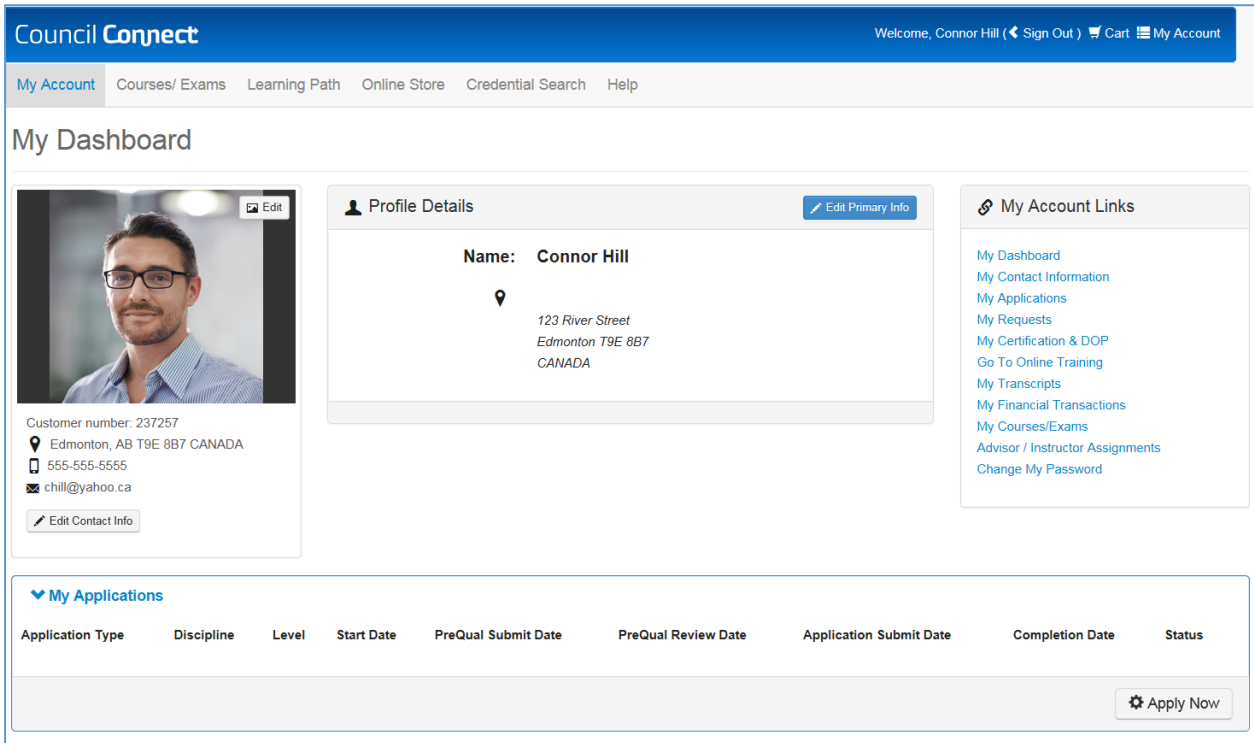


Apply for SCO Pre-Qualification

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.

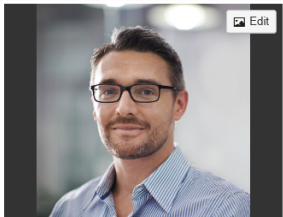
Begin Application



Council Connect Welcome, Connor Hill (Sign Out) Cart My Account

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

My Dashboard



Customer number: 237257
 Edmonton, AB T9E 8B7 CANADA
 555-555-5555
 chill@yahoo.ca

Edit Contact Info

Profile Details Edit Primary Info

Name: Connor Hill

123 River Street
 Edmonton T9E 8B7
 CANADA

My Account Links

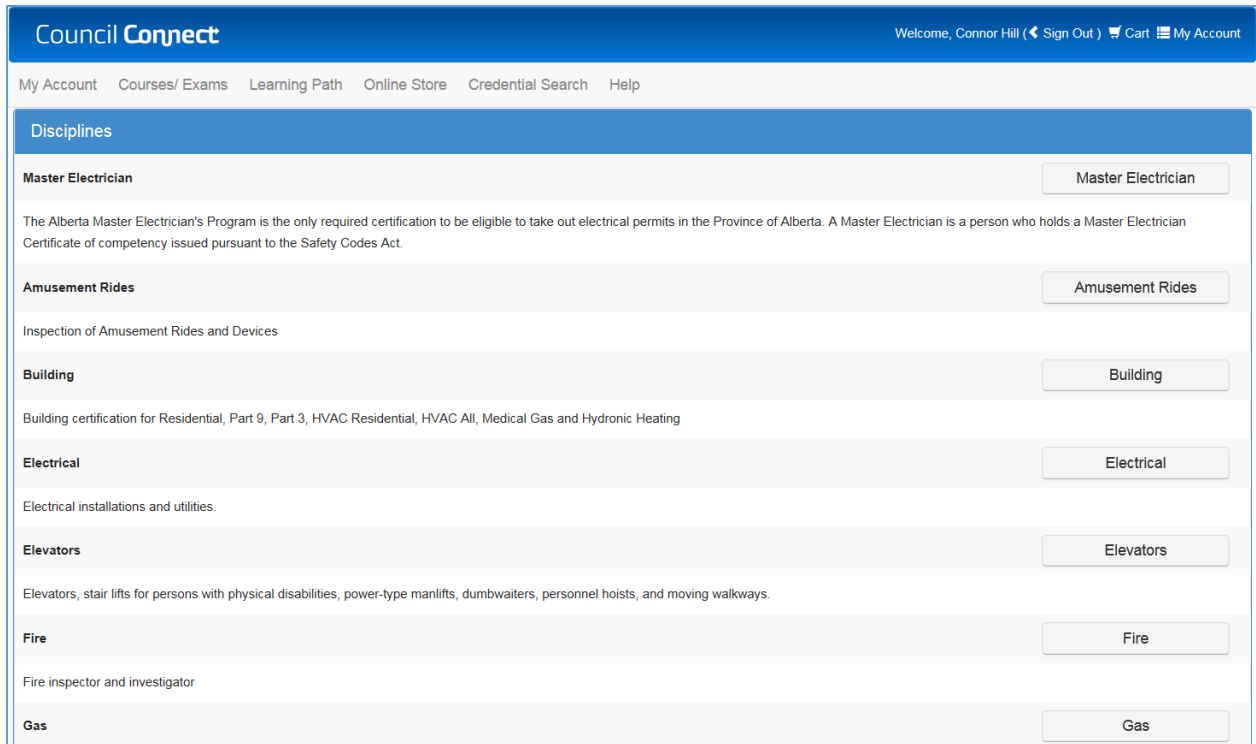
- My Dashboard
- My Contact Information
- My Applications
- My Requests
- My Certification & DOP
- Go To Online Training
- My Transcripts
- My Financial Transactions
- My Courses/Exams
- Advisor / Instructor Assignments
- Change My Password

My Applications

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 Applications** section on the lower part of the page:
 - a. Click the **Apply Now** button

Disciplines and Levels



Council Connect Welcome, Connor Hill (← Sign Out) Cart My Account

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

Disciplines

Master Electrician	Master Electrician
The Alberta Master Electrician's Program is the only required certification to be eligible to take out electrical permits in the Province of Alberta. A Master Electrician is a person who holds a Master Electrician Certificate of competency issued pursuant to the Safety Codes Act.	
Amusement Rides	Amusement Rides
Inspection of Amusement Rides and Devices	
Building	Building
Building certification for Residential, Part 9, Part 3, HVAC Residential, HVAC All, Medical Gas and Hydronic Heating	
Electrical	Electrical
Electrical installations and utilities.	
Elevators	Elevators
Elevators, stair lifts for persons with physical disabilities, power-type manlifts, dumbwaiters, personnel hoists, and moving walkways.	
Fire	Fire
Fire inspector and investigator	
Gas	Gas

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.

Council Connect Welcome, Connor Hill (← Sign Out) 🛒 Cart 📄 My Account

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

Credentials

Building: Residential Learn More

The building discipline has sequential levels. An applicant must receive the Residential certification before moving to PART 9 or PART 3.

It is recommended that you complete a pre-qualification review before beginning an application. The pre-qualification gathers your experience and educational certificates to ensure that you meet the entry requirements for the Building Residential certification level

Entry Qualifications for the building discipline includes:

- Journeyman carpenter, plumber, electrician, sheet metal worker or bricklayer certification recognized in Alberta and three (3) years of relevant experience in the building construction industry after receiving that journeyman certification.
- Engineering or architecture degree recognized in Canada and three (3) years of relevant experience in the building construction industry, at least one (1) of which must be completed after obtaining that degree.
- A two (2) year technology diploma in a related field or equivalent recognized in Canada and three (3) years of relevant experience in the building construction industry after obtaining that diploma.
- High school diploma or equivalent and seven (7) years of relevant experience in the building construction industry, plus participation in a one (1) year Council Mentorship Program.
- Certification as a building official or inspector issued by a regulatory body or professional association in another jurisdiction and three (3) years of work experience as a building official or inspector outside of Alberta.

Building: Part 9 Learn More

You must have the following as an entry qualification:

- Eligible for certification as a residential building safety codes officer. This certification is granted once an SCO has completed all of the courses for the Building Residential certification and Part 9.

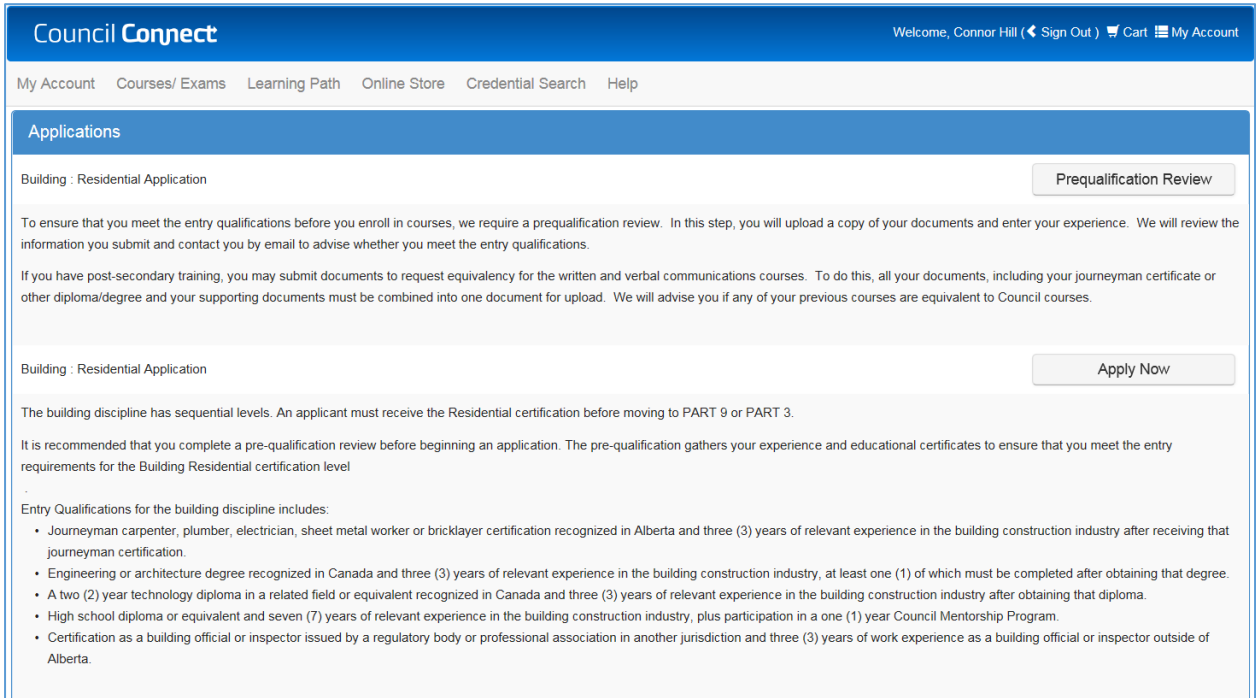
Scope of practice:

- Buildings within the scope of Part 9 (excluding HVAC systems); and
- Part 10 of the edition of the Alberta Building Code declared in force in Alberta.

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



Council Connect Welcome, Connor Hill (Sign Out) Cart My Account

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

Applications

Building : Residential Application [Prequalification Review](#)

To ensure that you meet the entry qualifications before you enroll in courses, we require a prequalification review. In this step, you will upload a copy of your documents and enter your experience. We will review the information you submit and contact you by email to advise whether you meet the entry qualifications.

If you have post-secondary training, you may submit documents to request equivalency for the written and verbal communications courses. To do this, all your documents, including your journeyman certificate or other diploma/degree and your supporting documents must be combined into one document for upload. We will advise you if any of your previous courses are equivalent to Council courses.

Building : Residential Application [Apply Now](#)

The building discipline has sequential levels. An applicant must receive the Residential certification before moving to PART 9 or PART 3.

It is recommended that you complete a pre-qualification review before beginning an application. The pre-qualification gathers your experience and educational certificates to ensure that you meet the entry requirements for the Building Residential certification level

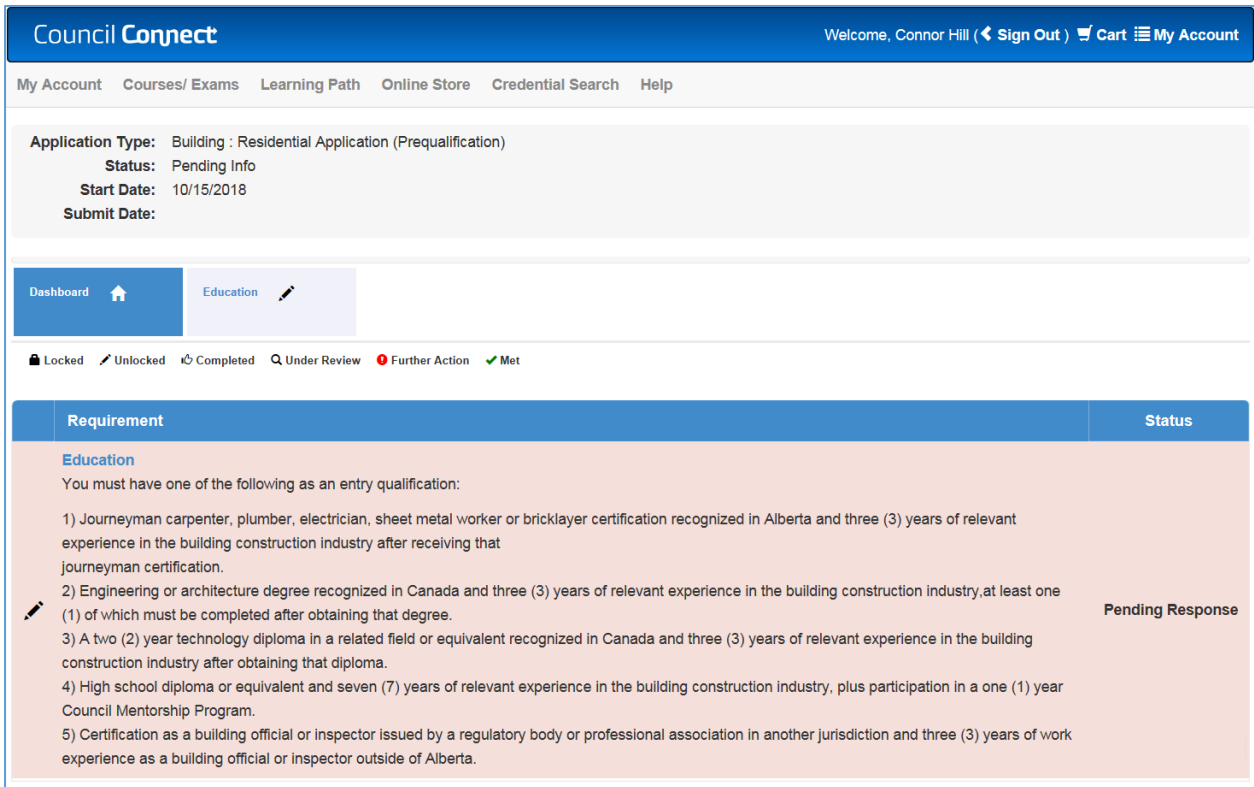
Entry Qualifications for the building discipline includes:

- Journeyman carpenter, plumber, electrician, sheet metal worker or bricklayer certification recognized in Alberta and three (3) years of relevant experience in the building construction industry after receiving that journeyman certification.
- Engineering or architecture degree recognized in Canada and three (3) years of relevant experience in the building construction industry, at least one (1) of which must be completed after obtaining that degree.
- A two (2) year technology diploma in a related field or equivalent recognized in Canada and three (3) years of relevant experience in the building construction industry after obtaining that diploma.
- High school diploma or equivalent and seven (7) years of relevant experience in the building construction industry, plus participation in a one (1) year Council Mentorship Program.
- Certification as a building official or inspector issued by a regulatory body or professional association in another jurisdiction and three (3) years of work experience as a building official or inspector outside of Alberta.

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



The screenshot shows the Council Connect application dashboard for a user named Connor Hill. The dashboard displays application details and a list of requirements.

Council Connect | Welcome, Connor Hill (← Sign Out) | Cart | My Account

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

Application Type: Building : Residential Application (Prequalification)
Status: Pending Info
Start Date: 10/15/2018
Submit Date:

Dashboard | Education

Locked | Unlocked | Completed | Under Review | Further Action | Met

Requirement	Status
<p>Education</p> <p>You must have one of the following as an entry qualification:</p> <ol style="list-style-type: none"> 1) Journeyman carpenter, plumber, electrician, sheet metal worker or bricklayer certification recognized in Alberta and three (3) years of relevant experience in the building construction industry after receiving that journeyman certification. 2) Engineering or architecture degree recognized in Canada and three (3) years of relevant experience in the building construction industry, at least one (1) of which must be completed after obtaining that degree. 3) A two (2) year technology diploma in a related field or equivalent recognized in Canada and three (3) years of relevant experience in the building construction industry after obtaining that diploma. 4) High school diploma or equivalent and seven (7) years of relevant experience in the building construction industry, plus participation in a one (1) year Council Mentorship Program. 5) Certification as a building official or inspector issued by a regulatory body or professional association in another jurisdiction and three (3) years of work experience as a building official or inspector outside of Alberta. 	Pending Response

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:

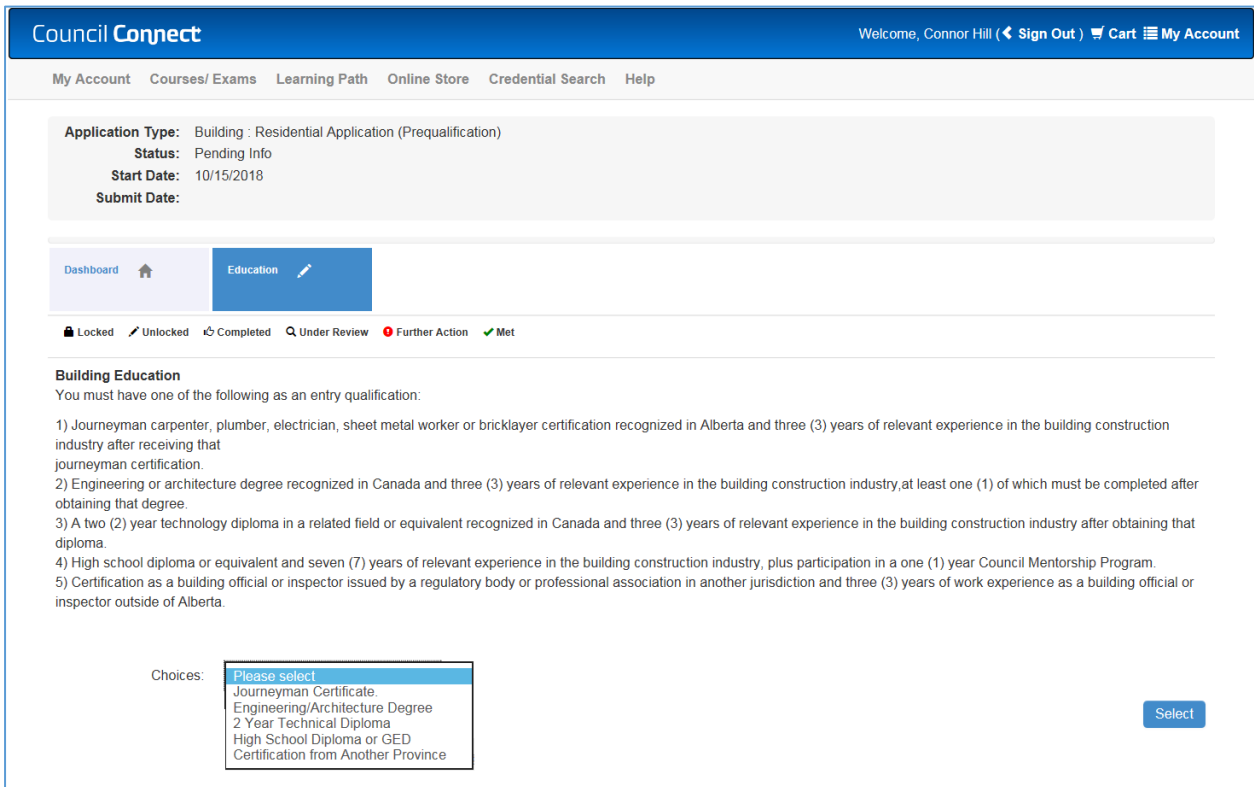
- A summary of each requirement
- The current status of the requirement
- The pencil icon which you can use to edit the requirements

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

- 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
- Unlocked: pencil icon - additional information is required
- Completed: thumbs up icon - all required information has been completed for the requirement
- Under Review: magnifying glass icon - requirements have been submitted and are under review by the Council
- Further Action: stop sign icon - Council requires additional information
- Met: checkmark icon - requirements have been approved by Council

Education Requirements

For more information on all requirements for all disciplines refer to [our website](#) .



The screenshot shows the Council Connect interface. At the top, there is a navigation bar with the Council Connect logo and user information: "Welcome, Connor Hill (Sign Out) Cart My Account". Below this is a secondary navigation bar with links: "My Account", "Courses/ Exams", "Learning Path", "Online Store", "Credential Search", and "Help".

The main content area displays application details:

- Application Type:** Building : Residential Application (Prequalification)
- Status:** Pending Info
- Start Date:** 10/15/2018
- Submit Date:**

Below the details is a navigation menu with "Dashboard" (home icon) and "Education" (pencil icon). A progress bar shows the status of various steps: Locked, Unlocked, Completed, Under Review, Further Action, and Met.

The "Building Education" section is active, stating: "You must have one of the following as an entry qualification:"

- 1) Journeyman carpenter, plumber, electrician, sheet metal worker or bricklayer certification recognized in Alberta and three (3) years of relevant experience in the building construction industry after receiving that journeyman certification.
- 2) Engineering or architecture degree recognized in Canada and three (3) years of relevant experience in the building construction industry, at least one (1) of which must be completed after obtaining that degree.
- 3) A two (2) year technology diploma in a related field or equivalent recognized in Canada and three (3) years of relevant experience in the building construction industry after obtaining that diploma.
- 4) High school diploma or equivalent and seven (7) years of relevant experience in the building construction industry, plus participation in a one (1) year Council Mentorship Program.
- 5) Certification as a building official or inspector issued by a regulatory body or professional association in another jurisdiction and three (3) years of work experience as a building official or inspector outside of Alberta.

At the bottom, there is a "Choices:" label next to a dropdown menu. The dropdown is open, showing the following options:

- Please select
- Journeyman Certificate
- Engineering/Architecture Degree
- 2 Year Technical Diploma
- High School Diploma or GED
- Certification from Another Province

A "Select" button is located to the right of the dropdown menu.

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

Council **Connect**
Welcome, Connor Hill (← Sign Out) 🛒 Cart ☰ My Account

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

Application Type: Building : Residential Application (Prequalification)
Status: Pending Info
Start Date: 10/15/2018
Submit Date:

Dashboard

Experience

Journeyman Certificate

🔒 Locked 🔓 Unlocked 🏠 Completed 🔍 Under Review 🔴 Further Action 🟢 Met


Requirement	Status
Experience	Pending Experience
Journeyman Certificate <small>Please upload a relevant Journeyman certificate(s) based on the discipline you are applying for. If you have multiple certificates, please attach in one file.</small>	Pending Upload


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.


Council Connect
Welcome, Connor Hill (← Sign Out) 🛒 Cart ☰ My Account






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

Application Type: Building : Residential Application (Prequalification)
Status: Pending Info
Start Date: 10/15/2018
Submit Date:

Dashboard 

Experience 

Journeyman Certificate 

🔒 Locked  Unlocked  Completed  Under Review  Further Action  Met

3 Years Experience

Status: Pending Experience Add Experience

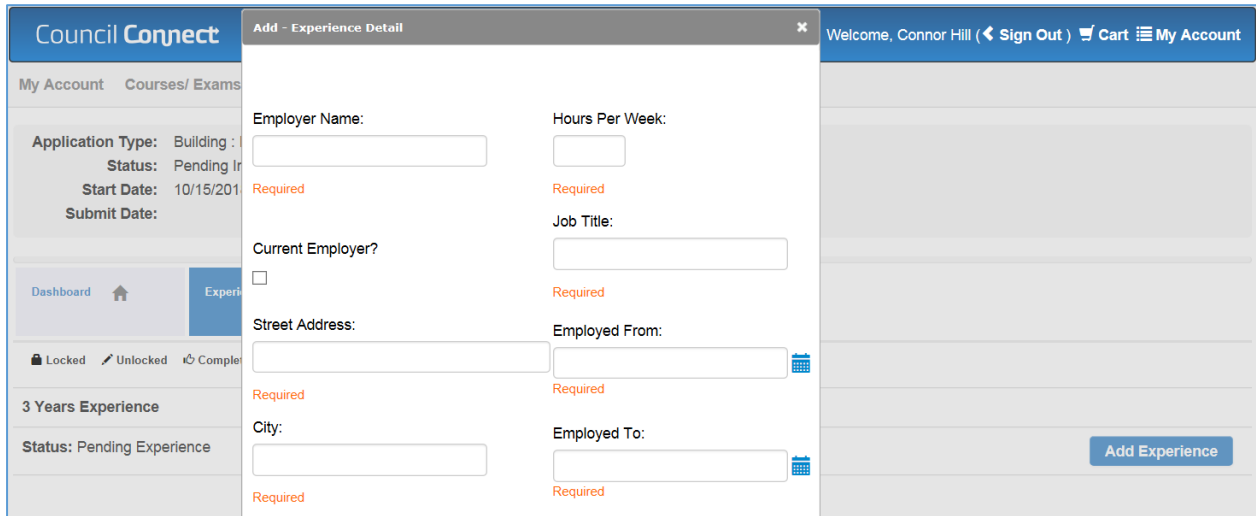
▼ Summary

Minimum Years Required	Years Reported	Remaining Balance
3.00	0.00	3.00

▼ Details

Employer	Title	Supervisor	From	To	Years	Status
----------	-------	------------	------	----	-------	--------

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

<p>▼ Summary</p> <p>Minimum Years Required</p> <p>3.00</p> <p>▼ Details</p> <p>Employer</p>	<p>State/Province:</p> <input type="text"/> <p>Required</p> <p>Country:</p> <input type="text"/> <p>Required</p> <p>Supervisor Email:</p> <input type="text"/> <p>Supervisor Name:</p> <input type="text"/> <p>Required</p> <p>Supervisor Phone:</p> <input type="text"/> <p>Supervisor Title:</p> <input type="text"/>	<p>Job Description:</p> <p>Provide a detailed list of the tasks you commonly performed in this role. Be specific.</p> <div style="border: 1px solid #ccc; height: 100px;"></div> <p>Required</p>	<p>Remaining Balance</p> <p>3.00</p> <table border="1"> <thead> <tr> <th>Years</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Years	Status		
Years	Status						

- 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

Council Connect
Welcome, Connor Hill (← Sign Out) 🛒 Cart ☰ My Account

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

Application Type: Building : Residential Application (Prequalification)
Status: Pending Info
Start Date: 10/15/2018
Submit Date:

[Dashboard](#)

[Experience](#)

[Journeyman Certificate](#)

🔒 Locked 🔓 Unlocked 👍 Completed 🔍 Under Review 🔴 Further Action 🟢 Met

3 Years Experience

Status: Pending Submission Add Experience

▼ **Summary**

Minimum Years Required	Years Reported	Remaining Balance
3.00	8.50	0.00

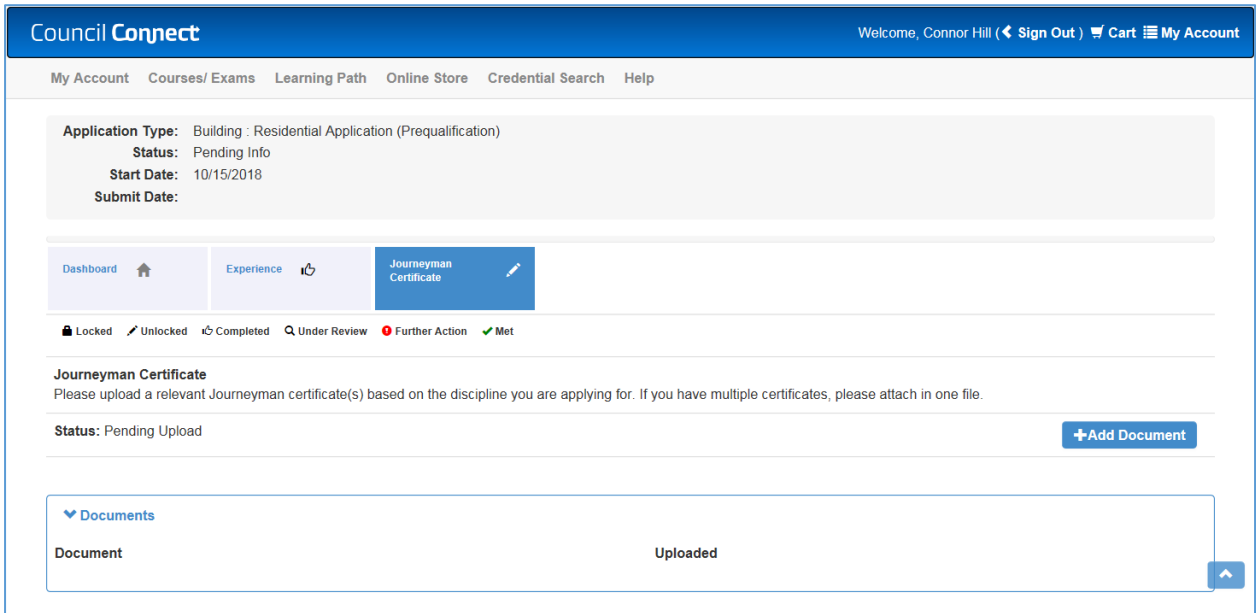
▼ **Details**

Employer	Title	Supervisor	From	To	Years	Status
Bob's Building	Builder	Bob Black	04/16/2010	Current	8.50	Pending Approval

Update

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



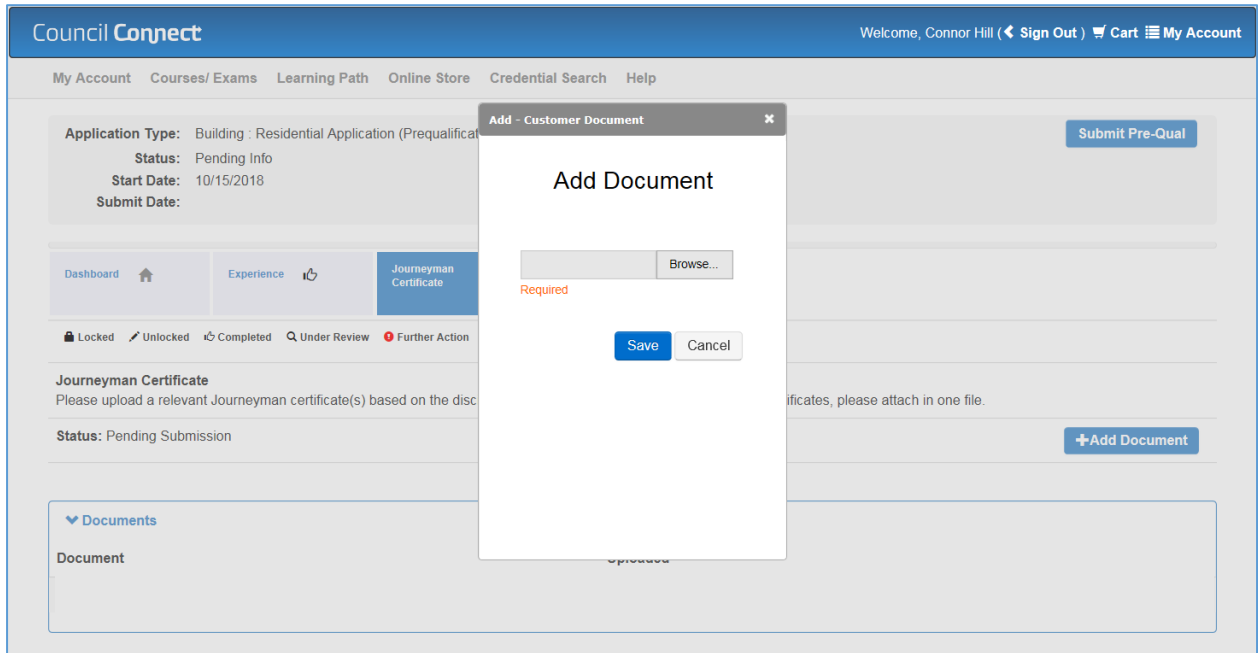
The screenshot shows the Council Connect user interface. At the top, there is a blue navigation bar with the text "Council Connect" on the left and "Welcome, Connor Hill (Sign Out) Cart My Account" on the right. Below this is a secondary navigation bar with links for "My Account", "Courses/ Exams", "Learning Path", "Online Store", "Credential Search", and "Help".

The main content area displays application details: "Application Type: Building : Residential Application (Prequalification)", "Status: Pending Info", "Start Date: 10/15/2018", and "Submit Date:". Below this is a horizontal menu with three tabs: "Dashboard" (with a home icon), "Experience" (with a refresh icon), and "Journeyman Certificate" (with a pencil icon). A legend below the tabs shows status indicators: a black square for "Locked", a grey square for "Unlocked", a blue square for "Completed", a red square for "Under Review", a red circle for "Further Action", and a green square for "Met".

The "Journeyman Certificate" section is active, showing the instruction: "Please upload a relevant Journeyman certificate(s) based on the discipline you are applying for. If you have multiple certificates, please attach in one file." The status is "Pending Upload" and there is a blue "+Add Document" button. Below this is a "Documents" section with a dropdown arrow and a table with two columns: "Document" and "Uploaded".

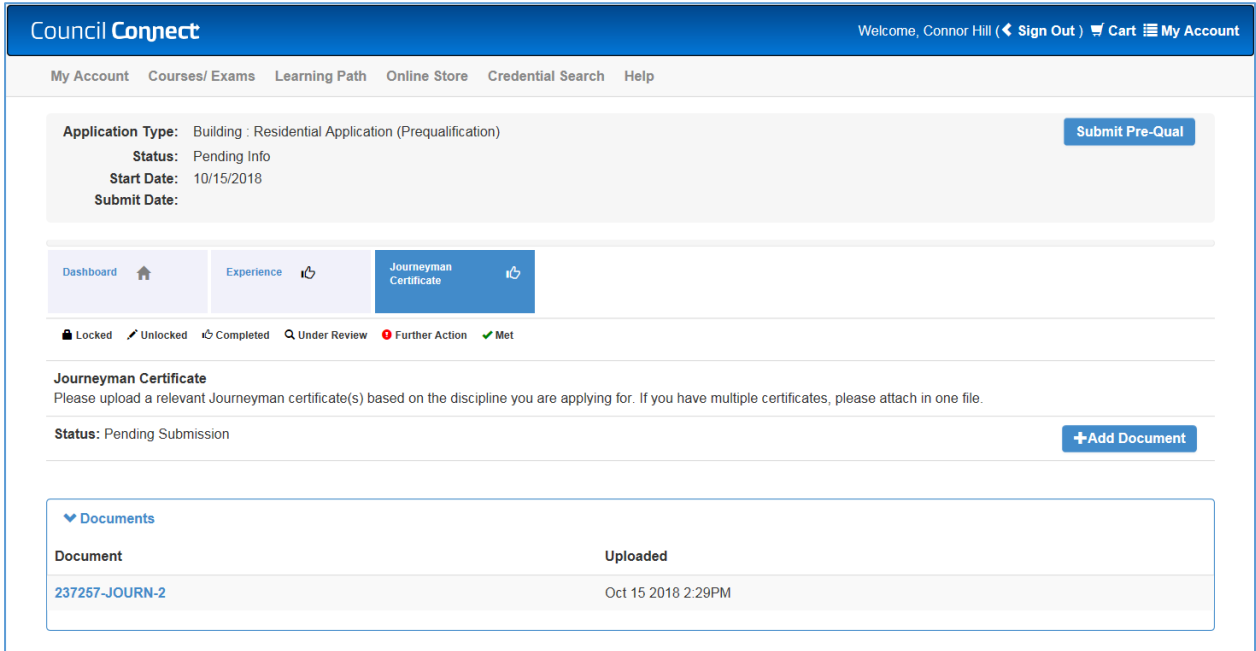
9. From the Journeyman Certificate section:
 - a. Click the **Add Document** button to upload your journeyman certificate (or other education documentation)

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



The screenshot displays the Council Connect interface. At the top, the header includes the Council Connect logo and user information: "Welcome, Connor Hill (Sign Out) Cart My Account". Below the header, a navigation menu lists "My Account", "Courses/ Exams", "Learning Path", "Online Store", "Credential Search", and "Help". The main content area shows application details for a "Building - Residential Application (Prequalification)" with a status of "Pending Info", a start date of "10/15/2018", and a "Submit Date" field. A "Submit Pre-Qual" button is visible. A modal window titled "Add - Customer Document" is open, featuring a text input field with a "Browse..." button, a "Required" label, and "Save" and "Cancel" buttons. The background page includes a "Journeyman Certificate" section with a "Status: Pending Submission" and a "Documents" section with a "Document" field. A "+Add Document" button is also present in the background.

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**



Council Connect Welcome, Connor Hill (Sign Out) Cart My Account

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

Application Type: Building - Residential Application (Prequalification) **Submit Pre-Qual**

Status: Pending Info

Start Date: 10/15/2018

Submit Date:

Dashboard Experience **Journeyman Certificate**

Locked Unlocked Completed Under Review Further Action Met

Journeyman Certificate
Please upload a relevant Journeyman certificate(s) based on the discipline you are applying for. If you have multiple certificates, please attach in one file.

Status: Pending Submission **+Add Document**

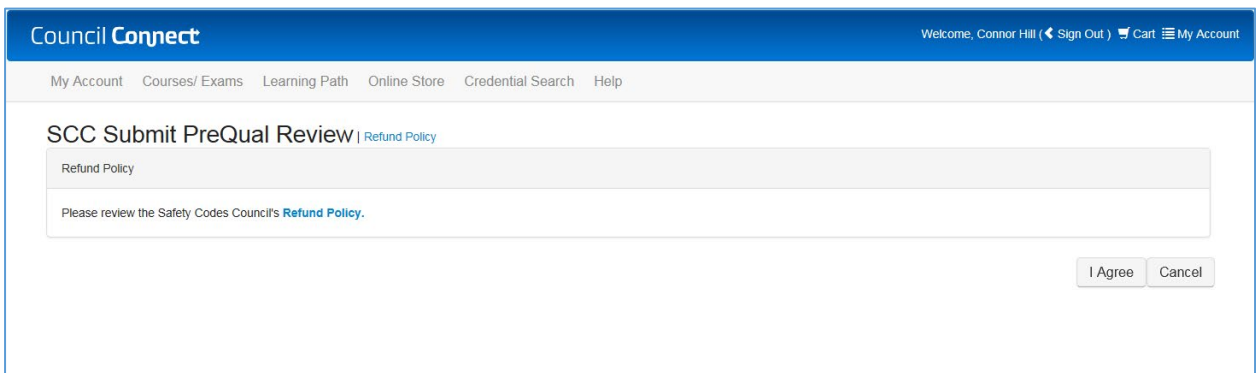
Document	Uploaded
237257-JOURN-2	Oct 15 2018 2:29PM

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



Council Connect Welcome, Connor Hill (Sign Out) Cart My Account

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

SCC Submit PreQual Review | [Refund Policy](#)

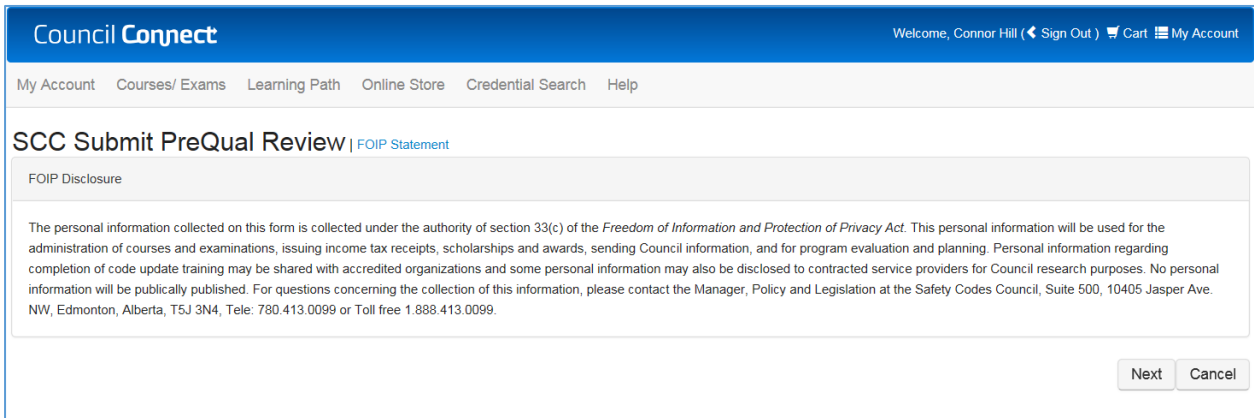
Refund Policy

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

I Agree Cancel

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

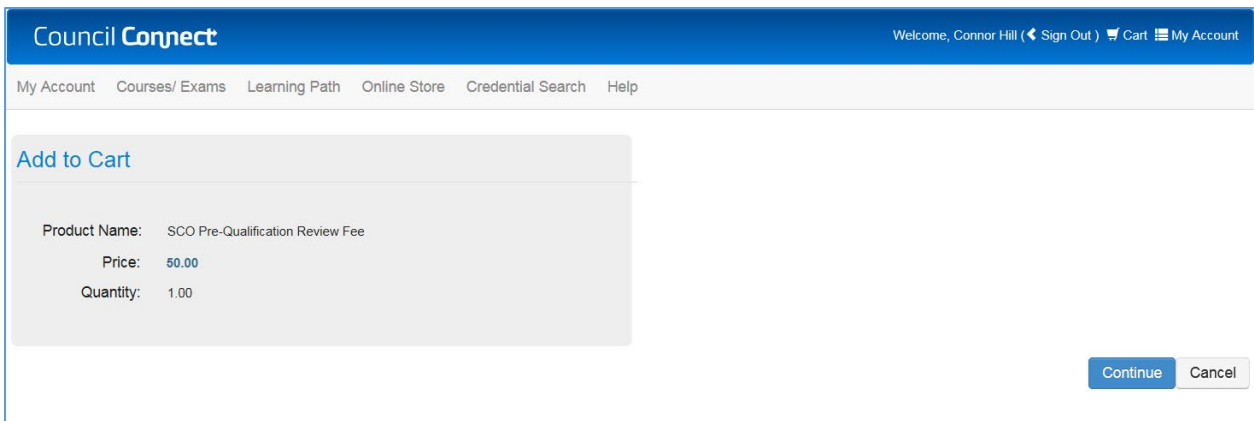
FOIP



The screenshot shows the 'Council Connect' website interface. The top navigation bar includes 'Welcome, Connor Hill (Sign Out)', 'Cart', and 'My Account'. Below the navigation bar, there are links for 'My Account', 'Courses/ Exams', 'Learning Path', 'Online Store', 'Credential Search', and 'Help'. The main content area is titled 'SCC Submit PreQual Review | FOIP Statement'. Underneath, there is a section for 'FOIP Disclosure' containing a paragraph of text about the collection and use of personal information. At the bottom right of the disclosure section, there are two buttons: 'Next' and 'Cancel'.

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

Pre-Qualification Payment

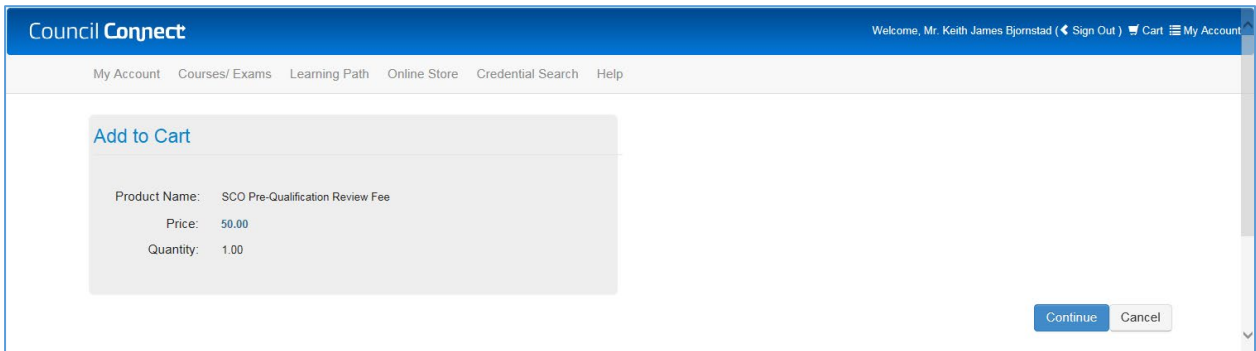


The screenshot shows the 'Council Connect' website interface. The top navigation bar includes 'Welcome, Connor Hill (Sign Out)', 'Cart', and 'My Account'. Below the navigation bar, there are links for 'My Account', 'Courses/ Exams', 'Learning Path', 'Online Store', 'Credential Search', and 'Help'. The main content area is titled 'Add to Cart'. Below this title, there is a table with the following information:

Product Name:	SCO Pre-Qualification Review Fee
Price:	50.00
Quantity:	1.00

At the bottom right of the 'Add to Cart' section, there are two buttons: 'Continue' and 'Cancel'.

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



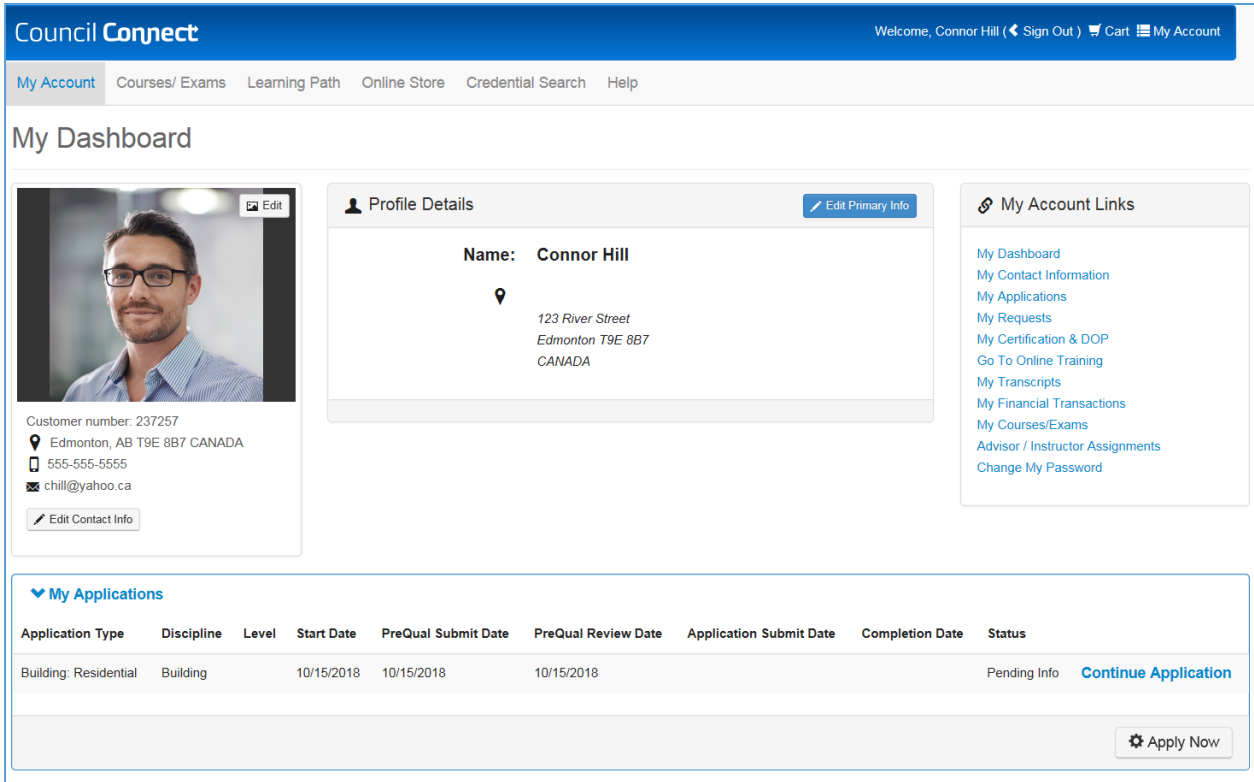
15. From the **Add to Cart** page:
 - a. Review the shopping cart details to ensure they are correct
 - b. Complete the payment information
 - c. Click the **Make Payment** button
 - d. Click the **Done** button

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.

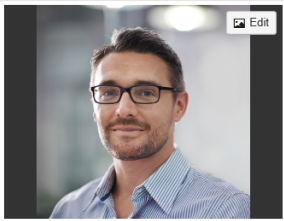
Pre-Qualification Approval Status



Council Connect Welcome, Connor Hill (← Sign Out) 🛒 Cart 📄 My Account

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

My Dashboard



Customer number: 237257
 Edmonton, AB T9E 8B7 CANADA
 555-555-5555
 chill@yahoo.ca

[Edit Contact Info](#)

Profile Details [Edit Primary Info](#)

Name: Connor Hill

123 River Street
 Edmonton T9E 8B7
 CANADA

My Account Links

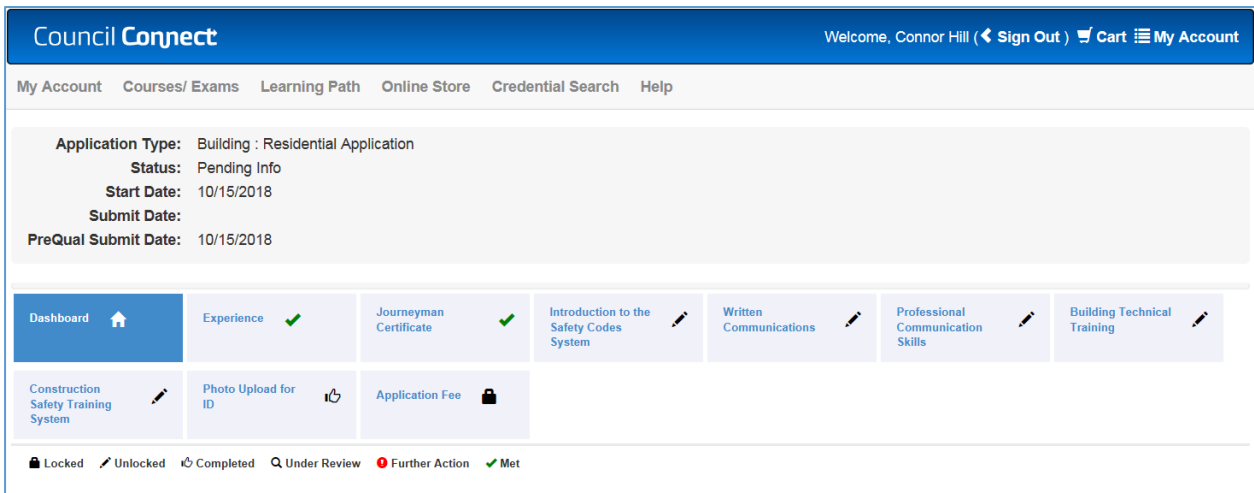
- [My Dashboard](#)
- [My Contact Information](#)
- [My Applications](#)
- [My Requests](#)
- [My Certification & DOP](#)
- [Go To Online Training](#)
- [My Transcripts](#)
- [My Financial Transactions](#)
- [My Courses/Exams](#)
- [Advisor / Instructor Assignments](#)
- [Change My Password](#)

My Applications

Application Type	Discipline	Level	Start Date	PreQual Submit Date	PreQual Review Date	Application Submit Date	Completion Date	Status
Building: Residential	Building		10/15/2018	10/15/2018	10/15/2018			Pending Info Continue Application

[Apply Now](#)

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



Council Connect Welcome, Connor Hill (← Sign Out) 🛒 Cart 📄 My Account

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

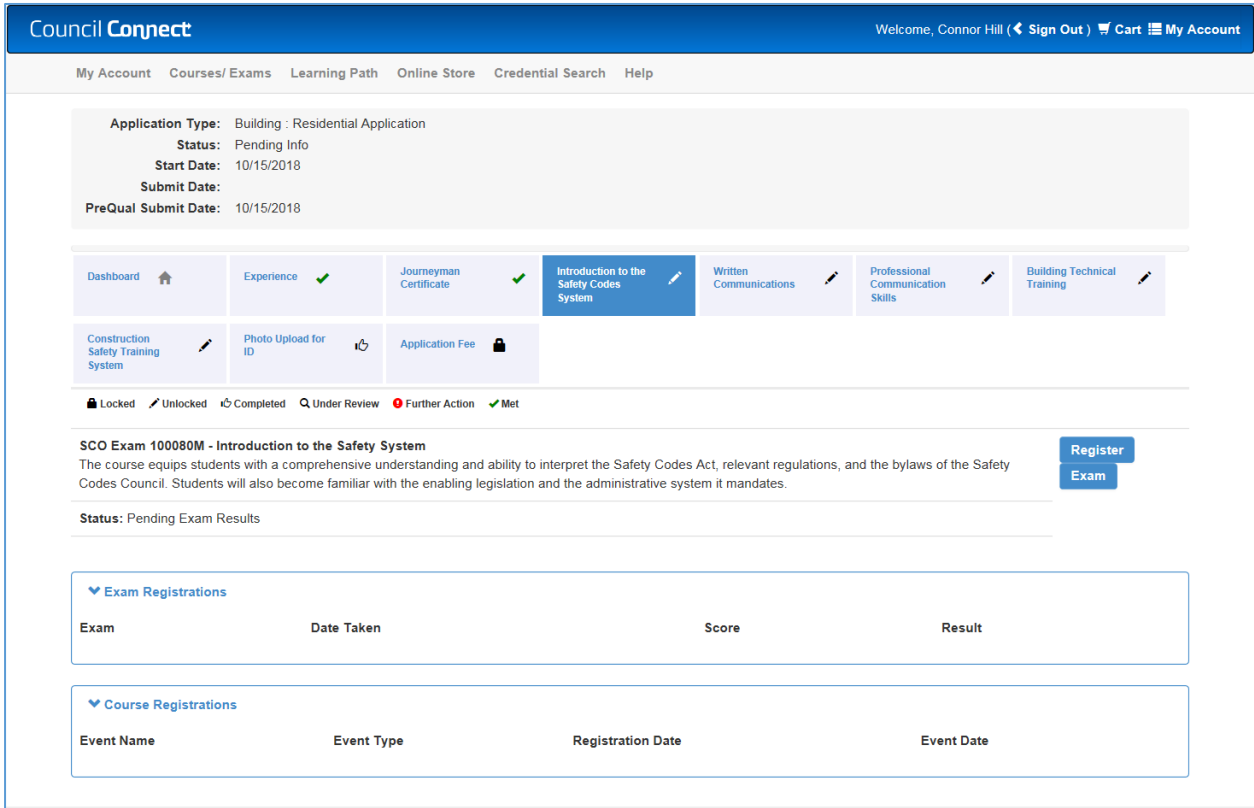
Application Type: Building : Residential Application
Status: Pending Info
Start Date: 10/15/2018
Submit Date: 10/15/2018
PreQual Submit Date: 10/15/2018

Dashboard 🏠	Experience ✔	Journeyman Certificate ✔	Introduction to the Safety Codes System ✎	Written Communications ✎	Professional Communication Skills ✎	Building Technical Training ✎
Construction Safety Training System ✎	Photo Upload for ID 📷	Application Fee 🔒				

🔒 Locked ✎ Unlocked 📷 Completed 🔍 Under Review 🔴 Further Action ✔ Met

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

Courses and Exams Requirements



The screenshot shows the 'Council Connect' application dashboard. At the top, it displays the user's name 'Connor Hill' and options to 'Sign Out', 'Cart', and 'My Account'. The main navigation bar includes 'My Account', 'Courses/ Exams', 'Learning Path', 'Online Store', 'Credential Search', and 'Help'. The dashboard content is organized into several sections:

- Application Summary:** Shows 'Application Type: Building : Residential Application', 'Status: Pending Info', 'Start Date: 10/15/2018', 'Submit Date:', and 'PreQual Submit Date: 10/15/2018'.
- Progress Tabs:** A row of tabs for 'Experience' (checked), 'Journeyman Certificate' (checked), 'Introduction to the Safety Codes System' (active), 'Written Communications', 'Professional Communication Skills', and 'Building Technical Training'.
- Action Items:** A row of buttons for 'Construction Safety Training System', 'Photo Upload for ID', and 'Application Fee'.
- Legend:** A row of status indicators: Locked, Unlocked, Completed, Under Review, Further Action, and Met.
- SCO Exam 100080M - Introduction to the Safety System:** A section with a description of the course and two buttons: 'Register' and 'Exam'. The status is 'Pending Exam Results'.
- Exam Registrations Table:** A table with columns for Exam, Date Taken, Score, and Result.
- Course Registrations Table:** A table with columns for Event Name, Event Type, Registration Date, and Event Date.

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

Council Connect
Welcome, Connor Hill (← Sign Out) 🛒 Cart ☰ My Account

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

Application Type: Building : Residential Application
Status: Pending Info
Start Date: 10/15/2018
Submit Date:
PreQual Submit Date: 10/15/2018

Dashboard

Experience

Journeyman Certificate

Introduction to the Safety Codes System

Written Communications

Professional Communication Skills

Building Technical Training

Construction Safety Training System

Photo Upload for ID

Application Fee

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

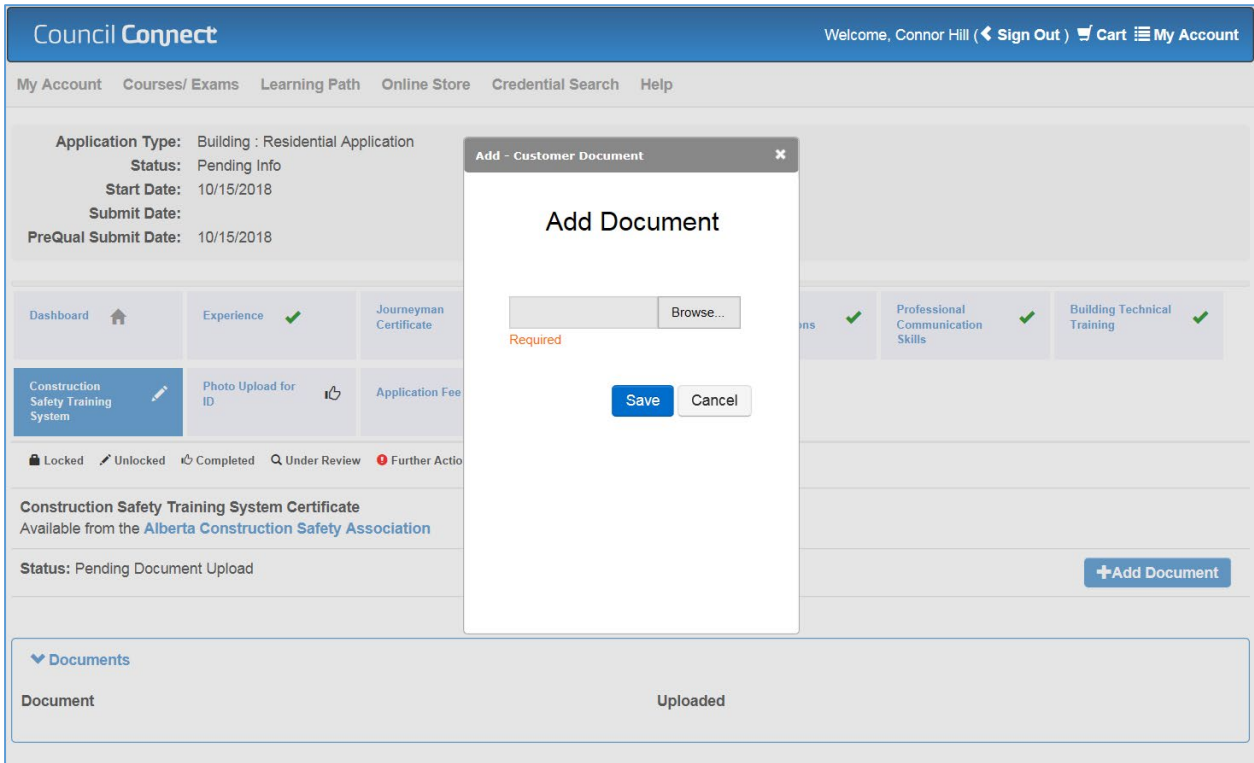
Construction Safety Training System Certificate
 Available from the [Alberta Construction Safety Association](#)

Status: Pending Document Upload +Add Document

▼ Documents

Document	Uploaded
----------	----------

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



The screenshot displays the Council Connect user interface. At the top, the header includes the Council Connect logo and a welcome message for Connor Hill, with links for Sign Out, Cart, and My Account. Below the header, a navigation menu lists My Account, Courses/ Exams, Learning Path, Online Store, Credential Search, and Help. The main content area shows application details for a Residential Application, including its status (Pending Info), start date (10/15/2018), submit date (10/15/2018), and PreQual submit date (10/15/2018). A central dialog box titled 'Add - Customer Document' is open, featuring a 'Browse...' button, a 'Required' label, and 'Save' and 'Cancel' buttons. The background interface includes a dashboard with various sections like Experience, Journeyman Certificate, Construction Safety Training System, Photo Upload for ID, and Application Fee. A status bar indicates 'Pending Document Upload' and a '+Add Document' button is visible in the bottom right of the main content area.

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

Council Connect
Welcome, Connor Hill (← Sign Out) 🛒 Cart ☰ My Account

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

Application Type: Building : Residential Application
Status: Pending Info
Start Date: 10/15/2018
Submit Date:
PreQual Submit Date: 10/15/2018

Dashboard

Experience

Journeyman Certificate

Introduction to the Safety Codes System

Written Communications

Professional Communication Skills

Building Technical Training

Construction Safety Training System

Photo Upload for ID

Application Fee

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

Construction Safety Training System Certificate
 Available from the [Alberta Construction Safety Association](#)

Status: Document Uploaded +Add Document

▼ Documents

Document	Uploaded
237257-CSST-1	Oct 15 2018 3:05PM

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

Council Connect Welcome, Connor Hill (← Sign Out) 🛒 Cart ☰ My Account

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











Application Type: Building : Residential Application [Submit for Review](#)







Status: Pending Info

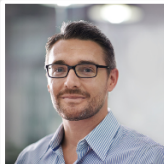
Start Date: 10/15/2018

Submit Date:

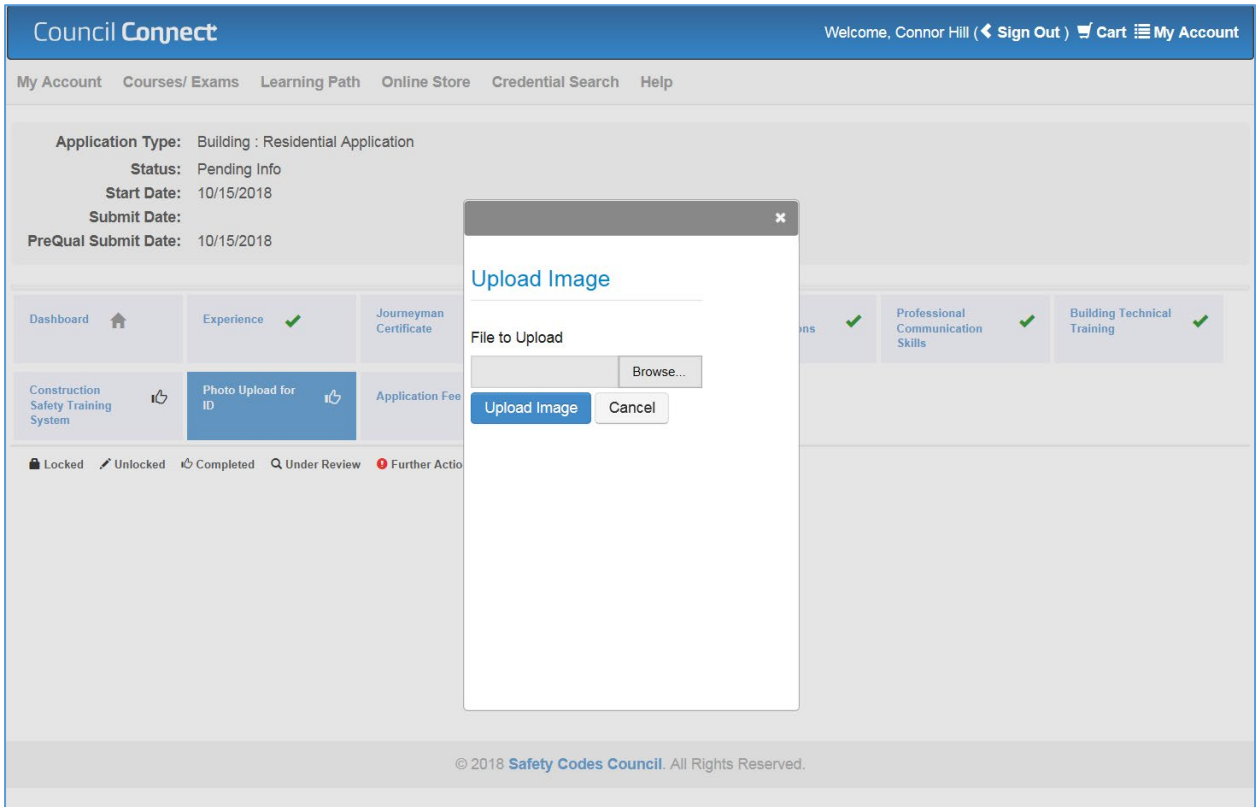
PreQual Submit Date: 10/15/2018

Dashboard 	Experience 	Journeyman Certificate 	Introduction to the Safety Codes System 	Written Communications 	Professional Communication Skills 	Building Technical Training 
Construction Safety Training System 	Photo Upload for ID 	Application Fee 				

 Locked  Unlocked  Completed  Under Review  Further Action  Met


[Upload](#)

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



Council Connect

Welcome, Connor Hill (Sign Out) Cart My Account

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

Application Type: Building : Residential Application
Status: Pending Info
Start Date: 10/15/2018
Submit Date:
PreQual Submit Date: 10/15/2018

Dashboard Experience Journeyman Certificate
Construction Safety Training System Photo Upload for ID Application Fee

Locked Unlocked Completed Under Review Further Action

Professional Communication Skills Building Technical Training

Upload Image

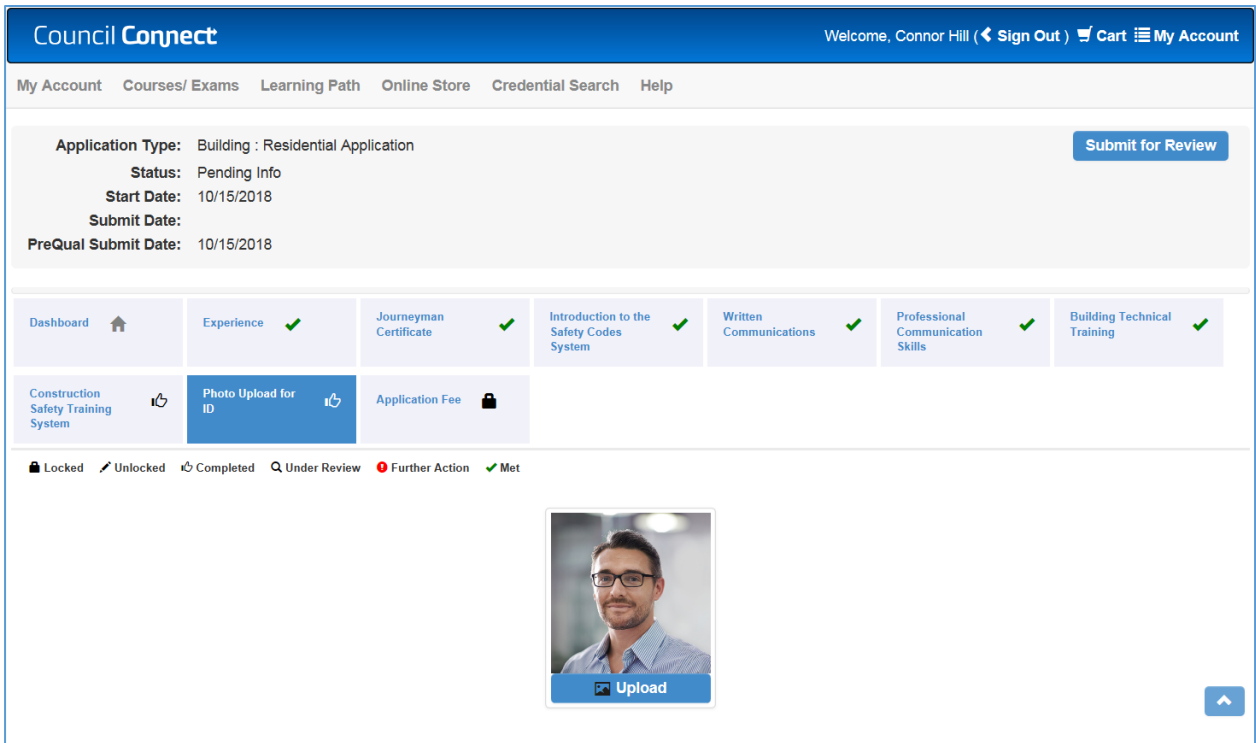
File to Upload

Browse...

Upload Image Cancel

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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



The screenshot displays the Council Connect user interface. At the top, the header includes the Council Connect logo, the user name "Welcome, Connor Hill", and links for "Sign Out", "Cart", and "My Account". Below the header, a navigation menu lists "My Account", "Courses/ Exams", "Learning Path", "Online Store", "Credential Search", and "Help".

The main content area shows application details for a "Building : Residential Application". The status is "Pending Info", with a "Submit for Review" button. Key dates listed are "Start Date: 10/15/2018", "Submit Date:", and "PreQual Submit Date: 10/15/2018".

A progress bar below the details shows several tabs: "Dashboard" (home icon), "Experience" (checkmark), "Journeyman Certificate" (checkmark), "Introduction to the Safety Codes System" (checkmark), "Written Communications" (checkmark), "Professional Communication Skills" (checkmark), and "Building Technical Training" (checkmark). Below these, there are tabs for "Construction Safety Training System" (thumbs up icon), "Photo Upload for ID" (thumbs up icon), and "Application Fee" (lock icon).

A legend at the bottom indicates the status of various requirements: Locked (lock icon), Unlocked (checkmark icon), Completed (thumbs up icon), Under Review (magnifying glass icon), Further Action (red circle icon), and Met (green checkmark icon).

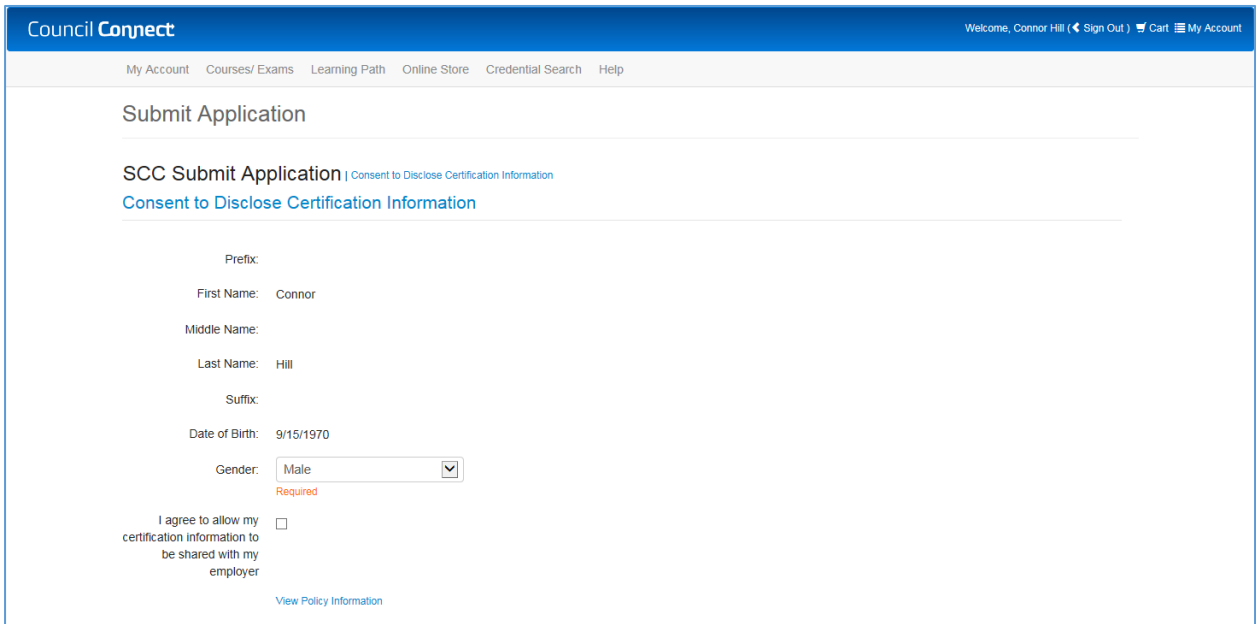
In the center, there is a photo upload area with a placeholder image of a man and an "Upload" button. A small blue arrow icon is visible in the bottom right corner of the main content area.

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



Council Connect Welcome, Connor Hill (Sign Out) Cart My Account

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

Submit Application

[SCC Submit Application](#) | [Consent to Disclose Certification Information](#)

[Consent to Disclose Certification Information](#)

Prefix:

First Name: Connor

Middle Name:

Last Name: Hill

Suffix:

Date of Birth: 9/15/1970

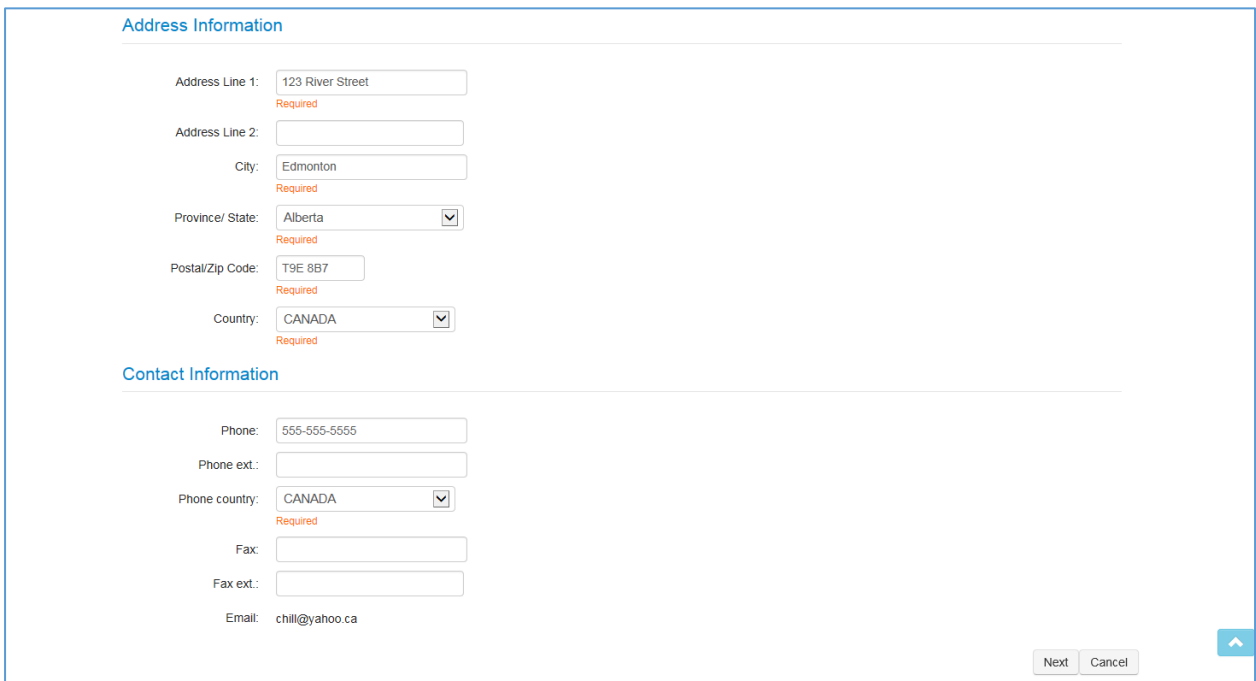
Gender: Male

Required

I agree to allow my certification information to be shared with my employer

[View Policy Information](#)

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



Address Information

Address Line 1: 123 River Street

Required

Address Line 2:

City: Edmonton

Required

Province/ State: Alberta

Required

Postal/Zip Code: T9E 8B7

Required

Country: CANADA

Required

Contact Information

Phone: 555-555-5555

Phone ext.:

Phone country: CANADA

Required

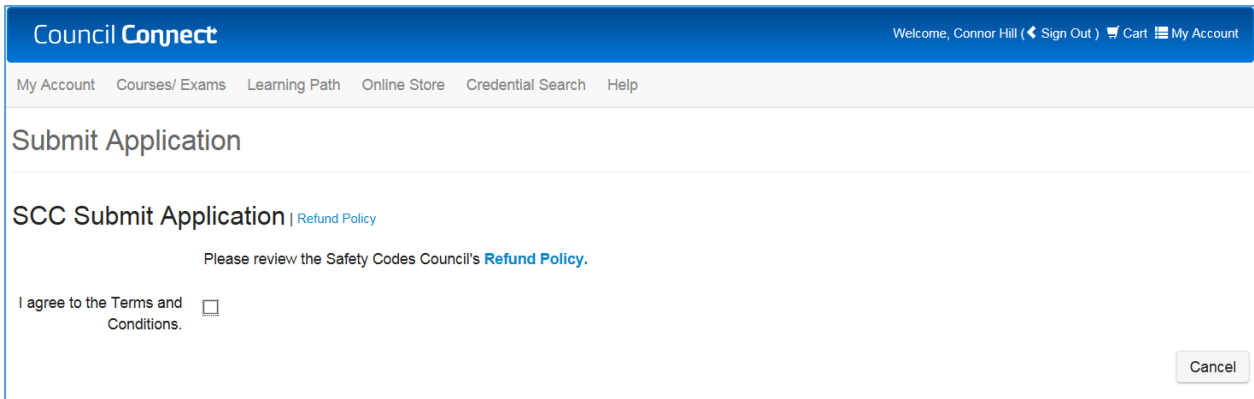
Fax:

Fax ext.:

Email: chill@yahoo.ca

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

Refund Policy



Council **Connect** Welcome, Connor Hill (← Sign Out) 🛒 Cart 📄 My Account

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

Submit Application

SCC Submit Application | [Refund Policy](#)

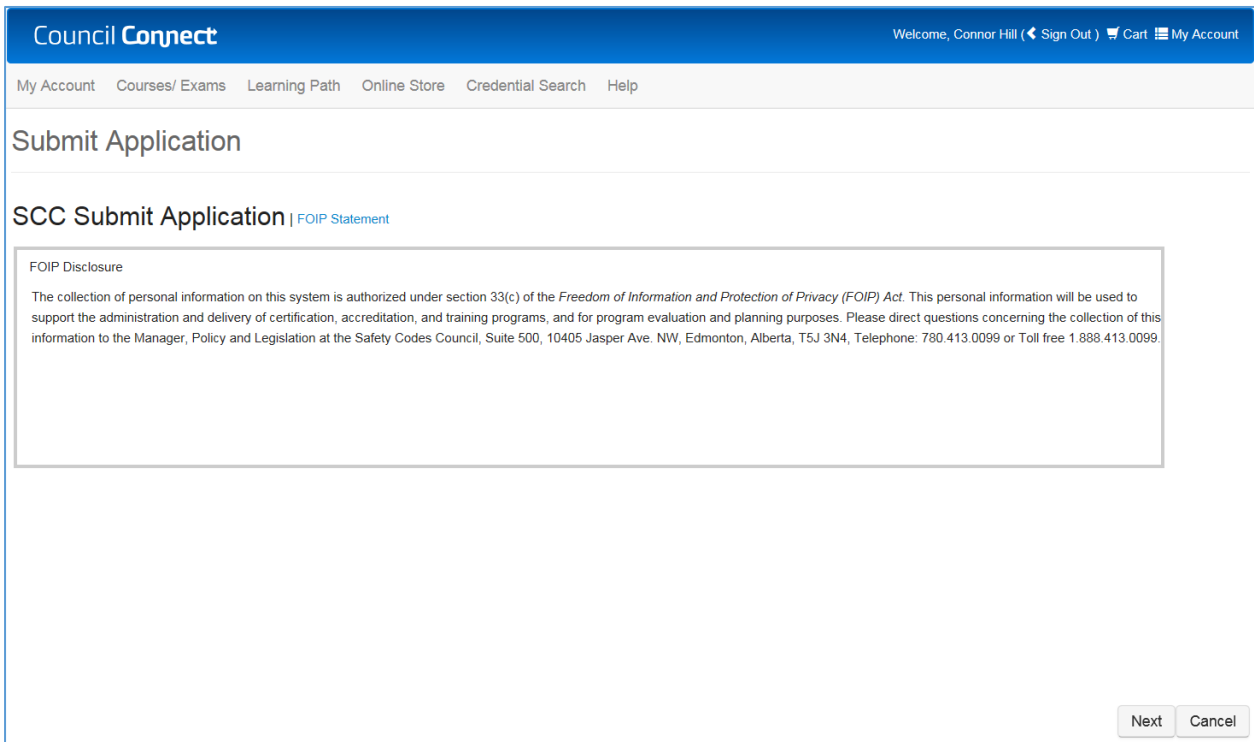
Please review the Safety Codes Council's [Refund Policy](#).

I agree to the Terms and Conditions.

Cancel

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



Council **Connect** Welcome, Connor Hill (← Sign Out) 🛒 Cart 📄 My Account

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

Submit Application

SCC Submit Application | [FOIP Statement](#)

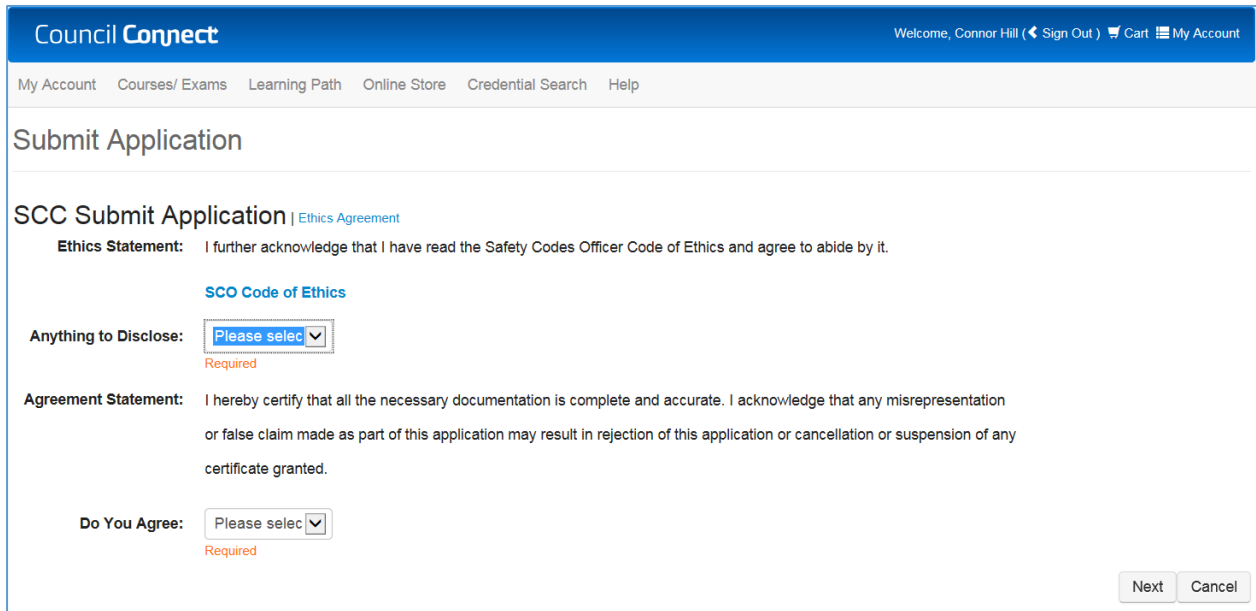
FOIP Disclosure

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.

Next Cancel

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

Code of Ethics



Council **Connect** Welcome, Connor Hill (← Sign Out) 🛒 Cart 📄 My Account

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

Submit Application

SCC Submit Application | [Ethics Agreement](#)

Ethics Statement: I further acknowledge that I have read the Safety Codes Officer Code of Ethics and agree to abide by it.

[SCO Code of Ethics](#)

Anything to Disclose:
Required

Agreement Statement: I hereby certify that 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

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:**

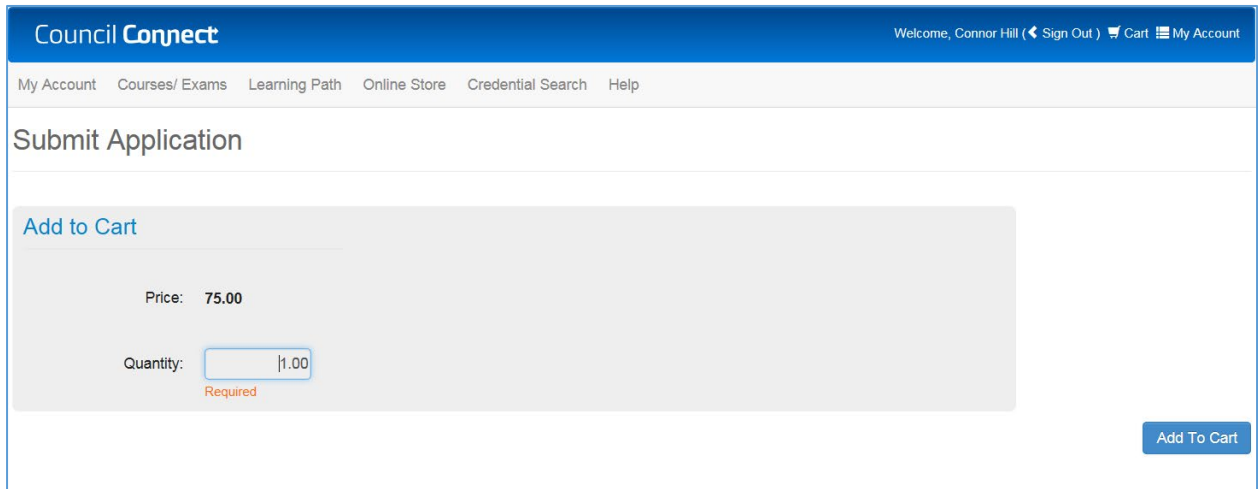
i. Select **Yes**

Or

ii. Select **No**

c. Click the **Next** button

Final Payment



Council **Connect** Welcome, Connor Hill (← Sign Out) 🛒 Cart 📄 My Account

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

Submit Application

[Add to Cart](#)

Price: 75.00

Quantity:
Required

[Add To Cart](#)

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

Welcome, Mr. John S Due (

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

My Dashboard

NO PHOTO

[Edit](#)

Customer number: 208331
SCO No.: S124648
Edmonton, AB T9E 6B7 CANADA
555-555-555
chill@yahoo.ca

[Edit Contact Info](#)

Profile Details
[Edit Primary Info](#)

Name: Mr. John S Due
Title:
123 River Street

Edmonton T9E 6B7
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](#) [Export to Pdf](#)

Show entries Search:

Certification	Status	Discipline	Level	Certification Date	Renewal Due Date		Certificate	Card
Building: Residential	Active	Building		2024-04-02	2027-04-02	Renew		

Showing 1 to 1 of 1 entries Previous Next

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).