



EXAMINATION REREAD

SUBMISSION INSTRUCTIONS

- STEP 1: Click on the 'Online Store' tab, search for 'Examination Reread', and make your payment. (Cost for an exam reread is **\$50.00**. Note your invoice number. You will need to include it on this form.)
- STEP 2: Fill out this form and save it to your desktop.
- STEP 3: **UPLOAD DOCUMENT** - In Council Connect, Under the 'Help' tab, click 'Contact Us'. Using the drop-down menu under 'Activity', select 'Training Enquiries'. In the drop-down menu for 'Reason', select 'Other Enquiry'. Upload this form using the 'Upload File' function, and include any necessary comments. Click Submit when done.

The Safety Codes Council will notify you when your request is processed.

Customer Number:

Name:

Last Name

First Name

Middle Name

Course Name:

Course ID:

Advisor or Instructor Name:

Reason for Reread:

Payment made: Yes

INVOICE #:

I understand that once the examination reread is completed, the decision is final.

I Agree

Date: _____

The personal information requested on this form is being collected for the purpose of managing the Safety Codes Council (Council) client database to ensure contact information is accurate and complete. The personal information is being collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act and will be managed in accordance with the privacy provisions under that Act. Some personal information may be disclosed to contracted service providers for Council research purposes. No personally identifying information will be published. If you have questions concerning the collection of this information, please contact the Manager of Policy and Legislation at the Safety Codes Council, 500 10405 Jasper Avenue NW, Edmonton, AB T5J 3N4 780 413-0099, Toll-Free 1-888-413-0099, for further information on the collection.