



COURSE EQUIVALENCY REQUEST

SUBMISSION INSTRUCTIONS

STEP 1: Fill out this form and save it to your desktop.

STEP 2: **UPLOAD DOCUMENT** - In Council Connect, under the 'Help' tab, click 'Contact Us'. Using the drop-down menu under 'Activity', select 'Certification'. In the drop-down menu for 'Reason', select "Course Equivalency Enquiry". Upload this form using the 'Upload File' function. Click Submit when done.

Note: The system only allows you to upload one document; therefore, your supporting documents must be included in a single file with this form.

The Safety Codes Council will notify you when your request is processed. Additional documentation may be required.

Customer Number:

Name:

Name and Course ID of the Safety Codes course for which you are requesting equivalency:

Name and Course ID of the course you are putting forward to meet equivalency:

_____	>	_____
_____	>	_____
_____	>	_____
_____	>	_____
_____	>	_____
_____	>	_____
_____	>	_____
_____	>	_____
_____	>	_____

Do you have a degree or diploma? Yes

School Attended: _____

Details: _____

Supporting Documents Checklist:

Copy of training record / transcript from accredited facility

Copy of course completion certificate

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.