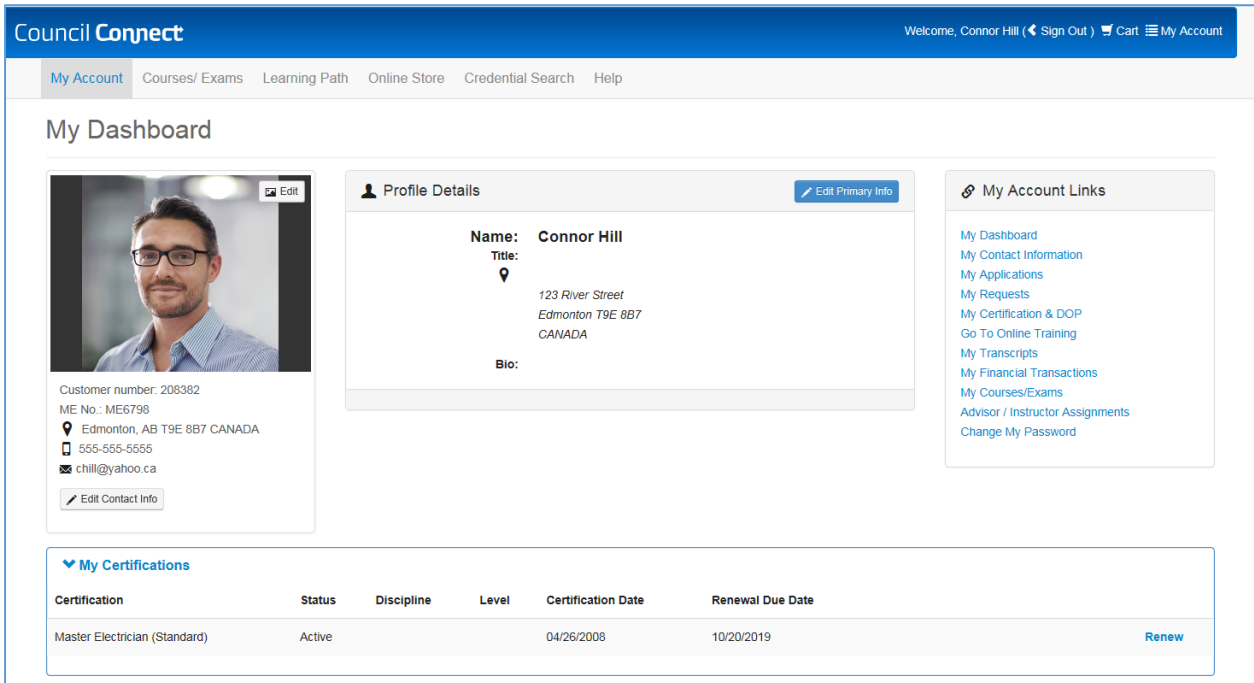


## Submit ME Renewal Application

This tutorial walks you through the steps to renew your master electrician certification. You will be able to renew your certification once it is within 60 days from the renewal due date.

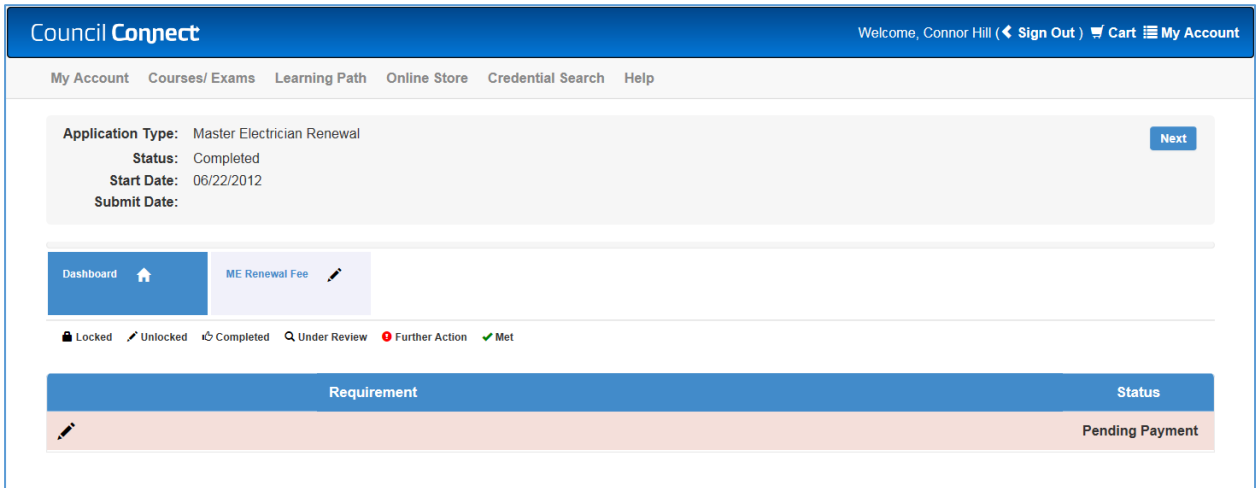
### Begin Renewal Application



The screenshot shows the 'My Dashboard' page in Council Connect. At the top, there is a navigation bar with 'My Account', 'Courses/ Exams', 'Learning Path', 'Online Store', 'Credential Search', and 'Help'. The dashboard is divided into several sections:

- Profile Details:** Shows the user's name as Connor Hill, with an 'Edit Primary Info' button. The address is 123 River Street, Edmonton T9E 8B7, CANADA.
- My Account Links:** A list of links including 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, and Change My Password.
- My Certifications:** A table with columns for Certification, Status, Discipline, Level, Certification Date, and Renewal Due Date. It lists one certification: Master Electrician (Standard), Active, with a certification date of 04/26/2008 and a renewal due date of 10/20/2019. A 'Renew' button is visible at the end of the row.

1. From **My Dashboard** under the **My Certifications** section on the lower part of the page:
  - a. Click the **Renew** button on the Master Electrician certification




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

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

Application Type: Master Electrician Renewal Next  
Status: Completed  
Start Date: 06/22/2012  
Submit Date:

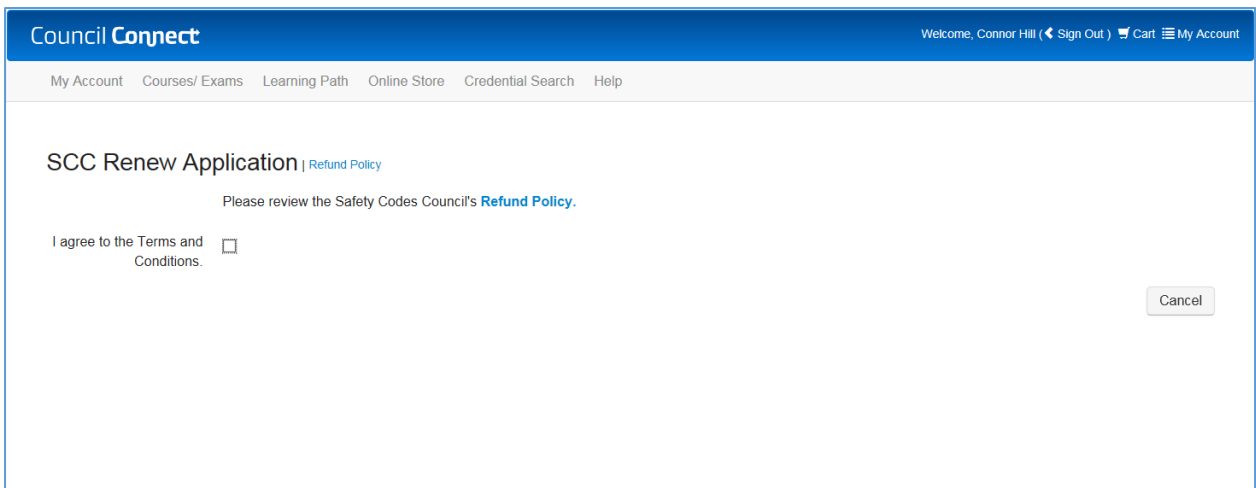
Dashboard ME Renewal Fee

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

Requirement	Status
	Pending Payment

2. From the **Dashboard**:
  - a. If a code update is required, click on the Code Update tab and upload certificate
  - b. 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

SCC Renew Application | [Refund Policy](#)

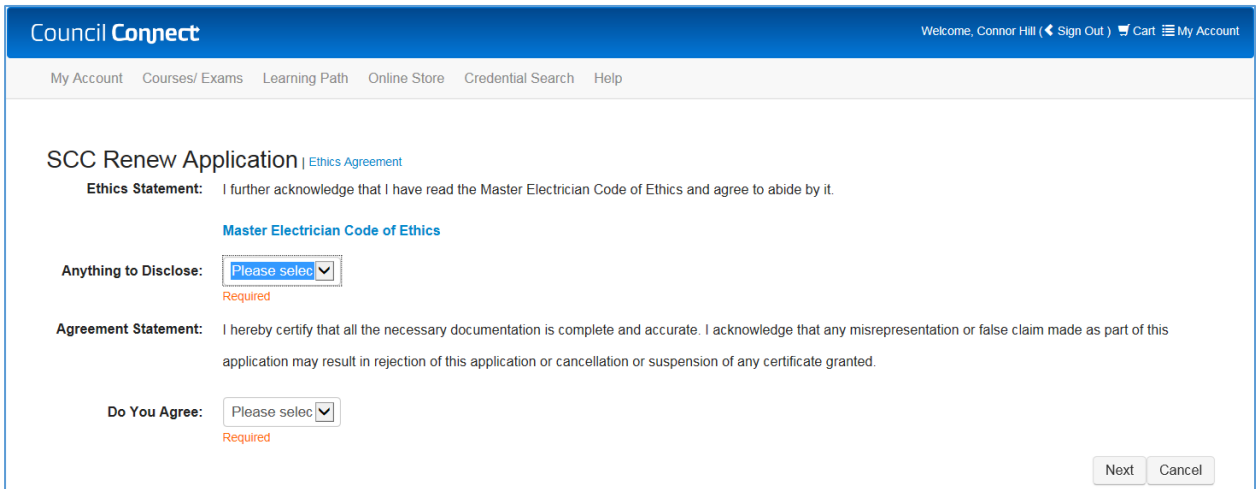
Please review the Safety Codes Council's [Refund Policy](#).

I agree to the Terms and Conditions.

Cancel

3. From the **Refund Policy** section:
  - a. Click the **I agree to the Terms and Conditions** checkbox
  - b. Click the **Next** button

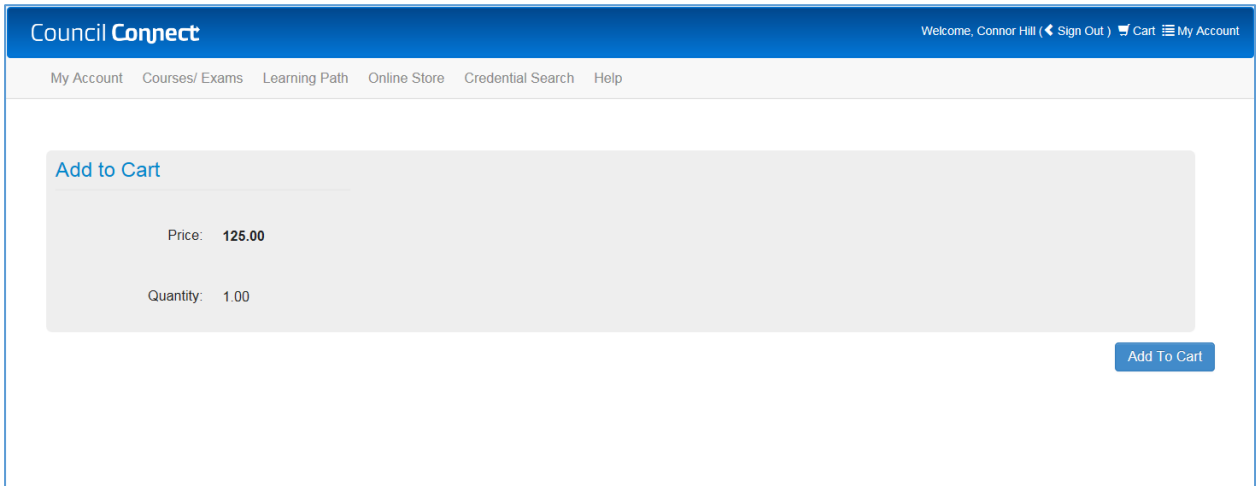
## Code of Ethics



The screenshot shows the 'Council Connect' interface. At the top, there is a navigation bar with '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: 'My Account', 'Courses/ Exams', 'Learning Path', 'Online Store', 'Credential Search', and 'Help'. The main content area is titled 'SCC Renew Application | Ethics Agreement'. It contains an 'Ethics Statement' section with the text: 'I further acknowledge that I have read the Master Electrician Code of Ethics and agree to abide by it.' Below this is a link for 'Master Electrician Code of Ethics'. The 'Anything to Disclose:' section has a dropdown menu with 'Please select' and a 'Required' label. The 'Agreement Statement:' section contains the text: '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.' Below this is another dropdown menu with 'Please select' and a 'Required' label. At the bottom right of the form, there are 'Next' and 'Cancel' buttons.

The **Ethics Agreement** page now appears.

4. From the SCC Submit Application Ethics Agreement section:
  - a. **Anything to disclose:** Click the drop-down arrow
  - b. Select **Yes** and enter your disclosure in the ethics summary text box
  - Or
  - c. Select **No**
  - d. **Do you agree:** click the dropdown arrow
  - e. Select **Yes** you agree to the agreement statementNote: You must select yes to be able to complete the renewal submission.
  - f. Click the **Next** button



Council Connect

Welcome, Connor Hill (Sign Out) Cart My Account

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

Add to Cart

Price: 125.00

Quantity: 1.00

Add To Cart

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


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

Once your payment is complete, your renewal will be submitted for review by the Council. Please allow three weeks from the date of your submission for renewal approval. When the review is complete, you will receive your new certificate and card by mail.

**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: 208382  
ME No.: ME6798  
Edmonton, AB T9E 8B7 CANADA  
555-555-5555  
chill@yahoo.ca

[Edit Contact Info](#)

**Profile Details** [Edit Primary Info](#)

**Name:** Connor Hill  
**Title:**  
123 River Street  
Edmonton T9E 8B7  
CANADA

**Bio:**

**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 Certifications**

Certification	Status	Discipline	Level	Certification Date	Renewal Due Date	
Master Electrician (Standard)	Active			04/26/2008	10/20/2020	<a href="#">Renew</a>

1. To view your new renewal:
  - a. Login to **Council Connect**
2. From My Dashboard under the **My Certifications** section
  - a. You will see your master electrician certification with the new **Renewal Due Date**