

# Modify Accreditation - Scope Change Application

## Introduction

Agencies, corporations, and municipalities wishing to modify their accreditation must apply and seek the approval of the Administrator of Accreditation (Administrator). This procedure walks through the steps to be followed when an accredited organization submits a request modify the scope of the administration of their accreditation.

## Key Considerations

Prior to submitting an application, both the organization and the individual representing the organization must already have an account set up in Council Connect. An organization that submits an application through this process remains accredited once the changes have been reviewed and approved. If that organization's goal is to become unaccredited, then the **Voluntary Cancellation of Accreditation** application process should be followed.

An accredited organization may seek a modification to their accreditation to either add or subtract the technical disciplines administered under the accreditation.



**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.

- Corporate mergers or acquisitions that add or subtract industrial facilities and technical disciplines.
- Adding or subtracting a municipality participating in a joint accreditation.
- Changing the choice to administer all or parts of the *Alberta Building Code* or *Alberta Fire Code*.
- Adding or removing responsibility for the delivery of fire prevention programs in the fire technical discipline.
- Adding or removing responsibility to administer the *Alberta Electrical Utility Code*.

## 60 Days Written Notice

Some requests to modify the scope of an accreditation will require providing the Administrator with 60 Days Written Notice. The written notice is required:

- Where the organization is voluntarily relinquishing responsibility for the administration of some, but not all, technical disciplines covered under its accreditation.
- Changes to corporate ownership, control, or corporate status drive changes that impact the scope of the organization's accreditation.

Where the sixty (60) day written notice is required, 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.

## Application Fees

With the exception of applications that include changes in the fire discipline related to tank management, a fee of \$150 per discipline covered under the organization's scope of accreditation is assessed. For example, if an organization is submitting an application to become accredited in building, electrical, fire, gas, and plumbing, a fee of \$750 will be assessed.

Those applications that involve changes related to tank management do not have to pay the application fee for that discipline, or \$150.



**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 requested scope change (e.g. 60 day written notice, draft transition plan, draft QMP, Cores Report)
2. Logs into Council Connect and displays the desired organization's dashboard
3. Submits the completed scope change application
4. Receives confirmation of the submitted application
5. Responds to any questions or requests for additional information as required
6. Receives notice of fees due and pays the invoice
7. Receives confirmation of the Administrator's approval of the proposed changes
8. Receives the signed QMP and order(s) of accreditation (where applicable).

## Application Steps

### 1. Prepare Required Documentation

#### a. Draft QMP

All accredited organizations are required to submit a draft of an updated QMP that is redlined to show the changes being proposed for the Administrator of Accreditation's review and approval. The draft QMP should be based on the latest version of the QMP template published by the Council. Click [here](#) to obtain a copy of the latest QMP template that relates to your organization type (i.e. agency, corporation, or municipality).

#### b. 60 Days Written Notice (If Required)

If required (see pages 1 and 2 above) it must be provided either in advance of the application, or with the application. **Please be aware** that if the written notice is submitted with the application, it may delay the processing of the request to completion.

**c. Draft Transition Plan (Municipalities and Corporations Only)**

A draft transition plan, based on the Council’s template, must also be uploaded in order to submit the application. The draft transition must be redlined to display any changes being made to the template. A copy of the template is available by contacting the Accreditation department at [Accreditation@safetycodes.ab.ca](mailto:Accreditation@safetycodes.ab.ca).

**d. Signed Municipal Council Resolution (Municipalities Only)**

If the application is being made by a municipality, a signed resolution of their municipal council supporting the request to modify the scope of accreditation. The resolution can be submitted at the beginning of the application process, or, with the final transition plan.

If a municipality chooses to provide the municipal council resolution with the final QMP, please contact the Council at [accreditation@safetycodes.ab.ca](mailto:accreditation@safetycodes.ab.ca), or, toll-free at 1-888-413-0099. Council staff will ensure the requirement is met in order for the application to proceed.

**e. CORES Report (Corporations and Agencies Only)**

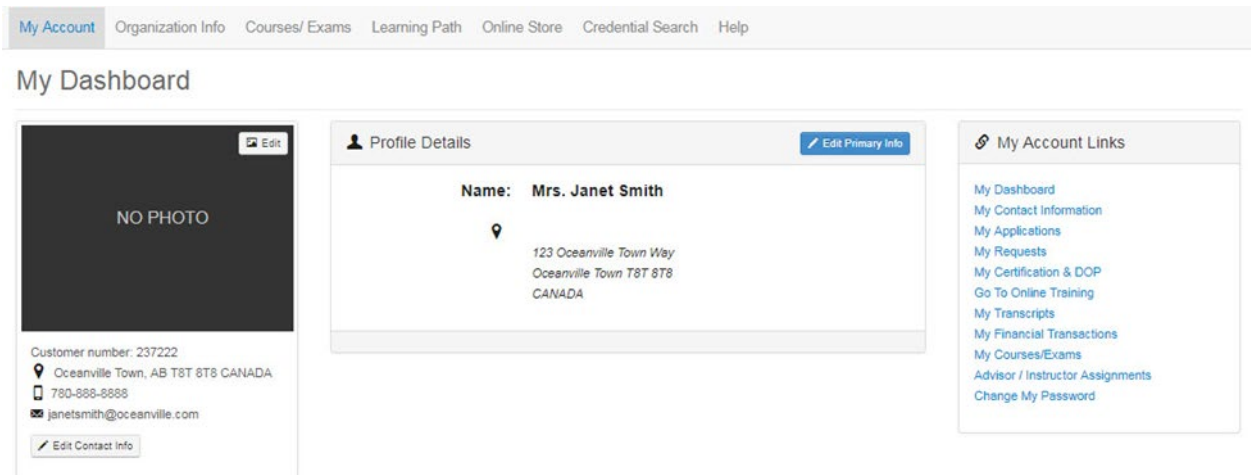
If the application is being submitted by a corporation or agency a current CORES report is required. A CORES Report can be obtained from any authorized Alberta registry service provider, or by accessing CORES [here](#).

**2. Log onto Council Connect**

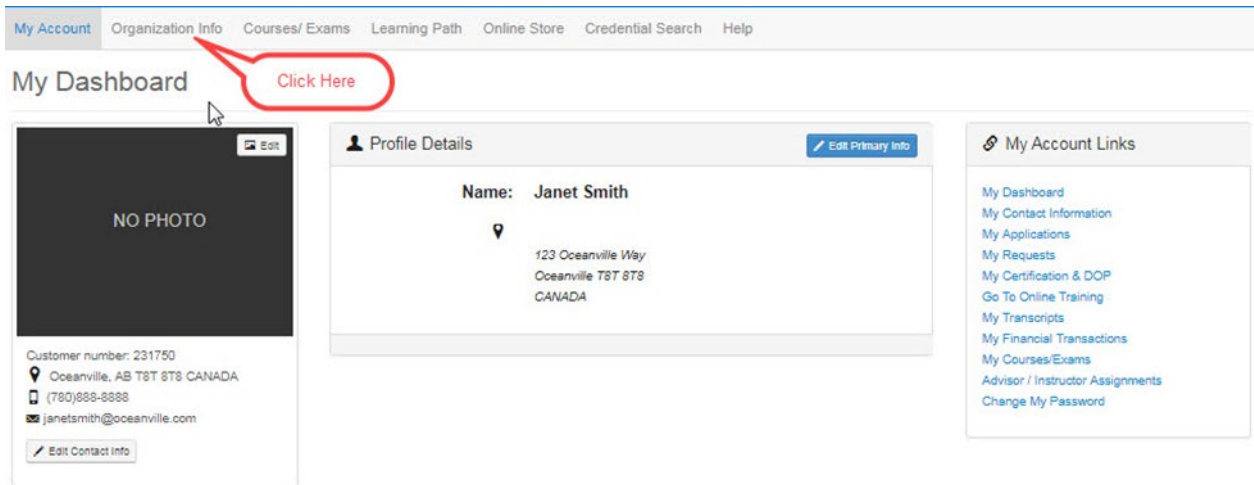
- a. The individual submitting the request must be the organization’s QMP Manager or other representative that has the appropriate permissions (authorized representative) in order to view the organization’s dashboard in Council Connect.
- b. Refer to the SOP called **Sign In, Sign Out, and Change Password** document for more information on logging into Council Connect.

**3. Access Organization Information**

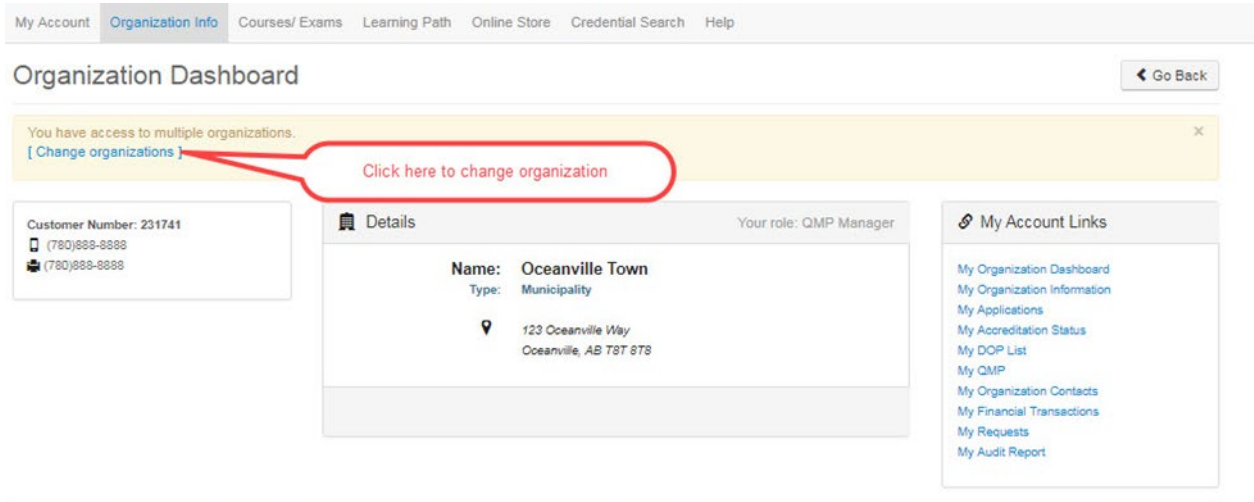
- a. After logging on you will see the **My Dashboard** page. If you are set up as an **Account Admin** or as a **QMP Manager** for your organization (or multiple organizations), you will see an **Organization Info** tab on the **My Dashboard** page, where you can access the organization information.



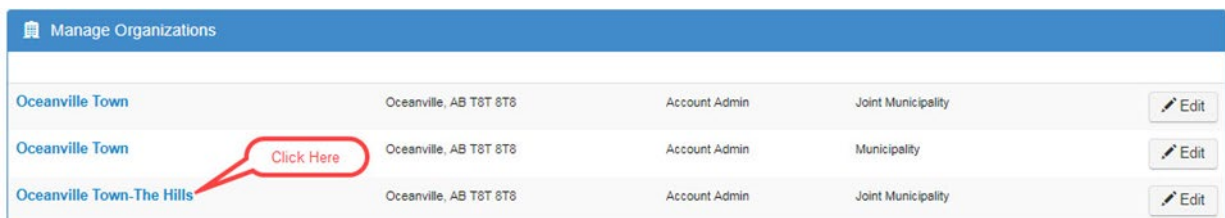
- b. From the Individual's **My Dashboard** page, navigate to the desired organization's dashboard, click the link to the **Organization Info** tab.



- 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.



Manage Organizations				
<a href="#">Oceanville Town</a>	Oceanville, AB T8T 8T8	Account Admin	Joint Municipality	<a href="#">Edit</a>
<a href="#">Oceanville Town</a>	Oceanville, AB T8T 8T8	Account Admin	Municipality	<a href="#">Edit</a>
<a href="#">Oceanville Town-The Hills</a>	Oceanville, AB T8T 8T8	Account Admin	Joint Municipality	<a href="#">Edit</a>

#### 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	<a href="#">Draft 3 after app</a>	Lyman Josh
Approved	07/01/2018	07/01/2018	Fire	<a href="#">Draft v1 after app</a>	Harrison Brook



**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 relined to display the proposed revisions.*

## 5. Start Application Process

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

Organization Dashboard Go Back

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

Customer Number: 237213  
Accreditation Number: M000000  
(780)888-8888

**Details** Your role: Account Admin

**Name:** Oceanville Town  
**Type:** Municipality

123 Oceanville Way  
Oceanville, AB T8T 8T8

**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
Fire	M124233	full	3098	Active	10/10/2018	10/10/2018	10/10/2018	
Electrical	M124233	full	3097	Active	10/10/2018	10/10/2018	10/10/2018	
Gas	M124233	full	3099	Active	10/10/2018	10/10/2018	10/10/2018	
Building	M124233	full	3096	Active	10/10/2018	10/10/2018	10/10/2018	

My Open Applications		
Application Type	Start Date	Status
<span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px; display: inline-block;">Click Here</span>		
		<a href="#">Apply Now</a> <a href="#">Add Joint Accreditation</a>

- c. From the **Accreditations** page, click the **Learn More** button to the right of the **Scope Change** application row.

**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** [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](#)

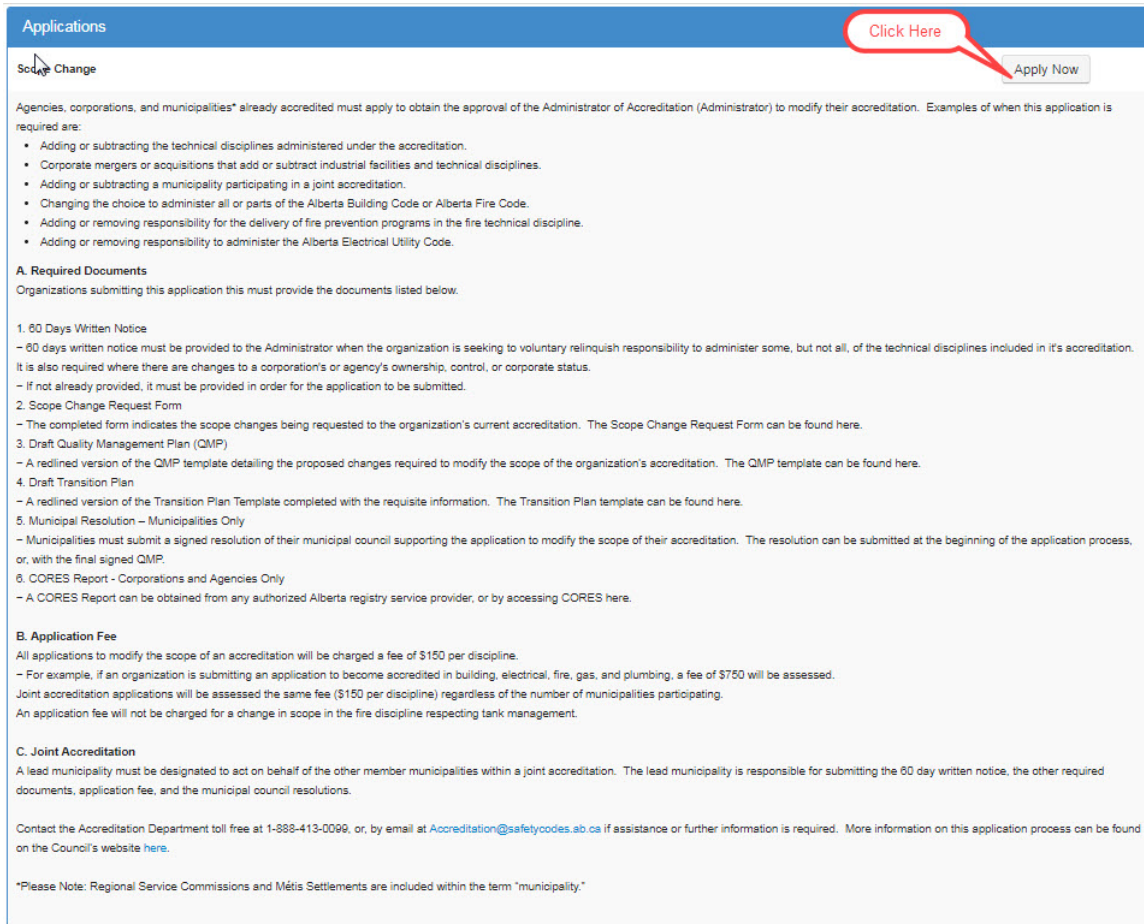
Accredited organizations that have been either directed by the Administrator, or are voluntarily requesting, to update their accreditation will submit an application using this process. A fee is not charged to process this application.

**Scope Change** Click Here [Learn More](#)

Organizations wishing to modify the scope of their accreditation will submit an application using this process. This application is the result of the need to make material and substantive changes to their accreditation. A fee may be charged to process this application.



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



**Applications** Click Here

**Scope Change** Apply Now

Agencies, corporations, and municipalities\* already accredited must apply to obtain the approval of the Administrator of Accreditation (Administrator) to modify their accreditation. Examples of when this application is required are:

- Adding or subtracting the technical disciplines administered under the accreditation.
- Corporate mergers or acquisitions that add or subtract industrial facilities and technical disciplines.
- Adding or subtracting a municipality participating in a joint accreditation.
- Changing the choice to administer all or parts of the Alberta Building Code or Alberta Fire Code.
- Adding or removing responsibility for the delivery of fire prevention programs in the fire technical discipline.
- Adding or removing responsibility to administer the Alberta Electrical Utility Code.

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

- 1. 60 Days Written Notice**  
- 60 days written notice must be provided to the Administrator when the organization is seeking to voluntarily relinquish responsibility to administer some, but not all, of the technical disciplines included in its accreditation. It is also required where there are changes to a corporation's or agency's ownership, control, or corporate status.  
- If not already provided, it must be provided in order for the application to be submitted.
- 2. Scope Change Request Form**  
- The completed form indicates the scope changes being requested to the organization's current accreditation. The Scope Change Request Form can be found here.
- 3. Draft Quality Management Plan (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.
- 4. Draft Transition Plan**  
- A redlined version of the Transition Plan Template completed with the requisite information. The Transition Plan template can be found here.
- 5. Municipal Resolution – Municipalities Only**  
- Municipalities must submit a signed resolution of their municipal council supporting the application to modify the scope of their accreditation. The resolution can be submitted at the beginning of the application process, or, with the final signed QMP.
- 6. 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**  
All applications to modify the scope of an accreditation will be charged a fee of \$150 per discipline.  
- For example, if an organization is submitting an application to become accredited in building, electrical, fire, gas, and plumbing, a fee of \$750 will be assessed.  
Joint accreditation applications will be assessed the same fee (\$150 per discipline) regardless of the number of municipalities participating.  
An application fee will not be charged for a change in scope in the fire discipline respecting tank management.

**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, the other required documents, application fee, and the municipal council resolutions.

Contact the Accreditation Department toll free at 1-888-413-0099, or, by email at [Accreditation@safetycodes.ab.ca](mailto: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 "municipality."



**Tips:** Applications that are initiated online do not have to be completed or submitted in the same session or on the same day.

*Applications cannot be submitted until the application requirements have been completed.*

*Changes to the application are automatically saved once an action has been completed (e.g. once the save button has been clicked on the draft QMP upload screen, that change is saved).*

- e. A screen showing the application requirements will appear.
- 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.
  - In the **Modify Accreditation – Scope Change** application process, all accredited organizations are required to provide a draft and a final **QMP** and **Transition Plan**.
  - The **60 Day Written Notice** is **only** required in two specific instances:

- ❖ if the application results in relinquishing a discipline administered under the accreditation, or
  - ❖ if changes to corporate ownership, control or status require changes affecting the scope of accreditation.
- f. The **QMP Final** and the **Transition Plan (Final)** requirements cannot be completed until later. As a result it has been locked.

Organization Name: Oceanville Town  
 Application Type: Scope Change  
 Status: Pending Info  
 Start Date: 10/11/2018  
 Submit Date:

Dashboard

Signed Municipal Council Resolution

Transition Plan (Final)

Transition Plan (Draft)

QMP Draft

60 Day Written Notice

QMP Final

Locked
 Unlocked
 Completed
 Under Review
 Further Action
 Met

Requirement	Status
<b>Signed Municipal Council Resolution</b> Only required in relation to municipal, or joint 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.	Pending Document Upload
<b>Transition Plan (Final)</b>	Pending Draft
<b>Transition Plan (Draft)</b> 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.	Pending Document Upload
<b>QMP Draft</b> 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
<b>60 Day Written Notice</b> This is required to modify or cancel an existing accreditation; changes to corporate ownership or control, corporate status, or municipal status.	Pending Document Upload
<b>QMP Final</b> 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

## 6. Complete Application Requirements

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

Organization Name: Oceanville Town  
 Application Type: Scope Change  
 Status: Pending Info  
 Start Date: 10/15/2018  
 Submit Date:

Click Here

Dashboard

Signed Municipal Council Resolution

Transition Plan (Final)

Transition Plan (Draft)

QMP Draft







60 Day Written Notice

QMP Final

Locked
 Unlocked
 Completed
 Under Review
 Further Action
 Met



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

Requirement	Status
 <a href="#">Signed Municipal Council Resolution</a> Only required in relation to municipal, or joint 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.	Pending Document Upload
 <a href="#">Transition Plan (Final)</a>	Pending Draft
 <a href="#">Transition Plan (Draft)</a> A transition plan is required to manage the transition 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.	Pending Document Upload
 <a href="#">QMP Draft</a> 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
 <a href="#">60 Day Written Notice</a> This is required to modify or cancel an existing accreditation; changes to corporate ownership or control, corporate status, or municipal status.	Pending Document Upload
 <a href="#">QMP Final</a> 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








- 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.

Organization Name: Oceanville Town  
 Application Type: Accreditation Application  
 Status: Pending Info  
 Start Date: 09/28/2018  
 Submit Date:

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Dashboard 
Signed Municipal Council Resolution 
Transition Plan (Final) 
Transition Plan (Draft) 
QMP Draft 
Application Fee 
QMP Final 

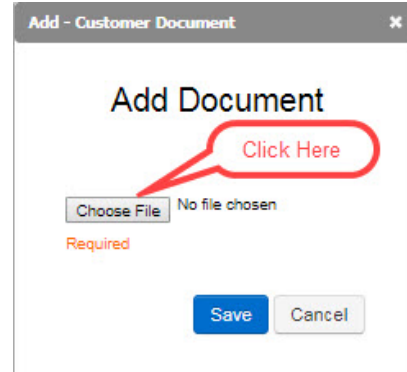
 Locked
  Unlocked
  Completed
  Under Review
  Further Action
  Met

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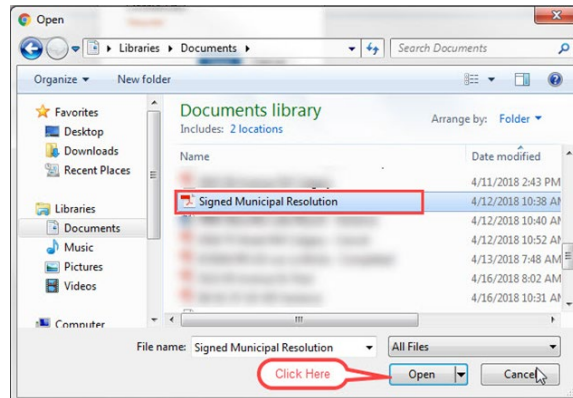
**Signed Municipal Council Resolution**  
 Only required in relation to municipal, or joint municipal accreditation. Formal acknowledgement and acceptance of request to become, change the scope or cancel accreditation by a municipal council. A municipal council resolution must include the resolution number and its date.

Status: Pending Document Upload
 
[Click Here](#)
+Add Document

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



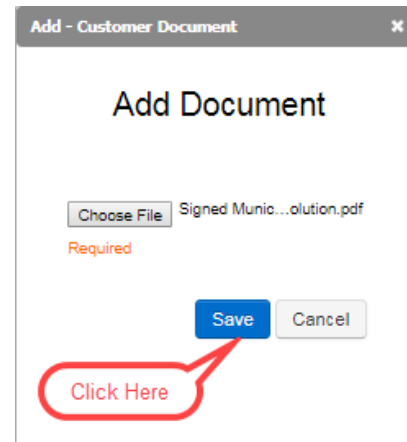
- iii. Select the file to be uploaded. Once selected click **Open**



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



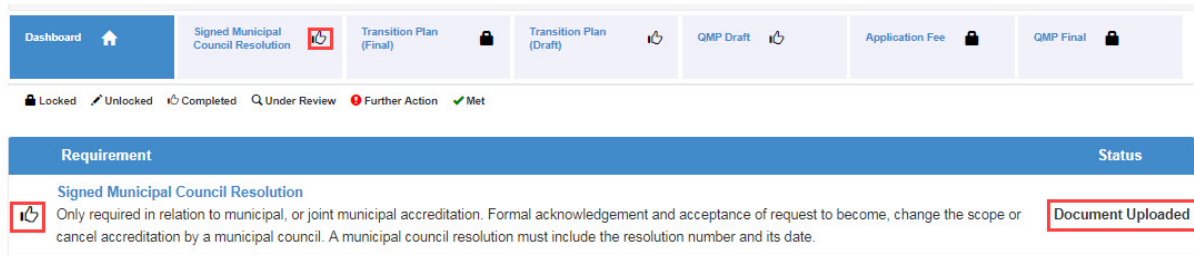
**Tips:** *Uploaded files cannot be deleted. To replace an uploaded file with a different version, simply repeat the upload steps above. The system will append the next incremental number to the end of the filename and remove the original file from the document list.*




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

Document	Uploaded
231297-MuniR-1	Sep 25 2018 2:15PM

- e. After a requirement step has been completed, review the list of requirements, the changed states and statuses.
- f. Click the **Dashboard** button in the top panel of the application screen.
- g. As an example, on the application dashboard, the **Signed Municipal Council Resolution** requirement has changed from “Unlocked” to “Completed” (thumbs up), and now reads “Document Uploaded.”



The screenshot shows a dashboard with a navigation bar at the top containing buttons for 'Dashboard', 'Signed Municipal Council Resolution', 'Transition Plan (Final)', 'Transition Plan (Draft)', 'QMP Draft', 'Application Fee', and 'QMP Final'. Below the navigation bar is a legend for requirement states: Locked, Unlocked, Completed, Under Review, Further Action, and Met. The main content area is a table with the following data:

Requirement	Status
 <b>Signed Municipal Council Resolution</b> Only required in relation to municipal, or joint 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.	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.**”



**Please Note:**

*If the **60 Days Written Notice** does not need to be provided, or, the **Signed Municipal Council Resolution** will be provided with the final QPM, please contact the Accreditation Department at the Council in advance of submitting the application. This will allow the requirement to be removed from the application process, ensuring that it can be submitted for review.*

Contact the Council at [Accreditation@safetycodes.ab.ca](mailto:Accreditation@safetycodes.ab.ca), or, toll-free at 1-888-413-0099.

## 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 the Council's review.

Organization Name: Oceanville Town  
 Application Type: Scope Change  
 Status: Pending Info  
 Start Date: 10/14/2018  
 Submit Date:

Submit for Review

Click Here

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Dashboard | 
 Signed Municipal Council Resolution | 
 Transition Plan (Final) | 
 Transition Plan (Draft) | 
 QMP Draft | 
 60 Day Written Notice | 
 QMP Final

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

Requirement	Status
<span style="border: 1px solid red; padding: 2px;">🔓</span> <b>Signed Municipal Council Resolution</b> Only required in relation to municipal, or joint 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.	Document Uploaded
<span>🔒</span> <b>Transition Plan (Final)</b> Transition Plan (Draft)	Pending Draft
<span style="border: 1px solid red; padding: 2px;">🔓</span> <b>QMP Draft</b> 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.	Document Uploaded
<span style="border: 1px solid red; padding: 2px;">🔓</span> <b>60 Day Written Notice</b> 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
<span style="border: 1px solid red; padding: 2px;">🔓</span> <b>QMP Final</b> This is required to modify or cancel an existing accreditation; changes to corporate ownership or control, corporate status, or municipal status.	Document Uploaded
<span>🔒</span> <b>QMP Final</b> 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

- c. On the **Application Submission** screen shown below, click the link provided (1) to review the 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

f. Review the information provided on the FOIP screen, click the link provided (1) to review the 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

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 <sup>2</sup> 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

j. The system will tally the fees based on the number of disciplines applied for (one fee 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 <span style="float: right;">✕</span>									
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	

- l. 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: **450.00**

Total tax: **0.00**

Total shipping: **0.00**

Net Total: **450.00**

Total Paid: **0.00**

Balance Due: **450.00**

All Amounts are in Canadian Dollars

Click Here

[Return to Organization Dashboard](#)
[Continue to Shop](#)
[Check-Out](#)

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

### Payment Information

Payment amount: **450.00**

Payment method:  Required

Cardholder's name:  Required

Credit card number:  Required

Expiration date:  Please select Required

Security code:  Required

Invoice total: **450.00**

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

Item	Discipline	Price	Qty	Tax	Shipping
Accreditation Application Fee	Building	150.00	1.00	0.00	0.00
Accreditation Application Fee	Fire	150.00	1.00	0.00	0.00
Accreditation Application Fee	Gas	150.00	1.00	0.00	0.00

Thank you for your order.

Confirmation #: V8PEELK5

Invoice #:230044

You may print this page for your records.

Click Here

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. “Under Review,” “Document Uploaded” & etc.).

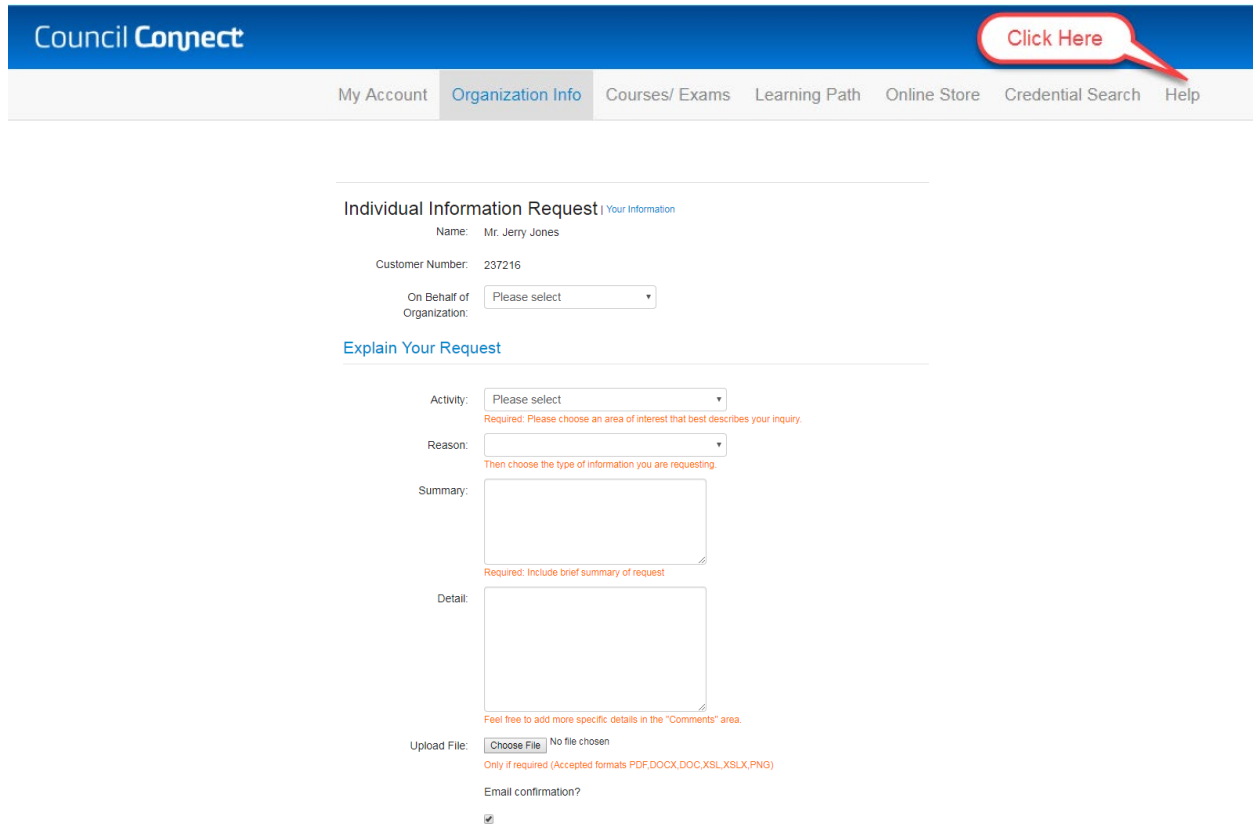
Organization Name:	Oceanville Town
Application Type:	Scope Change
Status:	Under Review
Start Date:	10/15/2018
Submit Date:	10/15/2018

Dashboard	Signed Municipal Council Resolution	Transition Plan (Final)	Transition Plan (Draft)	QMP Draft	60 Day Written Notice	QMP Final
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Locked Unlocked Completed Under Review Further Action Met

Requirement	Status
<b>Signed Municipal Council Resolution</b> Only required in relation to municipal, or joint 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.	Under Review
<b>Transition Plan (Final)</b> <b>Transition Plan (Draft)</b> 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.	Draft Under Review
<b>QMP Draft</b> 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
<b>60 Day Written Notice</b> This is required to modify or cancel an existing accreditation; changes to corporate ownership or control, corporate status, or municipal status.	Document Uploaded
<b>QMP Final</b> 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

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



**Council Connect** [Click Here](#)

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	<a href="#">View Application</a>

## 10. Request for Further Information

- a. As the Council reviews and processes an application, edits to the draft QMP, draft Transition Plan, additional information, and/or 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:	Oceanville Town
Application Type:	Scope Change
Status:	Under Review
Start Date:	10/14/2018
Submit Date:	10/14/2018

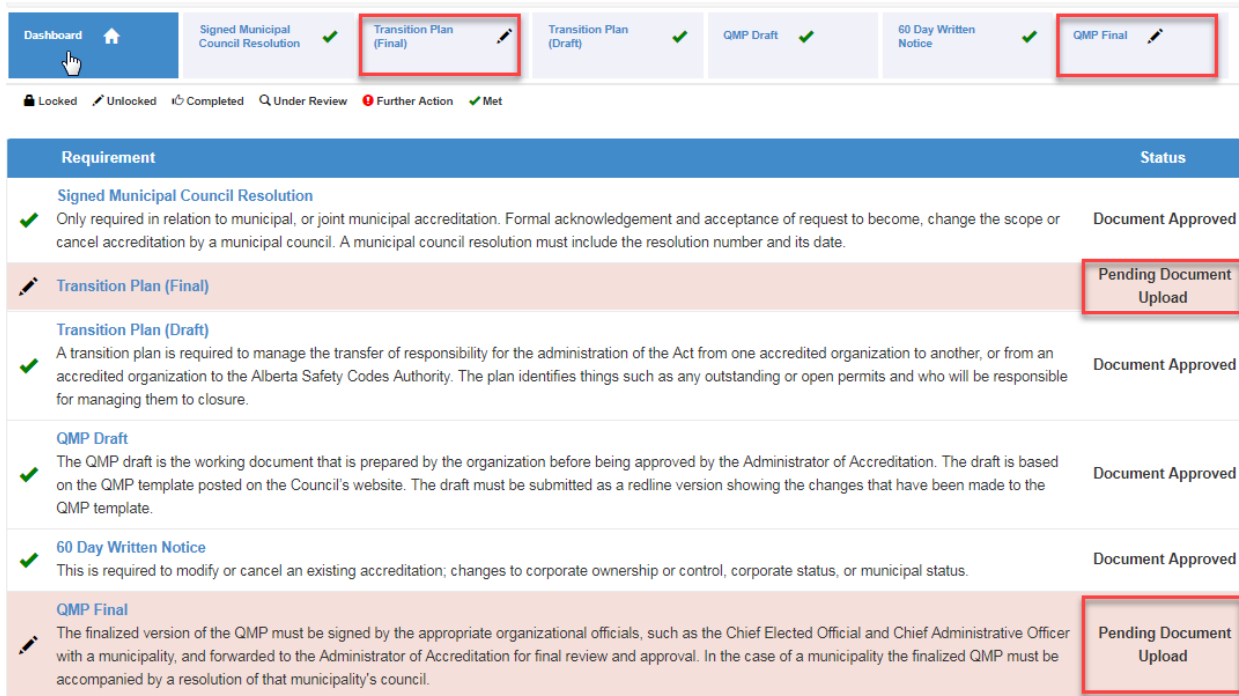
Dashboard	Signed Municipal Council Resolution	Transition Plan (Final)	Transition Plan (Draft)	QMP Draft	60 Day Written Notice	QMP Final
-----------	-------------------------------------	-------------------------	-------------------------	-----------	-----------------------	-----------

Locked
  Unlocked
  Completed
  Under Review
  Further Action
  Met

Requirement	Status
<b>Signed Municipal Council Resolution</b> Only required in relation to municipal, or joint 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.	Under Review
<b>Transition Plan (Final)</b> Pending Document Upload	
<b>Transition Plan (Draft)</b> 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.	Document Approved
<b>QMP Draft</b> 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
<b>60 Day Written Notice</b> This is required to modify or cancel an existing accreditation; changes to corporate ownership or control, corporate status, or municipal status.	Document Uploaded
<b>QMP Final</b> 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

## 11. Notification to Submit Final Documents

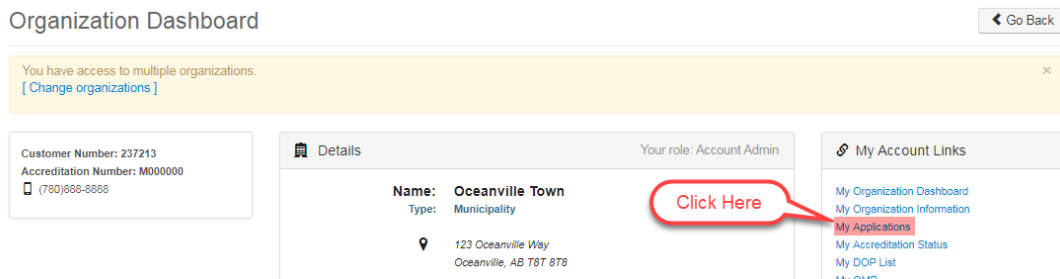
- Once the **QMP Draft, Transition Plan (Draft), Signed Municipal Council Resolution, and 60 Day Written Notice** have been reviewed and signed off by the Administrator, the organization's representative will be notified to submit finalized and signed documents.
- The **QMP Final Document** and the **Transition Plan (Final)** will be unlocked. The organization's representative will upload the finalized signed QMP by following the same steps as outlined above in **6. Document Upload**.



Requirement	Status
<b>Signed Municipal Council Resolution</b> Only required in relation to municipal, or joint 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.	Document Approved
<b>Transition Plan (Final)</b>	Pending Document Upload
<b>Transition Plan (Draft)</b> 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.	Document Approved
<b>QMP Draft</b> 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
<b>60 Day Written Notice</b> This is required to modify or cancel an existing accreditation; changes to corporate ownership or control, corporate status, or municipal status.	Document Approved
<b>QMP Final</b> 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

## 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 and Transition Plan 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 ◀ Go Back

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

Customer Number: 237213  
Accreditation Number: M000000  
☎ (780)888-8888

**Details** Your role: Account Admin

**Name:** Oceanville Town  
**Type:** Municipality

📍 123 Oceanville Way  
Oceanville, AB T8T 8T8

**My Account Links**

- My Organization Dashboard
- My Organization Information
- My Applications**
- My Accreditation Status
- My DOP List
- My QMP

- 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 (Oceanville Town)**
[Back to My Organization Dashboard](#)
[My Account Menu](#)

▼ My Open Applications			
Discipline	Application Type	Start Date	Status
<a href="#">Click Here</a> <span style="float: right;"> <a href="#">Apply Now</a> <a href="#">Add Joint Accreditation</a> </span>			
▼ My Completed Applications			
Discipline	Application Type	Start Date	Status
Not Specified	Scope Change	10/14/2018	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](#)

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

Customer Number: 237213  
 Accreditation Number: M000000  
 (780)888-8888

**Details**

Your role: Account Admin

**Name:** Oceanville Town  
**Type:** Municipality  
 123 Oceanville Way  
 Oceanville, AB T8T 8T8

[Click Here](#)
**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](#)

- 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 Accreditation Status							
Discipline	Accreditation Number	Scope	Order Number	Status	Accreditation Date	Issue	Order Of Accreditation
Building	C124233	full	3120		10/14/2018	10/14/2018	Building

[Click Here](#)

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

Organization Dashboard ◀ Go Back

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

Customer Number: 237213  
Accreditation Number: M000000  
☎ (760)888-8888

**Details** Your role: Account Admin

**Name:** Oceanville Town  
**Type:** Municipality

📍 123 Oceanville Way  
Oceanville, AB T8T 8T8

Click Here

**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**.

▼ QMPs

QMP Status	Received Date	Approved Date	Document	QMP Manager
Approved	10/14/2018	10/01/2018	Building <span style="float: right; color: red; border: 1px solid red; border-radius: 50%; padding: 2px 5px;">Click Here</span>	Bldg.-Elec.-Gas Smith Janet

## 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](mailto:Accreditation@safetycodes.ab.ca). Further information on accreditation under the *Safety Codes Act* can also be found on the Council's website [here](#).

## Related Steps

If the scope change request involves the removal of an accreditation, the organization's related DOPs will be closed by the Council (with a notification sent to both the organization and the SCOs).

If the scope change request involves the addition of an accreditation, the organization's representative must apply for DOPs for SCOs and permit issuers once the accreditation has been granted. Reference the **Apply for SCO Designation of Powers** document on the Council Connect website for more information on applying for a DOP.