

Modify Accreditation - Name Change Application

Introduction

An accredited organization's name may change due to a number of factors. For agencies and corporations this would include merger, sale, acquisition, ownership changes, or corporate status. For a municipality, a name change would occur due to a change in municipal status resulting from dissolution, amalgamation, or reclassification. This procedure walks through the steps that an accredited organization will follow to submit a name change application to the Administrator of Accreditation (Administrator) through Council Connect.

Key Considerations

This application will be used primarily by accredited **agencies and corporations**. Only the Minister of Municipal Affairs can change the name of an accredited municipality.¹ The notification of the Council of the change occurs through a separate process. However, municipalities in a joint accreditation can use this process if they want to change the name associated with their accreditation. Rather than have the names of all municipalities listed, they may choose to have a single name or acronym (i.e. Palliser Regional Municipal Services).



Tip: *Only authorized representatives of an organization will have the appropriate permissions to complete an application for accreditation. Council staff will create and maintain the relationships between individuals and organizations through an application process.*

60 Days Written Notice

Accredited agencies and corporations are required to provide the Administrator with 60 Days Written Notice of their intention to change their name. Organizations should aim to provide that notice to the Administrator well in advance of initiating the application process. If that does not occur, it must be submitted as part of the application process. Please be aware that if it is not submitted in advance of the application, it may delay the processing of the request to completion.

Once the name change application has been processed, the organization must apply to amend all Designation of Powers (DOPs) issued under the organization to reflect the new name.

Application Fees

An application fee of \$100 per technical discipline covered by the accreditation is charged to process a name change.

Notes:

1. Regional Service Commissions and Métis Settlements are included within the term "municipalities."



Caution: If in doubt as to whether this is the right application to use, contact the Council and ask to speak to a member of the Accreditation department who will be happy to assist you. Council contact information is available on the Council's public website.

Overview of steps

An organization's authorized representative:

1. Prepares the documentation to file in support of the name change.
2. Logs into Council Connect and displays the desired organization's dashboard.
3. Submits the completed name change application and pays the fee.
4. Receives confirmation of the submitted request.
5. Responds to any questions or requests for additional information as required.
6. Receives confirmation of the completed change.

Application Steps

1. Prepare Required Documentation

a. 60 Days Written Notice

If written notice has not already been provided to the Administrator, it must be provided as part of the application process through Council Connect. **Please be aware** that if it is submitted with the application, it may delay the processing of the request to completion.

b. Draft QMP

A draft QMP, based on the Council's latest template, must also be uploaded in order to submit the application. The draft QMP must be redlined to display any changes being made to the template. A copy of the templates are available [here](#).

c. CORES Report - Corporations and Agencies Only

Corporations and agencies must submit a CORES (Corporate Registry Computer System) report. A CORES Report can be obtained from any authorized Alberta registry service provider, or by accessing CORES [here](#).

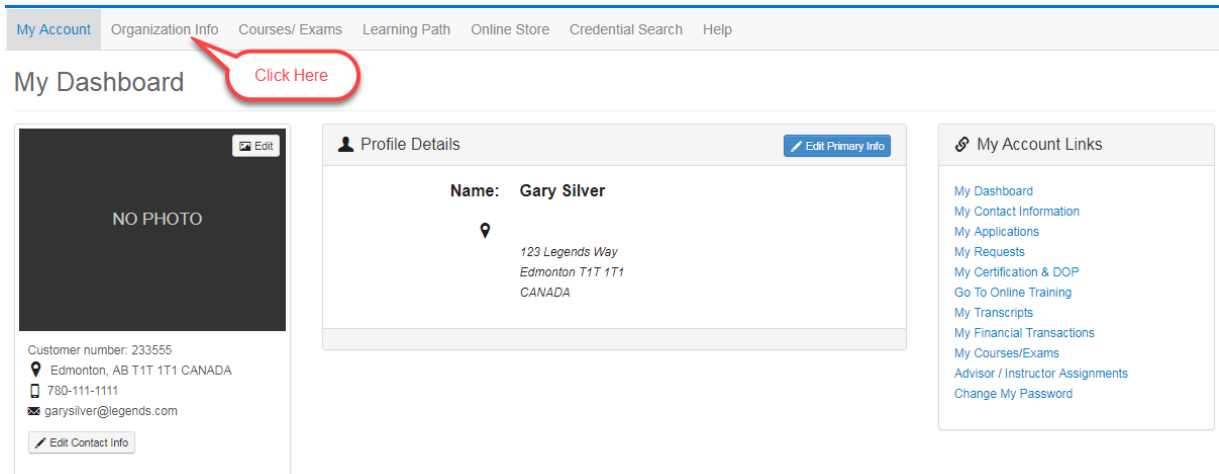
2. Log onto Council Connect

In order to view an organization's dashboard, an individual must be related to the organization and must have the appropriate permissions/role set.

- a. Refer to the **Sign In, Sign Out, and Change Password** document for detailed sign in instructions.

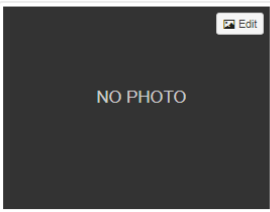
3. Access Organization Information

- a. After logging on you will see the **My Dashboard** page. If you are set up as an **Account Admin** or as a **QMP Manager** for your organization (or multiple organizations), you will see an **Organization Info** tab on the **My Dashboard** page, where you can access the organization information.
- b. From the Individual's **My Dashboard** page, navigate to the desired organization's dashboard, click the link to the **Organization Info** tab.



My Account | **Organization Info** | Courses/ Exams | Learning Path | Online Store | Credential Search | Help

My Dashboard Click Here



Customer number: 233555
 Edmonton, AB T1T 1T1 CANADA
 780-111-1111
 garysilver@legends.com

[Edit Contact Info](#)

Profile Details [Edit Primary Info](#)

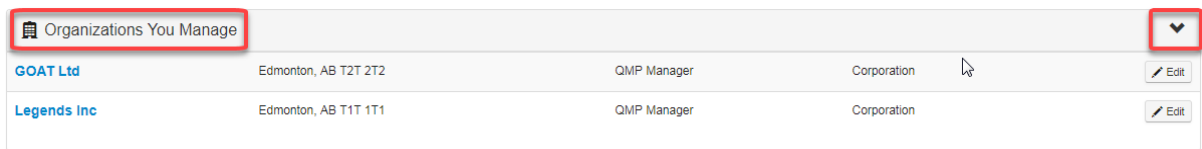
Name: Gary Silver

123 Legends Way
 Edmonton T1T 1T1
 CANADA

My Account Links

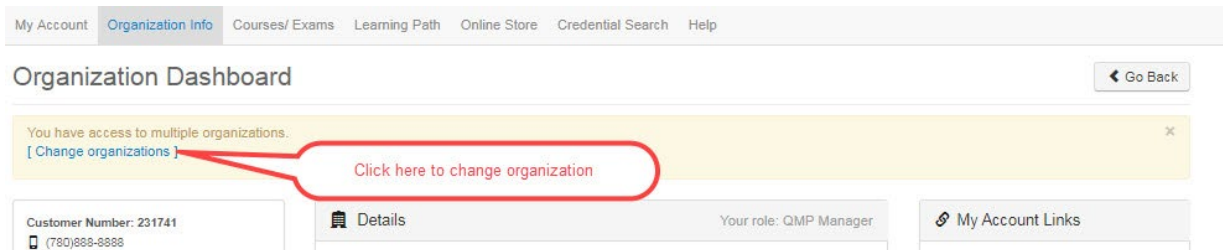
- [My Dashboard](#)
- [My Contact Information](#)
- [My Applications](#)
- [My Requests](#)
- [My Certification & DOP](#)
- [Go To Online Training](#)
- [My Transcripts](#)
- [My Financial Transactions](#)
- [My Courses/Exams](#)
- [Advisor / Instructor Assignments](#)
- [Change My Password](#)

- c. Or, if the logged in individual is affiliated with several organizations:
 - 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.



Organizations You Manage ▼				
GOAT Ltd	Edmonton, AB T2T 2T2	QMP Manager	Corporation	Edit
Legends Inc	Edmonton, AB T1T 1T1	QMP Manager	Corporation	Edit

- iii. To select a different organization, click the Change organizations link at the top of the Organization dashboard.



My Account | **Organization Info** | Courses/ Exams | Learning Path | Online Store | Credential Search | Help

Organization Dashboard [Go Back](#)

You have access to multiple organizations. [\[Change organizations\]](#)

Click here to change organization

Customer Number: 231741
(780)888-8888

Details | Your role: QMP Manager

My Account Links

4. Download the Latest Approved QMP

- a. On the Organization’s main Dashboard page, locate the **QMPs** list.
- b. Click the expand arrow to display the current and approved QMP on file (if the list is collapsed).
- c. To download a copy of the QMP, click the link in the **Document** column.

▼ QMPs					
QMP Status	Received Date	Approved Date	Accreditations	Document	QMP Manager
Approved	07/12/2018	07/12/2018	Gas, Building	Draft 3 after app	Lyman Josh
Approved	07/01/2018	07/01/2018	Fire	Draft v1 after app	Harrison Brock



Tip: The format of the updated draft QMP submitted with the application must align to the latest version of the QMP template published on the Council’s website. These templates are Word documents and must be redlined to display the proposed revisions.

5. Start Application Process

- a. In the **My Open Applications** (lower part of the page), click the **Apply Now** button to initiate an application to voluntarily cancel all accreditations.

Organization Dashboard

◀ Go Back

Customer Number: 236749
Accreditation Number: M000000
☎ (780)523-4227

Details Your role: Account Admin

Name: Municipal District of Big Lakes
Type: Municipality

📍 Box 239
High Prairie, AB T0G 1E0

My Account Links

- [My Organization Dashboard](#)
- [My Organization Information](#)
- [My Applications](#)
- [My Accreditation Status](#)
- [My DOP List](#)
- [My QMP](#)
- [My Organization Contacts](#)
- [My Financial Transactions](#)
- [My Requests](#)
- [My Audit Report](#)
- [Accreditation Maintenance](#)

▼ My Accreditation Status

Discipline	Accreditation Number	Scope	Order Number	Status	Accreditation Date	Issue Date	Effective Date	Order Of Accreditation

▼ My Open Applications

Application Type	Start Date	Status

Click Here ⚙️ Apply Now Add Joint Accreditation

- b. From the **Accreditations** page, click the **Learn More** button to the right of the **Organization Name Change** application row.

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

Accreditations

Annual Internal Review [Learn More](#)

Annual Internal Review submitted once a year. An email will be sent when it is time to submit this application for review.

Organization Name Change [Click Here](#) [Learn More](#)

Accredited agencies, corporations, and municipalities that require a modification to their accreditation due to a name change will submit an application through this process. A fee will be charged to process this application.

Accreditation Update [Learn More](#)

Accredited organizations that have been either directed by the Administrator, or are voluntarily requesting, to update their accreditation will submit an application using this process. A fee is not charged to process this application.

Update Contacts [Learn More](#)

If an organization wishes to change or update the names of the key contacts that are responsible for the administration of their accreditation, they will submit an application through this process. A fee is not charged to process this application.

Voluntary Cancellation of Accreditation [Learn More](#)

Organizations wishing to relinquish responsibility for the administration of the Act in all of the technical disciplines under their accreditation will submit an application through this process. A fee is not charged to process this application.

- c. From the Applications page review the application information and click the **Apply Now** button to proceed to the next step.

Applications

Organization Name Change [Click Here](#) [Apply Now](#)

An accredited organization's name may change as a result of changes to corporate or agency ownership and control through merger, acquisition, or sale; changes to corporate status; or changes in municipal status resulting from dissolution, amalgamation, or reclassification.
If the accredited organization wishes to make other changes to their accreditation in addition to a name change, they should not submit an application through this process.

A. Required Documents
Organizations submitting this application this must provide the documents listed below.

- 60 Days Written Notice
 - 60 days written notice must be provided to the Administrator when the name change application is the result of changes to corporate ownership, control, or corporate status.
 - If not already provided, it must be provided in order for the application to be submitted.
- Draft QMP
 - A redlined version of the QMP template detailing the proposed changes required to modify the scope of the organization's accreditation. The QMP template can be found [here](#).
- CORES Report - Corporations and Agencies Only
 - A CORES Report can be obtained from any authorized Alberta registry service provider, or by accessing CORES [here](#).

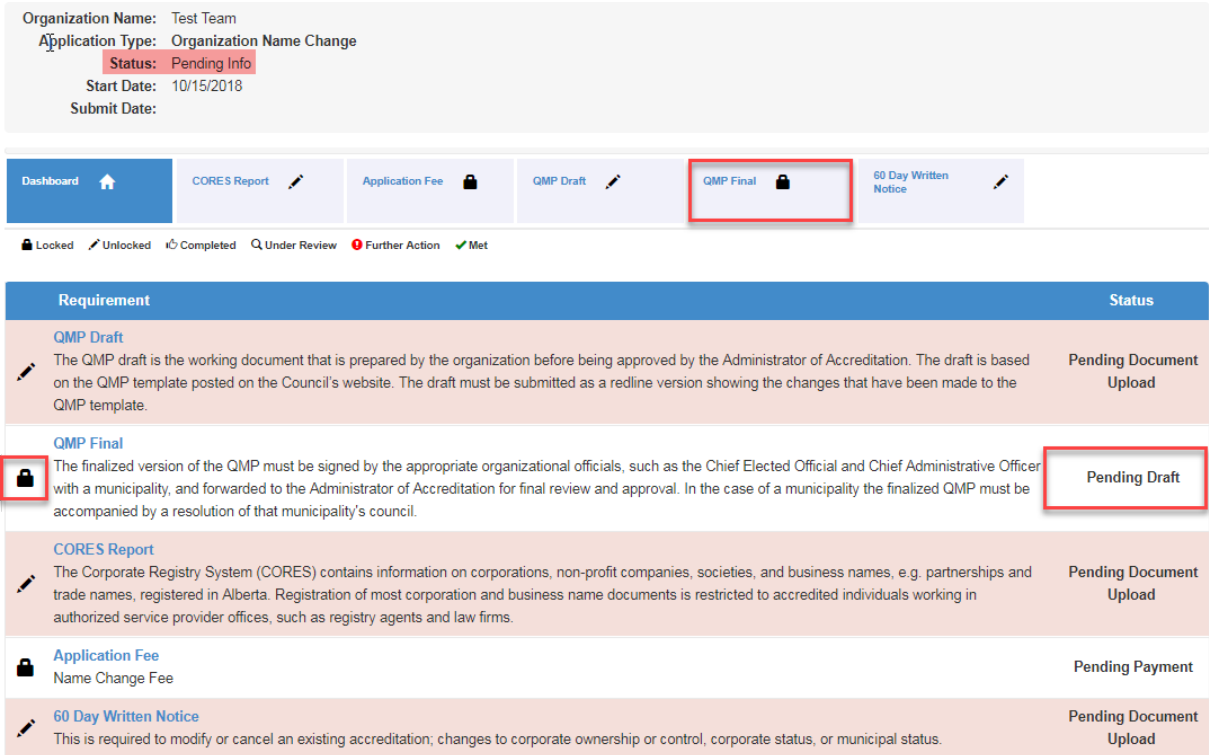
B. Application Fee
Applications to change an accredited organization's name will be charged a fee of \$100 per discipline.
- For example, a fee of \$500 will be assessed on an organization accredited in building, electrical, fire, gas, and plumbing.
Joint accreditation applications will be assessed the same fee (\$100 per discipline) regardless of the number of municipalities participating.

C. Joint Accreditation
A lead municipality must be designated to act on behalf of the other member municipalities within a joint accreditation. The lead municipality is responsible for submitting the 60 day written notice, other required documents, and application fee on behalf of the other the other joint accreditation member municipalities.

Contact the Accreditation Department toll free at 1-888-413-0099, or, by email at Accreditation@safetycodes.ab.ca if assistance or further information is required. More information on this application process can be found on the Council's website [here](#).

*Please Note: Regional Service Commissions and Métis Settlements are included within the term "municipalities."

- d. A screen showing the application requirements will appear.
 - i. The requirements that must be completed in order to submit the application for the Administrator’s review are distinguishable by a **pink cell background** and pencil icon status.
 - ii. In the **Modify Accreditation – Name Change** application process, all accredited organizations are required to provide a draft and a final **QMP**, and **60 days Written Notice**.
- e. The **QMP Final** requirement cannot be completed until later. As a result it has been locked.



Requirement	Status
QMP Draft The QMP draft is the working document that is prepared by the organization before being approved by the Administrator of Accreditation. The draft is based on the QMP template posted on the Council’s website. The draft must be submitted as a redline version showing the changes that have been made to the QMP template.	Pending Document Upload
QMP Final The finalized version of the QMP must be signed by the appropriate organizational officials, such as the Chief Elected Official and Chief Administrative Officer with a municipality, and forwarded to the Administrator of Accreditation for final review and approval. In the case of a municipality the finalized QMP must be accompanied by a resolution of that municipality’s council.	Pending Draft
CORES Report The Corporate Registry System (CORES) contains information on corporations, non-profit companies, societies, and business names, e.g. partnerships and trade names, registered in Alberta. Registration of most corporation and business name documents is restricted to accredited individuals working in authorized service provider offices, such as registry agents and law firms.	Pending Document Upload
Application Fee Name Change Fee	Pending Payment
60 Day Written Notice This is required to modify or cancel an existing accreditation; changes to corporate ownership or control, corporate status, or municipal status.	Pending Document Upload

6. Complete Application Requirements

- a. Select a requirement to complete:
 - i. Click the requirement from the Dashboard’s **Application Requirements** tabs ribbon.



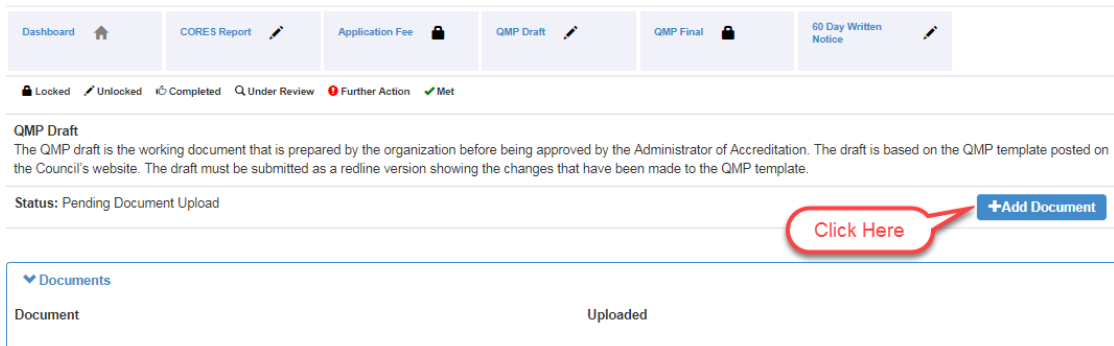
- ii. **OR**, Click the requirement name (blue hyperlinked text) from the **Requirement** list section below.

Requirement	Status
<p>Signed Municipal Council Resolution</p> <p>Only required in relation to municipal, or part of municipal accreditation. Formal acknowledgement and acceptance of request to become, change the scope or cancel accreditation by a municipal council. A municipal council resolution must include the resolution number and its date.</p>	Pending Document Upload
<p>Transition Plan (Final)</p>	Pending Draft
<p>Transition Plan (Draft)</p> <p>A transition plan is required to manage the transfer of responsibility for the administration of the Act from one accredited organization to another, or from an accredited organization to the Alberta Safety Codes Authority. The plan identifies things such as any outstanding or open permits and who will be responsible for managing them to closure.</p>	Pending Document Upload
<p>QMP Draft</p> <p>The QMP draft is the working document that is prepared by the organization before being approved by the Administrator of Accreditation. The draft is based on the QMP template posted on the Council's website. The draft must be submitted as a redline version showing the changes that have been made to the QMP template.</p>	Pending Document Upload
<p>60 Day Written Notice</p> <p>This is required to modify or cancel an existing accreditation; changes to corporate ownership or control, corporate status, or municipal status.</p>	Pending Document Upload
<p>QMP Final</p> <p>The finalized version of the QMP must be signed by the appropriate organizational officials, such as the Chief Elected Official and Chief Administrative Officer with a municipality, and forwarded to the Administrator of Accreditation for final review and approval. In the case of a municipality the finalized QMP must be accompanied by a resolution of that municipality's council.</p>	Pending Draft

- iii. Clicking on any of the requirements will present a document upload screen for the applicant to attach the corresponding document to the application.

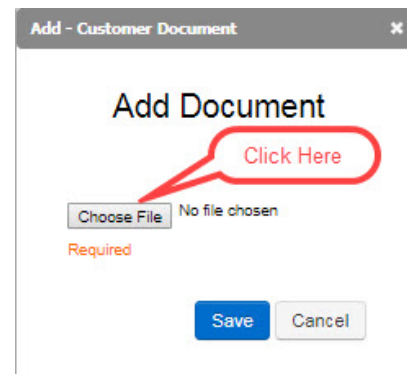
7. Document Upload

- a. From the requirement click the **Add Document** button.



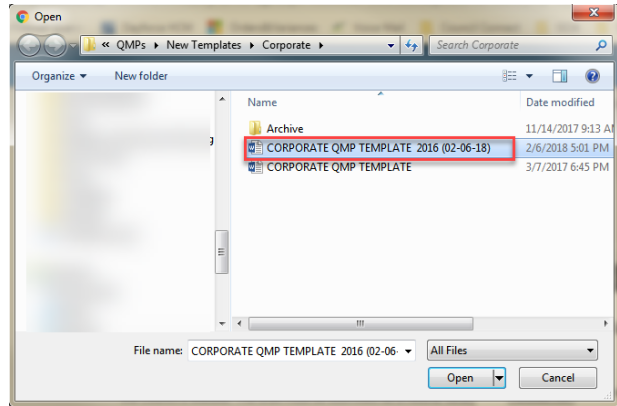
The screenshot shows a dashboard with navigation tabs for Dashboard, CORE'S Report, Application Fee, QMP Draft, QMP Final, and 60 Day Written Notice. Below the tabs, there are status indicators: Locked, Unlocked, Completed, Under Review, Further Action, and Met. The 'QMP Draft' requirement is selected, showing its description and a status of 'Pending Document Upload'. A red callout bubble points to the '+Add Document' button with the text 'Click Here'.

- a. From the Add – Customer Document page:
- Click the **Choose File** button to browse for the desired file.
 - Select the file to be uploaded.



The screenshot shows a dialog box titled 'Add - Customer Document'. Inside, there is a section titled 'Add Document' with a red callout bubble pointing to the 'Choose File' button and the text 'Click Here'. Below the button, it says 'No file chosen' and 'Required'. At the bottom of the dialog, there are 'Save' and 'Cancel' buttons.

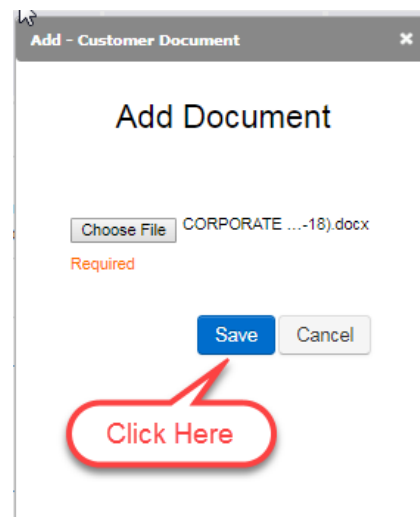
- iii. Select the file to be uploaded. Once selected click **Open**.



- iv. Click the **Save** button to complete the upload.



Tips: *Uploaded files cannot be deleted. To replace an uploaded file with a different version, simply repeat the upload steps above. The system will append the next incremental number to the end of the filename and remove the original file from the document list.*



- b. The uploaded file will display in the list of Documents at the bottom of the screen.
- c. Uploaded files are automatically named by the system. The naming format is Customer ID number followed by a description of the document and an auto-incrementing number.

Documents	
Document	Uploaded
237208-QMPDr-4	Oct 15 2018 1:08PM

- d. After a requirement step has been completed, review the list of requirements and changed states and statuses.
- e. Click the **Dashboard** button in the top panel of the application screen.

- f. From the application dashboard the state of the **QMP Draft, CORES Report, and 60 Day Written Notice** requirements have changed from “Unlocked” to “Completed” (thumbs up).
- g. The status next to each requirement on the list now reads “Document Uploaded.”

Organization Name: Test Team
 Application Type: Organization Name Change Submit for Review
 Status: Pending Info
 Start Date: 10/15/2018
 Submit Date:

Dashboard
CORES Report
Application Fee
QMP Draft
QMP Final
60 Day Written Notice

Locked
 Unlocked
 Completed
 Under Review
 Further Action
 Met

Requirement	Status
QMP Draft The QMP draft is the working document that is prepared by the organization before being approved by the Administrator of Accreditation. The draft is based on the QMP template posted on the Council’s website. The draft must be submitted as a redline version showing the changes that have been made to the QMP template.	Document Uploaded
QMP Final The finalized version of the QMP must be signed by the appropriate organizational officials, such as the Chief Elected Official and Chief Administrative Officer with a municipality, and forwarded to the Administrator of Accreditation for final review and approval. In the case of a municipality the finalized QMP must be accompanied by a resolution of that municipality’s council.	Pending Draft
CORES Report The Corporate Registry System (CORES) contains information on corporations, non-profit companies, societies, and business names, e.g. partnerships and trade names, registered in Alberta. Registration of most corporation and business name documents is restricted to accredited individuals working in authorized service provider offices, such as registry agents and law firms.	Document Uploaded
Application Fee Name Change Fee	Pending Payment
60 Day Written Notice This is required to modify or cancel an existing accreditation; changes to corporate ownership or control, corporate status, or municipal status.	Document Uploaded

- h. Once the application has been submitted for Council review, the state of all requirements with document upload requirements will change to “**Under Review.**”

8. Submit Application







- a. Once all the requirements have been completed the application is ready to submit.
 - i. A **Submit For Review** button (below) will display on the upper right corner of the application screen.
 - ii. The statuses of all requirements on the requirements ribbon (below) and on the left side of the requirements in the table should show as either Completed or Locked.
 - iii. The status (below) of each of the requirements in the requirements table will have changed to indicate the action has been completed (e.g. **Document Uploaded; Pending Draft, Document Approved, etc.**).







- b. Click the **Submit Application** button to advance to the finalize steps to submit for Council’s review.






Organization Name: Test Team
 Application Type: Organization Name Change
 Status: Pending Info
 Start Date: 10/15/2018
 Submit Date:

Submit for Review

Click Here

Dashboard  CORES Report  Application Fee  QMP Draft  QMP Final  60 Day Written Notice 

 Locked  Unlocked  Completed  Under Review  Further Action  Met

Requirement	Status
 QMP Draft The QMP draft is the working document that is prepared by the organization before being approved by the Administrator of Accreditation. The draft is based on the QMP template posted on the Council’s website. The draft must be submitted as a redline version showing the changes that have been made to the QMP template.	Document Uploaded
 QMP Final The finalized version of the QMP must be signed by the appropriate organizational officials, such as the Chief Elected Official and Chief Administrative Officer with a municipality, and forwarded to the Administrator of Accreditation for final review and approval. In the case of a municipality the finalized QMP must be accompanied by a resolution of that municipality’s council.	Pending Draft
 CORES Report The Corporate Registry System (CORES) contains information on corporations, non-profit companies, societies, and business names, e.g. partnerships and trade names, registered in Alberta. Registration of most corporation and business name documents is restricted to accredited individuals working in authorized service provider offices, such as registry agents and law firms.	Document Uploaded
 Application Fee Name Change Fee	Pending Payment
 60 Day Written Notice This is required to modify or cancel an existing accreditation; changes to corporate ownership or control, corporate status, or municipal status.	Document Uploaded

- c. On the **Application Submission** screen shown below, click the link provided (1) to review Council’s refund policy if desired.
- d. Click the “I agree to the Terms and Conditions” (2) checkbox to display the Next button.
- e. Click **Next**. (3).

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

Accreditation Submission | [Fee Refund Policy](#) | [Terms and Conditions](#)

Please review the Safety Codes Council’s [Refund Policy](#). 1

I agree to the Terms and Conditions. 2

3 **Next** Cancel

- f. Review the information provided on the FOIP screen, click the link provided (1) to review Council’s policy if desired.
- g. Click the “I agree to the Terms and Conditions” checkbox (2) to display the **Next** button.
- h. Click **Next**. (3).

Accreditation Submission Consent to Collect, Use and Disclose Personal Info 1

The collection of personal information on this system is authorized under section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act*. This personal information will be used to support the administration and delivery of certification, accreditation, and training programs, and for program evaluation and planning purposes. Please direct questions concerning the collection of this information to the Manager, Policy and Legislation at the Safety Codes Council, Suite 500, 10405 Jasper Ave. NW, Edmonton, Alberta, T5J 3N4, Telephone: 780.413.0099 or Toll free 1.888.413.0099.

I agree to the Terms and Conditions. 2

3 Next Cancel

- i. On the Accreditation Selection screen, place a check in the box to the left of the discipline(s) being applied for and click **Continue**.

Accreditation Selection | [Accreditation Selection](#)

Please indicate the disciplines you would like to be accredited:

Select Disciplines

Discipline	Description
<input checked="" type="checkbox"/> Building	Accreditation in the electrical discipline can be sought to administer: All parts of the: • Alberta Building Code, and • National Energy Code of Canada for Buildings. OR Only those parts of the Alberta Building Code pertaining to small buildings being 3 storeys or less in height, having a building area of 600m ² or less and used as major occupancies classified as Group C - residential, Group D - business and personal services, Group E - mercantile, or Group F2 and F3 - medium and low hazard industrial
<input type="checkbox"/> Electrical	Accreditation in the electrical discipline can be sought to administer: All parts of the: • Canadian Electrical Code Part 1, and • Code for Electrical Installations at Oil and Gas Facilities AND/OR • Alberta Electrical Utility Code
<input checked="" type="checkbox"/> Fire	Accreditation in the fire discipline can be sought to administer: All parts of the: • Alberta Fire Code, and • Fire Investigation (cause and circumstance) Or All parts of the: • Alberta Fire Code except for those requirements pertaining to the installation, alteration, and removal of the storage tank systems for flammable liquids and combustible liquids, • Fire Investigations (cause and circumstance) AND Fire Prevention Programs (optional) • Public education
<input checked="" type="checkbox"/> Gas	Accreditation in the gas discipline can be sought to administer: All parts of the: • Natural Gas and Propane Installation Code, • Propane Storage and Handling Code, and • Compressed Natural Gas Fueling Stations Installation Code; Excluding the: • Installation Code for Propane Fuel Systems and Tanks on Highway Vehicles, and • Natural Gas for Vehicles Installation Code – Part 1 Compressed Natural Gas.
<input type="checkbox"/> Plumbing	Accreditation in the plumbing discipline can be sought to administer: All parts of the: • National Plumbing Code of Canada, and • Private Sewage Disposal System Standard of Practice.

Click Here
Continue

- j. The system will tally the fees based on the number of disciplines applied for (one fee of \$100 per discipline).
- k. Since three disciplines were selected in the example shown above, the system shows a breakdown of the fees presented in the **Shopping Cart** screen.

Online Store Shopping Cart
Return to Organization Dashboard Continue to Shop Check-Out

Line Items ✕									
Item	Discipline	Quantity	Price	Tax	Shipping	Net Total	Paid Amount	Balance Due	
Ⓢ Accreditation Application Fee	Building	1.00	150.00	0.00	0.00	150.00	0.00	150.00	
Ⓢ Accreditation Application Fee	Fire	1.00	150.00	0.00	0.00	150.00	0.00	150.00	
Ⓢ Accreditation Application Fee	Gas	1.00	150.00	0.00	0.00	150.00	0.00	150.00	

- I. The subtotal of all fees is presented in the **Cart Total** area of the screen. Click the **Check Out** button to proceed with the purchase.

Cart Total

Subtotal: 100.00
Total tax: 0.00
Total shipping: 0.00
Net Total: 100.00
Total Paid: 0.00
Balance Due: 100.00

All Amounts are in Canadian Dollars

Click Here

Return to dashboard

Continue to Shop

Check-Out

- m. Complete and review the payment details. When satisfied, click the **Continue** button.

Payment Information

Payment amount: 100.00
Payment method:
Cardholder's name:
Required
Credit card number:
Required
Expiration date:
Required
Security code: ●
Required
Invoice total: 100.00

Click Here

Continue

- n. A confirmation screen will appear once the transaction has been finalized.
 - i. Click the **Print** this page button to print a copy of the confirmation screen.
 - ii. Click **Continue Shopping** to make additional purchases if desired. Otherwise, click one of the menu options at the top of the screen to perform other activities including returning to your home page by clicking the **Return to Organization Dashboard** button.

Online Store Shopping Cart

Purchase Details				
Item	Price	Qty	Tax	Shipping
Organization Name Change Fee	Click Here		0.00	0.00

Return to Dashboard | Continue Shopping

Shopping Cart | [Receipt](#)

Thank you for your order.

Confirmation #: LQU9ATD7

Invoice #: 230055

You may print this page for your records.

[Print this page](#)

- o. Once the payment of the fees for the application has been made, the status of the application itself will change automatically to **Under Review** and the **Submit date** field will populate with the date the payment was made.
- p. The requirements will also display with an updated state and status (e.g. Application Fee shows a **Met** state and a **Paid in Full** status).

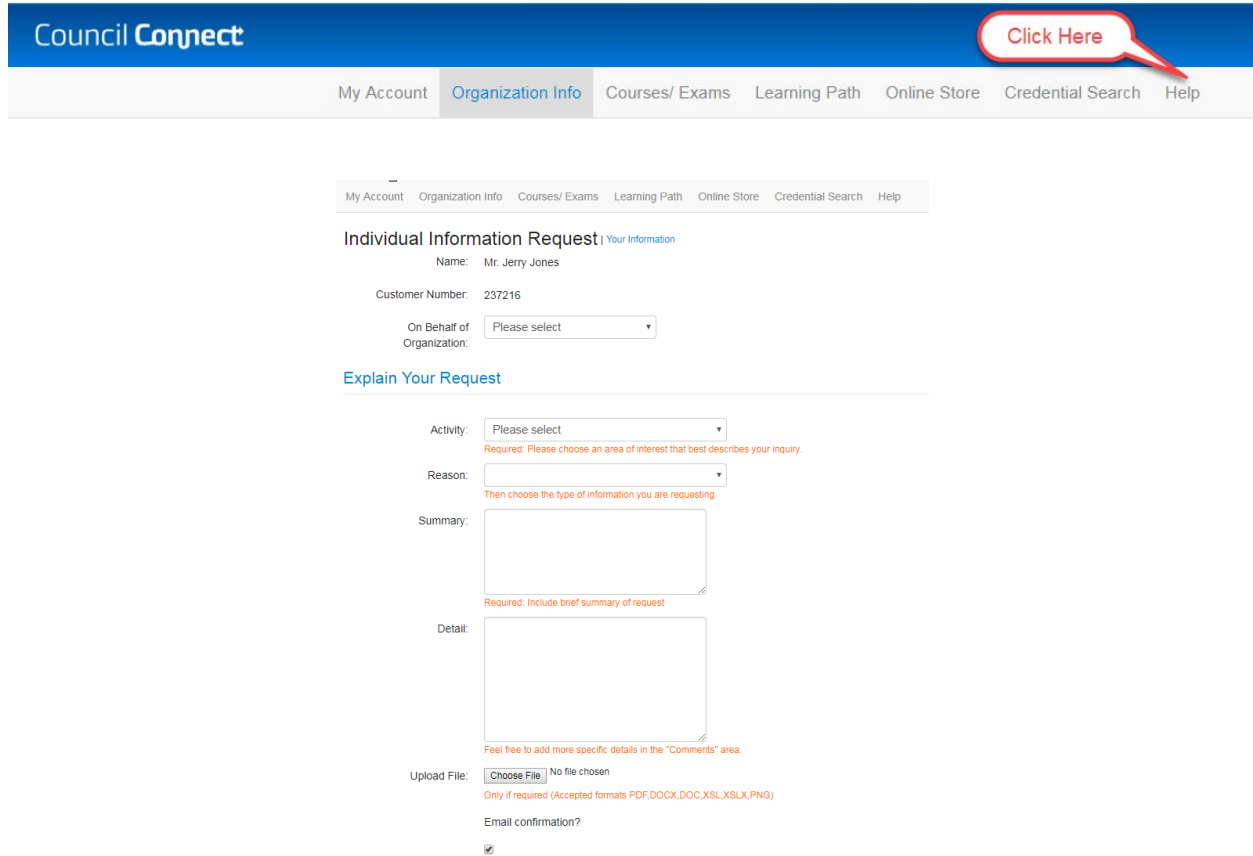
Organization Name: Test Team
 Application Type: Organization Name Change
 Status: Under Review
 Start Date: 10/15/2018
 Submit Date: 10/15/2018

Dashboard | CORES Report | Application Fee | QMP Draft | QMP Final | 60 Day Written Notice

Locked | Unlocked | Completed | Under Review | Further Action | Met

Requirement	Status
QMP Draft The QMP draft is the working document that is prepared by the organization before being approved by the Administrator of Accreditation. The draft is based on the QMP template posted on the Council's website. The draft must be submitted as a redline version showing the changes that have been made to the QMP template.	Under Review
QMP Final The finalized version of the QMP must be signed by the appropriate organizational officials, such as the Chief Elected Official and Chief Administrative Officer with a municipality, and forwarded to the Administrator of Accreditation for final review and approval. In the case of a municipality the finalized QMP must be accompanied by a resolution of that municipality's council.	Draft Under Review
CORES Report The Corporate Registry System (CORES) contains information on corporations, non-profit companies, societies, and business names, e.g. partnerships and trade names, registered in Alberta. Registration of most corporation and business name documents is restricted to accredited individuals working in authorized service provider offices, such as registry agents and law firms.	Under Review
<input checked="" type="checkbox"/> Application Fee Name Change Fee	Paid in Full
<input checked="" type="checkbox"/> 60 Day Written Notice This is required to modify or cancel an existing accreditation; changes to corporate ownership or control, corporate status, or municipal status.	Document Uploaded

- q. If you wish to make a change to an application that has been submitted, contact the council by phone, email or by submitting a request through the **Information Request** under the **Help menu/Contact Us** menu in Council Connect.



Council Connect [Click Here](#)

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

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

Individual Information Request [Your Information](#)

Name: Mr. Jerry Jones

Customer Number: 237216

On Behalf of Organization:

Explain Your Request

Activity:
Required: Please choose an area of interest that best describes your inquiry.

Reason:
Then choose the type of information you are requesting.

Summary:
Required: Include brief summary of request

Detail:
Feel free to add more specific details in the "Comments" area.

Upload File: No file chosen
Only if required (Accepted formats PDF,DOCX,DOC,XSL,XSLX,PNG)

Email confirmation?

9. Monitor Application Status

- a. An automated email confirming receipt of the submitted request will be sent to the email address specified on the account of the organization's authorized individual.
- b. Applications that have been submitted and are being processed by Council staff will display under the **My Open Applications** group on the organization's dashboard in Council Connect.
 - i. The starting status is **"Pending Info."**
 - ii. Once all initial requirements have been completed and the application has been submitted for council review, the status will be set to **"Under Review."**
 - iii. Once the Council has completed their review, the status will be set to **"Completed."**

- c. Click the **View Application** link to continue working on the application or to review the submitted application.

My Open Applications			
Application Type	Start Date	Status	
Scope Change	10/14/2018	Under Review	View Application

[Apply Now](#)
[Add Joint Accreditation](#)

10. Request for Further Information

- a. As the Council reviews and processes an application and edits to the draft QMP, additional information and documentation may be requested.
- b. The Council will send an email notification to the organization’s representative detailing the additional action required in order to continue processing the application.
- c. Instructions to respond will be included in the Council’s email.
- d. The requirement step in Council Connect may also be unlocked so that the organization’s representative can provide the necessary information/edits using the same process as used when the application was initially submitted.
- e. Monitoring the status of the application (see **9. Monitor Application Status** above) will also alert the organization’s representative of the need to provide further information.

Organization Name:	Test Team
Application Type:	Organization Name Change
Status:	Under Review
Start Date:	10/15/2018
Submit Date:	10/15/2018

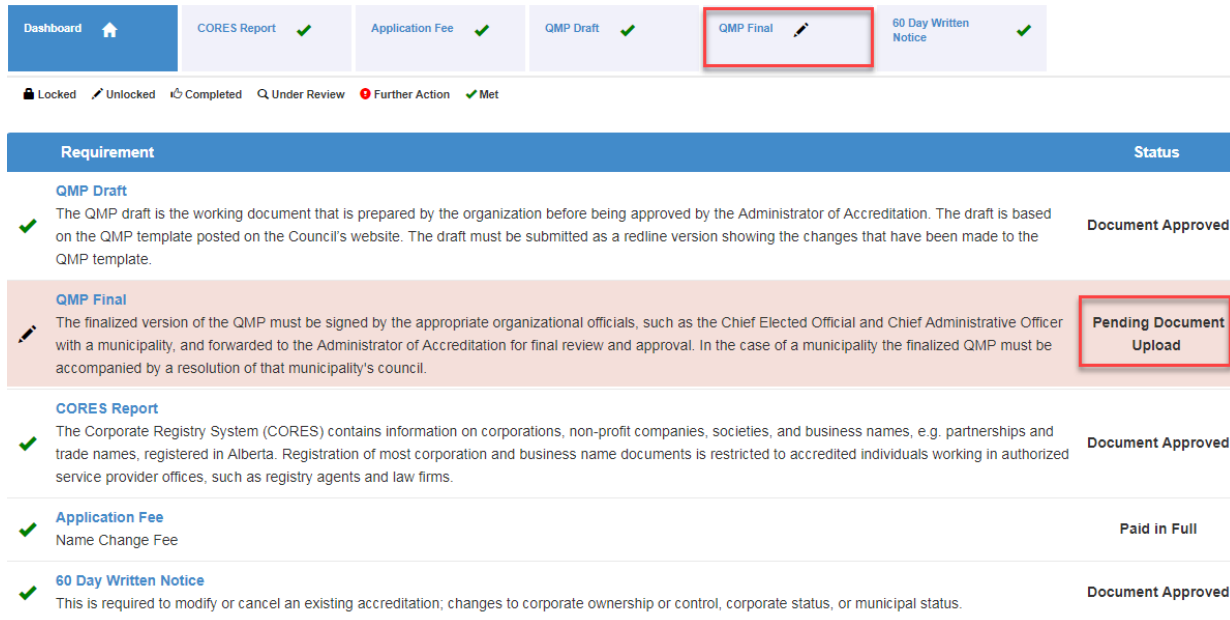
Dashboard	CORES Report ✓	Application Fee ✓	QMP Draft !	QMP Final ✎	60 Day Written Notice ✓
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🔒 Locked
🔓 Unlocked
🏁 Completed
🔍 Under Review
🔴 Further Action
🟢 Met

Requirement	Status
QMP Draft The QMP draft is the working document that is prepared by the organization before being approved by the Administrator of Accreditation. The draft is based on the QMP template posted on the Council's website. The draft must be submitted as a redline version showing the changes that have been made to the QMP template.	Additional Info Required
QMP Final The finalized version of the QMP must be signed by the appropriate organizational officials, such as the Chief Elected Official and Chief Administrative Officer with a municipality, and forwarded to the Administrator of Accreditation for final review and approval. In the case of a municipality the finalized QMP must be accompanied by a resolution of that municipality's council.	Pending Document Upload
CORES Report The Corporate Registry System (CORES) contains information on corporations, non-profit companies, societies, and business names, e.g. partnerships and trade names, registered in Alberta. Registration of most corporation and business name documents is restricted to accredited individuals working in authorized service provider offices, such as registry agents and law firms.	Document Approved
Application Fee Name Change Fee	Paid in Full
60 Day Written Notice This is required to modify or cancel an existing accreditation; changes to corporate ownership or control, corporate status, or municipal status.	Document Approved

11. Notification to Submit Final Documents

- Once the **QMP Draft**, and **60 Day Written Notice** have been reviewed and signed off by the Administrator, the organization’s representative will be notified to submit a finalized and signed QMP.
- The **QMP Final** document will be unlocked, and can be uploaded by following the same steps as outlined above in **7. Document Upload**.



Dashboard [Home](#) | CORES Report | Application Fee | QMP Draft | **QMP Final** | 60 Day Written Notice

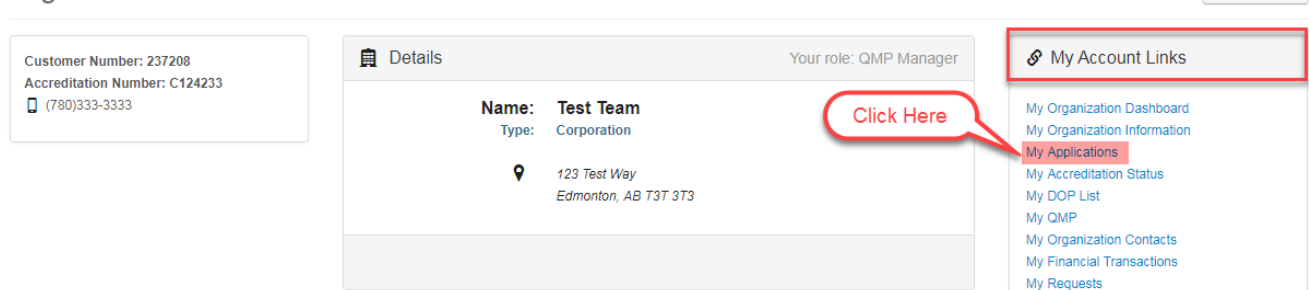
Locked Unlocked Completed Under Review Further Action Met

Requirement	Status
QMP Draft The QMP draft is the working document that is prepared by the organization before being approved by the Administrator of Accreditation. The draft is based on the QMP template posted on the Council's website. The draft must be submitted as a redline version showing the changes that have been made to the QMP template.	Document Approved
QMP Final The finalized version of the QMP must be signed by the appropriate organizational officials, such as the Chief Elected Official and Chief Administrative Officer with a municipality, and forwarded to the Administrator of Accreditation for final review and approval. In the case of a municipality the finalized QMP must be accompanied by a resolution of that municipality's council.	Pending Document Upload
CORES Report The Corporate Registry System (CORES) contains information on corporations, non-profit companies, societies, and business names, e.g. partnerships and trade names, registered in Alberta. Registration of most corporation and business name documents is restricted to accredited individuals working in authorized service provider offices, such as registry agents and law firms.	Document Approved
Application Fee Name Change Fee	Paid in Full
60 Day Written Notice This is required to modify or cancel an existing accreditation; changes to corporate ownership or control, corporate status, or municipal status.	Document Approved

12. Notification of Decision

- Once the application has been fully processed to completion, the status of the application will be changed to **Completed**, a written notice, and the signed QMP will be sent by mail to the organization’s representative.
- Applications that have been completed will be listed in the **My Applications** screen of an organization’s dashboard.
- Click **My Applications** in the **My Account Links** menu.

Organization Dashboard



Customer Number: 237208
 Accreditation Number: C124233
 (780)333-3333

Details | Your role: QMP Manager

Name: Test Team
Type: Corporation
 123 Test Way
 Edmonton, AB T3T 3T3

My Account Links

- My Organization Dashboard
- My Organization Information
- My Applications**
- My Accreditation Status
- My DOP List
- My QMP
- My Organization Contacts
- My Financial Transactions
- My Requests

- d. If not already expanded, click the V icon next to the **My Completed Applications** title to display a list of the organization’s completed applications.

My Applications (Test Team)

[Back to My Organization Dashboard](#)
[My Account Menu ▾](#)

▼ **My Open Applications**

Discipline	Application Type	Start Date	Status
Click Here ⚙️ Apply Now			

▼ **My Completed Applications**

Discipline	Application Type	Start Date	Status
Not Specified	Organization Name Change	10/15/2018	Completed
Electrical, Fire, Gas, Building,	Accreditation Application	10/12/2018	Completed
Not Specified	Accreditation Update	10/12/2018	Completed
Not Specified	Scope Change	10/12/2018	Completed

13. To View or Print Orders of Accreditation or QMP.

- a. Click on the **My Accreditation Status** link or List on the main **Organization Dashboard**.

Organization Dashboard

[Go Back](#)

Customer Number: 237208
Accreditation Number: C124233
☎️ (780)333-3333

Details Your role: QMP Manager

Name: Test Team
Type: Corporation

📍 123 Test Way
Edmonton, AB T3T 3T3

🔗 **My Account Links**

- [My Organization Dashboard](#)
- [My Organization Information](#)
- [My Applications](#)
- [My Accreditation Status](#)
- [My DOP List](#)
- [My QMP](#)
- [My Organization Contacts](#)
- [My Financial Transactions](#)
- [My Requests](#)

Click Here

- b. Under the **My Accreditation Status**, click on the certificate under the **Order of Accreditation**, for your QMP, under the QMPs, click the document under **Order of Accreditation** to view the Order of Accreditation certificate.

My Accreditations (Test Team)

[Back to My Organization Dashboard](#)
[My Account Menu ▾](#)

▼ **My Accreditation Status**

Discipline	Accreditation Number	Scope	Order Number	Status	Accreditation Date	Issue Date	Effective Date	Order Of Accreditation
Electrical	C124233	full	3122	Active	10/12/2018	10/12/2018	10/12/2018	1111111111
Fire	C124233	full	3123	Active	10/15/2018	10/15/2018	10/15/2018	2222222222

Click Here

c. For your QMP, click on the **My QMPs** link on the main **Organization Dashboard** page.

Organization Dashboard ◀ Go Back

Customer Number: 237208
 Accreditation Number: C124233
 (780)333-3333

Details Your role: QMP Manager

Name: Test Team
Type: Corporation

123 Test Way
 Edmonton, AB T3T 3T3

My Account Links

- [My Organization Dashboard](#)
- [My Organization Information](#)
- [My Applications](#)
- [My Accreditation Status](#)
- [My DOP List](#)
- [My QMP](#)
- [My Organization Contacts](#)
- [My Financial Transactions](#)
- [My Requests](#)
- [My Audit Report](#)
- [Accreditation Maintenance](#)

d. Or click on the **QMPs** list on the main **Organization Dashboard**.

Organization Dashboard ◀ Go Back

Customer Number: 237208
 Accreditation Number: C124233
 (780)333-3333

Details Your role: QMP Manager

Name: Test Team
Type: Corporation

123 Test Way
 Edmonton, AB T3T 3T3

My Account Links

- [My Organization Dashboard](#)
- [My Organization Information](#)
- [My Applications](#)
- [My Accreditation Status](#)
- [My DOP List](#)
- [My QMP](#)
- [My Organization Contacts](#)
- [My Financial Transactions](#)
- [My Requests](#)
- [My Audit Report](#)
- [Accreditation Maintenance](#)

My Accreditation Status

Discipline	Accreditation Number	Scope	Order Number	Status	Accreditation Date	Issue Date	Effective Date	Order Of Accreditation
Electrical	C124233	full	3122	Active	10/12/2018	10/12/2018	10/12/2018	1111111111
Fire	C124233	full	3123	Active	10/15/2018	10/15/2018	10/15/2018	2222222222
Gas	C124233	full	3124	Active	10/15/2018	10/15/2018	10/15/2018	33333333
Building	C124233	full	3121	Active	10/15/2018	10/14/2018	10/14/2018	44444444

My Open Applications

Application Type	Start Date	Status
Apply Now		

QMPs

QMP Status	Received Date	Approved Date	Accreditations	Document	QMP Manager
Approved	10/15/2018	10/15/2018		64-BFEG	Tester Timmy
Approved	10/15/2018	10/15/2018			Tester Timmy

Deleting or Cancelling an Application for Accreditation

Contact the council (by email or by phone) to delete or cancel an application for Accreditation, regardless of the status of the application (e.g. in Progress or submitted).

If assistance or further information is required on the application process, you can contact the Accreditation Department toll free at 1-888-413-0099, or, by email at Accreditation@safetycodes.ab.ca. Further information on accreditation under the *Safety Codes Act* can also be found on the Council's website [here](#).