

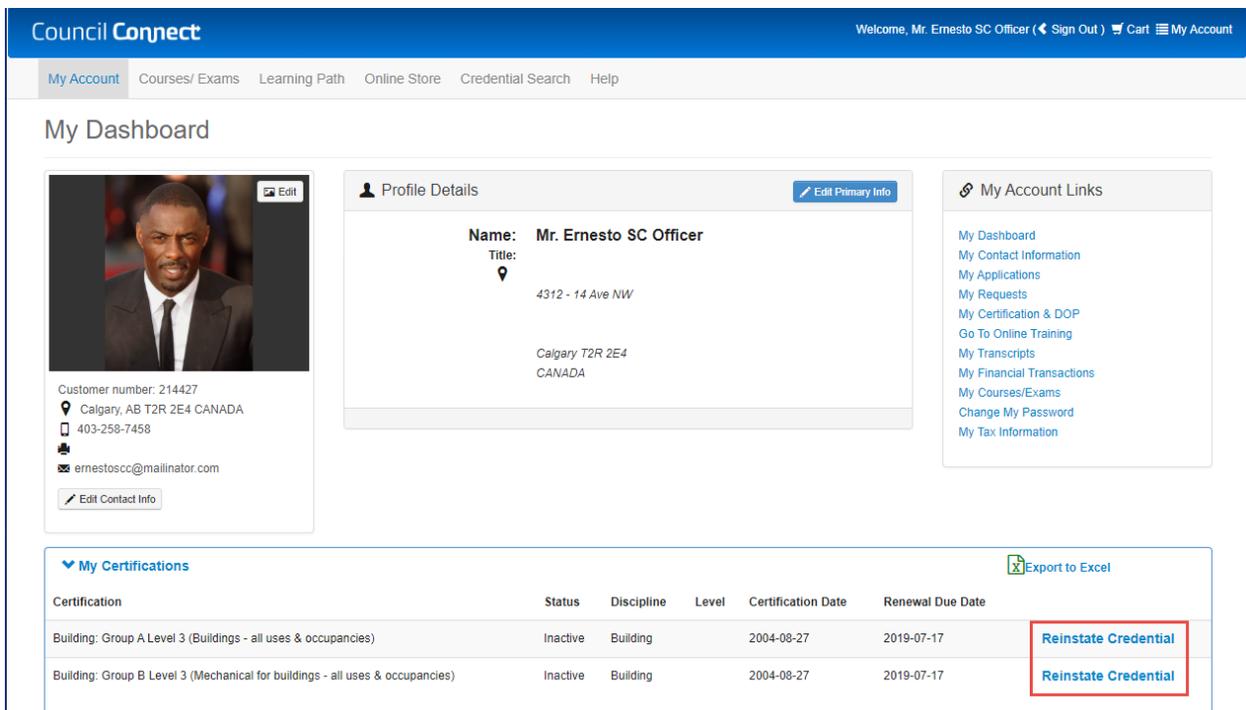
## Apply for SCO Certification Reinstatement

This tutorial walks you through the steps in Council Connect to apply for a reinstatement of an SCO certification that is no longer active.

Certification credentials that were not renewed by the expiry date can be renewed online in Council Connect using the normal renewal process up to **60 days** after the expiry date, subject to a late fee. The reinstatement process noted below applies to voluntarily cancelled certifications as well as renewals that have been inactive for more than 60 days after the renewal date.

**Note:** If you have more than one certification in the same discipline, a reinstatement application will automatically be invoked for all credentials in that same discipline when one is applied for. If you have certifications in more than one discipline, a reinstatement application will need to be submitted for each discipline. The fee for a reinstatement is \$150 and is charged on a per discipline (not per levels within a discipline) basis.

## Begin Reinstatement Application



**Council Connect** Welcome, Mr. Ernesto SC Officer (Sign Out) Cart My Account

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

### My Dashboard



Customer number: 214427  
 Calgary, AB T2R 2E4 CANADA  
 403-258-7458  
 ernestosc@mallinator.com

[Edit Contact Info](#)

**Profile Details** [Edit Primary Info](#)

**Name:** Mr. Ernesto SC Officer  
**Title:**  
 4312 - 14 Ave NW  
 Calgary T2R 2E4  
 CANADA

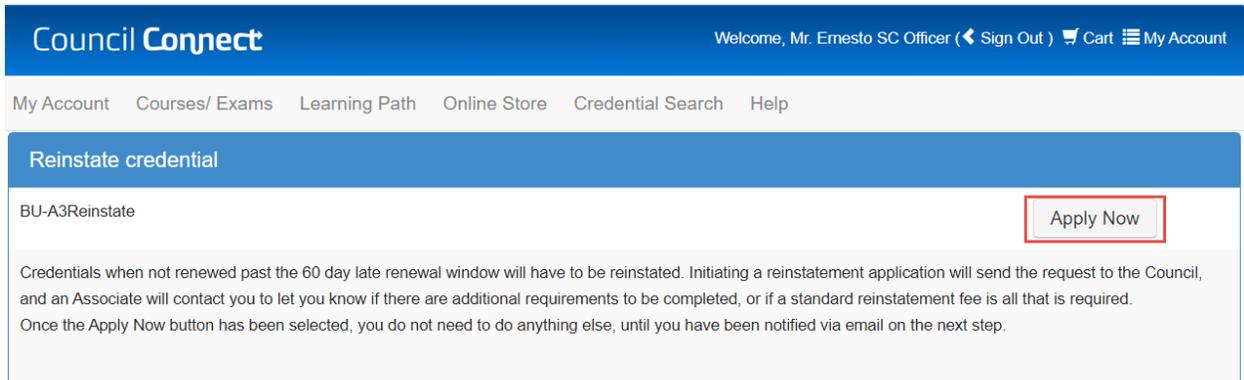
**My Account Links**

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

**My Certifications** [Export to Excel](#)

| Certification   | Status   | Discipline | Level | Certification Date | Renewal Due Date |  |
|---|----------|------------|-------|--------------------|------------------|--|
| Building: Group A Level 3 (Buildings - all uses & occupancies)                | Inactive | Building   |       | 2004-08-27         | 2019-07-17       | <a href="#">Reinstatement Credential</a> |
| Building: Group B Level 3 (Mechanical for buildings - all uses & occupancies) | Inactive | Building   |       | 2004-08-27         | 2019-07-17       | <a href="#">Reinstatement Credential</a> |

1. From **My Dashboard** under the **My Certifications** section:
  - a. Click the **Reinstatement Credential** link beside the credential you wish to reinstate



**Council Connect** Welcome, Mr. Ernesto SC Officer (◀ Sign Out) 🛒 Cart ☰ My Account

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

**Reinstate credential**

BU-A3Reinstate Apply Now

Credentials when not renewed past the 60 day late renewal window will have to be reinstated. Initiating a reinstatement application will send the request to the Council, and an Associate will contact you to let you know if there are additional requirements to be completed, or if a standard reinstatement fee is all that is required. Once the Apply Now button has been selected, you do not need to do anything else, until you have been notified via email on the next step.

2. Read the information provided on the Reinstate credential screen
3. Click the **Apply Now** button

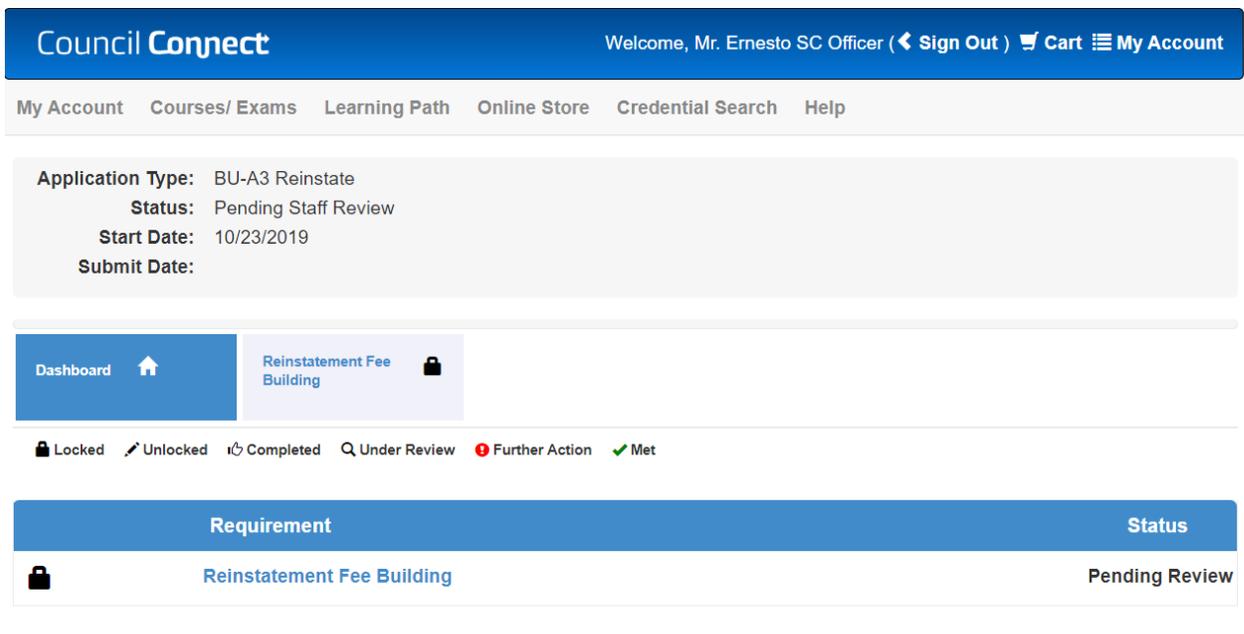


councilconnect.safetycodes.ab.ca says

Thank you, your reinstatement request has been submitted. You will be contacted by the Council on the next step.

OK

4. Click the **OK** button to close the application submitted confirmation screen.



**Council Connect** Welcome, Mr. Ernesto SC Officer (◀ Sign Out) 🛒 Cart ☰ My Account

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

**Application Type:** BU-A3 Reinstate  
**Status:** Pending Staff Review  
**Start Date:** 10/23/2019  
**Submit Date:**

Dashboard 🏠 Reinstatement Fee Building 🔒

🔒 Locked ✎ Unlocked 🔄 Completed 🔍 Under Review 🔴 Further Action 🟢 Met

| Requirement                  | Status         |
|------------------------------|----------------|
| 🔒 Reinstatement Fee Building | Pending Review |

5. The reinstatement application screen will be displayed. There is nothing to be done on the application until after Council staff review your record.

**Note:** If there are other certification levels to be reinstated in the same discipline a reinstatement application will be created automatically at the same time the first one is applied for.

## Next Steps (after Council Review)

Once Council staff have completed their review of your record, an email will be sent with instructions to finalize your reinstatement. Additional requirements that need to be met in order to reinstate your certification will display on the application and the fee payment requirement will be unlocked.

If there are no additional requirements to be met you will be able to simply pay the fee and submit the application for final processing. The steps provided below go through an application that has a requirement to complete code update training added.

Subject: **Your Reinstatement Review has been Completed** Back To Inbox  
To: [Redacted]  
From: [sccinfo@safetycodes.ab.ca](mailto:sccinfo@safetycodes.ab.ca)  
Received: **Tue Oct 22 2019 10:05:13 GMT-0600 (Mountain Daylight Time)**  
Sending IP: [Redacted]  
Parts: [text](#) [html](#)  
Attachments: [\[Subscribe to receive Attachments\]](#)

Customer ID 202849

Dear Mr. [Redacted],

The review of your reinstatement application has been completed, and you can now log into your [Council Connect](#) account and click on the **Reinstate Credential** button to proceed to the next stage.

If you have been advised to complete any additional requirement(s), the requirement(s) will be displayed on the application in Council Connect. Once these additional requirements have been completed, you will be able to pay for and submit the reinstatement application.

If you have questions after reviewing this information, you may contact us at [certification@safetycodes.ab.ca](mailto:certification@safetycodes.ab.ca), or by phone at 780-413-0099 or toll free in Alberta at 1-888-413-0099.

Thank you.

Certification Team  
Safety Codes Council

6. Once Council has completed reviewing your application, an email with instructions to log into Council Connect to complete the application will be sent.

## Complete Missing Requirements

Council Connect
Welcome, Mr. Ernesto SC Officer (Sign Out) Cart My Account

---

[My Account](#) | [Courses/ Exams](#) | [Learning Path](#) | [Online Store](#) | [Credential Search](#) | [Help](#)

### My Dashboard



Customer number: 214427  
 Calgary, AB T2R 2E4 CANADA  
 403-258-7458  
 ernestosc@mallinator.com

[Edit Contact Info](#)

**Profile Details** [Edit Primary Info](#)

**Name:** Mr. Ernesto SC Officer  
**Title:**  
 4312 - 14 Ave NW  
 Calgary T2R 2E4  
 CANADA

**My Account Links**

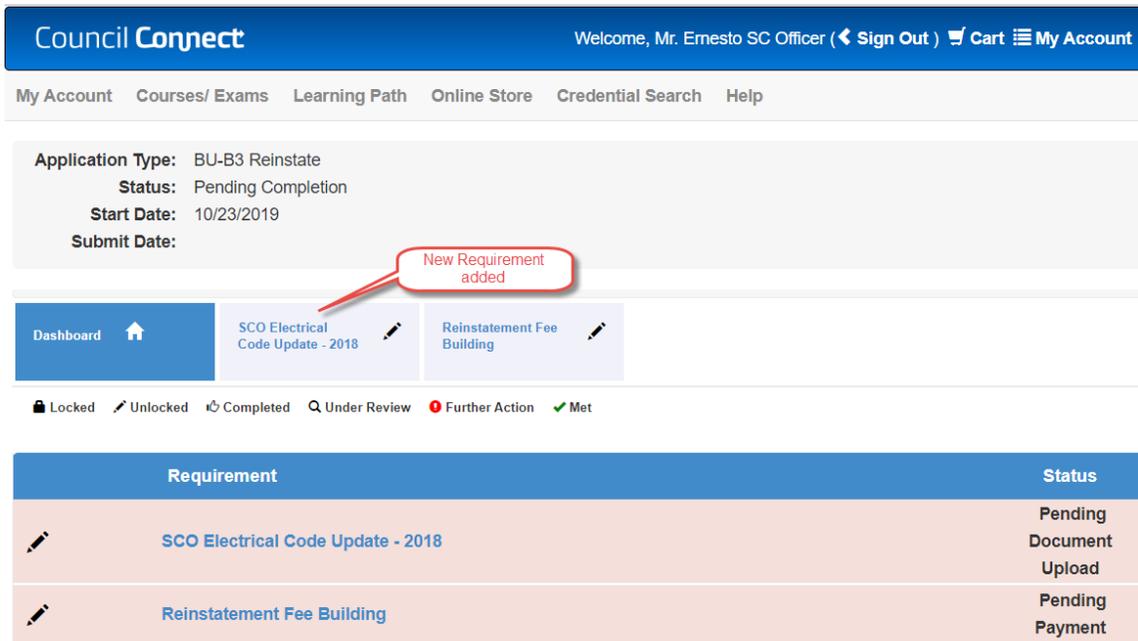
- [My Dashboard](#)
- [My Contact Information](#)
- [My Applications](#)
- [My Requests](#)
- [My Certification & DOP](#)
- [My Financial Transactions](#)
- [My Financial Transactions](#)
- [My Courses/Exams](#)
- [Change My Password](#)
- [My Tax Information](#)

**My Certifications** [Export to Excel](#)

| Certification   | Status   | Discipline | Level | Certification Date | Renewal Due Date |                                      |
|---|----------|------------|-------|--------------------|------------------|--------------------------------------|
| Building: Group A Level 3 (Buildings - all uses & occupancies)                | Inactive | Building   |       | 2004-08-27         | 2019-07-17       | <a href="#">Reinstate Credential</a> |
| Building: Group B Level 3 (Mechanical for buildings - all uses & occupancies) | Inactive | Building   |       | 2004-08-27         | 2019-07-17       | <a href="#">Reinstate Credential</a> |

While logged into Council Connect:

- In the **My Certifications** area, click the **Reinstate Credential** link on the first (lowest level credential for the same discipline) to open the related application.



**Council Connect** Welcome, Mr. Ernesto SC Officer (◀ Sign Out) 🛒 Cart ☰ My Account

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

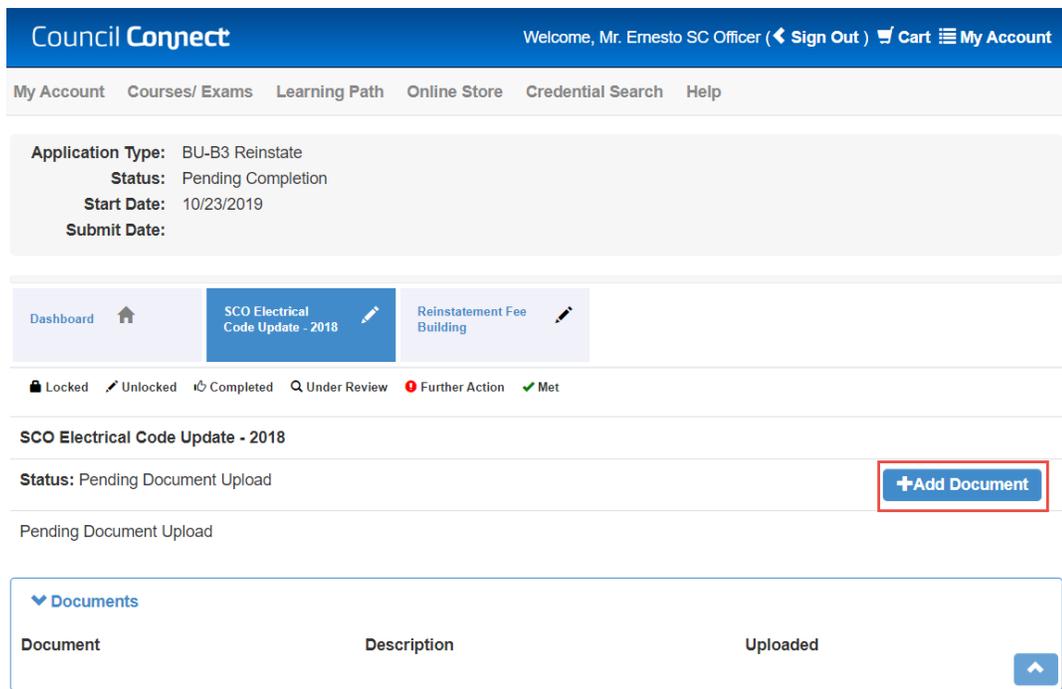
Application Type: BU-B3 Reinstatement  
 Status: Pending Completion  
 Start Date: 10/23/2019  
 Submit Date:

Dashboard  **SCO Electrical Code Update - 2018**  Reinstatement Fee Building 

🔒 Locked  Unlocked  Completed  Under Review  Further Action  Met

| Requirement   | Status                  |
|---|-------------------------|
|  <a href="#">SCO Electrical Code Update - 2018</a> | Pending Document Upload |
|  <a href="#">Reinstatement Fee Building</a>        | Pending Payment         |

2. Complete any requirements that have been added to the application. In the example above, an electrical code update requirement has been added (to mimic a building code update course that may be required).
3. Click the button or link representing the newly added requirement to open it.



**Council Connect** Welcome, Mr. Ernesto SC Officer (◀ Sign Out) 🛒 Cart ☰ My Account

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

Application Type: BU-B3 Reinstatement  
 Status: Pending Completion  
 Start Date: 10/23/2019  
 Submit Date:

Dashboard  **SCO Electrical Code Update - 2018**  Reinstatement Fee Building 

🔒 Locked  Unlocked  Completed  Under Review  Further Action  Met

**SCO Electrical Code Update - 2018**

Status: Pending Document Upload +Add Document

Pending Document Upload

▼ Documents

| Document  | Description | Uploaded |
|---|-------------|----------|
|  |             |          |

4. In this example, a document is required to show that the code update course was completed. Click the **Add Document** button

Add - Customer Document ✕

## Add Document

 Course Comp...ficate.docx

Required

**\*\* Please don't use special character '&' in the file name**

Document Description:

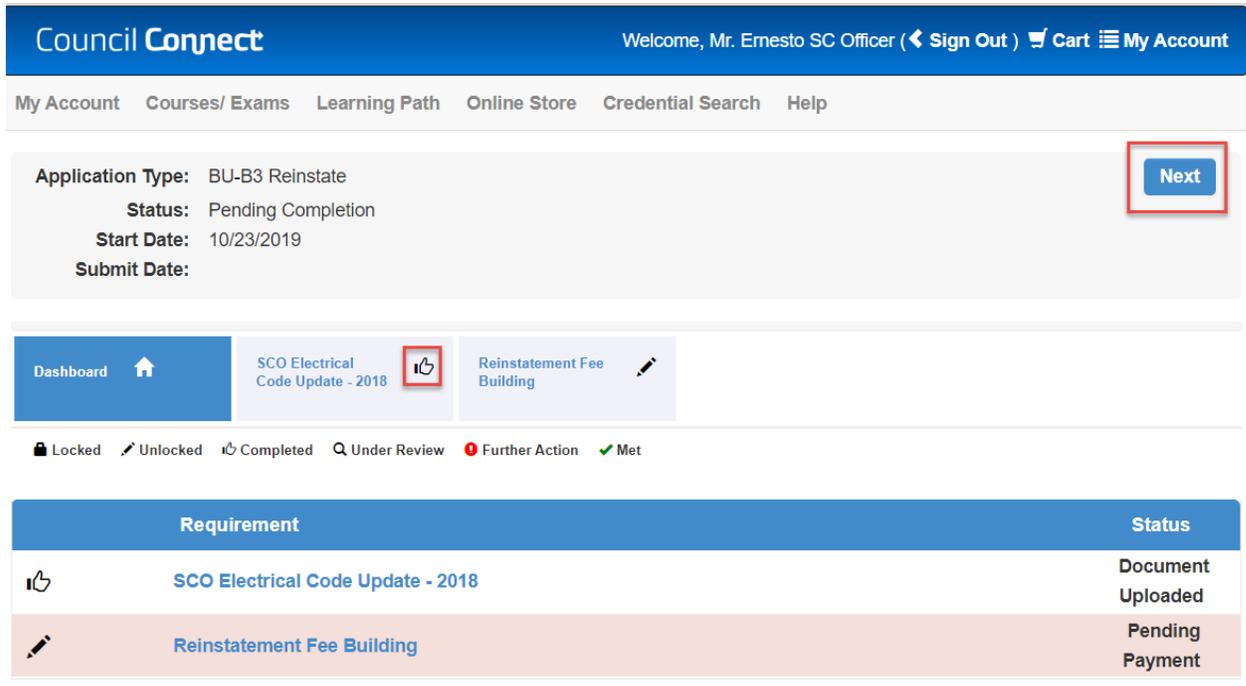
code update completion cerf

Required

5. Click the **Choose File** button and select the file (e.g. a course completion certificate) to be uploaded, click Open (or double-click the file) to attach it
6. Type anything in the document description field
7. Click **Save**

**Note:** the uploaded document displays in the **Documents** list below the requirement and the requirement itself now has a thumbs up icon to indicate the requirement step has been completed.

## Pay Fee and Submit Application

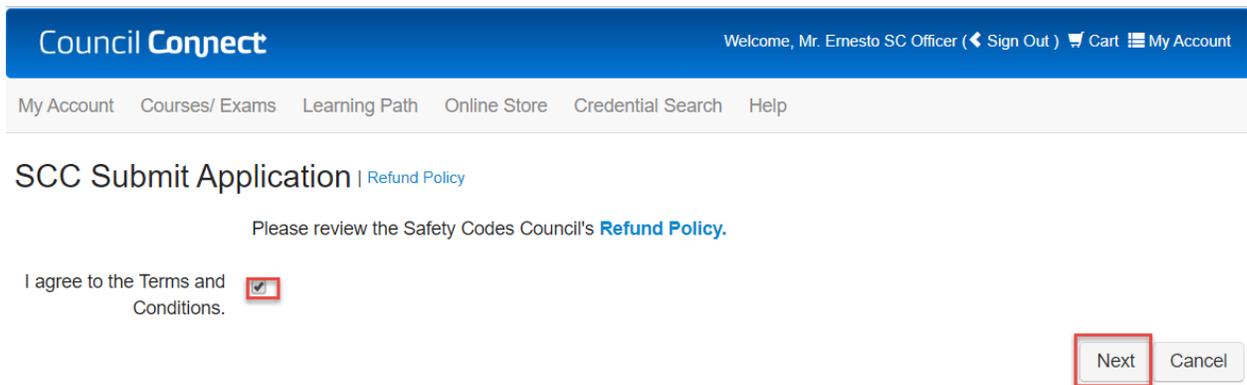


The screenshot shows the Council Connect interface. At the top, the user is logged in as Mr. Ernesto SC Officer. The main content area displays application details: Application Type (BU-B3 Reinstatement), Status (Pending Completion), Start Date (10/23/2019), and Submit Date. A blue 'Next' button is highlighted with a red box. Below this, a navigation bar shows 'SCO Electrical Code Update - 2018' and 'Reinstatement Fee Building', with the first item also highlighted. A legend at the bottom indicates various application statuses: Locked, Unlocked, Completed, Under Review, Further Action, and Met. A table below lists requirements: 'SCO Electrical Code Update - 2018' (Document Uploaded) and 'Reinstatement Fee Building' (Pending Payment).

Once all requirements have been met on the reinstatement application a NEXT button will appear, allowing the reinstatement fee to be paid and the application to be submitted.

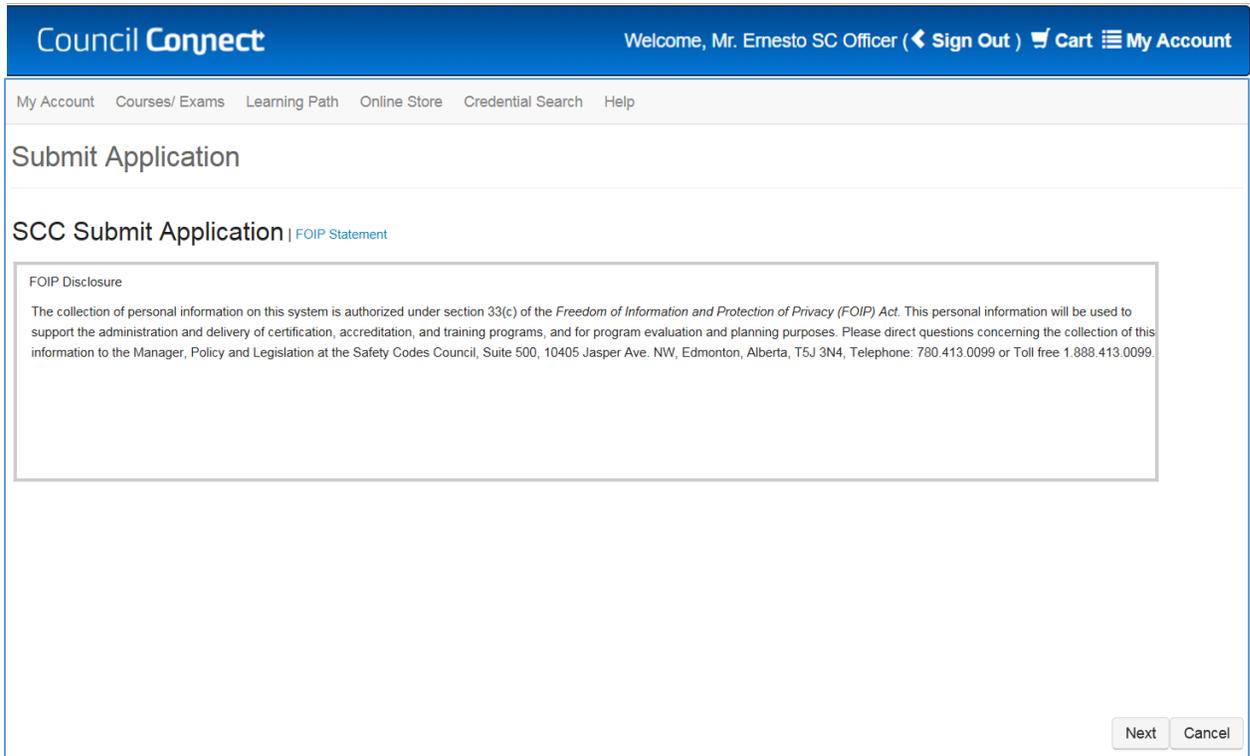
1. On the Reinstatement application:
  - a. Click **Next**

## Refund Policy



The screenshot shows the Council Connect interface for the Refund Policy section. The user is logged in as Mr. Ernesto SC Officer. The page title is 'SCC Submit Application | Refund Policy'. A message asks the user to review the Safety Codes Council's Refund Policy. Below this, there is a checkbox labeled 'I agree to the Terms and Conditions.' which is checked. At the bottom right, there are two buttons: 'Next' (highlighted with a red box) and 'Cancel'.

2. From the **Refund Policy** section:
  - a. Click the **Refund Policy** link to view the policy
  - b. Click the **I agree to the Terms and Conditions** checkbox
  - c. Click the **Next** button

**FOIP**

The screenshot shows the 'Council Connect' web application interface. At the top, there is a blue header with the logo and the text 'Welcome, Mr. Ernesto SC Officer ( Sign Out ) Cart My Account'. Below the header is a navigation menu with links for 'My Account', 'Courses/ Exams', 'Learning Path', 'Online Store', 'Credential Search', and 'Help'. The main content area is titled 'Submit Application' and contains a section for 'SCC Submit Application | FOIP Statement'. A text box labeled 'FOIP Disclosure' contains the following text: '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.' At the bottom right of the form, there are two buttons: 'Next' and 'Cancel'.

3. From the **SCC Submit Application FOIP Statement** section:
  - a. Review the FOIP Statement
  - b. Click the **Next** button

## Code of Ethics

**Council Connect** Welcome, Mr. Ernesto SC Officer (← Sign Out) 🛒 Cart ☰ My Account

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

### Submit Application

#### SCC Submit Application | [Ethics Agreement](#)

**Ethics Statement:** I further acknowledge that I have read the Safety Codes Officer Code of Ethics and agree to abide by it.

[SCO Code of Ethics](#)

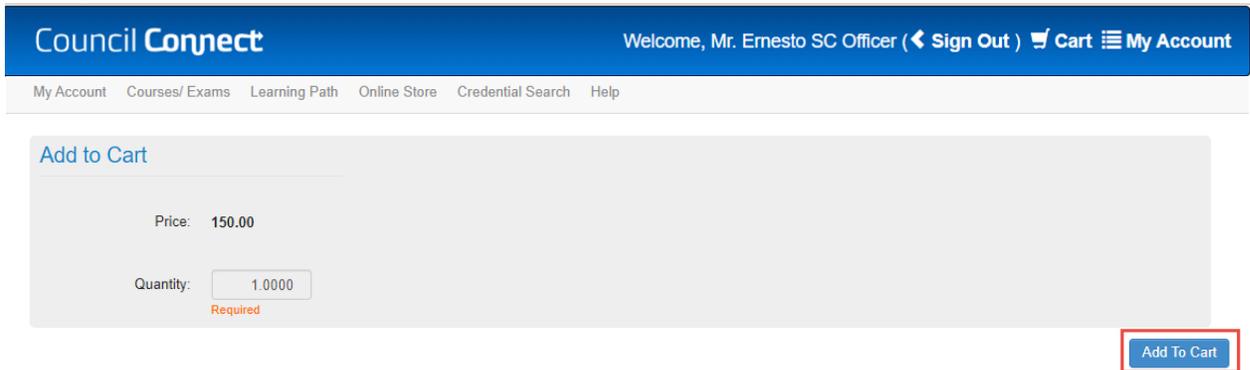
**Anything to Disclose:**  Required

**Agreement Statement:** I hereby certify that all the necessary documentation is complete and accurate. I acknowledge that any misrepresentation or false claim made as part of this application may result in rejection of this application or cancellation or suspension of any certificate granted.

**Do You Agree:**  Required

4. From the **Ethics Agreement** section:
  - a. **Anything to disclose:**
    - i. Select **Yes** and enter your disclosure in the ethics summary text box  
Or
    - ii. Select **No**
  - b. **Do you agree:** click the dropdown arrow
    - i. Select **Yes**
  - c. Click the **Next** button

## Final Payment



Council Connect

Welcome, Mr. Ernesto SC Officer (← Sign Out) 🛒 Cart ☰ My Account

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

Add to Cart

Price: 150.00

Quantity:

Required

Add To Cart

5. From the **Add to Cart** page
  - a. Review the shopping cart details to ensure they are correct
  - b. Click the **Add To Cart** button
  - c. Complete the payment information
  - d. Click the **Make Payment** button
  - e. Click the **Done** button

**Note:** Refer to the tutorial in HELP for detailed instructions on how to make a payment.

Once your payment is complete, your application will be submitted for review by the Council. Please allow three weeks from the date of your submission for application approval. When the review is complete, you will receive an email notification and can review the status of the application from your dashboard after logging on.

## More Credentials to Reinstate

Repeat the steps outlined above for any additional credentials (in a different discipline) that you wish to have reinstated.

## Completed Reinstatement

Subject: **Your Credential has been Reinstated** [Back To Inbox](#)

To: **ernestoscc**

From: **sccinfo@safetycodes.ab.ca**

Received: **Wed Oct 23 2019 16:22:57 GMT-0600 (Mountain Daylight Time)**

Sending IP: **209.90.176.40**

Parts: [text](#) [html](#)

Attachments: [\[Subscribe to receive Attachments\]](#)

Customer ID 214427,

Dear Officer Ernesto SC,

The reinstatement request has been completed, and your credential(s) is now active. You can now log into your Council Connect account to view your credential(s)

Regards

Certification Team

Once your payment is complete, your application will be submitted for review by the Council. Please allow up to **5 business days** from the date of your submission for application approval. When the review is complete, you will receive an email notification and can review the status of the application from your dashboard after logging in to Council Connect.

## My Dashboard



Customer number: 214427  
SCO No.: S179  
Calgary, AB T2R 2E4 CANADA  
403-258-7458  
ernestosc@mailinator.com

[Edit Contact Info](#)

**Profile Details** [Edit Primary Info](#)

**Name:** Mr. Ernesto SC Officer  
**Title:**  
4312 - 14 Ave NW  
  
Calgary T2R 2E4  
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](#)
- [Change My Password](#)
- [My Tax Information](#)

**My Certifications** [Export to Excel](#)

| Certification   | Status   | Discipline | Level | Certification Date | Renewal Due Date |                                      |
|---|----------|------------|-------|--------------------|------------------|--------------------------------------|
| Building: Group A Level 3 (Buildings - all uses & occupancies)                | Inactive | Building   |       | 2004-08-27         | 2019-07-17       | <a href="#">Reinstate Credential</a> |
| Building: Group B Level 3 (Mechanical for buildings - all uses & occupancies) | Active   | Building   |       | 2004-08-27         | 2022-10-23       | <a href="#">Renew</a>                |

*One level reinstated and ready for the next renewal*

6. To view your application status, Login to Council Connect
  - a. Reinstated credentials will display under **My Certifications** with an updated renewal date and a **Renew** link (as above).
  - b. The ID card and certificate will be mailed to the address on file.

### Additional Notes:

- Once your certification (credential) has been reinstated, your employer will need to apply for a new designation of powers