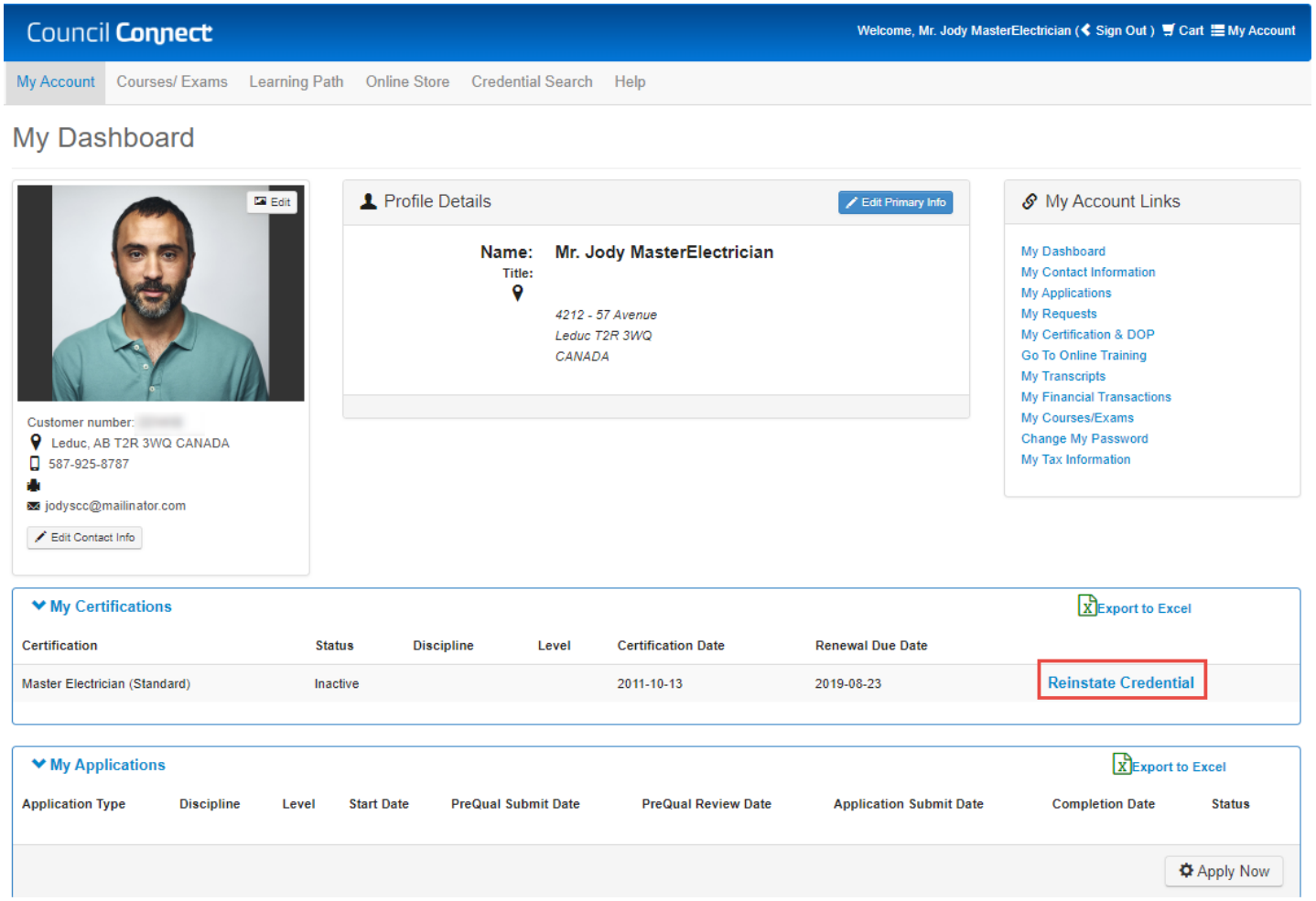
Apply for Master Electrician Certification Reinstatement

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through the steps in Council Connect to apply for a reinstatement of a master electrician (ME) certification that is no longer active.

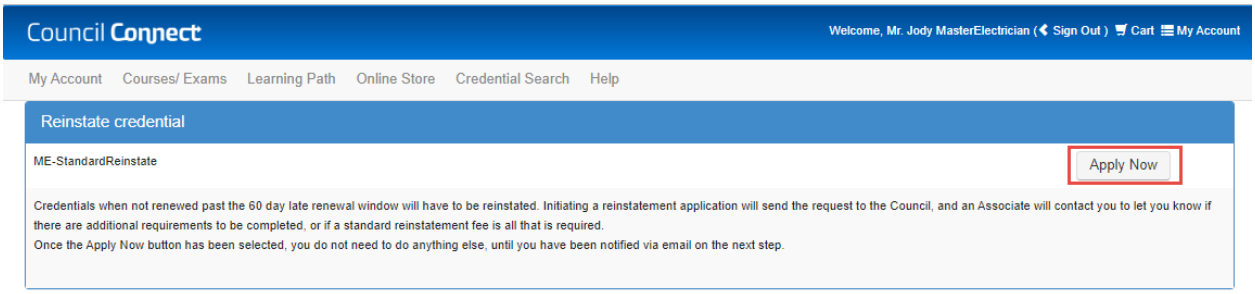
ME Certification credentials that were not renewed by the expiry date can be renewed online in Council Connect using the normal renewal process up to **60 days** after the expiry date, subject to a late fee. The reinstatement process noted below applies to voluntarily cancelled certifications as well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

The fee for a reinstatement is $150.

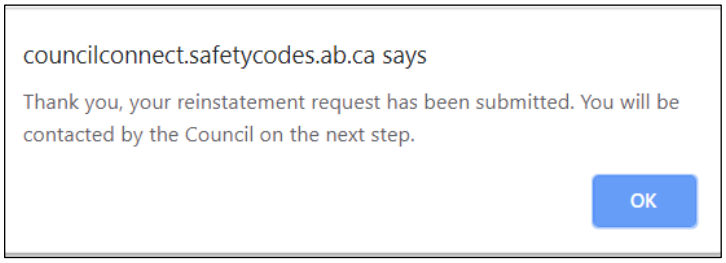
Begin Reinstatement Application



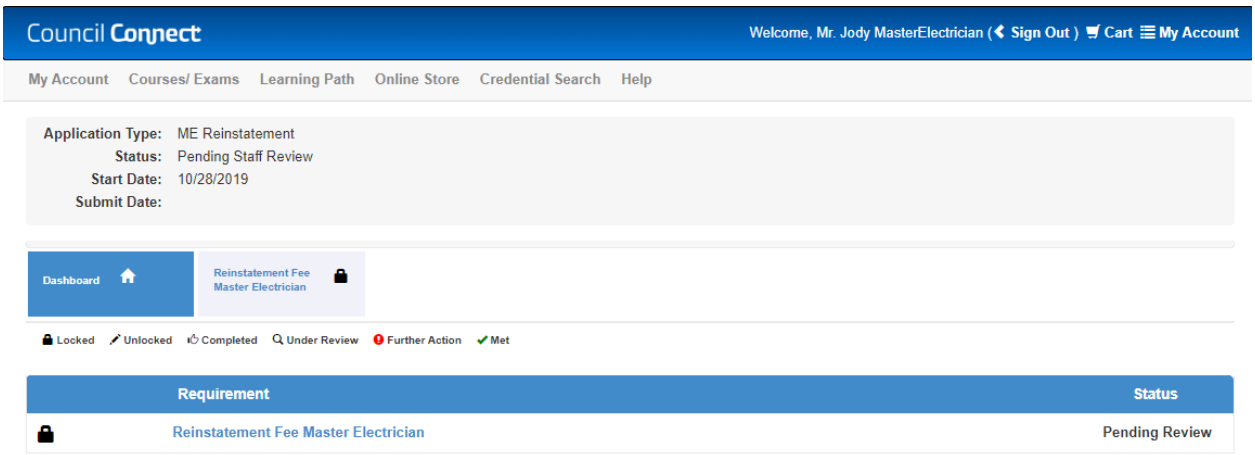
1. From **My Dashboard** under the **My Certifications** section:
   a. Click the **Reinstate Credential** link beside the ME credential you wish to reinstate



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



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



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.

Back To Inbox

Subject: **Your Reinstatement Review has been Completed**
To: **jodyscc**
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
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.

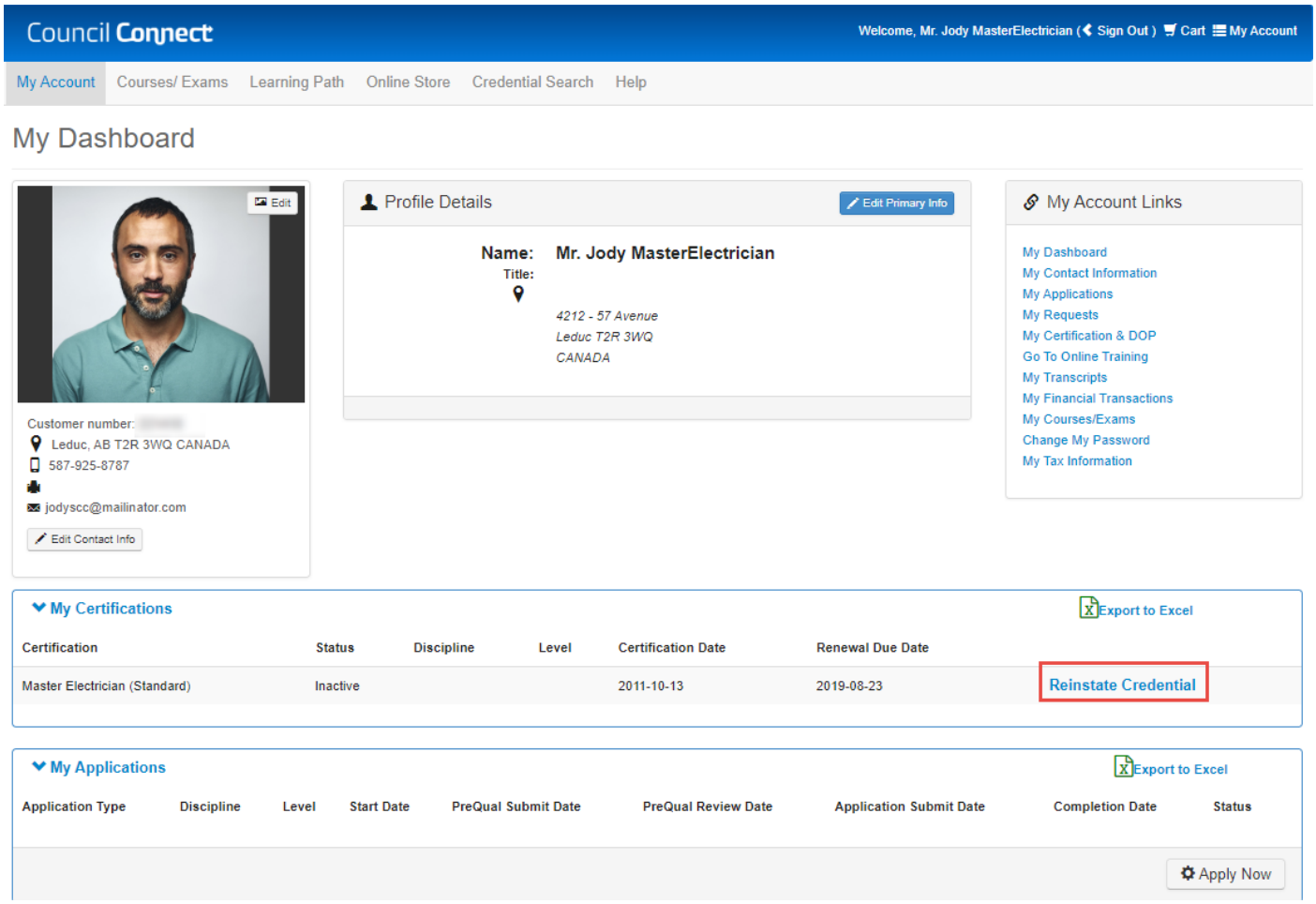
If you have questions after reviewing this information, you may contact us at **certification@safetycodes.ab.ca** or by phone at **780-413-0099** or toll free in Alberta at **1-888-413-0099**.

Thank you.

Certification Team
Safety Codes Council

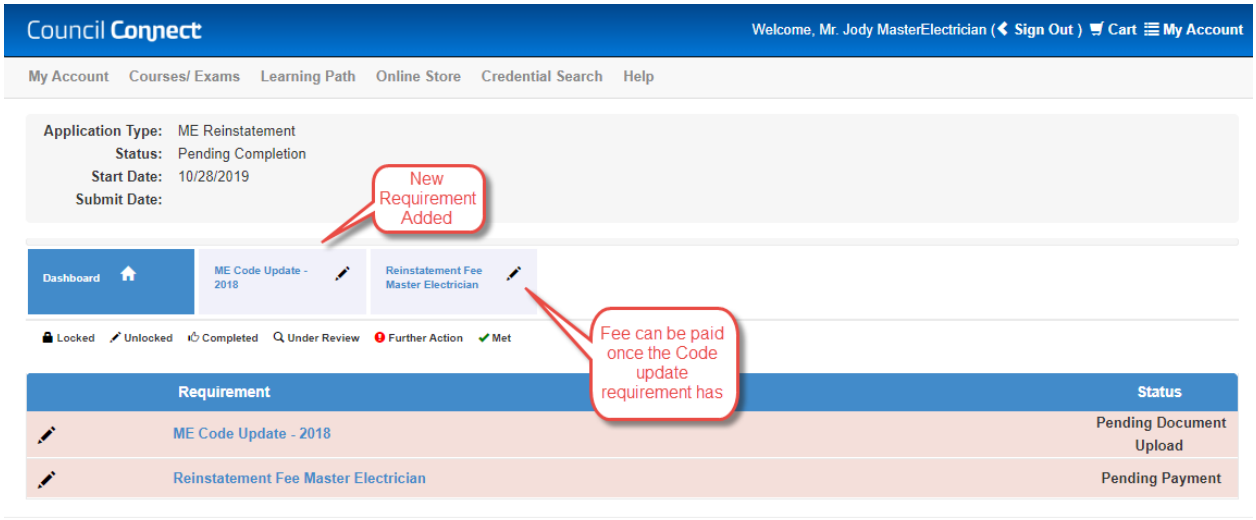
6. Once Council has completed reviewing your application, an email with instructions to log into Council Connect to complete the application will be sent.

Complete Missing Requirements

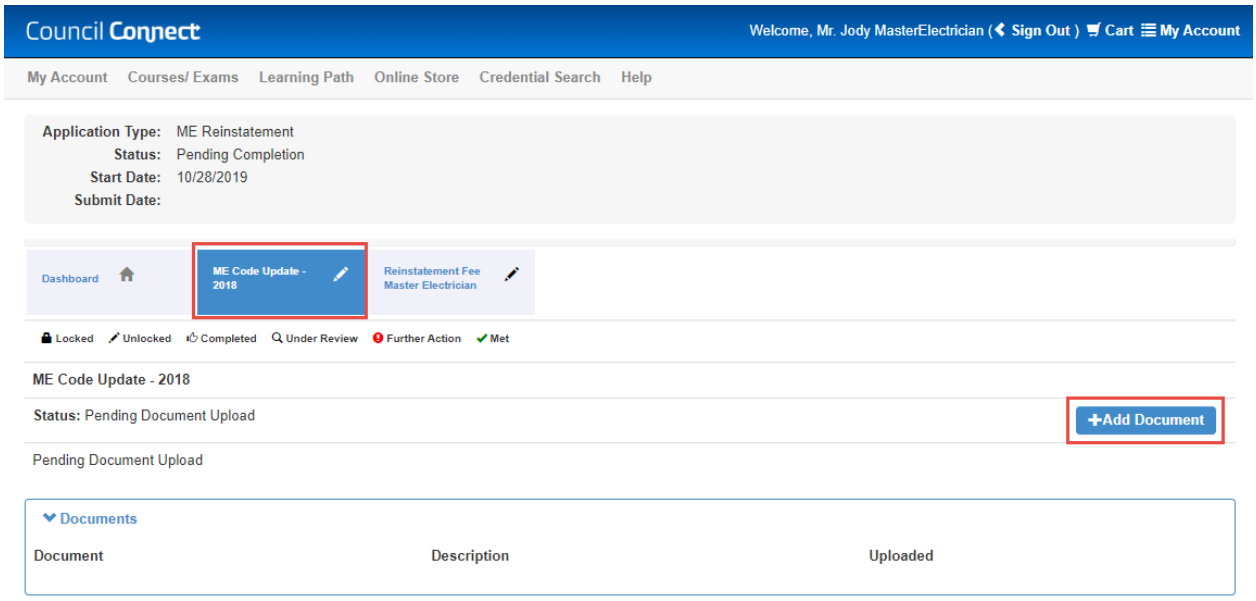


While logged into Council Connect:

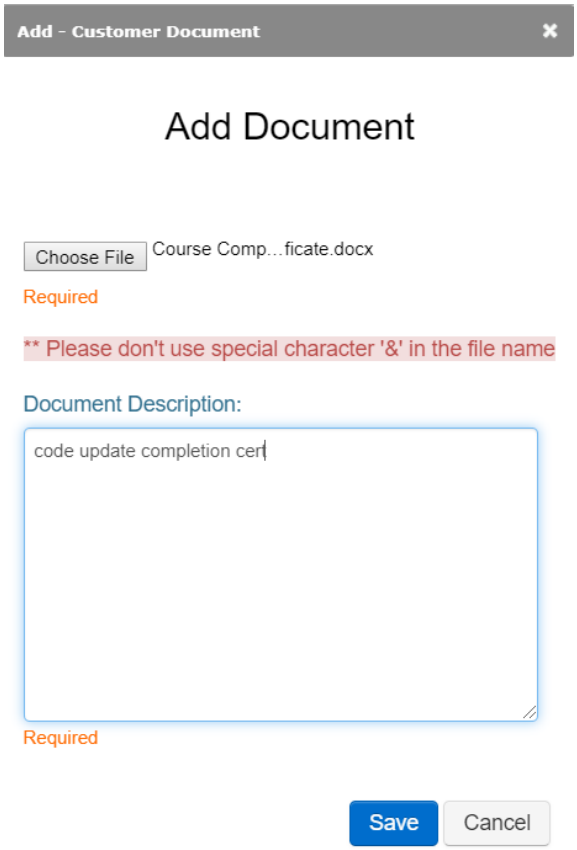
1. In the **My Certifications** area, click the **Reinstate Credential** link to open the reinstatement application.



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



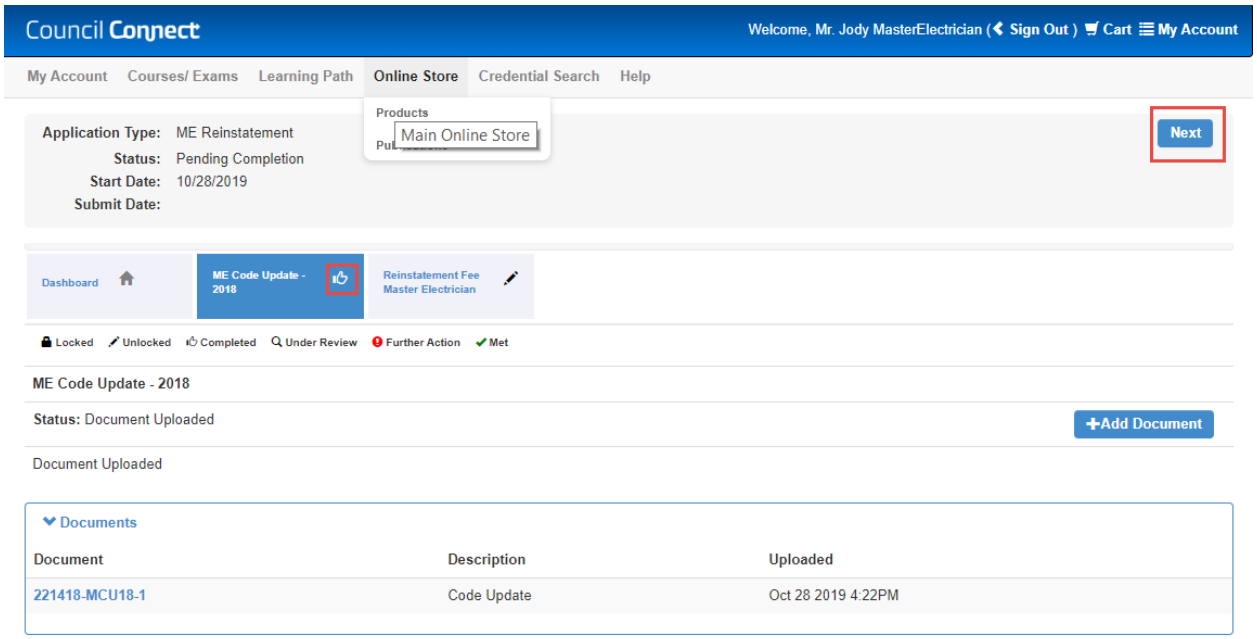
4. In this example, a document is required to show that the code update course was completed. Click the **Add Document** button



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.

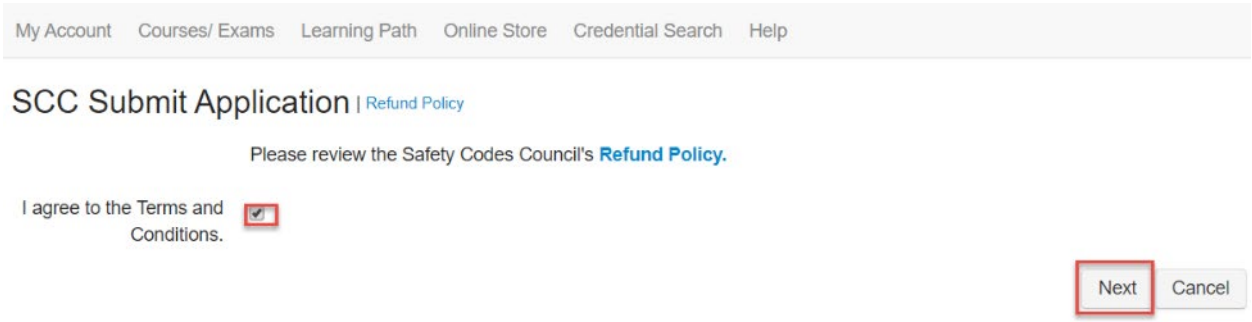
Pay Fee and Submit Application



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.

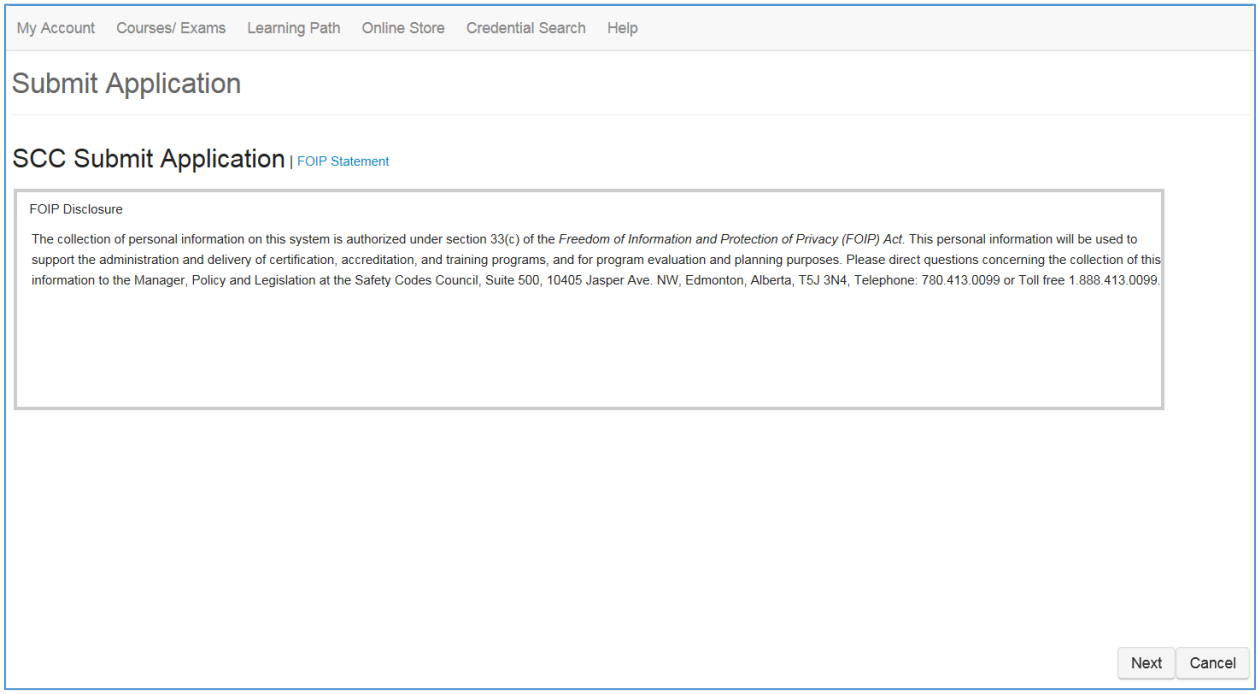
8. On the Reinstatement application:
   a. Click **Next**

Refund Policy



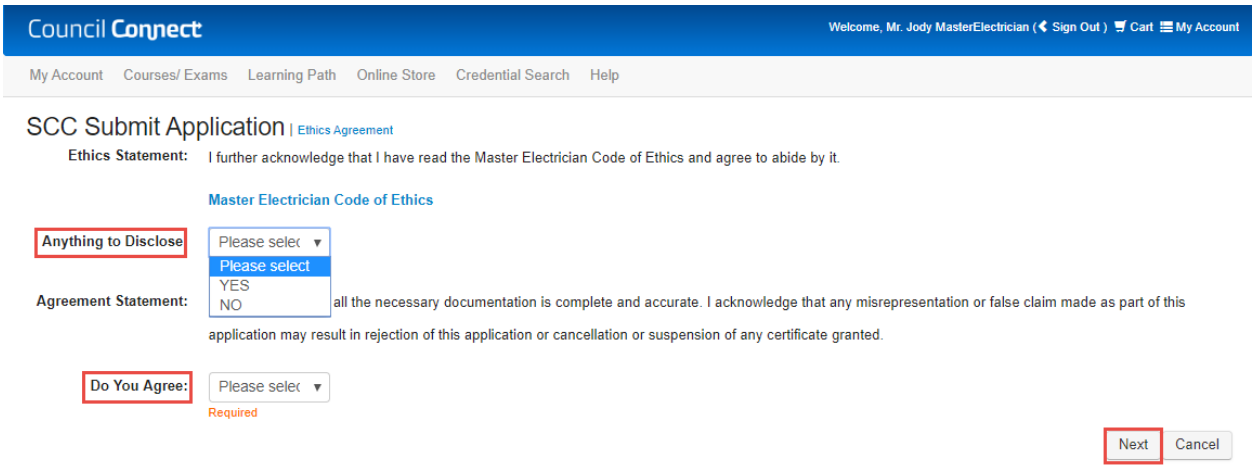
9. From the **Refund Policy** section:
   a. Click the **Refund Policy** link to view the policy
   b. Click the **I agree to the Terms and Conditions** checkbox
   c. Click the **Next** button

FOIP



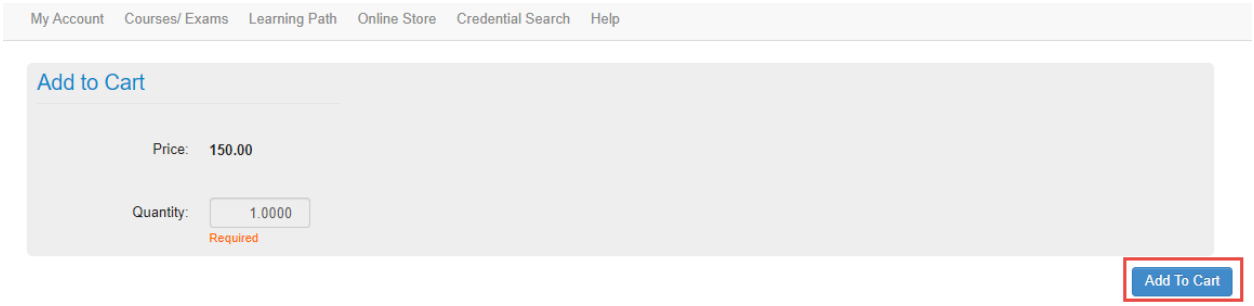
10. From the **SCC Submit Application FOIP Statement** section:
    a. Review the FOIP Statement
    b. Click the **Next** button

Code of Ethics



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



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: **jodyscc**
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,

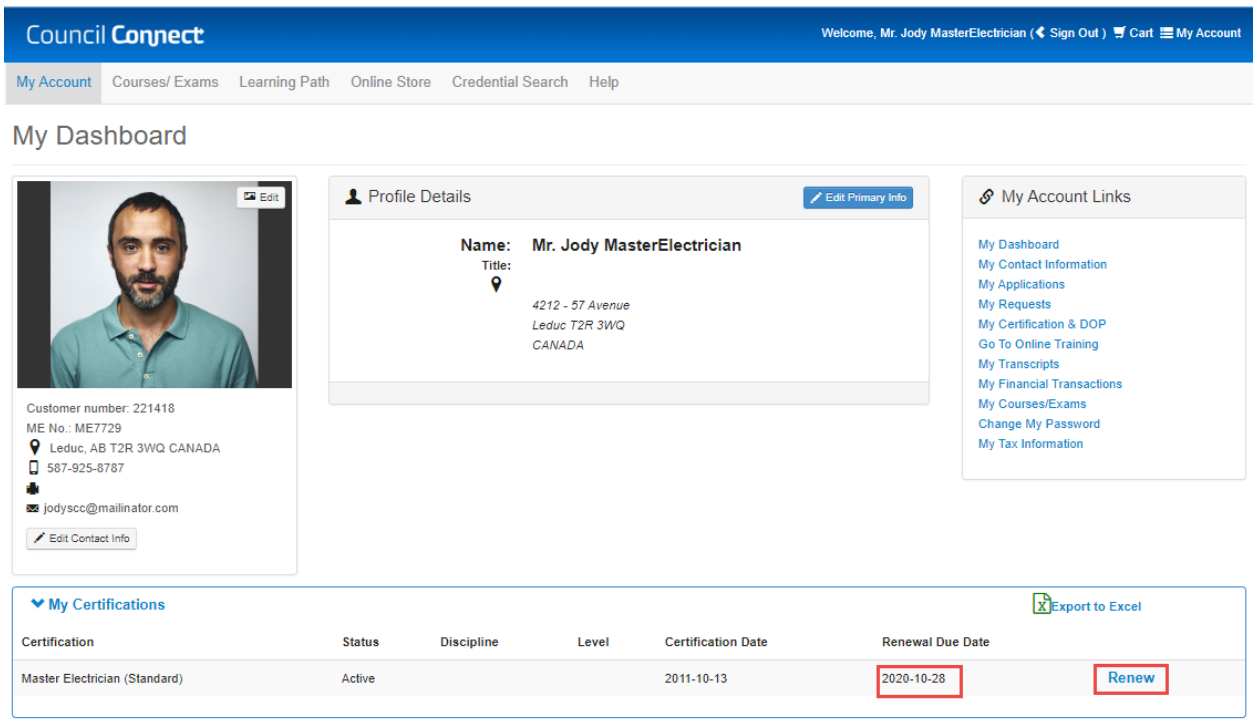
Dear MasterElectrician Jody,

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.



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.