Click the **Make Payment** button
 - e. Click the **Done** button

Note: Refer to the tutorial in HELP for detailed instructions on how to make a payment.

Once your payment is complete, your application will be submitted for review by the Council. Please allow seven business days from the date of your submission for application approval. When the review is complete, you will receive an email notification and can review the status of the application from your dashboard after logging on.

Completed Reinstatement

Subject: **Your Credential has been Reinstated** [Back To Inbox](#)
 To: **jodysc**
 From: **sccinfo@safetycodes.ab.ca**
 Received: **Mon Oct 28 2019 16:32:33 GMT-0600 (Mountain Daylight Time)**
 Sending IP: **209.90.176.40**
 Parts: [text](#) [html](#)
 Attachments: [Subscribe to receive Attachments]

Customer ID 221418,

Dear MasterElectrician Jody,

The reinstatement request has been completed, and your credential(s) is now active. You can now log into your Council Connect account to view your credential(s)

Regards

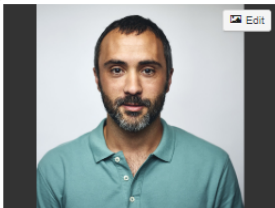
Certification Team

Once your payment is complete, your application will be submitted for review by the Council. Please allow up to **5 business days** from the date of your submission for application approval. When the review is complete, you will receive an email notification and can review the status of the application from your dashboard after logging in to Council Connect.

Council Connect Welcome, Mr. Jody MasterElectrician (← Sign Out) 🛒 Cart 📄 My Account

[My Account](#) [Courses/ Exams](#) [Learning Path](#) [Online Store](#) [Credential Search](#) [Help](#)

My Dashboard



Customer number: 221418
 ME No.: ME7729
 📍 Leduc, AB T2R 3WQ CANADA
 📞 587-925-8787
 ✉️ jodysc@mailinator.com

[Edit Contact Info](#)

Profile Details [Edit Primary Info](#)

Name: Mr. Jody MasterElectrician
Title:
 📍 4212 - 57 Avenue
 Leduc T2R 3WQ
 CANADA

My Account Links

- [My Dashboard](#)
- [My Contact Information](#)
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- [My Transcripts](#)
- [My Financial Transactions](#)
- [My Courses/Exams](#)
- [Change My Password](#)
- [My Tax Information](#)

My Certifications [Export to Excel](#)

Certification	Status	Discipline	Level	Certification Date	Renewal Due Date	
Master Electrician (Standard)	Active			2011-10-13	2020-10-28	Renew

13. To view your application status, Login to Council Connect
 - a. Reinstated credentials will display under **My Certifications** with an updated renewal due date and a **Renew** link (as above).
 - b. The ID card and certificate will be mailed to the address on file.