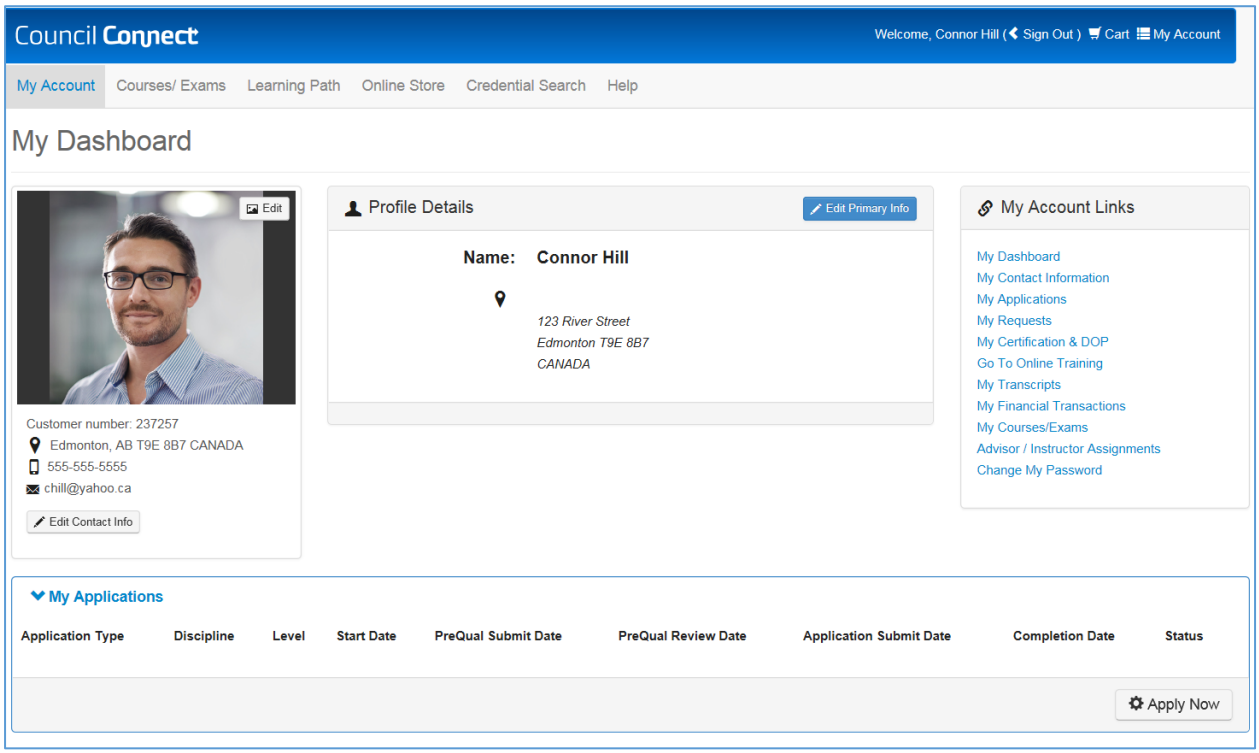
# Apply for SCO Pre-Qualification

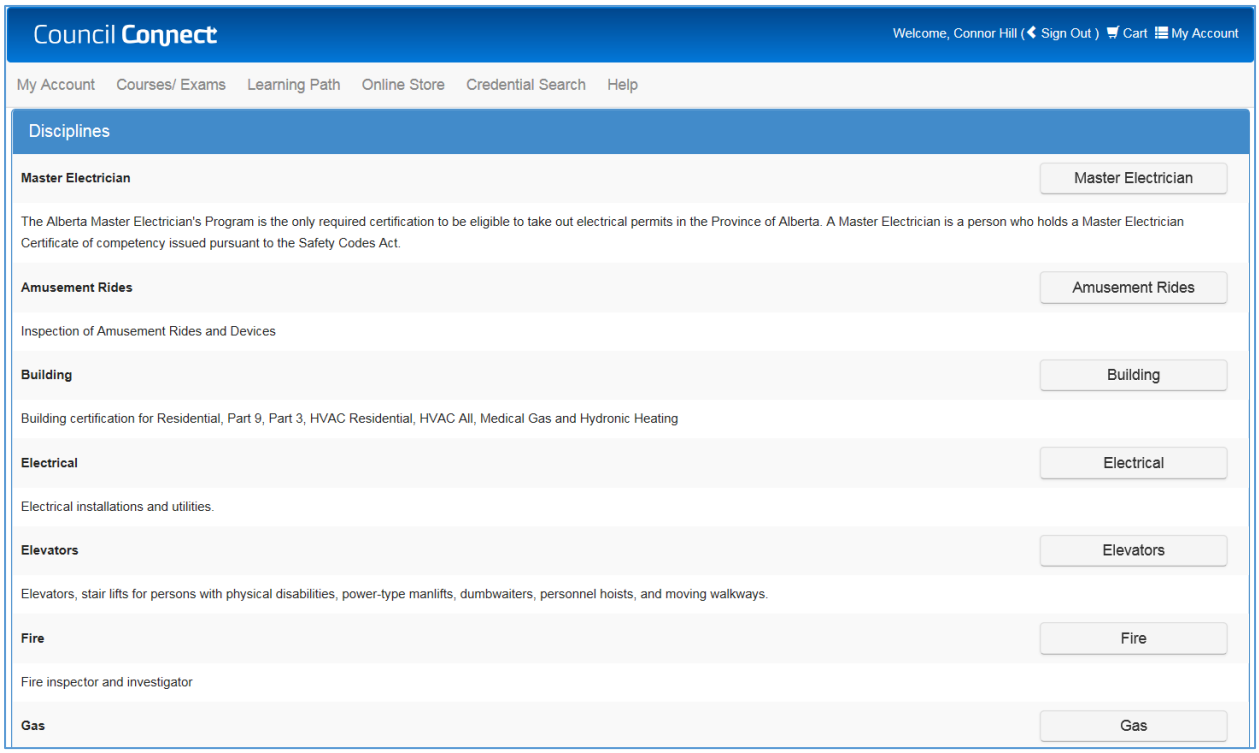
This tutorial walks you through the steps to apply for an SCO pre-qualification review. The steps are similar but will vary slightly for each discipline. In this example the applicant is applying for certification in the Building: RESIDENTIAL discipline and level.

## Begin Application



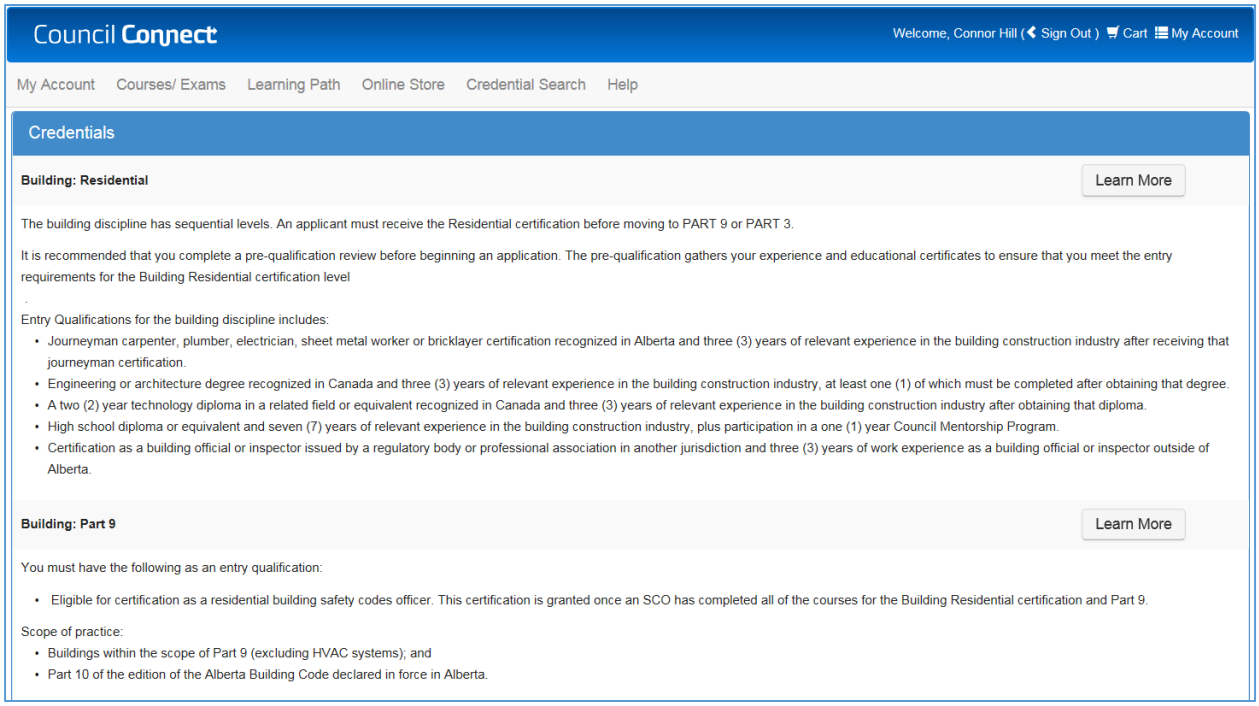

1. From **My Dashboard** under the **My Applications** section on the lower part of the page:
   a. Click the **Apply Now** button

# Disciplines and Levels




2. From the **Disciplines** page:
   a. Click on the **Building** button to make your selection

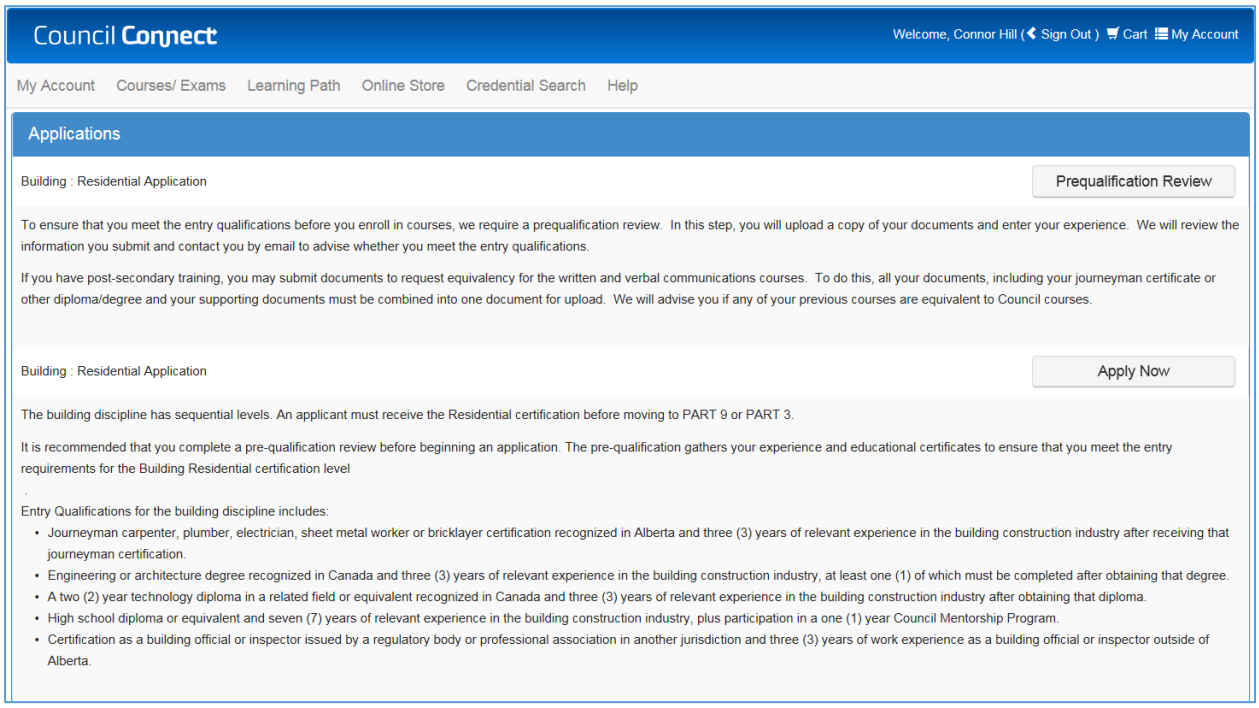
**Note**: All Disciplines (except those that you have previously applied for or are certified in) display here.




The Building certification has multiple levels from residential through hydronic heating. The description below each level describes the level and whether the level above is a prerequisite. When you apply for a level that has a prerequisite, you are applying for both the level you select and any prerequisite levels above it. Example, if you click the **Learn More** button for **Building: PART 9**, you will be applying for both **Building: RESIDENTIAL** and **Building: PART 9** because **Building: RESIDENTIAL** is a prerequisite for **Building: PART 9**.

**Note**: For more information on discipline requirements for all disciplines refer to our website .

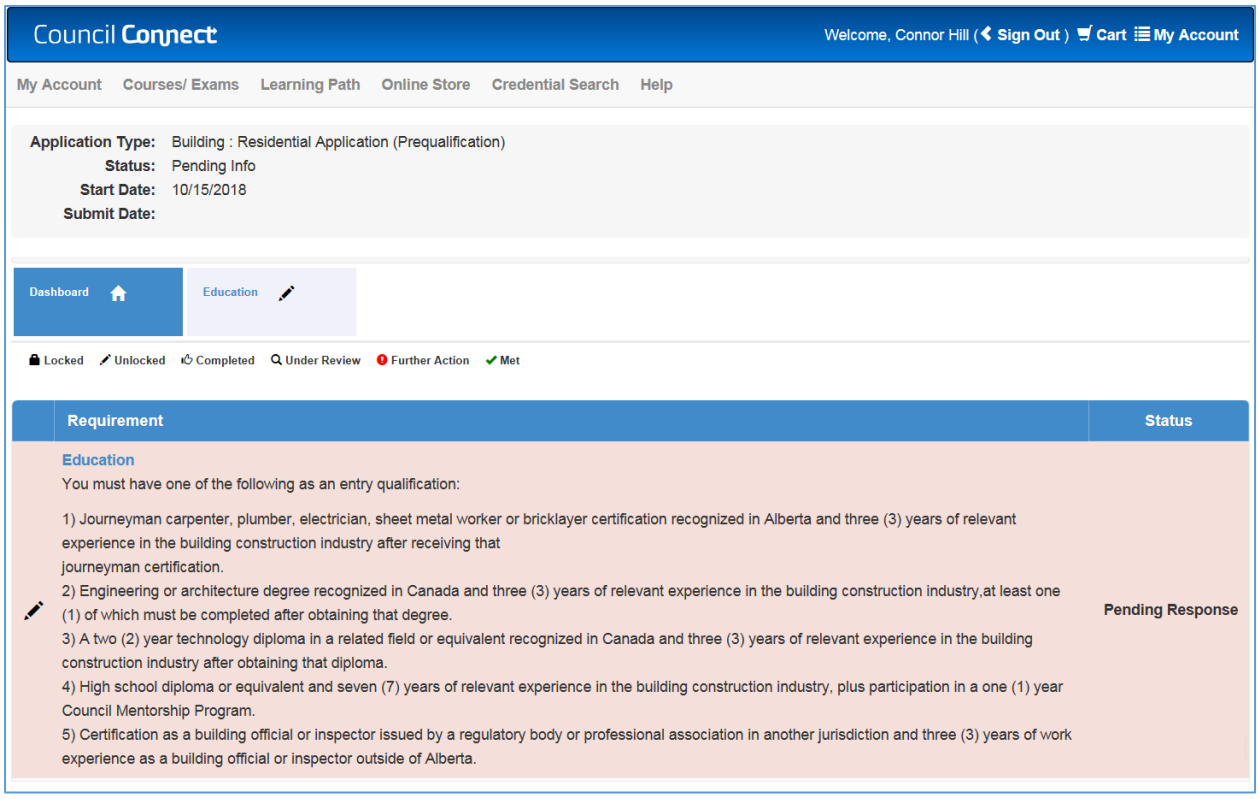
3. From the **Certifications** page to the right of the **Building: RESIDENTIAL** discipline level:
   a. Click the **Learn More** button to apply for **Building: RESIDENTIAL** only




4. From the **Certification** Applications page:
   a. Click the **Pre-Qualification Review** button

**Note**: A **pre-qualification review** is recommended before beginning an application when applying for certification for the first time. The **pre-qualification review** gathers your experience and education certificates to ensure that you meet the entry requirements before completing all the required courses and exams, and applying for and paying the full certification fee.

# Application Dashboard




Your application has now been created and your application dashboard displays with:

The application summary at the top (application type, status, start date, submit date)
The requirement tabs across the top of the **Dashboard**, where you can access the pencil (edit) icon to complete information for each requirement (currently displays **Education** requirement tab)
The requirements list (below the **Dashboard**) displays:

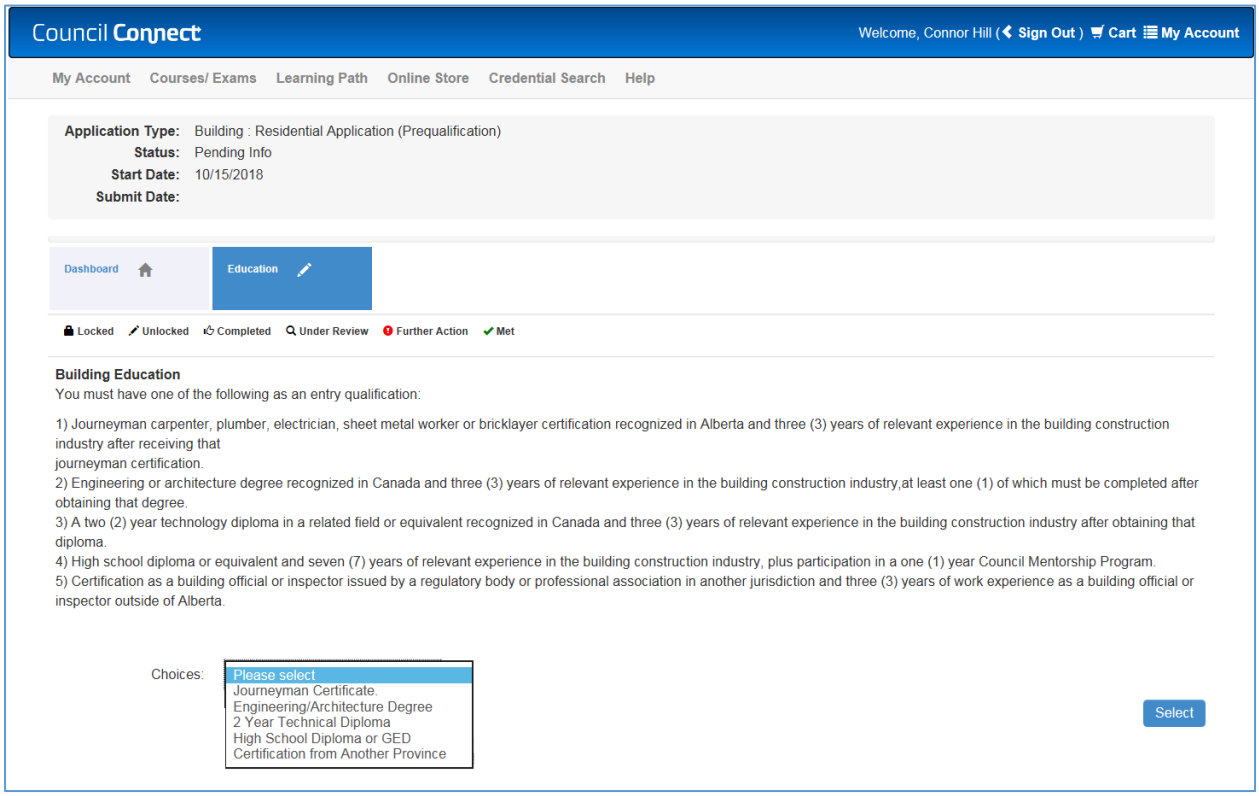
b. A summary of each requirement
c. The current status of the requirement
d. The pencil icon which you can use to edit the requirements

The Status icons for each requirement (under the **Dashboard** tabs):

e. Locked: lock icon - cannot be completed until a later stage in the application
   Example: the Application Fee is locked until all the requirements are completed
f. Unlocked: pencil icon - additional information is required
g. Completed: thumbs up icon - all required information has been completed for the requirement
h. Under Review: magnifying glass icon - requirements have been submitted and are under review by the Council
i. Further Action: stop sign icon - Council requires additional information
j. Met: checkmark icon - requirements have been approved by Council

## Education Requirements

For more information on all requirements for all disciplines refer to our website .

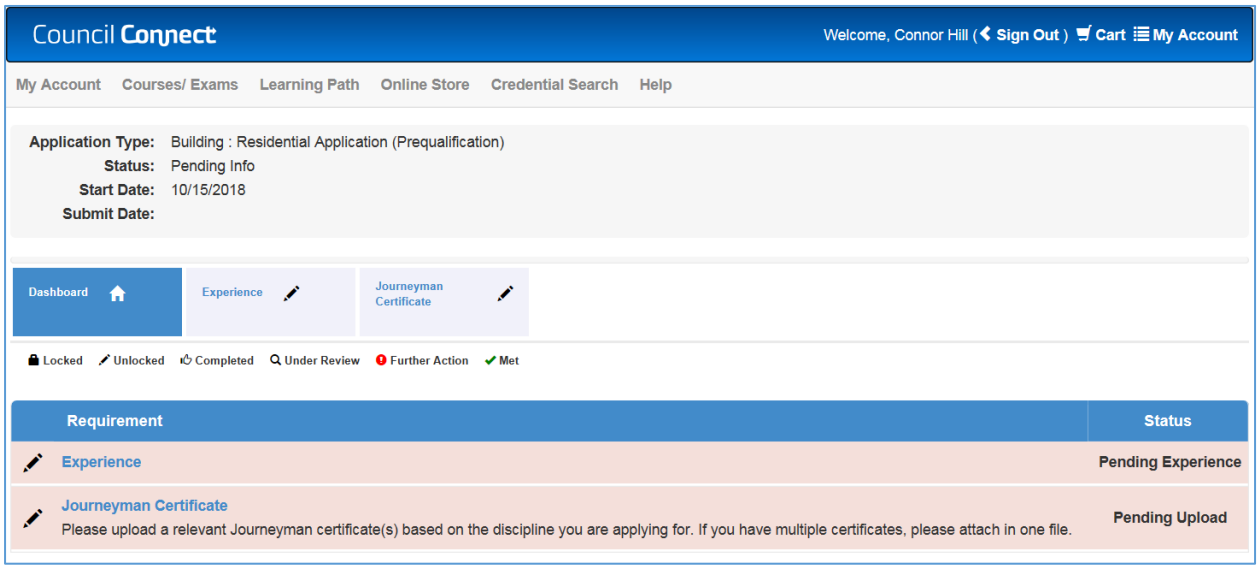



To begin the **pre-qualification** review and the application, complete the **Education** tab. Once completed this will trigger an additional experience requirement tab based on your education entered (e.g. when you select Journeyman Certification the **Journeyman Certificate** tab appears).

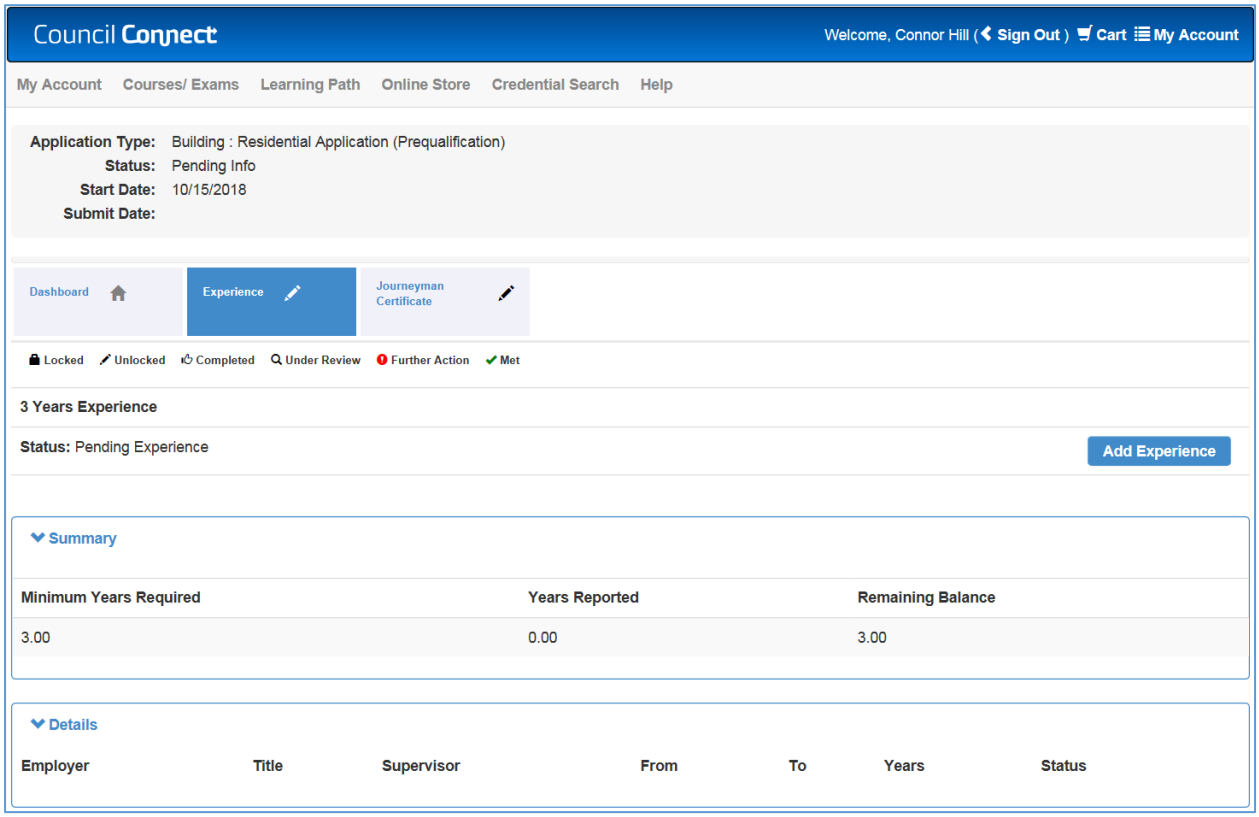
5. From the **Dashboard**:
   a. Click the **Education** tab
   b. Click the **arrow** beside **Choices** and select your level of education from the drop-down
   c. Click the **Select** button to complete your selection

**Note**: It is important to select the correct education as you cannot change it once you click the **Select** button. You will need to submit a request to make this change through **Contact Us** (under **HELP** on **My Dashboard**). If you have more than one of the education choices, please contact us.

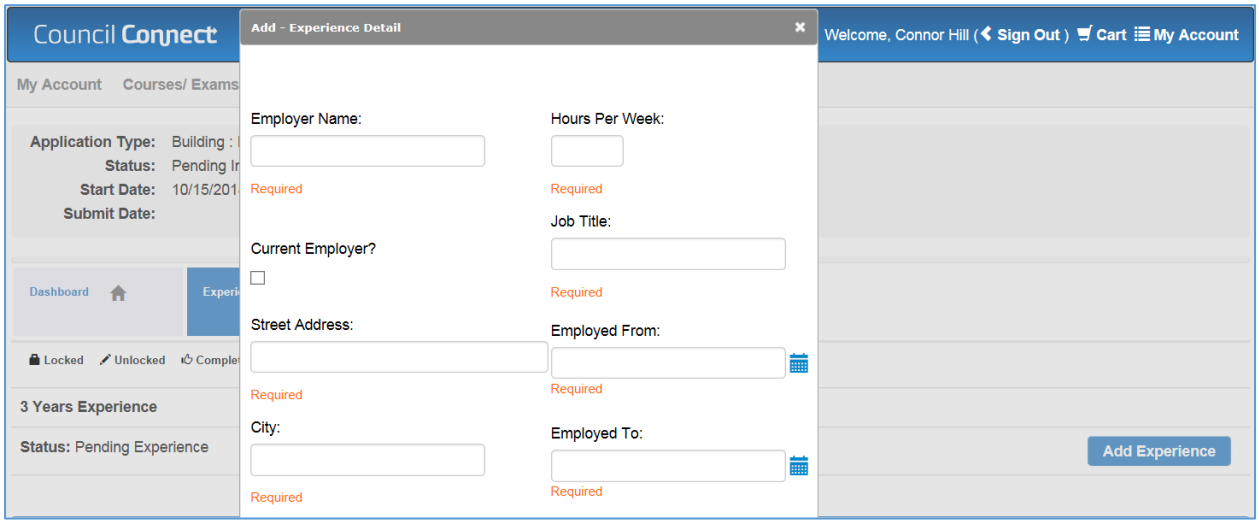
# Experience




Now that you have completed the **Education** tab, it has been replaced with another tab that has your education choice (e.g. **Journeyman Certificate** tab in this example) and the **Experience** tab now appears, allowing you to enter your experience.

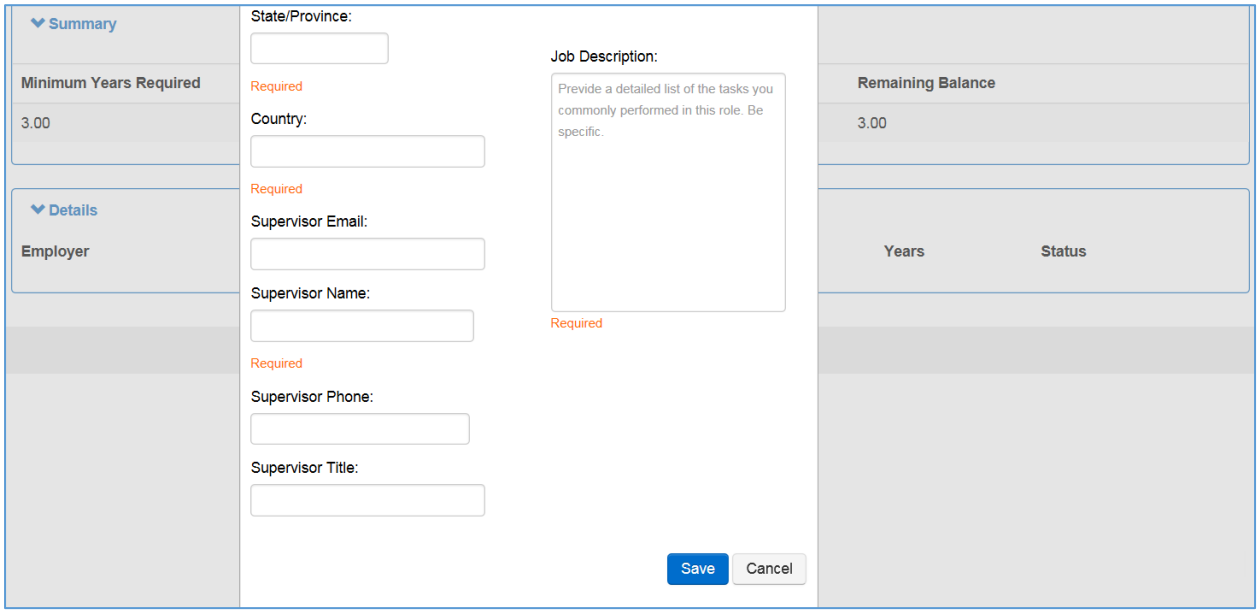



6. From the **Dashboard**:
   a. Click the **Experience** tab
   b. Click the **Add Experience** button



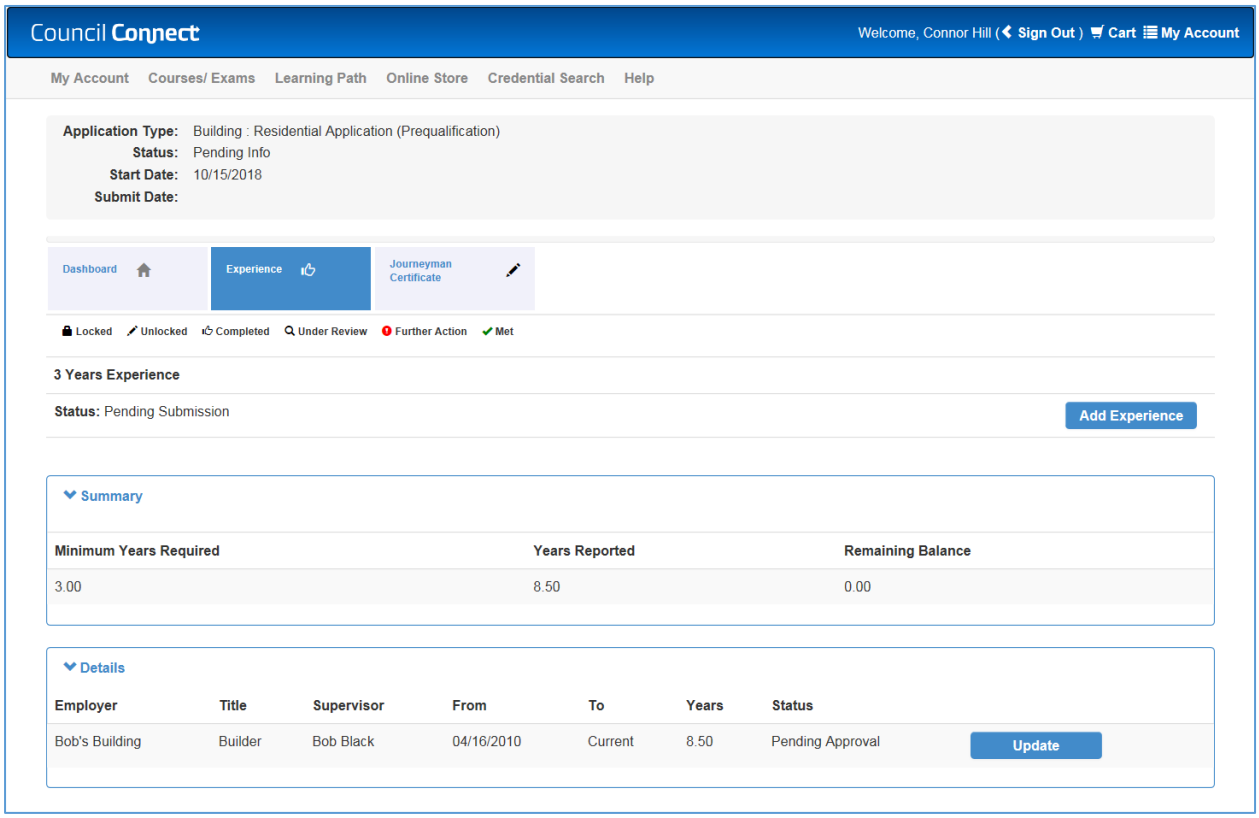

7. From the **Add** – **Experience Detail** page enter the following fields:
   a. **Employer Name**: full name of company
   b. **Current Employer?**: click if you are currently employed by this employer
   c. **Street Address**: enter address using one of the formats below
      i. 500 – 10405 Jasper Ave NW
      ii. PO Box 2 STN A
      iii. RR 6 STN MAIN
   d. **City:** city, town or village
   e. **Hours Per Week**: number of hours per week spent performing direct skills
   f. **Job Title**: your job title

   **Note**: If **Current Employer** is checked, the **Employed from** will disappear
   g. **Employer From** – start date for this employer. Only actual time spent performing those direct skills are allowable
   h. **Employed To** – date you left that job or quit performing direct skills



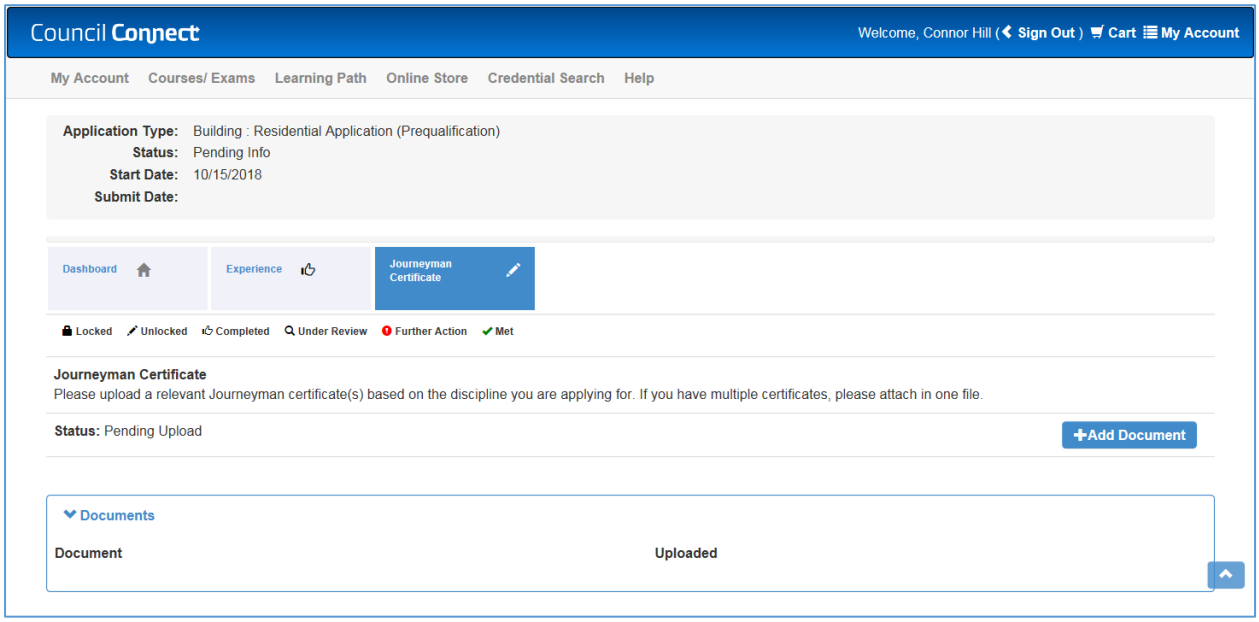

i. **Province**: province or territory
j. **Country:** select country you want associated with the address
k. **Supervisor Email**: company email address
l. **Supervisor Name**: full name
m. **Supervisor Phone**: best number to contact
n. **Supervisor Title**: supervisor's job title
o. **Job Description**: detailed list of tasks commonly performed. Be Specific
p. Click the **Save** button
q. Click the **Add Experience** button to continue adding additional experience from additional employers, if necessary

# Journeyman Certification



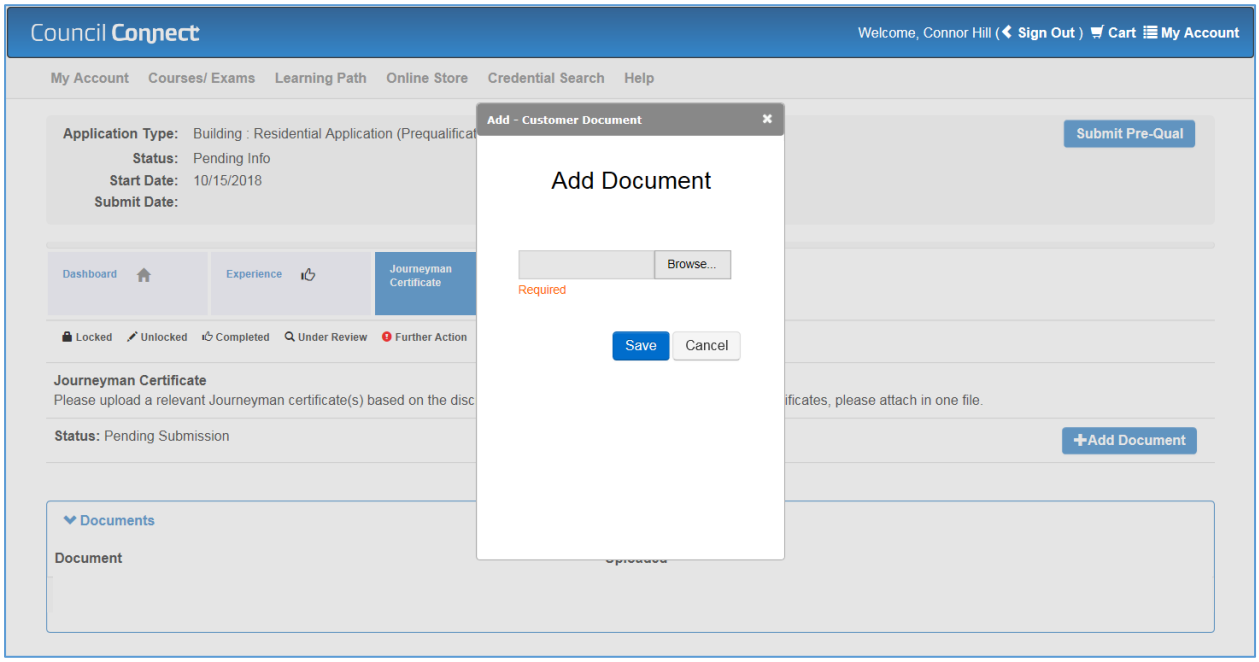

**Note**: Once you have entered the minimum experience required, the **Experience** tab will display a **thumbs up** icon indicating this requirement has now been completed.

8. From the **Dashboard**:
   a. Click the **Journeyman Certificate** tab

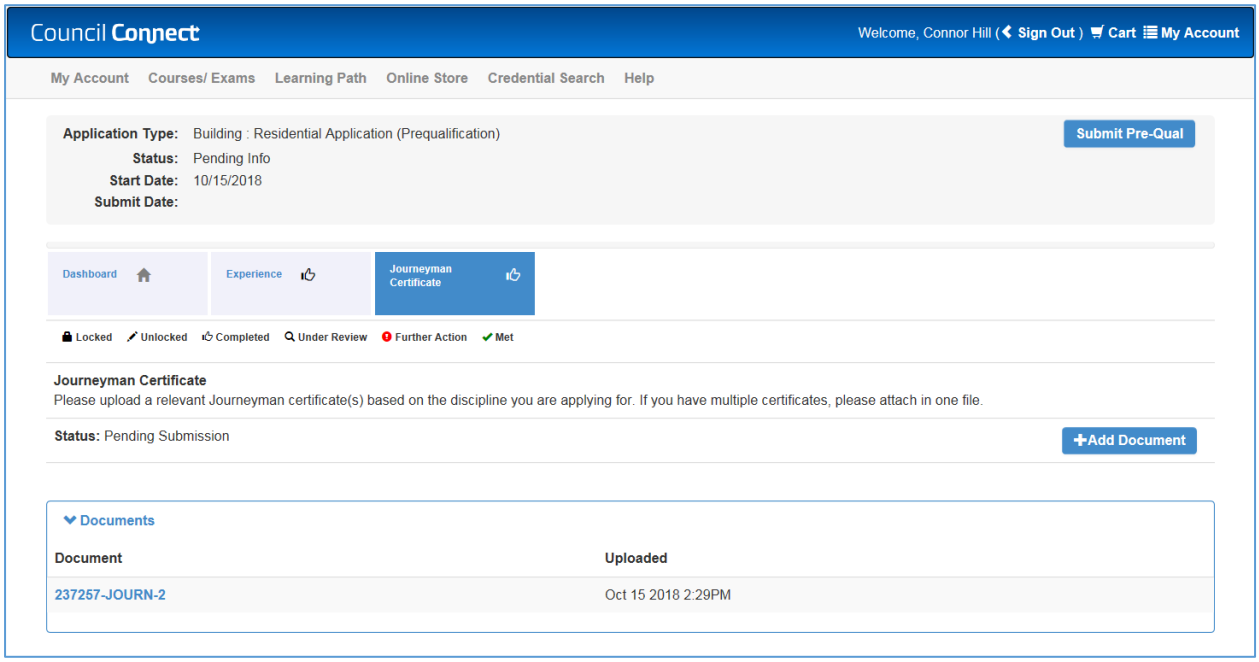



9. From the Journeyman Certificate section:
   a. Click the **Add Document** button to upload your journeyman certificate (or other education documentation)

**Note**: Council Connect only allows for the upload of one document. Please ensure all documents are scanned into one file when uploading multiple documents.




10. From the **Add – Customer Document** page:
    a. Click the **Browse** button and search for and select your document
    b. Click on your document
    c. Click **Open**
    d. Click **Save**

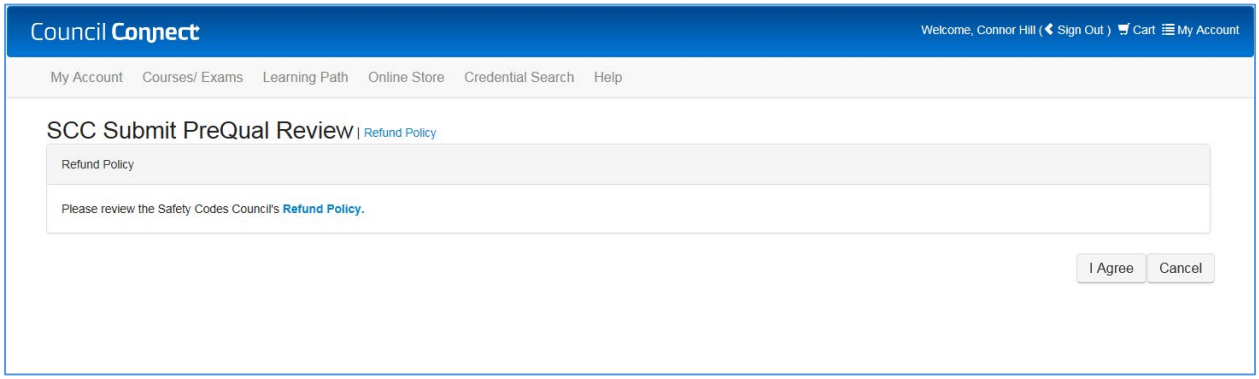



Your **Journeyman** tab now has a **thumbs up** icon indicating that the requirement is now complete.

The **Submit Pre-Qual** button now appears since you have completed the experience and education pre-qualification requirements.

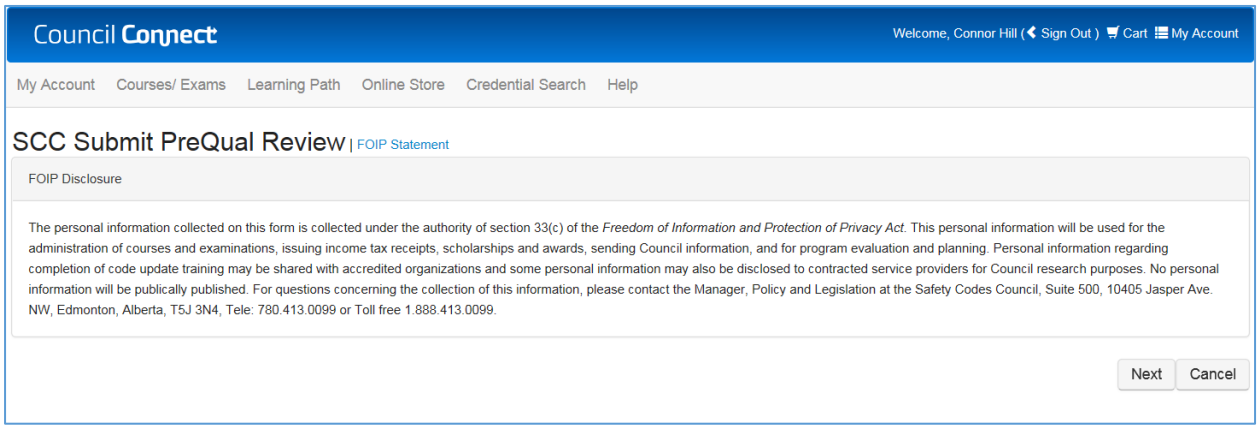
11. From the Application profile page:
    a. Click the **Submit Pre-Qual** button to pay and submit your pre-qualification

## Refund Policy



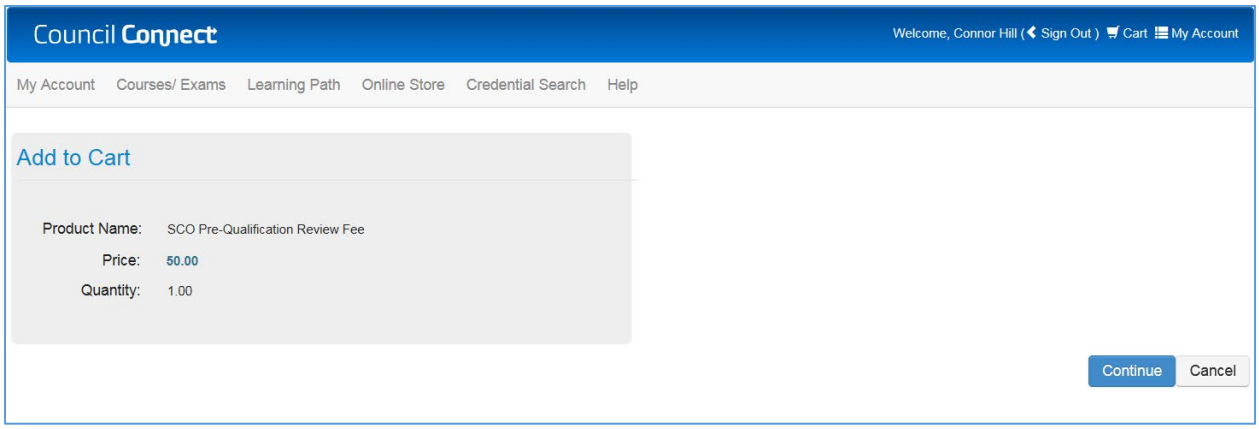

12. From the **Refund Policy** section:
    a. Click on the **Refund Policy** link to review the policy
    b. Click the **I agree** button

## FOIP

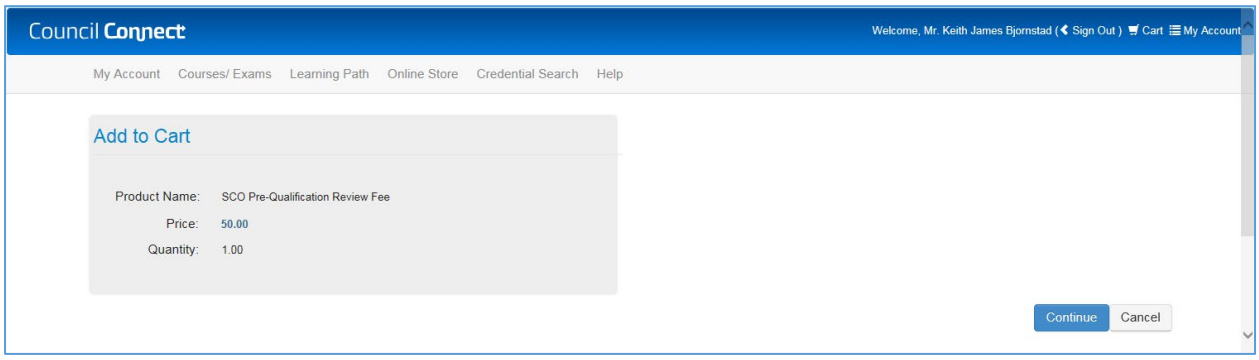



13. From the **FOIP Statement** section:
    a. Review the FOIP Statement
    b. Click the **Next** button

## Pre-Qualification Payment




14. From the **Add to Cart** page:
    a. Click the **Continue** button



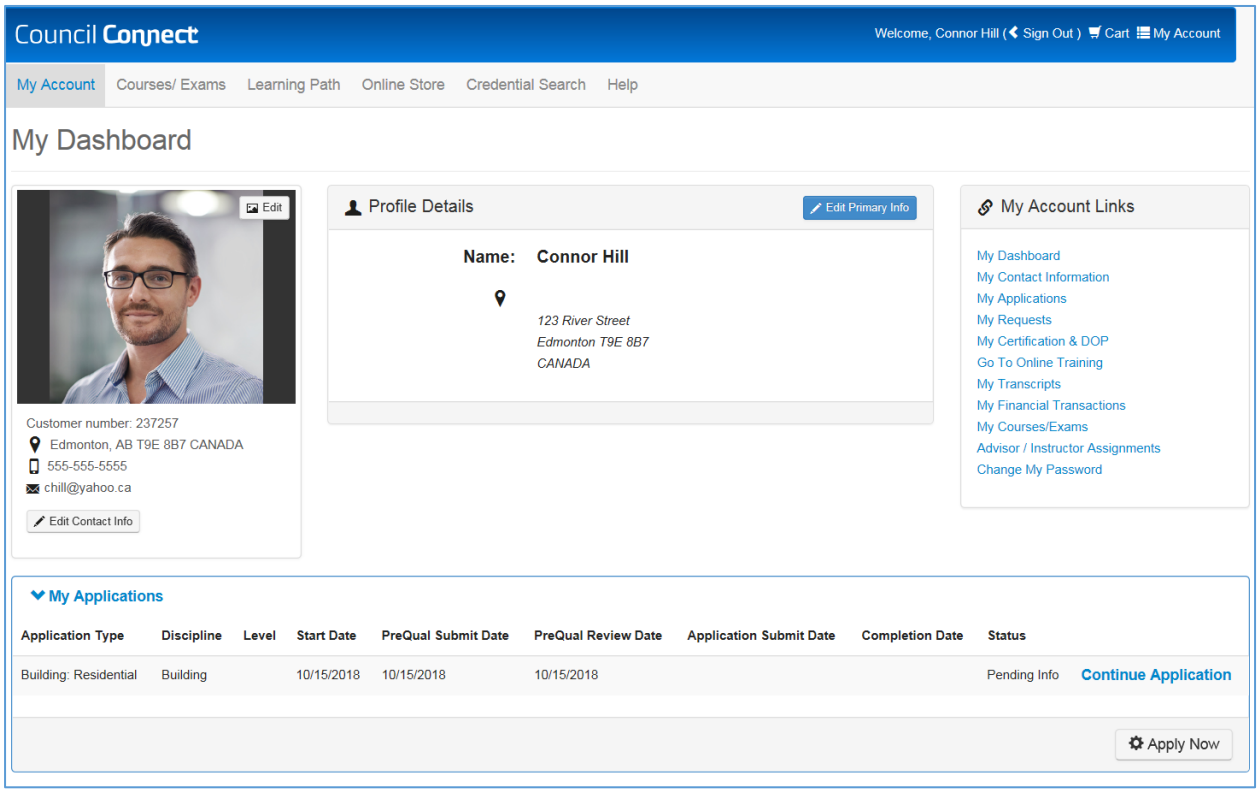

15. From the **Add to Cart** page:
    a. Review the shopping cart details to ensure they are correct
    b. Complete the payment information
    c. Click the **Make Payment** button
    d. Click the **Done** button

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

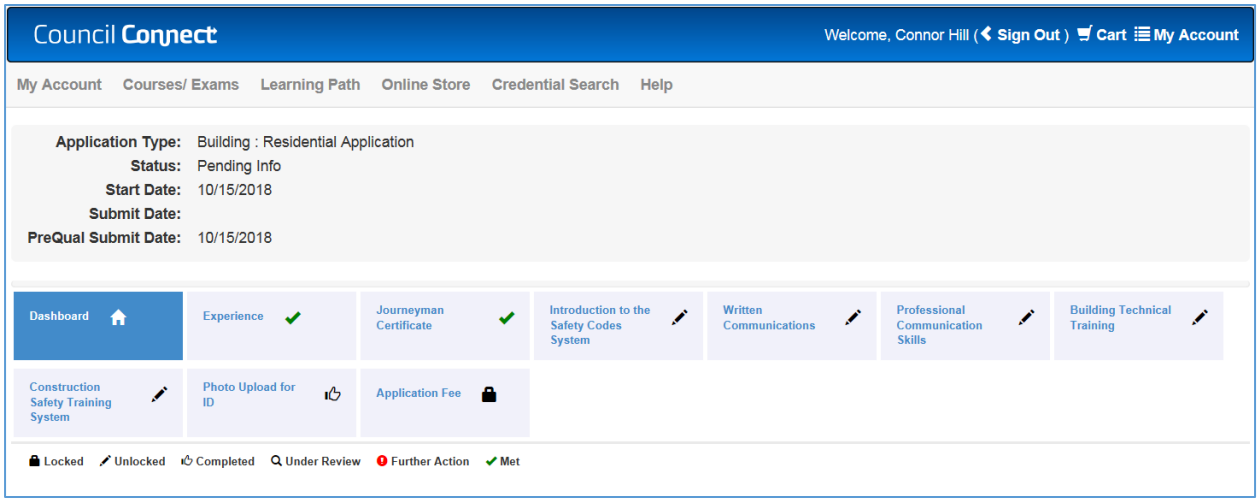
Once your payment is complete, your **Pre-Qualification** will be submitted for review by the Council. You will receive an email notification when the review is complete. Please allow three weeks from the date of your submission for pre-qualification approval.

**Note**: Once the Council completes the review of your pre-qualification application, you will receive a notification and can view the status of the application from your dashboard after logging on.

# Pre-Qualification Approval Status

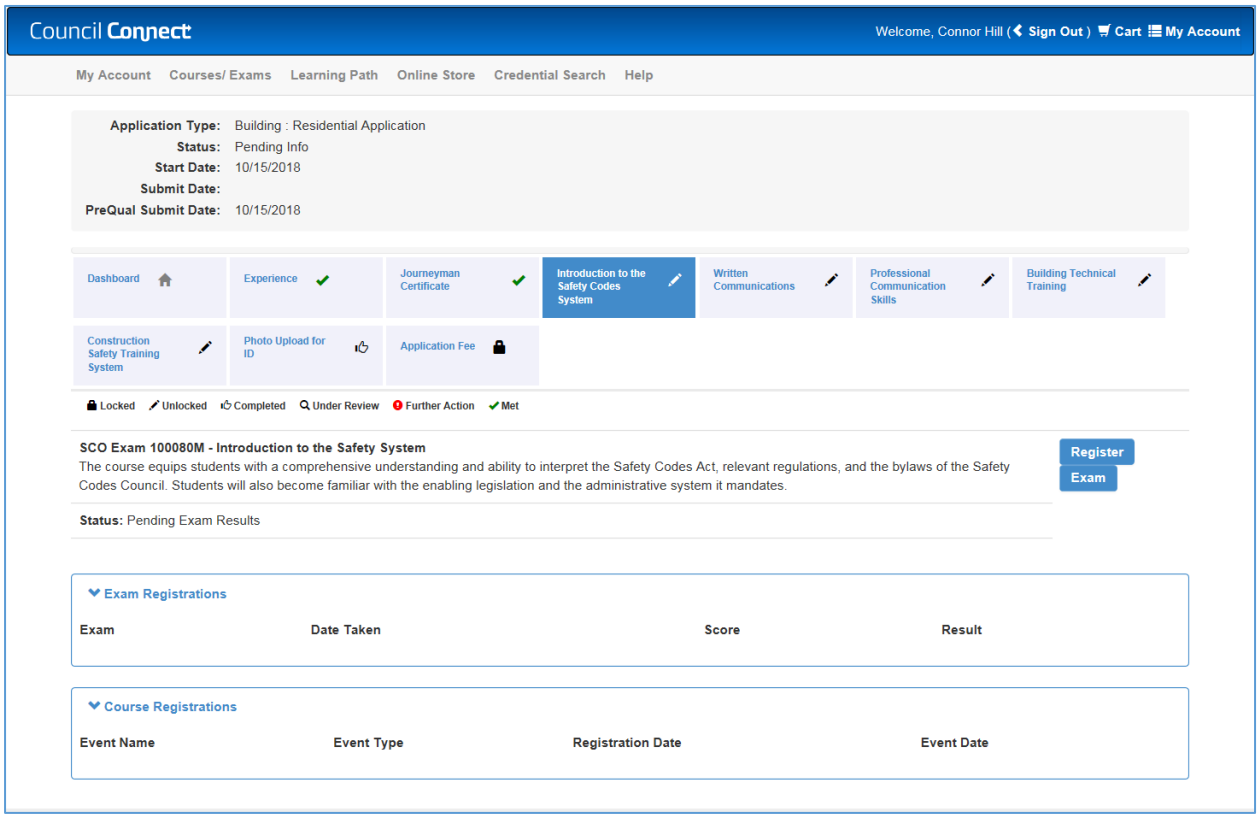



1. From the **My Applications** section on the lower part of the **My Dashboard** page:
   a. The **PreQual Review Date** now has a completion date which indicates your pre-qualification has been reviewed and approved
   b. Click the **Continue Application** button




In this example, the **Journeyman Certificate** and **Experience** tabs both have green check marks indicating the Council has approved the pre-qualificaiton requirements. The remaining certification tabs will also display.

# Courses and Exams Requirements




2. From the **Application Dashboard** page:
   a. Click the course requirement tabs to see the course and exam information

3. From the **Dashboard**:
   a. Select the **Construction Safety Training System** tab

The **courses/exams** tabs will be automatically updated as you complete the remaining courses and exams.

You will need to register and take the remaining courses and exams before you can submit your certification application.

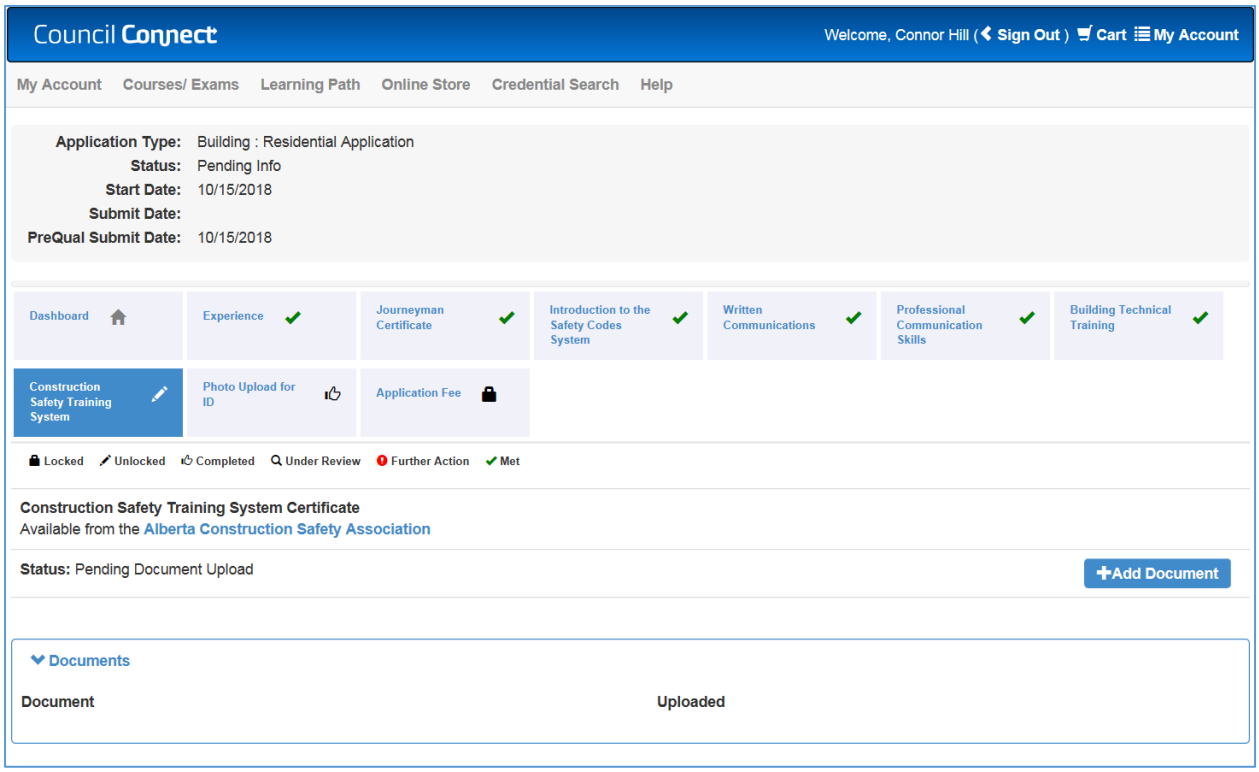
You can register for the course and exams from the following:

- **Application Dashboard** using the **Register** and **Exam** buttons (see in the screen above)
- **Courses/Exams** tab (on the My Dashboard page)
- **Learning Path** (on the **My Dashboard** page)

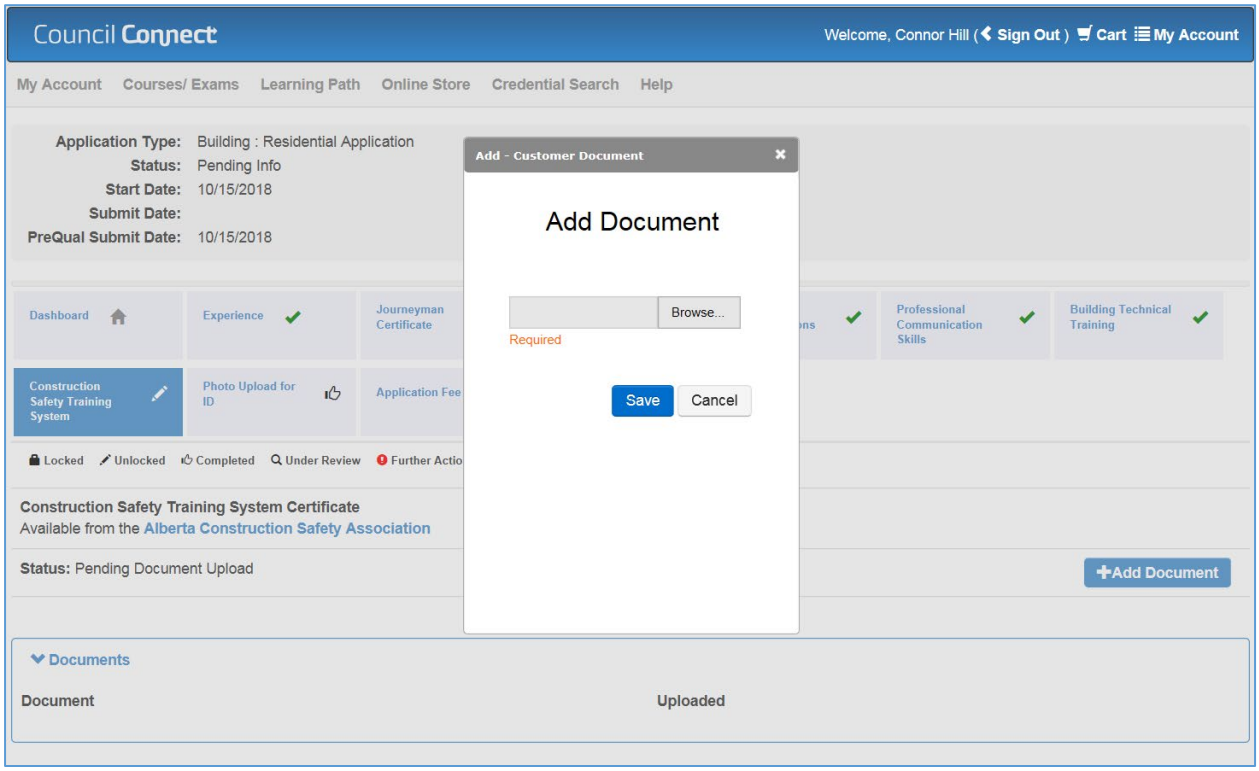
To register from **Courses/Exams** tab (on **My Dashboard**), refer to the tutorial in HELP for detailed instructions on how to register for an SCO course and exam.

To register from **Learning Path**, refer to the tutorial in HELP for detailed instructions on how to view learning path.

# Construction Safety Training System

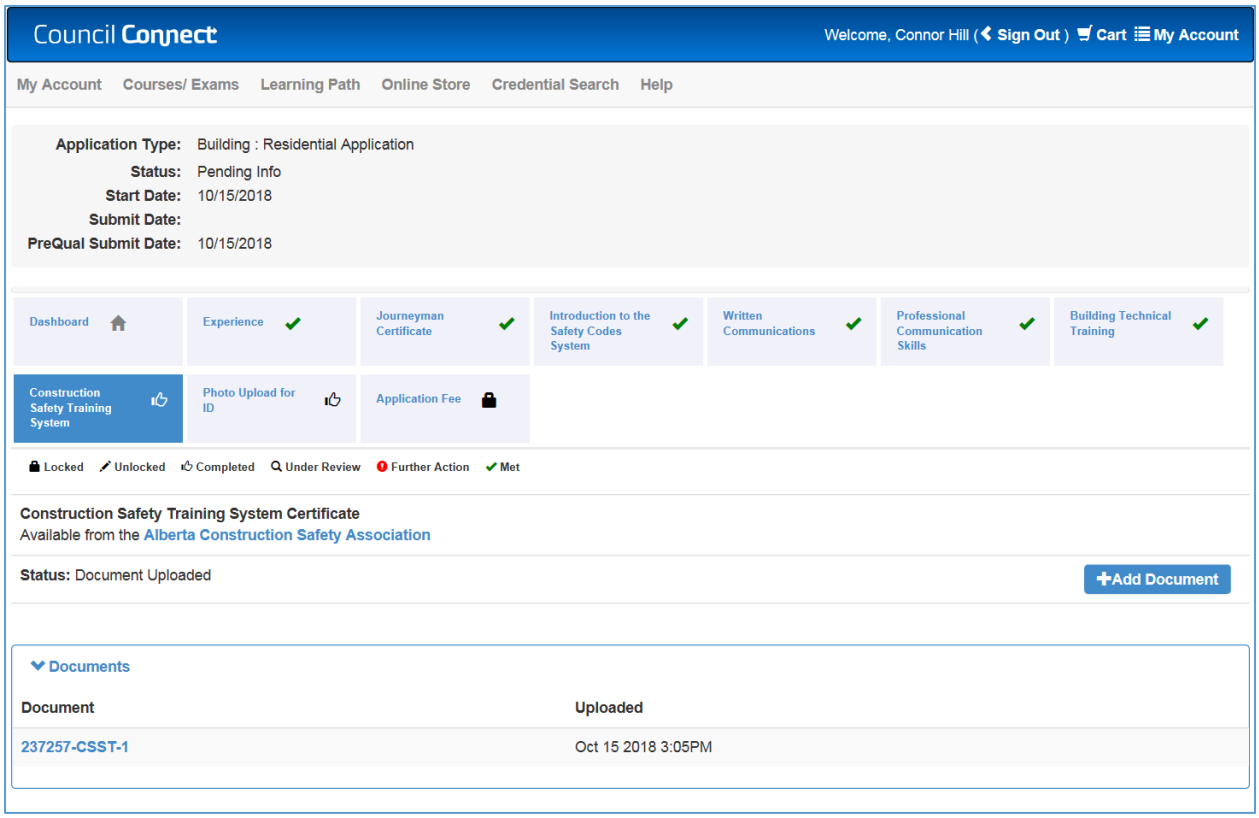



4. From the **Application Dashboard**:
   a. Click the **Add Document** button to upload your **Construction Safety Training System Certificate**



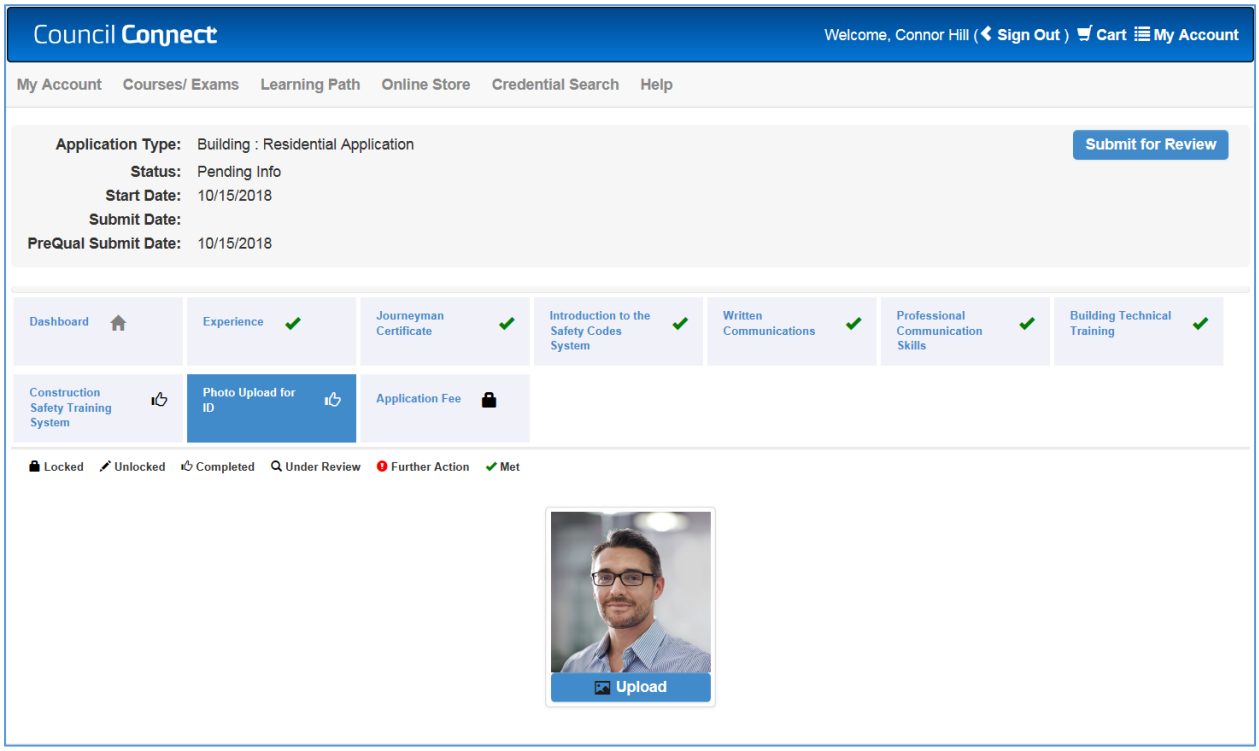

5. From the **Add – Customer Document** page:
   a. Click the **Browse** button and search for and select your document
   b. Click on your document
   c. Click **Open**
   d. Click **Save**

# Upload Photo for ID

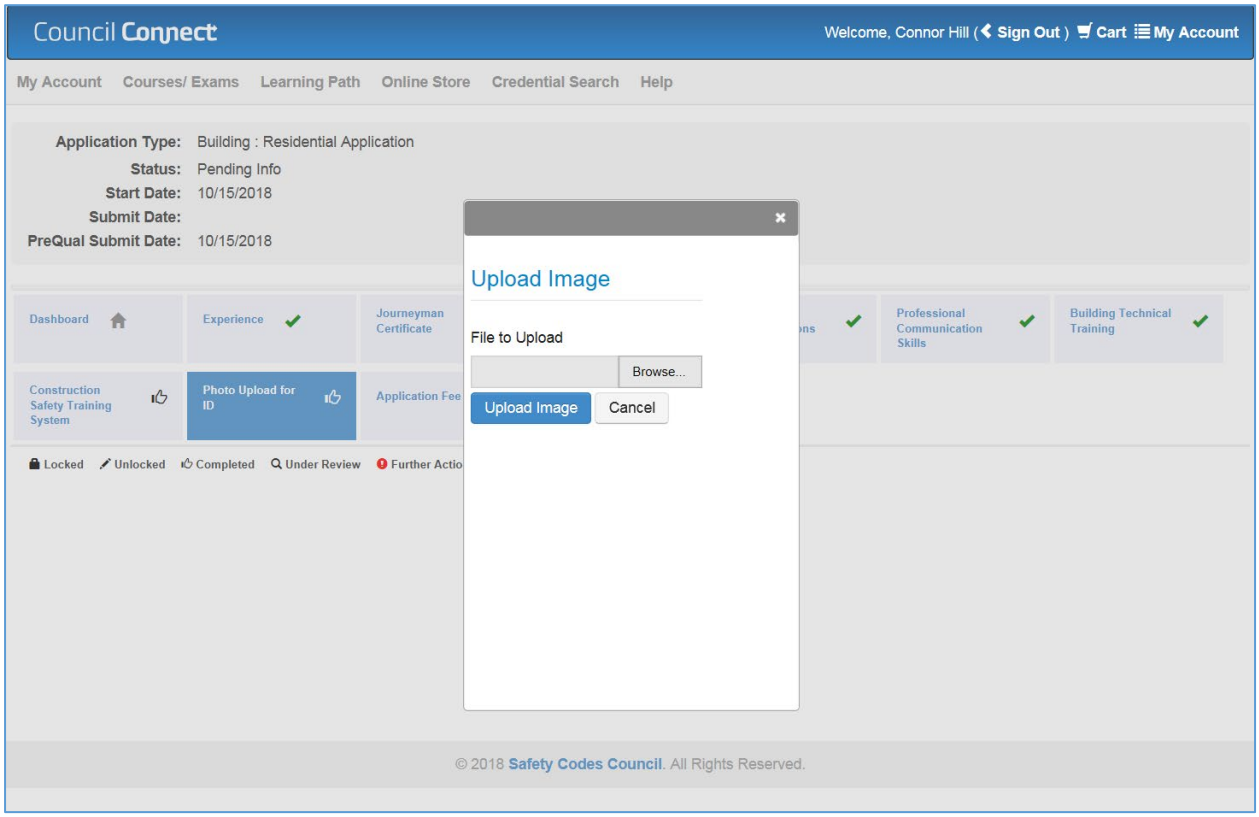



Your **Construction Safety Training System** tab now has a **thumbs up** icon indicating this requirement has been completed.

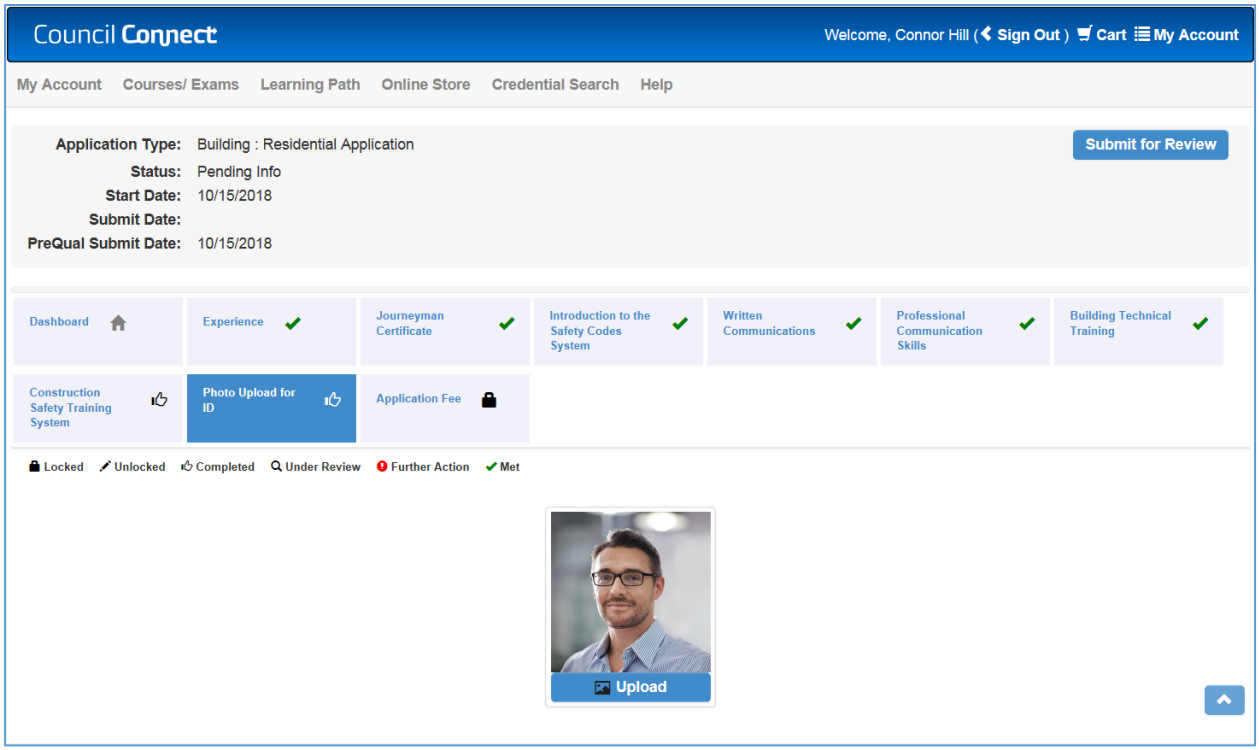
6. From the **Dashboard**:
   a. Click the **Photo Upload for ID** tab




7. From the **Photo Update for ID** page:
   a. Click the **Upload** button




8. From the **Upload Image** page:
   a. Click the **Browse** button and search for and select your photo image
   b. Click on your image
   c. Click **Open**
   d. Click the **Upload Image** button

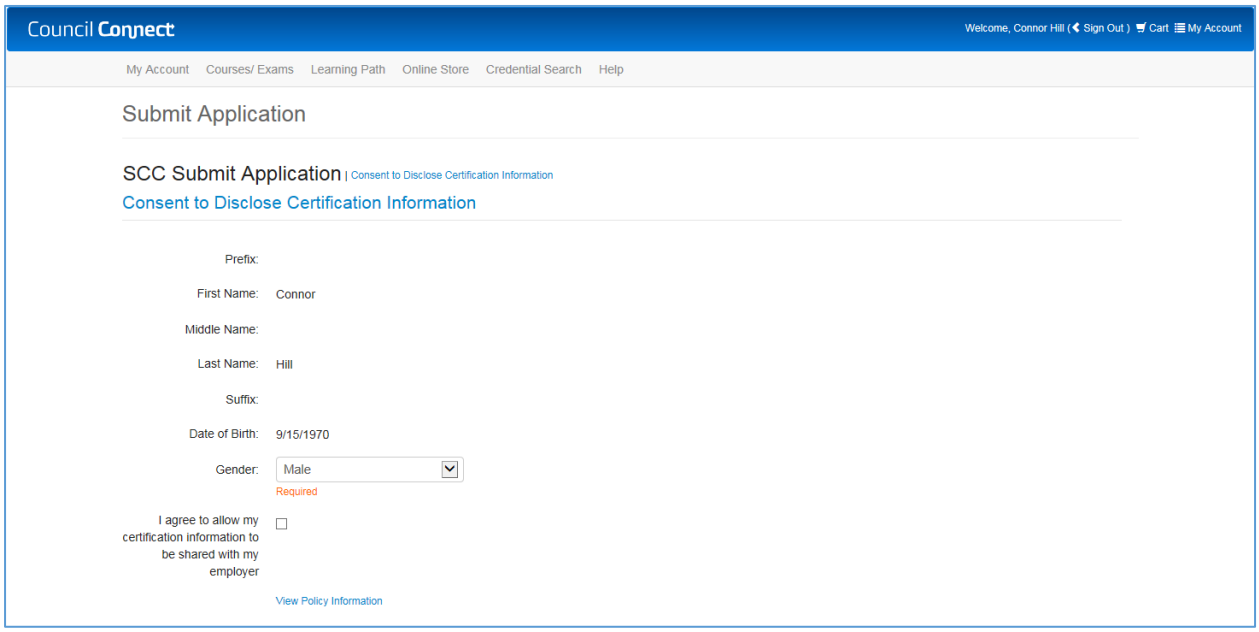



Your **Photo Upload for ID** tab now has a **thumbs up** icon indicating that the requirement is now complete.

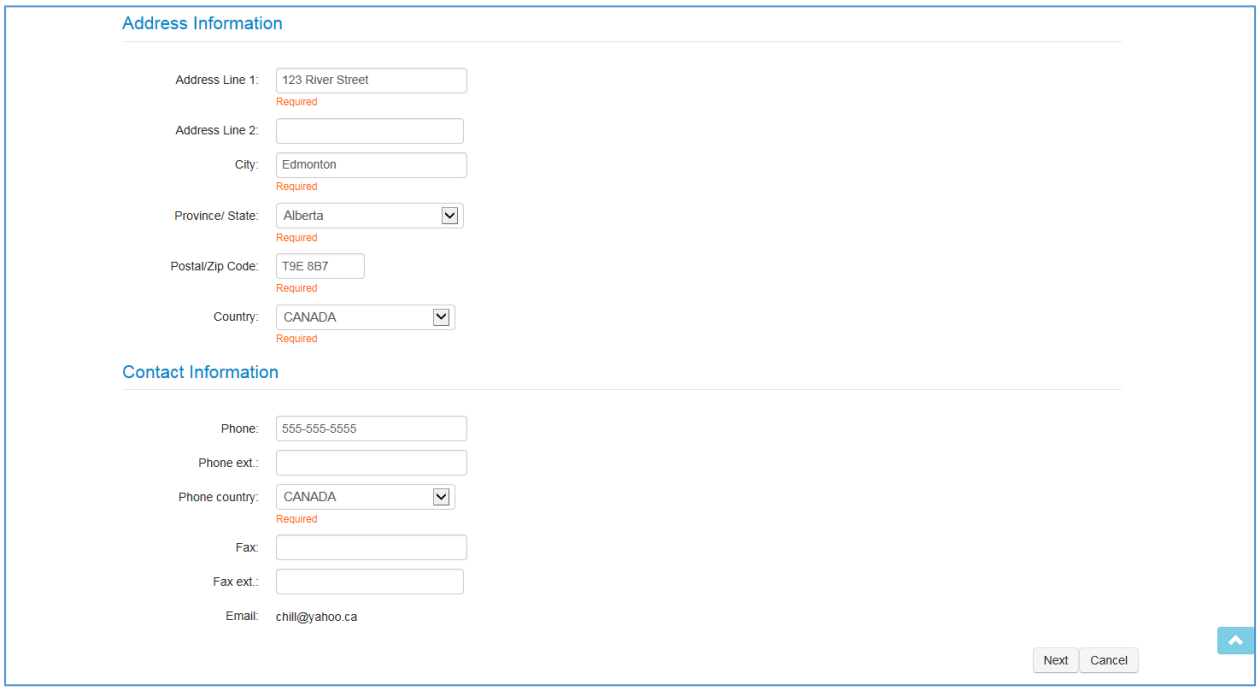
As you complete courses and pass exams the tabs will have a thumbs up icon. When all the courses and exams are complete, the tabs will have **check mark** icons indicating all the requirements have been completed and the **Submit Application** button will appear.

9. From the **Dashboard**:
   a. Click the **Submit For Review** button

# Application Payment

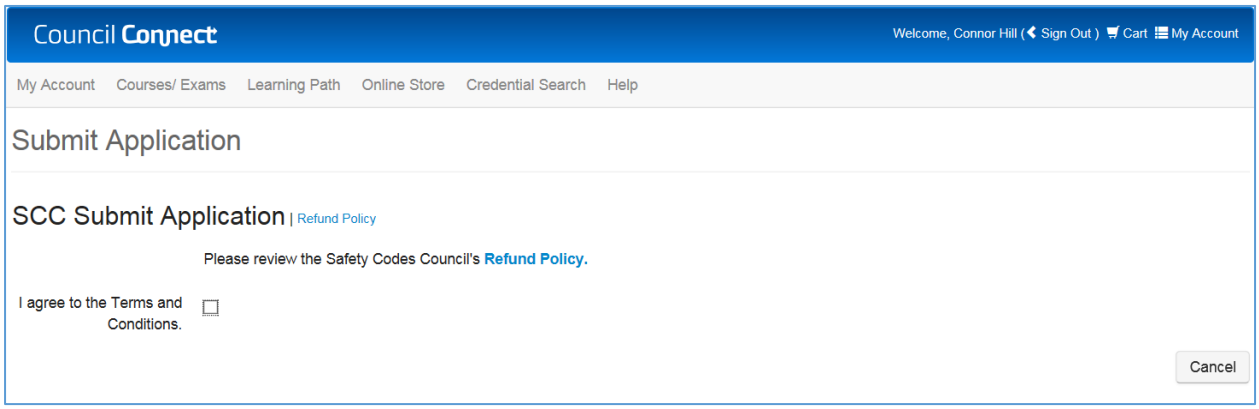



10. From the **SCC Submit** Application page:
    a. Ensure all your personal information is correct
    b. Click the **I agree to allow my certification information to be shared with my employer** check box



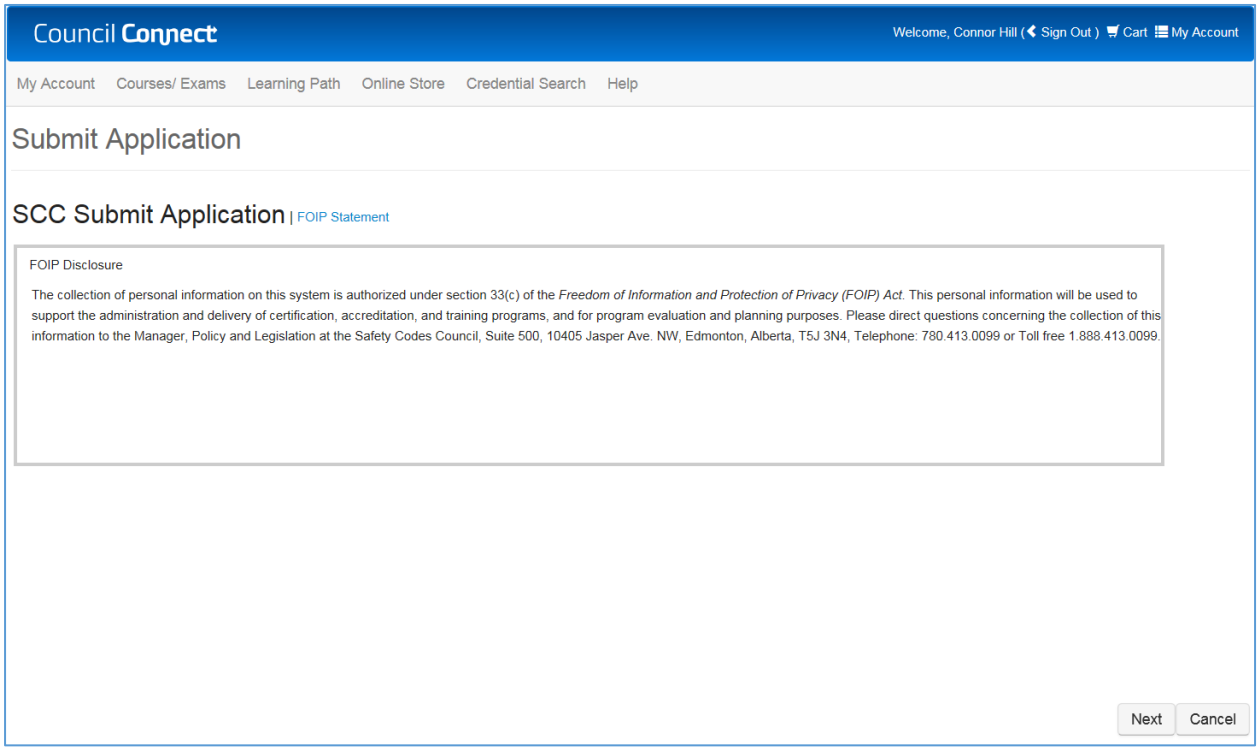

11. If all of your information is correct
    a. Click the **Next** button

## Refund Policy



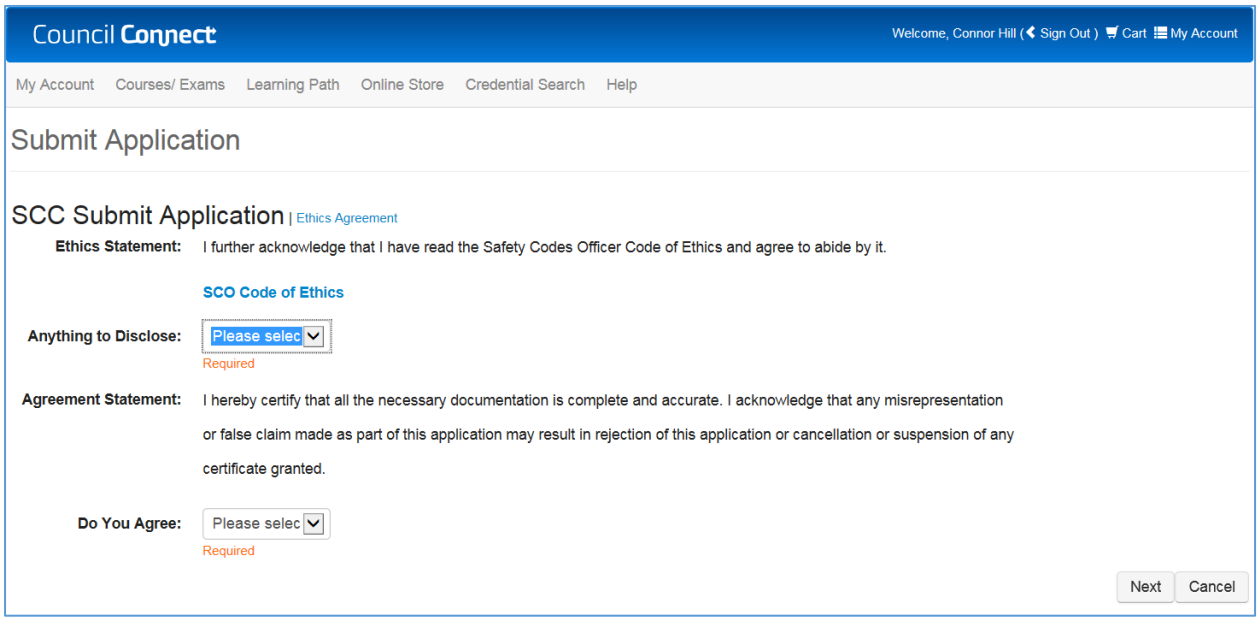

12. From the **Refund Policy** section:
    a. Click the **Refund Policy** to view the policy
    b. Click the **I agree to the Terms and Conditions** button
    c. Click the **Next** button

## FOIP



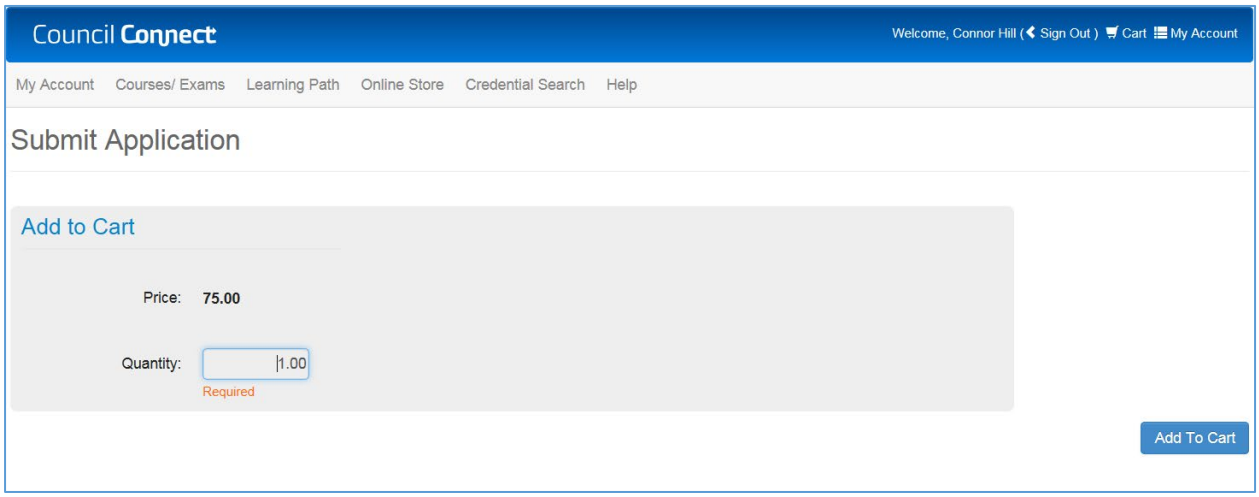

13. From the **SCC Submit Application FOIP Statement** section:
    a. Review the FOIP Statement
    b. Click the **Next** button

# Code of Ethics




14. 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**:
        i. Select **Yes**
        Or
        ii. Select **No**
    c. Click the **Next** button

# Final Payment

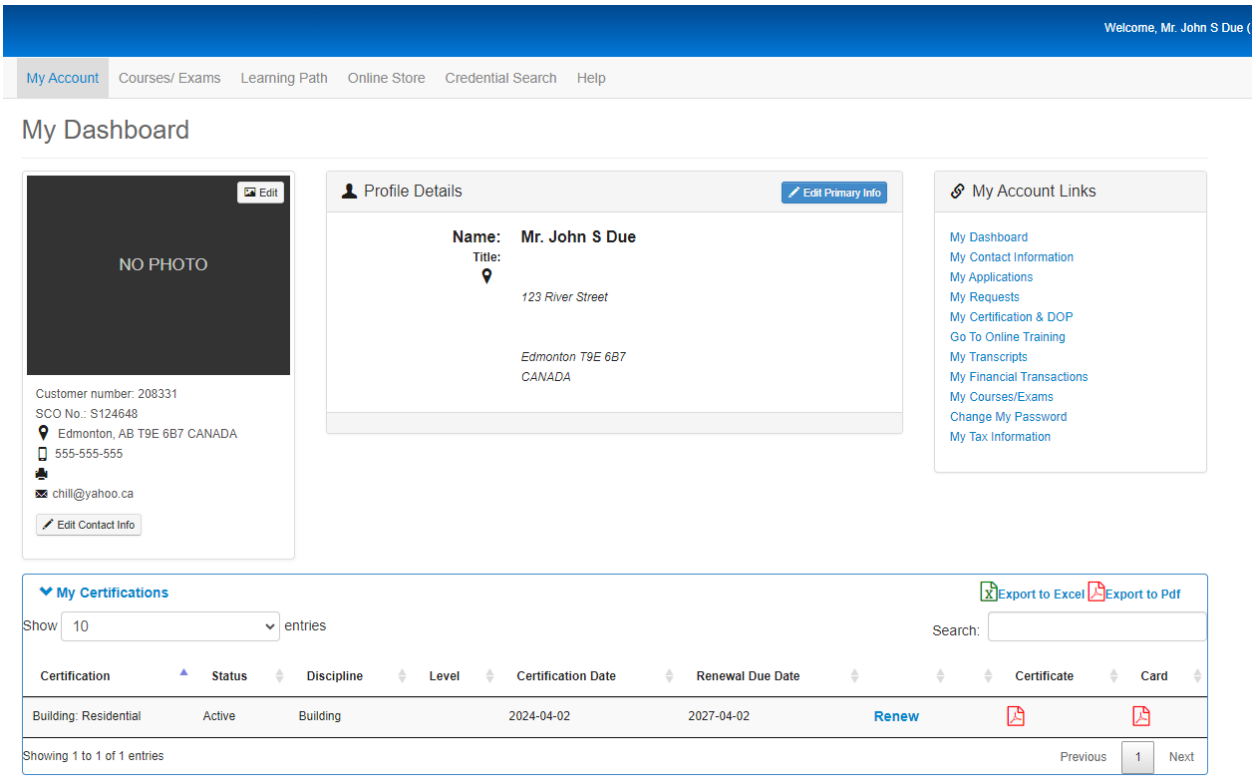



15. From the **Add to Cart** page
    a. Click the **Add To Cart** button
    b. Complete the payment information
    c. Click the **Make Payment** button
    d. Click the **Done** button

**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 three weeks 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 Certification




1. To view your application status:
   a. Login to **Council Connect**
2. If the application is not yet approved, it will display under **My Applications**.
3. Once the application is approved, it will display under **My Certifications** with a renewal date (as above).