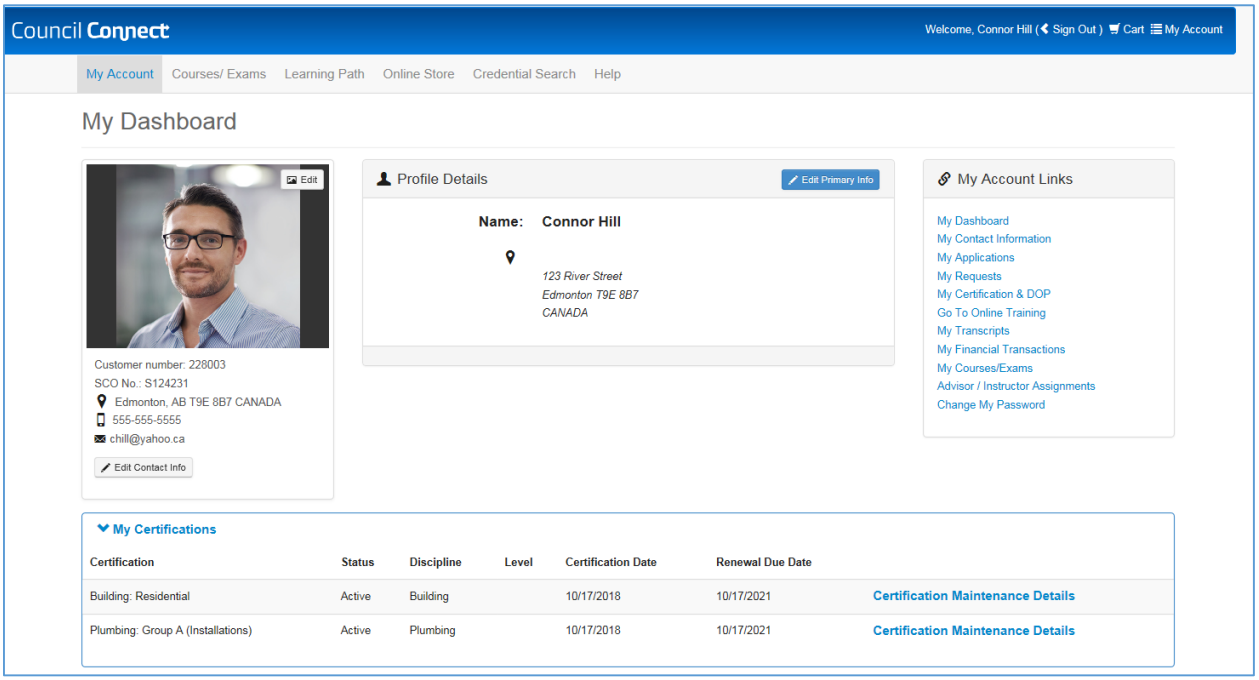
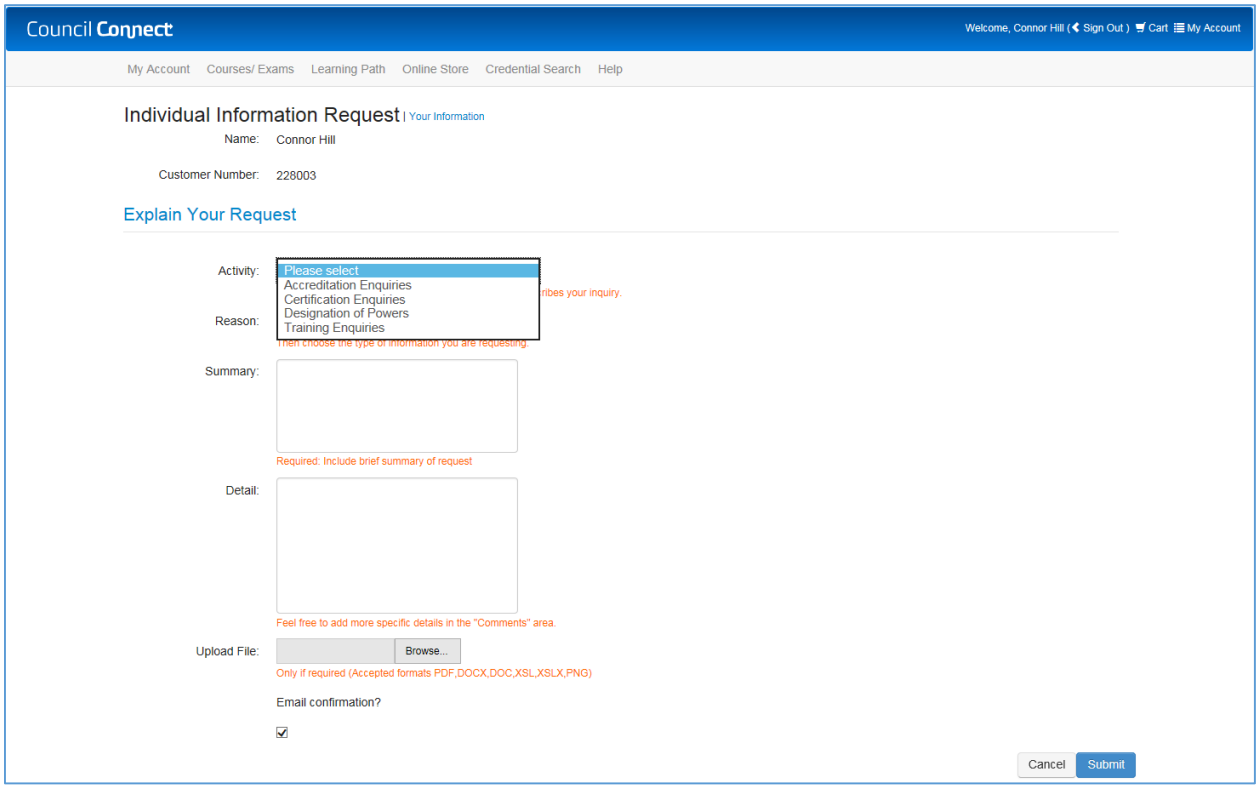
Voluntary Cancel SCO Certification

This tutorial walks you through the steps to voluntarily cancel an SCO certification.

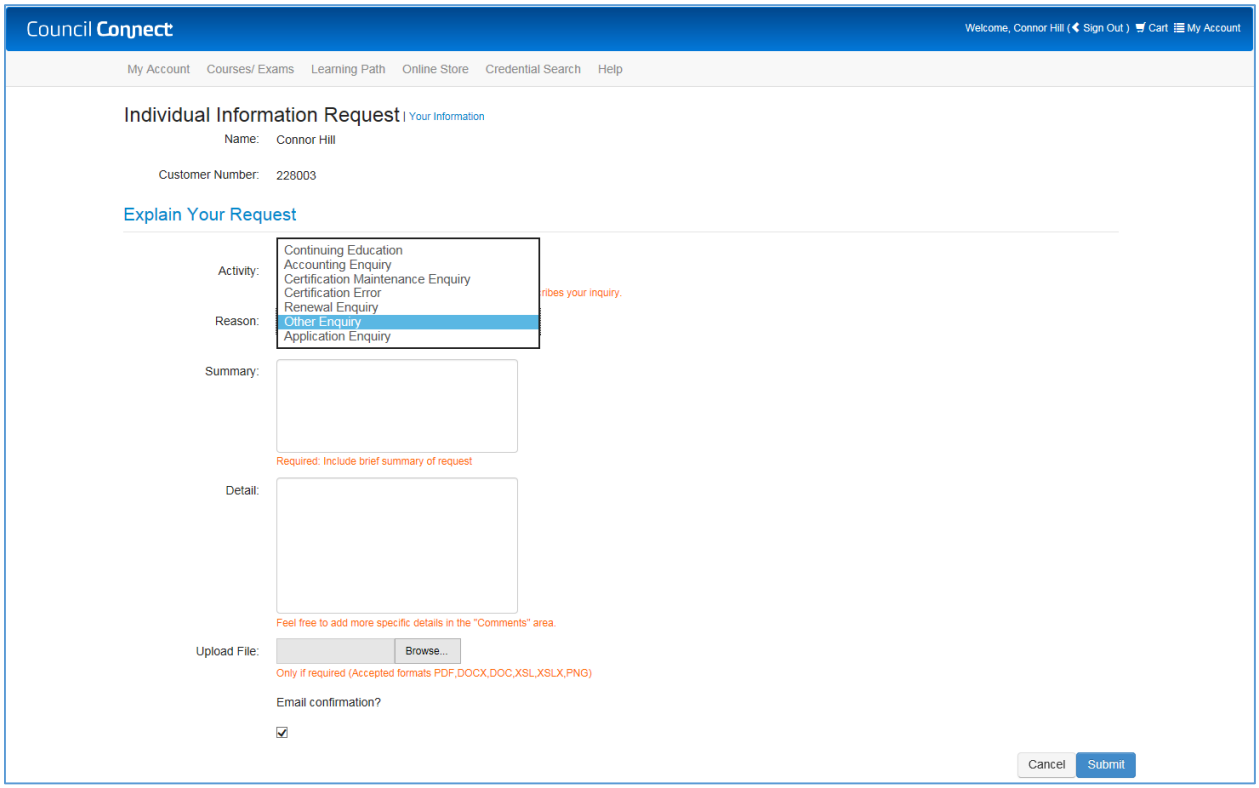
Note: Once you have requested a certification cancellation for any disciplines, this will automatically cancel any existing Designation of Powers you currently have in that discipline(s).



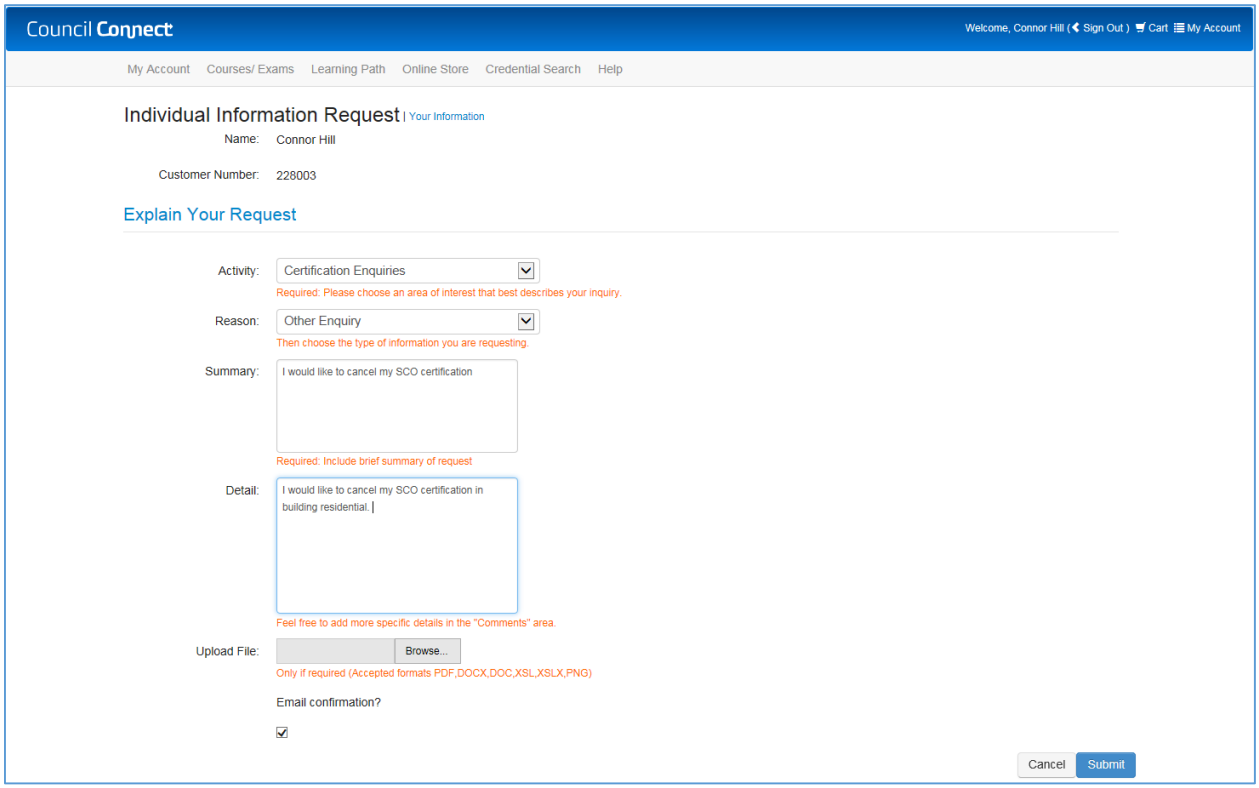
1. From the **My Dashboard** page:
   a. Hover your cursor over the **Help** tab
   b. Click **Contact Us**



2. From the Individual Information Request page:
   a. Click the **arrow** beside **Activity**
   b. Select **Certification Enquiries**

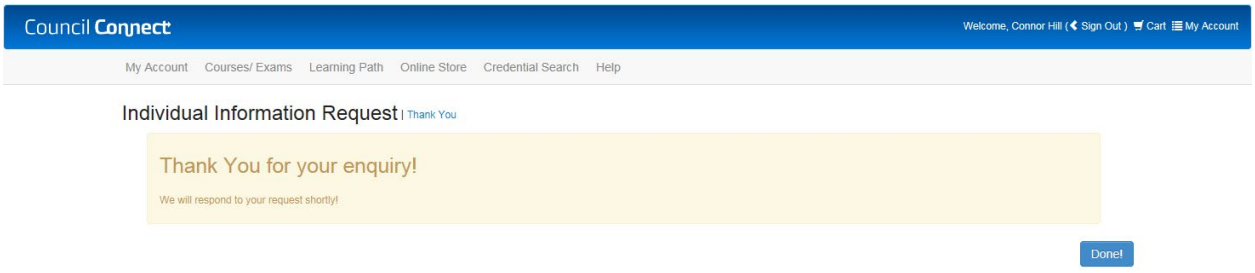


3. From the Individual Information Request page:
   a. Click the **arrow** beside **Reason**
   b. Select **Other Enquiries**



4. From the **Individual Information Request** page:
   a. Under **Summary,** enter a brief summary of your request
   b. Under **Details,**enter as much information as possible regarding the certification(s) you wish to cancel including the discipline(s) and level(s)
   c. Click the **Browse** button if you have anything to upload with your request
   d. Click the **Email confirmation** checkbox if you want to receive the confirmation email for your submission.
   e. Click the **Submit** button

Note: Remember this will also close out any existing DOPs you currently have for the certification you are cancelling.



The request is complete.