Apply for New Accreditation

Introduction

Agencies, corporations, and municipalities[1] can seek to become accredited under the *Safety Codes Act* (Act) in the building, electrical, fire, gas, and plumbing technical disciplines. To become accredited, organizations must submit an application to the Safety Codes Council (Council) and the Administrator of Accreditation (Administrator) for review and approval. This procedure walks through the steps to apply to become accredited in one or more of the technical disciplines administered under the Act. Requests to become accredited can only be submitted by an organization's authorized representative.

Key Considerations

Prior to submitting an application, both the organization and the individual representing the organization must have an account set up in **Council Connect,** per the steps starting on page 2 below.

If unaccredited municipalities are applying to create a "joint" accreditation, please refer to Joint Municipal Accreditation Application document located on the Council's website here.

If the Administrator determines that the application should be processed through one of the other application processes, the organization's authorized representative will be notified and asked to re-submit their application accordingly.

> **Tip:** *Only authorized representatives of an organization will have the appropriate permissions to complete an application for accreditation. Council staff will create and maintain the relationships between individuals and organizations through an application process.*

Application Fees

All applications for new accreditation are assessed a fee of $150 per discipline covered under the organization's scope of accreditation. For example, if an organization is submitting an application to become accredited in building, electrical, fire, gas, and plumbing, a fee of $750 will be assessed.

> *Caution*: *If in doubt as to whether this is the right application to use, contact the Council and ask to speak to a member of the Accreditation department who will be happy to assist you. Council contact information is available on the Council's public website.*

Notes:
1. Regional Service Commissions and Métis Settlements are included within the term "municipalities."

Overview of Steps

The following are the main steps an organization's authorized representative will follow in **Council Connect** to submit a new application for accreditation:

1. Create new authorized representative (individual) account in Council Connect.
2. Email Council to request set up of the organization and relationships in Council Connect
3. Prepare the documentation to file in support of the request to establish the organization's accreditation.
4. Submit the application via the Organization's account in Council Connect.
5. Respond to any questions or requests for additional information as required.
6. Submits final signed documents for the Administrator's approval.
7. Receives the signed QMP and orders of accreditation.

Set up Authorized Representative Account in Council Connect

An organization applying for accreditation first needs to have an authorized representative of the organization such as a QMP Manager, set up an account in the Council Connect portal.

1. Enter this link in your browser (Internet Explorer is recommended) to launch Council Connect: https://councilconnect.safetycodes.ab.ca/eWeb/DynamicPage.aspx?WebCode=LoginRequired&expires=yes&Site=scc

2. Refer to the **Create a New Account** training tutorial found under the Help Menu/Resources area for instructions to set up the individual's account.

3. Once the authorized representative's <u>individual</u> account has been set up the next steps are to request that the <u>organization's</u> account is set up and the appropriate relationships are established between the organization and its authorized representatives. These steps are done by the Council by email request.

   a. Email the Safety Codes Council, Accreditation department at Accreditation@safetycodes.ab.ca. The email should contain the following;

      i. A signature block that clearly identifies that the person sending the email is employed by the organization.
      ii. The type of organization (agency, corporation, municipality)
      iii. The address information of the organization
      iv. Primary contact information:
      v. Address information of the individual (if different than above)
      vi. Name, title, phone, email of the individual
      vii. If they want a secondary contact, all of the information above for the second account.

4. An email confirmation will be sent to the organization representative once Council has set up the organization's account and has established the relationships requested.

Application Steps

After the confirmation of the organization setups has been received the steps outlined below can be done.

1. Prepare Required Documentation

The documentation listed below must first be prepared so that it can be uploaded to the online application in a later step. The application cannot be submitted without this documentation attached.

a. Draft QMP

All organizations applying for accreditation must submit a draft of a QMP for the Administrator of Accreditation's review and approval. The draft QMP should be based on the latest version of the QMP template published by the Council.

Click here to obtain a copy of the latest QMP template that relates to your organization type (i.e. agency, corporation, or municipality).

Save a copy of the draft QMP once it has been completed to a local drive to upload to Council Connect later.

b. Draft Transition Plan – Municipalities and Corporations Only

A draft transition plan, based on the Council's template, must also be provided (by municipalities and corporations only) in order to submit the application for accreditation. A copy of the transition plan template can be obtained by contacting the Accreditation department at Accreditation@safetycodes.ab.ca.

Save a copy of the draft plan once it has been completed to a local drive for upload to Council Connect later.

c. Signed Municipal Council Resolution – Municipalities Only

If the application is being made by a municipality, a signed resolution of their municipal council supporting the request to become accredited is required. The resolution can be submitted at the beginning of the application process, or, with the final transition plan.

If a municipality chooses to provide the Council Resolution later (when an application is ready to submit in Council Connect) please contact the Council at accreditation@safetycodes.ab.ca, or toll-free at 1-888-413-0099. Council staff change a setting in Council Connect so that the application can be submitted online (explained in detail in a step below) without first receiving the resolution.

2. Log into Council Connect

a. The individual submitting the request must be the organization's QMP Manager or other representative that has the appropriate permissions (authorized representative) in order to view the organization's dashboard in Council Connect.

b. Refer to the SOP called **Sign In, Sign Out, and Change Password** for more information on logging into Council Connect.

3. Access Organization Dashboard

a. After logging in to Council Connect you will see the **My Dashboard** page. If you are set up as an Account Admin or as a QMP Manager for your organization (or multiple organizations), you will see an **Organization Info** tab at the top of the **My Dashboard** page, where you can access the organization information.

> **Tip:** *If a hyperlinked organization name appears below the logged in user's name in the Profile Details area (center panel) of the My Account/My Dashboard page, the Organization`s dashboard page can be accessed by clicking the link.*

b. From the **My Dashboard** page, navigate to the desired organization's dashboard:

   i. Click the **Organization Info** tab,

OR

   ii. If the logged in individual is affiliated with several organizations, click the **Organizations You Manage** heading (below the photo area) to expand the list and display a link to all related organizations.

iii.   Click the link to the desired organization to display that organization's dashboard.

iv.   The dashboard of the selected organization will display.

c.   To select a different organization, click the **Change organizations** link at the top of the **Organization Dashboard**.

4. Start Application Process

a. In the **My Open Applications** (lower part of the page):

   i. Click the **Apply Now** button to initiate an application to become accredited.
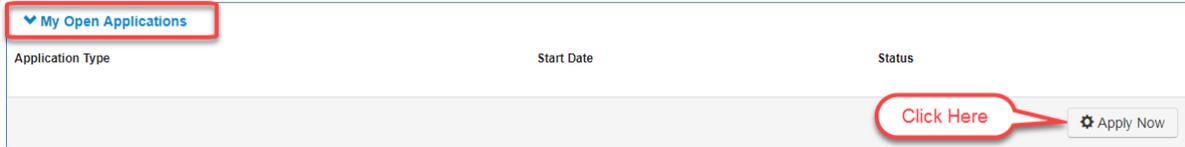
b. From the **Accreditations page – Accreditation Application** section:

   i. Click the **Learn More** button to proceed to the next step in the application process.
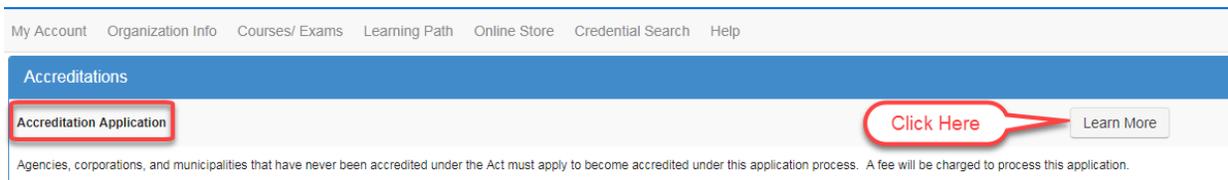
c. From the **Applications** page review the application information and click the **Apply Now** button to proceed to the next step.
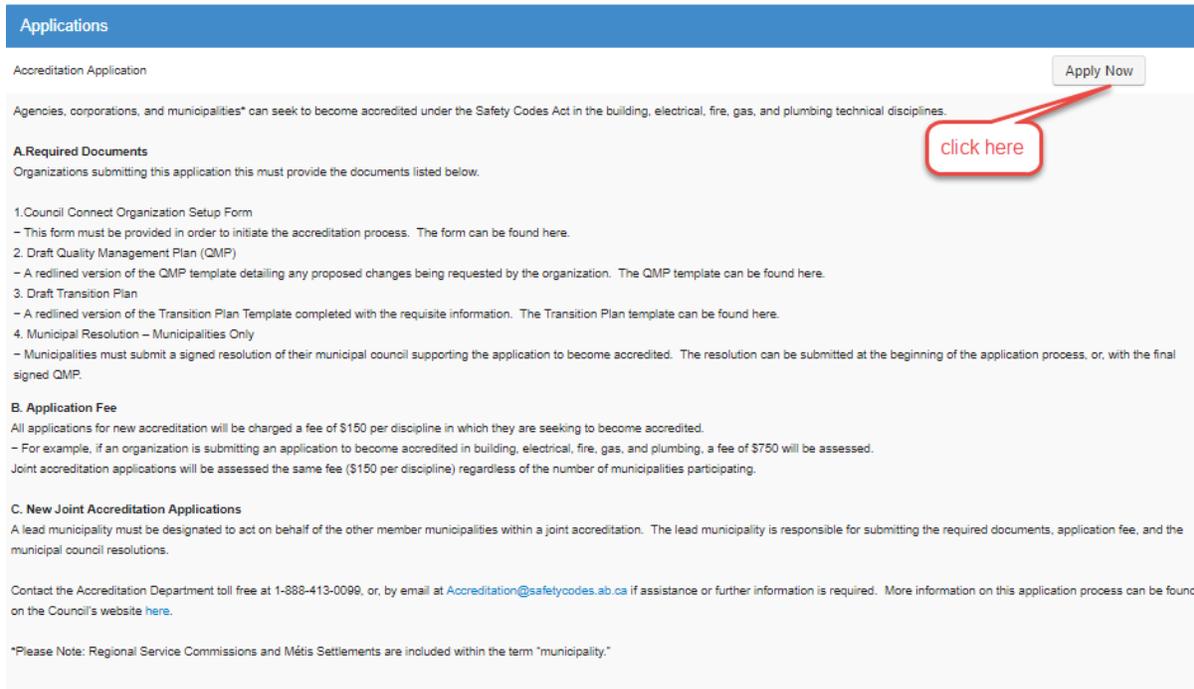
d. A screen showing the application requirements will appear.

   i. The requirements that must be completed in order to submit the application for the Administrator's review are distinguishable by a pink cell background and pencil icon status.

    ii.   In the Accreditation Application process, all organizations are required to provide a draft final QMP, and a draft and final Transition Plan.

    iii.   The **Application Fee**, **QMP Final** and the **Transition Plan Final** requirements are locked and cannot be completed until later.

5.   Complete Application Requirements

Select a requirement to complete:

    a.   Click the requirement from the Dashboard's Application Requirements tabs ribbon.

    OR,

b. Click the requirement name (blue hyperlinked text) from the Requirement list section below.

c. In the example shown above, clicking the **QMP Draft** requirement will present a document upload screen for the applicant to attach a copy of the draft QMP to the application.

6. Document Upload

a. From the document upload window, click the **Add Document** button.
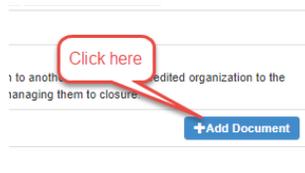
b. From the **Add – Customer Document** page:

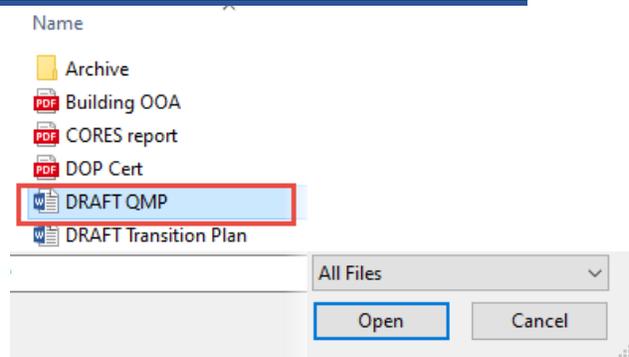i. Click the **Choose File** button to browse for the desired file
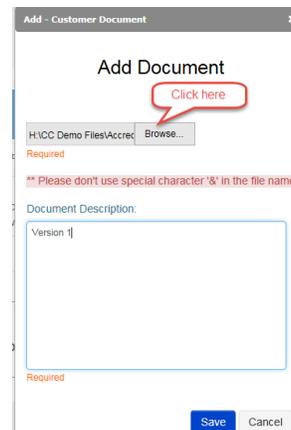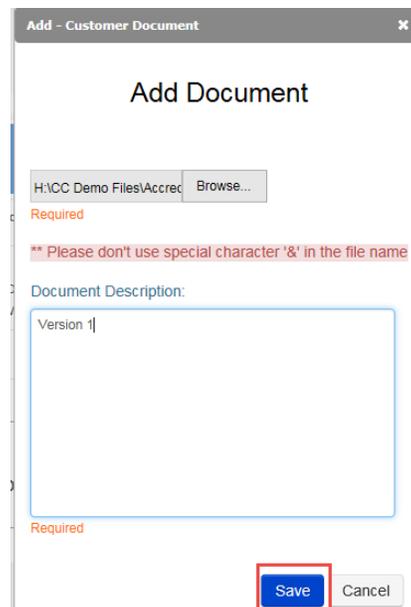
Safety
Codes
Council

🌟 *Tip:* ***Uploaded files cannot be deleted.*** *To replace an uploaded file with a different version, simply repeat the upload steps above. The system will append the next incremental number to the end of the filename and remove the original file from the document list.*

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ii. Select the file to be uploaded. Once selected click **Open**

iii. Add a description to the field (e.g. Version 1)

Name

📁 Archive
📄 Building OOA
📄 CORES report
📄 DOP Cert
📄 DRAFT QMP
📄 DRAFT Transition Plan

All Files

Open   Cancel

iv. Click the **Save** button to complete the upload.

Add – Customer Document

Add Document

H:\CC Demo Files\Accred   Browse...
Required

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

Document Description:

Version 1

Required

Save   Cancel

c. The uploaded file will display in the list of Documents at the bottom of the screen.

❯ **Documents**

Document	Description	Uploaded
229983-QMPDr-1	Version 1	Aug 21 2019 2:08PM

d. Uploaded files are automatically named by the system. The naming format is the Customer ID number followed by a description of the document and an auto-incrementing number.

After a requirement step has been completed, review the list of requirements and changed states and statuses.

    e.   Click the **Dashboard** button in the top panel of the application screen.

    f.   From the application dashboard:

        i.   The state of the **QMP Draft** requirement has changed from "Unlocked" to "Completed" (thumbs up).

        ii.   The status next to the **QMP Draft** requirement list now reads "Document Uploaded."

    g.   Even though the state is marked as completed, you can still click the requirement name to return to the upload file dialog box (to add a different version of the file if required).

> ***Please note:*** *All documents listed below must be uploaded into* **Council Connect** *before the application can proceed to payment and be submitted for review.*
> 1. *A* **Draft QMP** *must be uploaded for all organizations applying for accreditation.*
> 2. ***Only*** *municipalities and corporations must upload a* **Draft Transition Plan.**
> 3. *Municipalities must also upload a* **Signed Municipal Council Resolution***.*
>
> *If a municipality chooses to provide the* **Signed Municipal Council Resolution** *with the* **Final QMP***, please contact the Council at* Accreditation@safetycodes.ab.ca*, or toll-free at 1-888-413-0099. Council staff will ensure the requirement is met in order for the application to proceed.*

    h.   Repeat the steps above to complete the remaining application requirement steps (upload a transition plan in the sample shown here).

7. Submit Application

a. Once all the requirements have been completed the application is ready to submit. The screen print on the next page shows the following elements:

   i. A **Submit for Review** button will display on the upper right corner of the application screen.

   ii. The statuses of all requirements on the requirements ribbon and on the left side of the requirements in the table should show as either Completed or Locked.

   iii. The status of each of the requirements in the requirements table will have changed to indicate the action has been completed (e.g. **Document Uploaded; Pending Draft**, **Document Approved**, etc.).

b. Click the **Submit Application** button to advance to the finalize steps to submit for review by the Council.

Proceed to payment

c. On the **Application Submission** screen shown below, click the link provided (1) to review Council's refund policy if desired.

d. Click the "I agree to the Terms and Conditions" (2) checkbox to display the **Next** button.

e. Click **Next** (3).

f. Review the information provided on the FOIP screen, click the link provided (1) to review Council's policy if desired.

g. Click the "I agree to the Terms and Conditions" checkbox (2) to display the Next button.

h. Click **Next**. (3).

i. On the Accreditation Selection screen, place a check in the box to the left of the discipline(s) being applied for and click **Continue**.

Accreditation Selection | Accreditation Selection

Please indicate the disciplines you would like to be accreditated.

	Discipline	Description
☑	Building	Accreditation in the electrical discipline can be sought to administer: All parts of the: • Alberta Building Code, and • National Energy Code of Canada for Buildings. OR Only those parts of the Alberta Building Code pertaining to small buildings being 3 storeys or less in height, having a building area of 600m2 or less and used as major occupancies classified as Group C - residential, Group D - business and personal services, Group E - mercantile, or Group F2 and F3 - medium and low hazard industrial
☑	Electrical	Accreditation in the electrical discipline can be sought to administer: All parts of the: • Canadian Electrical Code Part 1, and • Code for Electrical Installations at Oil and Gas Facilities AND/OR • Alberta Electrical Utility Code
☑	Fire	Accreditation in the fire discipline can be sought to administer: All parts of the: • Alberta Fire Code, and • Fire Investigation (cause and circumstance) Or All parts of the: • Alberta Fire Code except for those requirements pertaining to the installation, alteration, and removal of the storage tank systems for flammable liquids and combustible liquids, • Fire Investigations (cause and circumstance) AND Fire Prevention Programs (optional) • Public education
☑	Gas	Accreditation in the gas discipline can be sought to administer: All parts of the: • Natural Gas and Propane Installation Code, • Propane Storage and Handling Code, and • Compressed Natural Gas Fueling Stations Installation Code; Excluding the: • Installation Code for Propane Fuel Systems and Tanks on Highway Vehicles, and • Natural Gas for Vehicles Installation Code – Part 1Compressed Natural Gas.
☑	Plumbing	Accreditation in the plumbing discipline can be sought to administer: All parts of the: • National Plumbing Code of Canada, and • Private Sewage Disposal System Standard of Practice.

Click Here → Continue

j. The system will tally the fees based on the number of disciplines applied for (one fee per discipline) and will present the grand total in the shopping cart for payment.

k. The subtotal of all fees is presented in the **Cart Total** area of the screen. Click the **Check Out** button to proceed with the purchase.

Online Store Shopping Cart

| | Return to Organization Dashboard | Continue to Shop | Check-Out |

Line Items ✖

	Item	Discipline	Quantity	Price	Tax	Shipping	Net Total	Paid Amount	Balance Due
⊗	Order of Accreditation Application Fee	Building ▾	1.00	150.00	0.00	0.00	150.00	0.00	150.00
⊗	Order of Accreditation Application Fee	Electrical ▾	1.00	150.00	0.00	0.00	150.00	0.00	150.00
⊗	Order of Accreditation Application Fee	Fire ▾	1.00	150.00	0.00	0.00	150.00	0.00	150.00
⊗	Order of Accreditation Application Fee	Gas ▾	1.00	150.00	0.00	0.00	150.00	0.00	150.00
⊗	Order of Accreditation Application Fee	Plumbing ▾	1.00	150.00	0.00	0.00	150.00	0.00	150.00

Cart Total

Subtotal:	750.00
Total tax:	0.00
Total shipping:	0.00
Net Total:	750.00
Total Paid:	0.00
Balance Due:	750.00

All Amounts are in Canadian Dollars

Click Here

| Return to Organization Dashboard | Continue to Shop | Check-Out |

l.   Review the details in the Customer Information area of the check out screen. Click the **Org invoice contact** field to select which organization contact should be noted on the transaction (this person will receive the email confirmation of the order).

Customer Information

Due to one or more products contained in the cart, this is an organization invoice

Bill To: My Eastern Corporation

Use this phone: 5874581547 ▾

Send confirmation email: Please select ▾ ✎ +

Billing Information

Bill to: My Eastern Corporation

Org invoice contact: Please select ▾

Please select
Electrician Sparky The /QMP Manager - Electrical Discipline
Office Manager Alex The /Account Admin

Pick your billing address: Required

Bill to:
My Eastern Corporation
1876 - 44 Street
Wainwright AB T3R 4H6
CANADA

m. Complete and review the payment details. When satisfied, click the **Continue** button.

Payment Information

Payment amount:	750.00
Payment method:	Mock-Visa ▼
	Required
Cardholder's name:	Janet Smith
	Required
Credit card number:	
	Required
Expiration date:	▼
	Required
Security code:	🔒
	Required
Invoice total:	750.00

Once card details are filled, click on continue to where you will submit order

Continue

n. Click the **Submit Order** button to finalize the purchase.

o. A confirmation screen will appear once the transaction has been finalized.

    i. Click the **Print this page** button to print a copy of the confirmation screen.

    ii. Click **Continue Shopping** to make additional purchases if desired. Otherwise, click one of the menu options at the top of the screen to perform other activities including returning to your home page by clicking the **Return to Organization Dashboard** button.

Online Store Shopping Cart

Click Here

Return to Organization Dashboard | Continue Shopping

Click Here

Item	Discipline	Price	Qty	Tax	Shipping
Order of Accreditation Application Fee	Building	150.00	1.00	0.00	0.00
Order of Accreditation Application Fee	Electrical	150.00	1.00	0.00	0.00
Order of Accreditation Application Fee	Fire	150.00	1.00	0.00	0.00
Order of Accreditation Application Fee	Gas	150.00	1.00	0.00	0.00
Order of Accreditation Application Fee	Plumbing	150.00	1.00	0.00	0.00

Thank you for your order.

Confirmation #: PTDI7K5O

Invoice #:230030

You may print this page for your records.

Print this page   Click Here

Billing/Shipping Information

p. Once the payment of the fees for the application has been made, the submitted application can be viewed by clicking the **View Application** link under **My Open Applications** on the organization's dashboard.

q. The status of the application itself will have changed automatically to **Under Review** and the **Submit date** field will populate with the date the payment was made.

r. The requirements will also display with an updated state and status (e.g. Application Fee shows a **Met** state and a **Paid in Full** status).

s.   If you wish to make a change to an application that has been submitted, contact the council by phone or email or by submitting a request through the **Information Request** under the **Help menu/Contact Us** menu in Council Connect.

8.   Monitor Application Status

a.   Applications that have been submitted and are being processed by Council staff will display under the **My Open Applications** group on the organization's dashboard in **Council Connect**.

    i.   The starting status is "**Pending Info.**"

    ii.   Once all initial requirements have been completed and the application has been submitted for council review, the status will be set to "**Under Review.**"

    iii.   Once the Council has completed their review, the status will be set to "**Completed.**"

b. Click the **View Application** link to continue working on the application or to review the submitted application.

9. Request for Further Information

a. As the Council reviews and processes an application, edits to the draft QMP, draft Transition Plan, additional information, and/or documentation may be requested.

b. The Council will send an email notification to the organization's representative detailing the additional action required in order to continue processing the application.

c. Instructions to respond will be included in the Council's email.

d. The requirement step in **Council Connect** may also be unlocked so that the organization's representative can provide the necessary information/edits using the same process as used when the application was initially submitted.

e. Monitoring the status of the application (see **8. Monitor Application Status** above) will also alert the organization's representative of the need to provide further information.

10. Notification to Submit Final Documents

a. Once the draft QMP and draft transition plan have been reviewed and signed off by the Administrator, the organization's representative will be notified to submit a finalized signed version.

b. The **QMP final document** and the **transition plan (Final)** will be unlocked. The organization's representative will provide the finalized signed QMP by following the same steps as outlined above in section **5. Complete Application Requirements** and **6. Document Upload**.

11. Notification of Decision

a. Once the application has been fully processed to completion, the status of the application will be changed to **Completed**. A written notice and the signed QMP and Transition Plan will be sent by mail to the organization's representative.

b. Applications that have been completed will be listed in the **My Applications** screen of an organization's dashboard.

c. Click **My Applications** in the **My Account Links** menu.

d. If not already expanded, click the V icon next to the **My Completed Applications** title to display a list of the organization's completed application.

My Applications (My Eastern Corporation)

[Back to My Organization Dashboard] [My Account Menu ▾]

❤ **My Open Applications**

Discipline	Application Type	Start Date	Status

⚙ Apply Now

❤ **My Completed Applications**

| Discipline	Application Type	Start Date	Status
Building, Gas, Fire, Electrical, Plumbing,	Accreditation Application	08/21/2019	Completed

12. To View or Print Orders of Accreditation or QMP.

a. Click on the **My Accreditation Status** link or List on the main **Organization Dashboard**.

b. Under the **My Accreditation Status**, click on the certificate under the **Order of Accreditation**. For your QMP, under the QMPs, click the document under **Order of Accreditation to view** the Order of Accreditation certificate.

Organization Dashboard

❮ Go Back

You have access to multiple organizations.
[Change organizations]   ✕
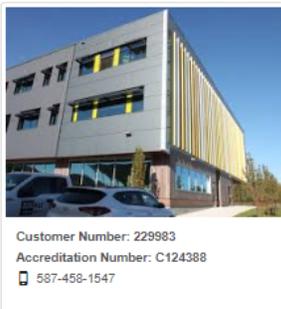
🏛 Details   Your role: QMP Manager - Electrical Discipline

Name: My Eastern Corporation
Type: Corporation

📍 89 Hemmings Close
Wainright, AB T3R 4H6

Customer Number: 229983
Accreditation Number: C124388
📱 587-458-1547

🔗 My Account Links

My Organization Dashboard
My Organization Information
My Applications
My Accreditation Status
My DOP List
My QMP
My Organization Contacts
My Financial Transactions
My Requests
My Communications
My Audit Report
Accreditation Maintenance

Click links here to view or print the order certificate

❤ **My Accreditation Status**

Discipline	Accreditation Number	Scope	Order Number	Status	Accreditation Date	Issue Date	Effective Date	Order Of Accreditation
Building	C124388	full	79842010	Active	08/21/2019	08/21/2019	08/20/2019	C124388-BldgOrder
Gas	C124388	full	79842013	Active	08/21/2019	08/21/2019	08/20/2019	C124388-GasOrder
Fire	C124388	full	79842012	Active	08/21/2019	08/20/2019	08/20/2019	C124388-FireOrder
Electrical	C124388	full	79842011	Active	08/20/2019	08/21/2019	08/20/2019	C124388-EleOrder
Plumbing	C124388	full	79842014	Active	08/21/2019	08/20/2019	08/20/2019	C124388-PlOrder

c. For your QMP, click on the **My QMPs** link on the main **Organization Dashboard** page.

d. Or click on the **QMPs** list on the main **Organization Dashboard**.

Deleting or Cancelling an Application for Accreditation

Contact the council (by email or by phone) to delete or cancel an application for Accreditation, regardless of the status of the application (e.g. in Progress or submitted).

If assistance or further information is required on the application process, you can contact the Accreditation Department toll free at 1-888-413-0099, or by email at Accreditation@safetycodes.ab.ca. Further information on accreditation under the *Safety Codes Act* can also be found on the Council's website here.

Related Steps

Once the New Application has been processed, the organization's representative must apply for Designation of Powers (DOPs) through a separate application process. A fee is charged per discipline per individual SCO or permit issuer for a DOP.

Reference the **Apply for SCO Designation of Powers** document on the **Council Connect** website for more information on applying for a DOP.