

Review and Print Designation of Powers (DOP) List

This tutorial walks through the steps of reviewing an organization's list of Designation of Powers (DOPs). The Council's Accreditation department will be sending out notices to organizations to review their list of DOPs to help ensure the organization's account is kept current. This information is used to calculate the annual fees due (for agencies and corporations).

Logging into Council Connect to view Organization's Dashboard

In order to view an organization's list of DOPs, an individual must be related to the organization and must have the appropriate permissions/role set. If you need to be granted access, submit a request through **Help** – **Contact Us**.

Review Active DOPs



- 1. From the Individual's My Dashboard page, navigate to the desired organization's Dashboard:
 - a. Click the link to the individual's primary affiliation Organization (just below the individual's name) or
 - b. If the logged in individual is affiliated with several organizations and wishes to view the DOP list for one or all of those organizations one by one:
 - i. Click the **Organizations You Manage** heading to expand the list and display a link to all related organizations;
 - ii. Click the link to the desired organization to display that organization's dashboard.



Council Connect Welcome, Julia Young (< Sign Out) 🛒 Cart 🗮 My Account								
My Account Organization Info Courses	/ Exams Learning Path Online Store	Credential Search Help						
Organization Dashboard								
Customer Number: 228046	Details	Your role: Account Admin	𝔗 My Account Links					
1-866-555-3698	Name: Online I Type: Agency ♀ 12345 Rive Edmonton,	Permits and Inspections or Road AB TOA 020	My Organization Dashboard My Organization Information COP List ation Status My DOP List My Organization Contacts My Financial Transactions My Requests My Audit Report Accreditation Maintenance					
✓ My Accreditation Status								

2. Under the My Account links:

a. Click the My DOP List link.

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3. There are three (3) DOP lists:

- a. My DOP Applications a list of DOP applications that have been submitted for processing
- b. My Active DOP List a list of all active DOPs held with the organization
- c. My Inactive DOP List a list of all inactive DOPs that were previously active with the organization

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 In the My Active DOP list section, review the list of DOPs with an <u>active</u> status making note of any that are <u>missing</u> (for a permit issuer or SCO who is working for the organization but does not have an active DOP for example);

Note: Refer to the Apply for SCO Designation of Powers and the Apply for Permit Issuer Designation of **Powers** tutorials in HELP for detailed instructions on how to apply for a DOP.

- 5. In the **My Active DOP list** section, review the list of DOPs with an active status, making note of any that should be <u>closed</u> (because the SCO no longer works for the organization for example);
 - a. Request closure of DOPs as it is no longer required (see **Request DOP Closure** tutorial for detailed instructions);
- 6. In the **My Active DOP list** section, review the list of DOPs with an <u>active</u> status, making note of any that should be <u>amended</u> or modified
 - a. If the accredited organization or the SCO holding a DOP with the accredited organization is no longer accredited or certified in a given discipline, the related DOP is typically closed or amended automatically by the Council. The same holds true for PIO DOPs if the accredited organization is no longer accredited in one of the disciplines the PIO holds a DOP for, the Council typically amends the DOP for that individual to remove the discipline.
 - b. If an SCO becomes certified in a new discipline for which the organization holds an accreditation, the organization <u>must apply for an amended DOP</u> to include the newly acquired discipline. Likewise, if the organization becomes accredited in a new discipline, the organization must apply for an amendment to the DOP for both permit issuer(s) and for SCOs who are certified in that discipline (and will be working for the organization in that capacity).
 - c. Refer to the **Request Designation of Powers Amendments** training document for detailed instructions or applying for modifications to DOPs.

If no changes are necessary to the current list of DOPs, nothing further needs to be done.



Exporting and Printing a DOP List

✓ My DOP Applications							Export to Excel
SCO Name	DOP Number	SCO Number	Discipline	Scope	Date issued	Status	SCO Expire Date
Mr. Paul The Plumber			Building	Standard		Pending Approval	Jun 13 2022
Mr. Paul The Plumber			Building	Standard		Pending Approval	Jun 13 2022
Mr. Paul The Plumber			Building	Standard		Pending Approval	Jun 13 2022
Mr. Paul The Plumber			Building	Standard		Pending Approval	Jun 13 2022
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✓ My Active DOP	List						Export to Excel
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✓ My Active DOP SCO Name Connor Jax Hill	List DOP Number	SCO Number	Discipline	Scope Standard	Date issued 2018-10-18	Status Active	CC Expire Date
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To export a list of the records in any of the DOP lists:

- 1. Click the Export to Excel button
- 2. The browser you are using determines how the export file will be made available

Internet Explorer	×
What do you want to do with MyActiveDOPList_nfscctest_3dfc6bed-6888-40ac-bc8	7
Size: 6.00 KB Type: From: councilconnect.safetycodes.ab.ca	
→ Open The file won't be saved automatically.	
\rightarrow Save	
\rightarrow Save as	
Can	el

3. If using **Internet Explorer**, you can choose to either **Open** the file or **Save** it to a local drive and open from there.

Last saved date: 2019-09-19

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M	MyDOPApplicationxls	^	Show all	×

- 4. If using **Google Chrome** a new tab with a link to the exported list(s) displays at the bottom of the Council Connect window.
- 5. Click the export file to open it in Excel.



6. Once the file is opened in Excel it can be saved locally, printed or emailed, etc.

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