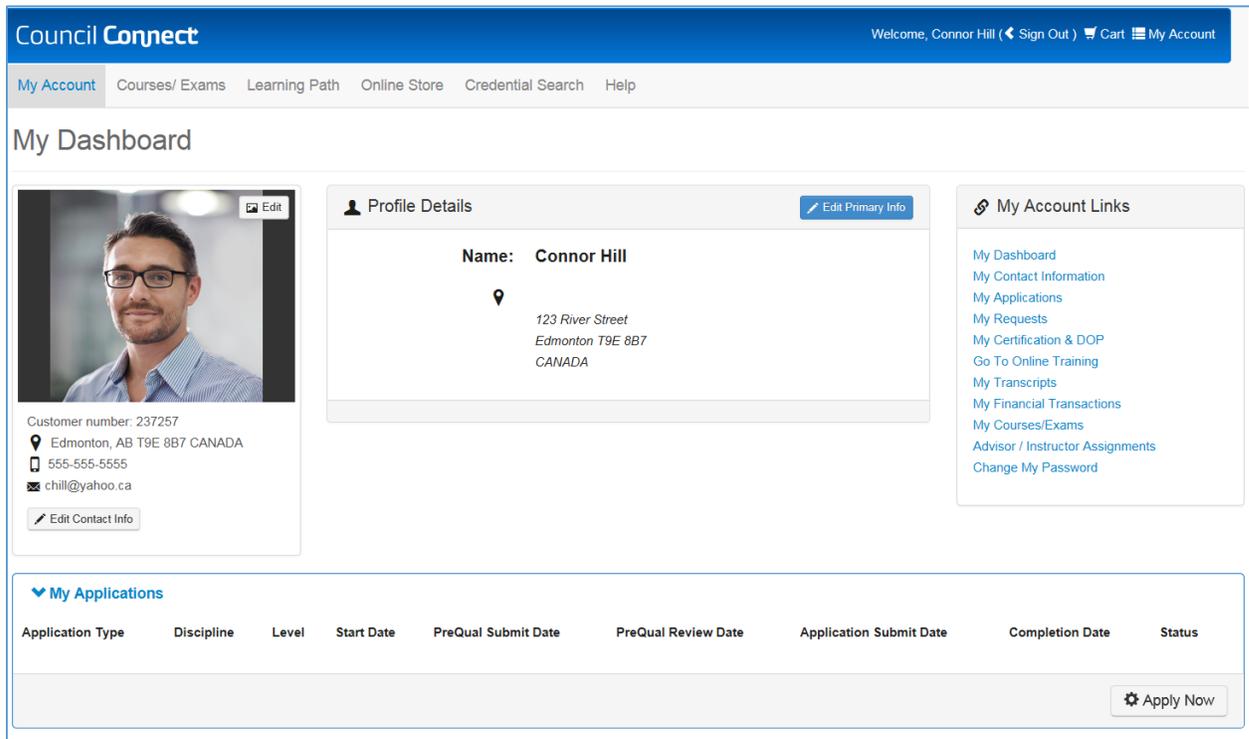


## Apply for SCO Certification

This tutorial walks you through the steps to apply for SCO certification. The steps are similar but will vary slightly for each discipline. In this example, the applicant is applying for certification in the Building: RESIDENTIAL discipline and level.

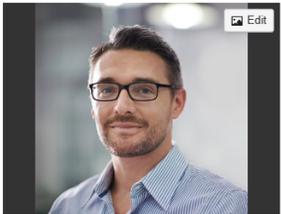
### Begin Application



**Council Connect** Welcome, Connor Hill (Sign Out) Cart My Account

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

### My Dashboard



Customer number: 237257  
 Edmonton, AB T9E 8B7 CANADA  
 555-555-5555  
 chill@yahoo.ca

[Edit Contact Info](#)

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

**Name:** Connor Hill

123 River Street  
 Edmonton T9E 8B7  
 CANADA

**My Account Links**

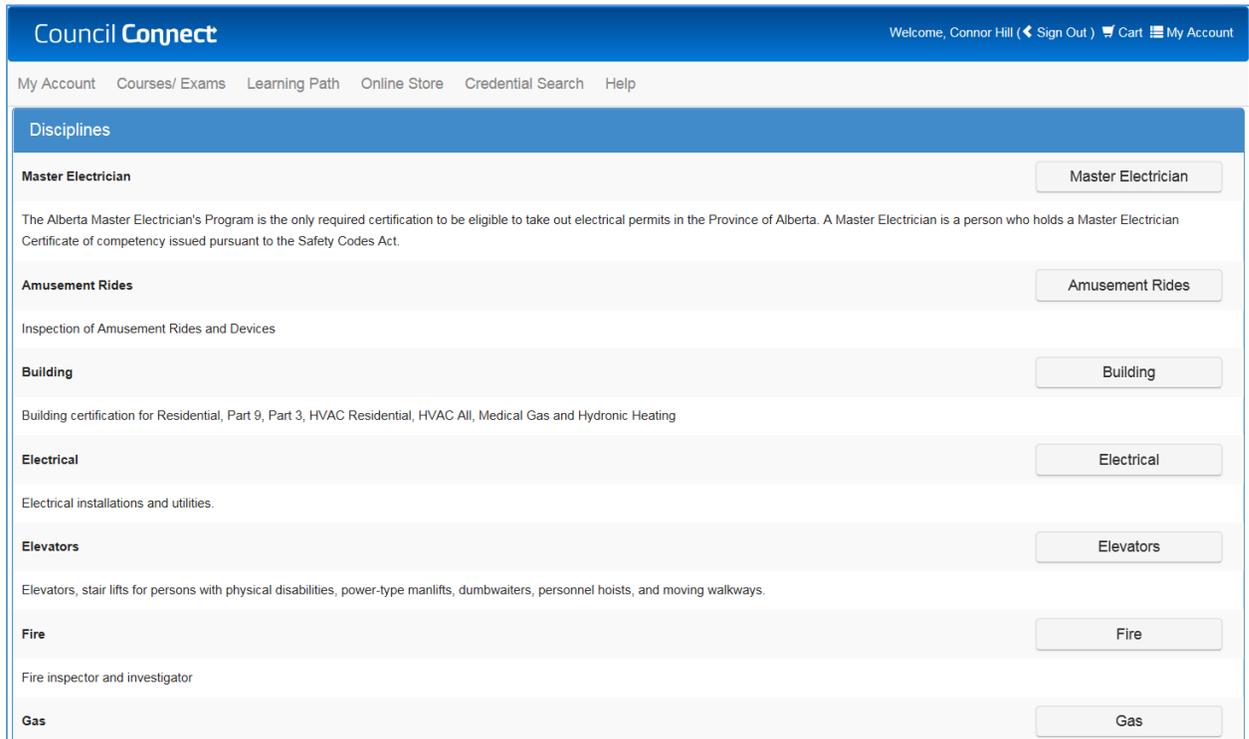
- [My Dashboard](#)
- [My Contact Information](#)
- [My Applications](#)
- [My Requests](#)
- [My Certification & DOP](#)
- [Go To Online Training](#)
- [My Transcripts](#)
- [My Financial Transactions](#)
- [My Courses/Exams](#)
- [Advisor / Instructor Assignments](#)
- [Change My Password](#)

**My Applications**

Application Type	Discipline	Level	Start Date	PreQual Submit Date	PreQual Review Date	Application Submit Date	Completion Date	Status
<a href="#">Apply Now</a>								

1. From **My Dashboard** under the **My Applications** section on the lower part of the page:
  - a. Click the **Apply Now** button

## Disciplines and Levels



**Council Connect** Welcome, Connor Hill (← Sign Out) 🛒 Cart 📄 My Account

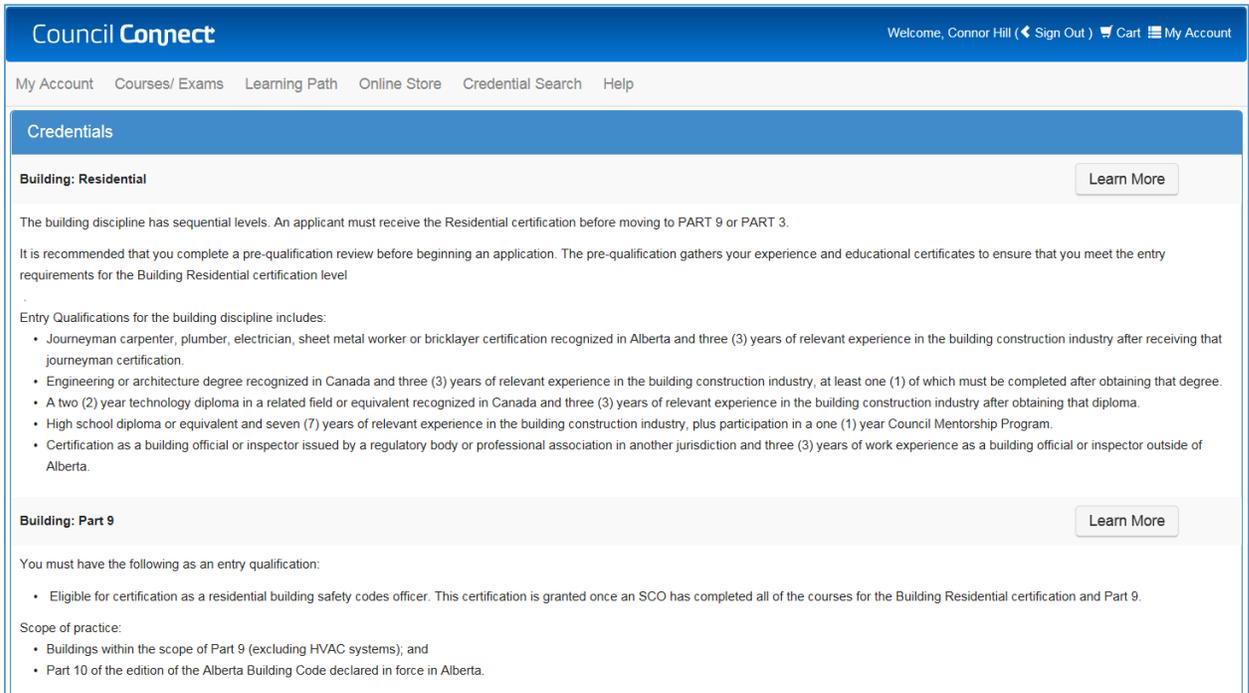
My Account Courses/ Exams Learning Path Online Store Credential Search Help

### Disciplines

<b>Master Electrician</b>	Master Electrician
The Alberta Master Electrician's Program is the only required certification to be eligible to take out electrical permits in the Province of Alberta. A Master Electrician is a person who holds a Master Electrician Certificate of competency issued pursuant to the Safety Codes Act.	
<b>Amusement Rides</b>	Amusement Rides
Inspection of Amusement Rides and Devices	
<b>Building</b>	Building
Building certification for Residential, Part 9, Part 3, HVAC Residential, HVAC All, Medical Gas and Hydronic Heating	
<b>Electrical</b>	Electrical
Electrical installations and utilities.	
<b>Elevators</b>	Elevators
Elevators, stair lifts for persons with physical disabilities, power-type manlifts, dumbwaiters, personnel hoists, and moving walkways.	
<b>Fire</b>	Fire
Fire inspector and investigator	
<b>Gas</b>	Gas

2. From the **Disciplines** page:
  - a. Click on the **Building** button to make your selection

**Note:** All Disciplines (except those that you have previously applied for or are certified in) display here.



**Council Connect** Welcome, Connor Hill ( Sign Out ) Cart My Account

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

### Credentials

**Building: Residential** [Learn More](#)

The building discipline has sequential levels. An applicant must receive the Residential certification before moving to PART 9 or PART 3.

It is recommended that you complete a pre-qualification review before beginning an application. The pre-qualification gathers your experience and educational certificates to ensure that you meet the entry requirements for the Building Residential certification level .

Entry Qualifications for the building discipline includes:

- Journeyman carpenter, plumber, electrician, sheet metal worker or bricklayer certification recognized in Alberta and three (3) years of relevant experience in the building construction industry after receiving that journeyman certification.
- Engineering or architecture degree recognized in Canada and three (3) years of relevant experience in the building construction industry, at least one (1) of which must be completed after obtaining that degree.
- A two (2) year technology diploma in a related field or equivalent recognized in Canada and three (3) years of relevant experience in the building construction industry after obtaining that diploma.
- High school diploma or equivalent and seven (7) years of relevant experience in the building construction industry, plus participation in a one (1) year Council Mentorship Program.
- Certification as a building official or inspector issued by a regulatory body or professional association in another jurisdiction and three (3) years of work experience as a building official or inspector outside of Alberta.

**Building: Part 9** [Learn More](#)

You must have the following as an entry qualification:

- Eligible for certification as a residential building safety codes officer. This certification is granted once an SCO has completed all of the courses for the Building Residential certification and Part 9.

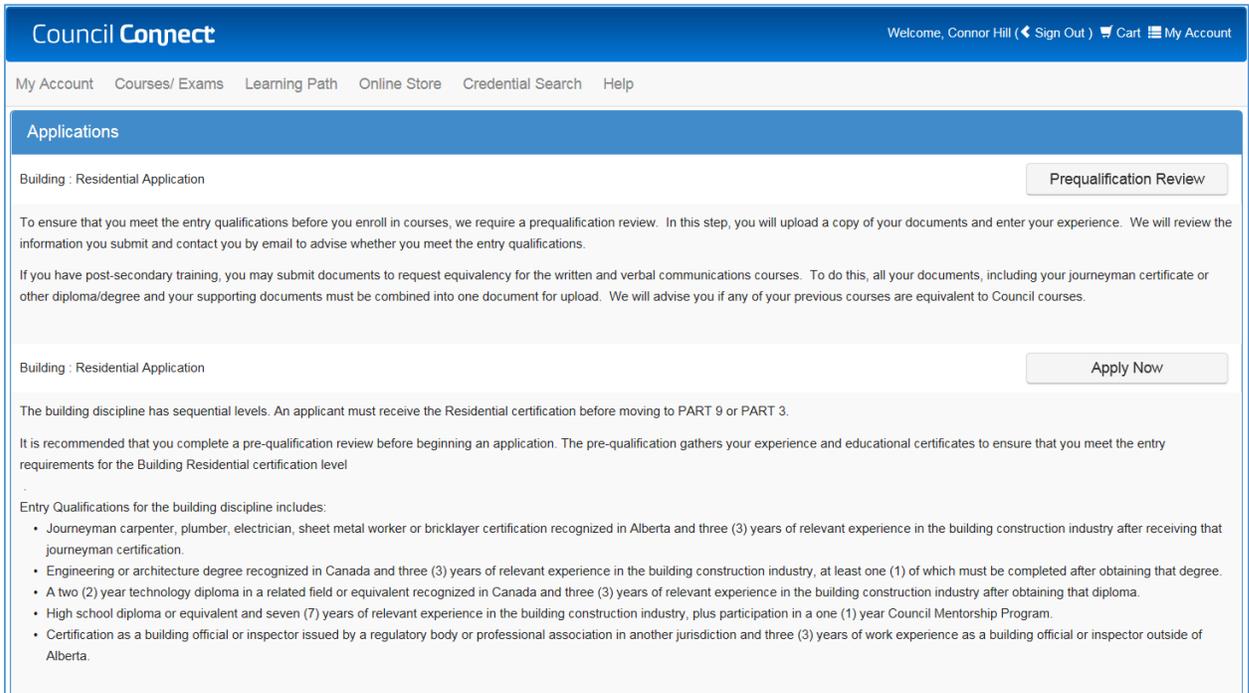
Scope of practice:

- Buildings within the scope of Part 9 (excluding HVAC systems); and
- Part 10 of the edition of the Alberta Building Code declared in force in Alberta.

Building certification has multiple levels from residential through hydronic heating. The description below each level describes the level and whether the level above is a prerequisite. When you apply for a level that has a prerequisite above it, you are applying for both the level you select and any prerequisite levels above it. Example, if you click the **Learn More** button for **Building: PART 9**, you will be applying for both **Building: RESIDENTIAL** and **Building: PART 9** because **Building: RESIDENTIAL** is a prerequisite for **Building: PART 9**.

**Note:** For more information on discipline requirements for all disciplines refer to our website .

3. From the **Certifications Page** to the right of the **Building: RESIDENTIAL** discipline level:
  - a. Click the **Learn More** button to apply for **Building: RESIDENTIAL** only



**Council Connect** Welcome, Connor Hill (← Sign Out) Cart My Account

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

### Applications

Building : Residential Application [Prequalification Review](#)

To ensure that you meet the entry qualifications before you enroll in courses, we require a prequalification review. In this step, you will upload a copy of your documents and enter your experience. We will review the information you submit and contact you by email to advise whether you meet the entry qualifications.

If you have post-secondary training, you may submit documents to request equivalency for the written and verbal communications courses. To do this, all your documents, including your journeyman certificate or other diploma/degree and your supporting documents must be combined into one document for upload. We will advise you if any of your previous courses are equivalent to Council courses.

Building : Residential Application [Apply Now](#)

The building discipline has sequential levels. An applicant must receive the Residential certification before moving to PART 9 or PART 3.

It is recommended that you complete a pre-qualification review before beginning an application. The pre-qualification gathers your experience and educational certificates to ensure that you meet the entry requirements for the Building Residential certification level

Entry Qualifications for the building discipline includes:

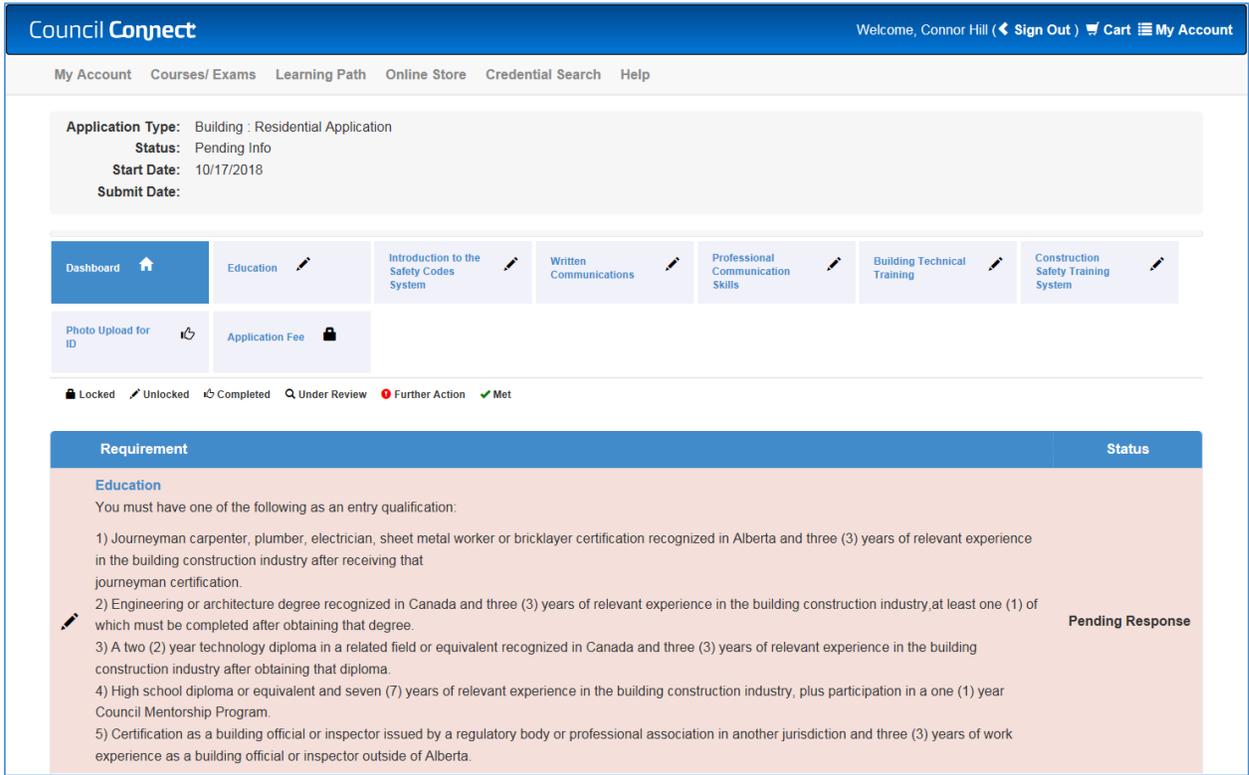
- Journeyman carpenter, plumber, electrician, sheet metal worker or bricklayer certification recognized in Alberta and three (3) years of relevant experience in the building construction industry after receiving that journeyman certification.
- Engineering or architecture degree recognized in Canada and three (3) years of relevant experience in the building construction industry, at least one (1) of which must be completed after obtaining that degree.
- A two (2) year technology diploma in a related field or equivalent recognized in Canada and three (3) years of relevant experience in the building construction industry after obtaining that diploma.
- High school diploma or equivalent and seven (7) years of relevant experience in the building construction industry, plus participation in a one (1) year Council Mentorship Program.
- Certification as a building official or inspector issued by a regulatory body or professional association in another jurisdiction and three (3) years of work experience as a building official or inspector outside of Alberta.

4. From the **Certification Applications** page:
  - a. Click the **Apply Now** button to apply for full certification (without doing a pre-qualification)

**Note:** A **pre-qualification review** is recommended before beginning an application when **applying for certification for the first time**. The **pre-qualification review** gathers your experience and education certificates to ensure that you meet the entry requirements before completing all the required courses and exams, and applying for and paying the full certification fee.

Refer to the tutorial in HELP for detailed instructions on how to apply for SCO pre-qualification.

## Application Dashboard



The screenshot shows the Council Connect application dashboard. At the top, there is a navigation bar with the Council Connect logo and user information: "Welcome, Connor Hill (Sign Out) Cart My Account". Below this is a secondary navigation bar with links: "My Account", "Courses/ Exams", "Learning Path", "Online Store", "Credential Search", and "Help".

The main content area displays application details:
 

- Application Type:** Building : Residential Application
- Status:** Pending Info
- Start Date:** 10/17/2018
- Submit Date:**

Below the details is a row of requirement tabs:
 

- Dashboard (Home icon)
- Education (Pencil icon)
- Introduction to the Safety Codes System (Pencil icon)
- Written Communications (Pencil icon)
- Professional Communication Skills (Pencil icon)
- Building Technical Training (Pencil icon)
- Construction Safety Training System (Pencil icon)

Under the tabs are two action buttons:
 

- Photo Upload for ID (Upload icon)
- Application Fee (Lock icon)

A legend below the buttons defines status icons:
 

- Locked (Lock icon)
- Unlocked (Pencil icon)
- Completed (Thumbs up icon)
- Under Review (Magnifying glass icon)
- Further Action (Stop sign icon)
- Met (Checkmark icon)

The main table shows the "Education" requirement with a status of "Pending Response":
 

Requirement	Status
<b>Education</b> You must have one of the following as an entry qualification: <ol style="list-style-type: none"> <li>1) Journeyman carpenter, plumber, electrician, sheet metal worker or bricklayer certification recognized in Alberta and three (3) years of relevant experience in the building construction industry after receiving that journeyman certification.</li> <li>2) Engineering or architecture degree recognized in Canada and three (3) years of relevant experience in the building construction industry, at least one (1) of which must be completed after obtaining that degree.</li> <li>3) A two (2) year technology diploma in a related field or equivalent recognized in Canada and three (3) years of relevant experience in the building construction industry after obtaining that diploma.</li> <li>4) High school diploma or equivalent and seven (7) years of relevant experience in the building construction industry, plus participation in a one (1) year Council Mentorship Program.</li> <li>5) Certification as a building official or inspector issued by a regulatory body or professional association in another jurisdiction and three (3) years of work experience as a building official or inspector outside of Alberta.</li> </ol>	Pending Response

Your application has now been created and your application dashboard displays with:

The application summary at the top (application type, status, start date, submit date)

The requirement tabs across the top of the **Dashboard**, where you access use the pencil (edit) icon to complete information for each requirement (currently displays Education requirement tab)

The requirements list (below the dashboard) displays:

- A summary of each requirement
- The current status of the requirement
- The pencil icon which you can use to edit the requirements

The Status icons for each requirement (under the Dashboard tabs):

- Locked: lock icon - cannot be completed until a later stage in the application  
Example: the Application Fee is locked until all the requirements are completed
- Unlocked: pencil icon - additional information is required
- Completed: thumbs up icon - all required information has been completed for the requirement
- Under Review: magnifying glass icon - requirements have been submitted and are under review by the Council
- Further Action: stop sign icon - Council requires additional information
- Met: checkmark icon - requirements have been approved by Council

## Education Requirement

Council **Connect**
Welcome, Connor Hill (← Sign Out) 🛒 Cart ☰ My Account

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

**Application Type:** Building - Residential Application  
**Status:** Pending Info  
**Start Date:** 10/17/2018  
**Submit Date:**

Dashboard	Education	Introduction to the Safety Codes System	Written Communications	Professional Communication Skills	Building Technical Training	Construction Safety Training System
-----------	-----------	---	------------------------	-----------------------------------	-----------------------------	-------------------------------------

Photo Upload for ID	Application Fee
---------------------	-----------------

Locked
 Unlocked
 Completed
 Under Review
 Further Action
 Met

**Building Education**

You must have one of the following as an entry qualification:

- 1) Journeyman carpenter, plumber, electrician, sheet metal worker or bricklayer certification recognized in Alberta and three (3) years of relevant experience in the building construction industry after receiving that journeyman certification.
- 2) Engineering or architecture degree recognized in Canada and three (3) years of relevant experience in the building construction industry, at least one (1) of which must be completed after obtaining that degree.
- 3) A two (2) year technology diploma in a related field or equivalent recognized in Canada and three (3) years of relevant experience in the building construction industry after obtaining that diploma.
- 4) High school diploma or equivalent and seven (7) years of relevant experience in the building construction industry, plus participation in a one (1) year Council Mentorship Program.
- 5) Certification as a building official or inspector issued by a regulatory body or professional association in another jurisdiction and three (3) years of work experience as a building official or inspector outside of Alberta.

Choices:

Please select

Journeyman Certificate.

Engineering/Architecture Degree

2 Year Technical Diploma

High School Diploma or GED

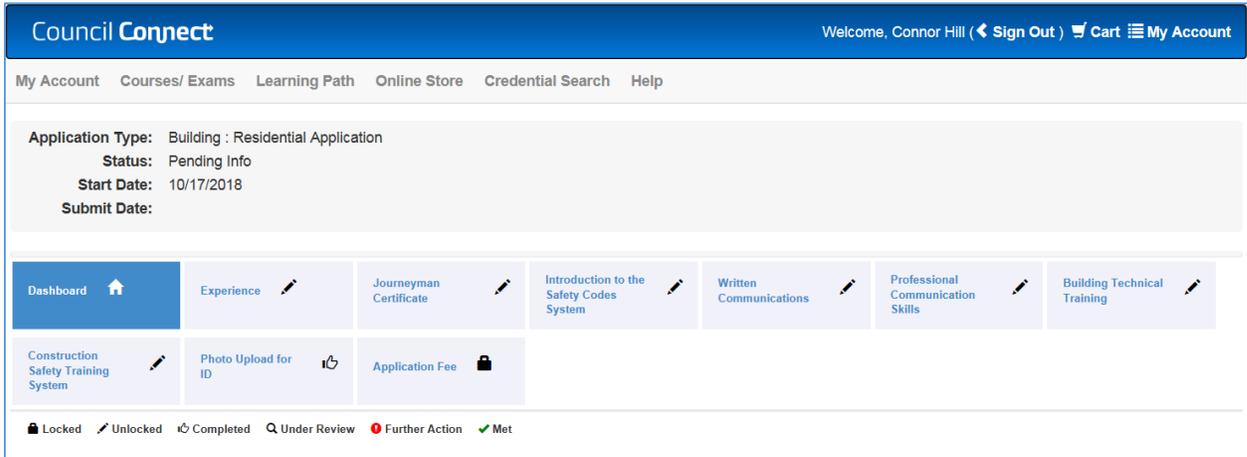
Certification from Another Province

To begin the application, complete the **Education** tab. Once completed, this will trigger an additional experience requirement tab based on your education entered (e.g. **Journeyman Certificate** tab).

5. From the **Dashboard**:
  - a. Click the **Education** tab
  - b. Click the **arrow** beside **Choices** and select your level of education from the drop-down
  - c. Click the **Select** button to complete your selection

**Note:** It is important to select the correct education as you cannot change it once you click the **Select** button. You will need to submit a request to make this change through **Contact Us** (under **HELP** on **My Dashboard**). If you have more than one of the education choices, please contact us.

## Experience



**Council Connect** Welcome, Connor Hill (← Sign Out) 🛒 Cart ☰ My Account

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

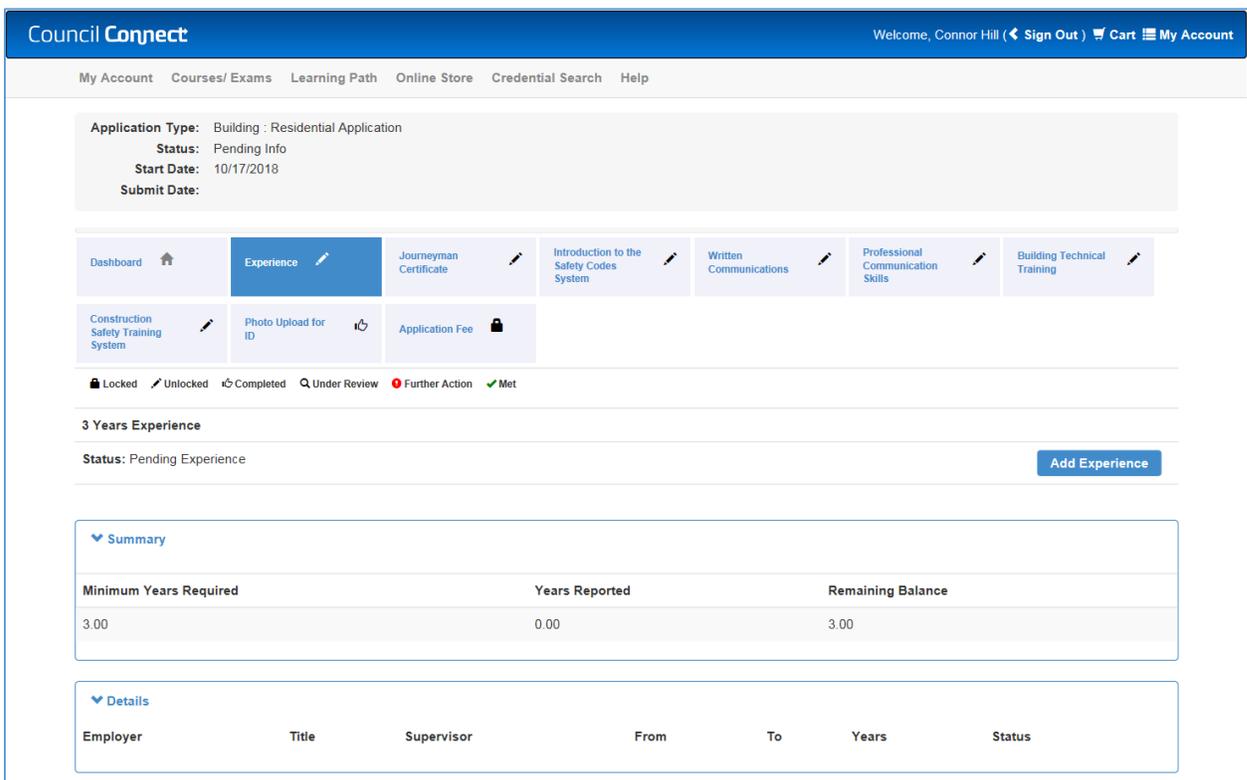
**Application Type:** Building : Residential Application  
**Status:** Pending Info  
**Start Date:** 10/17/2018  
**Submit Date:**

Dashboard Experience Journeyman Certificate Introduction to the Safety Codes System Written Communications Professional Communication Skills Building Technical Training

Construction Safety Training System Photo Upload for ID Application Fee

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

Now that you have completed the **Education** tab it has been replaced with another tab that has your education choice (e.g. **Journeyman Certificate** tab in this example) and the **Experience** tab now appears, allowing you to enter your experience.



**Council Connect** Welcome, Connor Hill (← Sign Out) 🛒 Cart ☰ My Account

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

**Application Type:** Building : Residential Application  
**Status:** Pending Info  
**Start Date:** 10/17/2018  
**Submit Date:**

Dashboard Experience Journeyman Certificate Introduction to the Safety Codes System Written Communications Professional Communication Skills Building Technical Training

Construction Safety Training System Photo Upload for ID Application Fee

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

**3 Years Experience**

**Status:** Pending Experience [Add Experience](#)

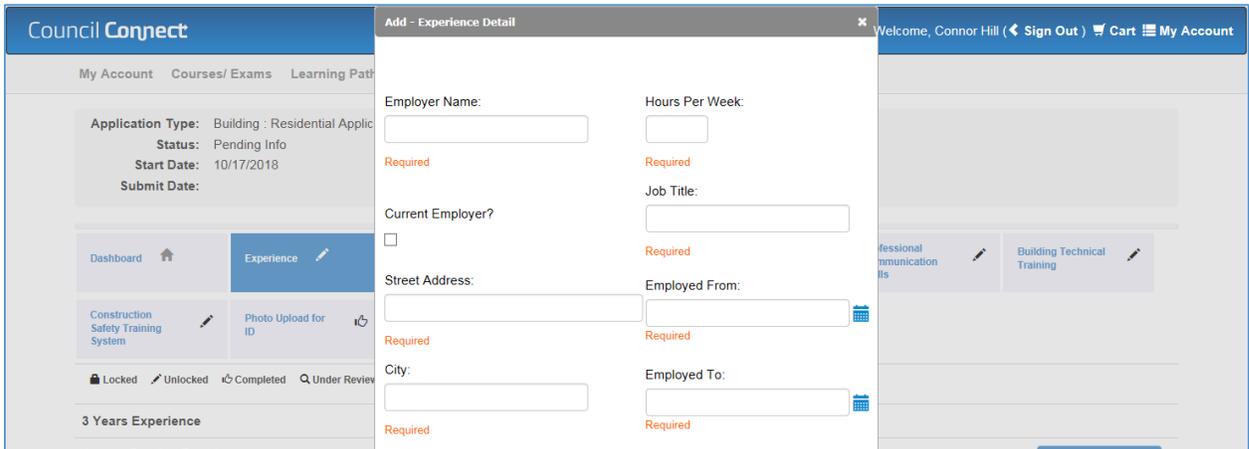
▼ Summary

Minimum Years Required	Years Reported	Remaining Balance
3.00	0.00	3.00

▼ Details

Employer	Title	Supervisor	From	To	Years	Status
----------	-------	------------	------	----	-------	--------

6. From the **Dashboard**:
  - a. Click the **Experience** tab
  - b. Click the **Add Experience** button



7. From the **Add – Experience Detail** page, enter the following fields:
  - a. **Employer Name:** full name of company
  - b. **Current Employer?:** click if you are currently employed by this employer
  - c. **Street Address:** enter address using one of the formats below
    - i. 500 – 10405 Jasper Ave NW
    - ii. PO Box 2 STN A
    - iii. RR 6 STN MAIN
  - d. **City:** city, town or village
  - e. **Hours Per Week:** number of hours per week spent performing direct skills
  - f. **Job Title:** your job title

**Note:** If **Current Employer** is checked, the **Employed from** will disappear

- g. **Employer From** – start date for this employer. Only actual time spent performing those direct skills are allowable
- h. **Employed To** – date you left that job or quit performing direct skills

Status: Pending Experience

**Summary**

Minimum Years Required

3.00

**Details**

Employer	Title

State/Province:

**Required**

Country:

**Required**

Supervisor Email:

Supervisor Name:

**Required**

Supervisor Phone:

Supervisor Title:

**Job Description:**

Provide a detailed list of the tasks you commonly performed in this role. Be specific.

**Required**

**Add Experience**

**Save** **Cancel**

↑

- i. **Province:** province or territory
- j. **Country:** select country you want associated with the address
- k. **Supervisor Email:** company email address
- l. **Supervisor Name:** full name
- m. **Supervisor Phone:** best number to contact
- n. **Supervisor Title:** supervisor's job title
- o. **Job Description:** detailed list of tasks commonly performed. Be Specific
- p. Click the **Save** button
- q. Click the **Add Experience** button to continue adding additional experience, if necessary

**Council Connect**
Welcome, Connor Hill (← Sign Out) 🛒 Cart 📄 My Account

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

**Application Type:** Building : Residential Application  
**Status:** Pending Info  
**Start Date:** 10/17/2018  
**Submit Date:**

Dashboard 🏠

**Experience** 👍

Journeyman Certificate ✎

Introduction to the Safety Codes System ✎

Written Communications ✎

Professional Communication Skills ✎

Building Technical Training ✎

Construction Safety Training System ✎

Photo Upload for ID 📷

Application Fee 🗝

🔒 Locked   ✎ Unlocked   📷 Completed   🔍 Under Review   🚫 Further Action   ✅ Met

**3 Years Experience**

**Status:** Pending Submission Add Experience

▼ Summary

Minimum Years Required	Years Reported	Remaining Balance
3.00	8.50	0.00

**Note:** Once you have entered the minimum years of experience required, the **Experience** tab will display a **thumbs up** icon indicating this requirement has now been completed.

## Journeyman Certification

Council **Connect** Welcome, Connor Hill (← Sign Out) 🛒 Cart 📄 My Account

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

**Application Type:** Building - Residential Application  
**Status:** Pending Info  
**Start Date:** 10/17/2018  
**Submit Date:**

Dashboard 🏠	Experience 🔄	<b>Journeyman Certificate</b> ✎	Introduction to the Safety Codes System ✎	Written Communications ✎	Professional Communication Skills ✎	Building Technical Training ✎
Construction Safety Training System ✎	Photo Upload for ID 🔄	Application Fee 🗝				

🔒 Locked ✎ Unlocked 🔄 Completed 🔍 Under Review 🚫 Further Action ✅ Met

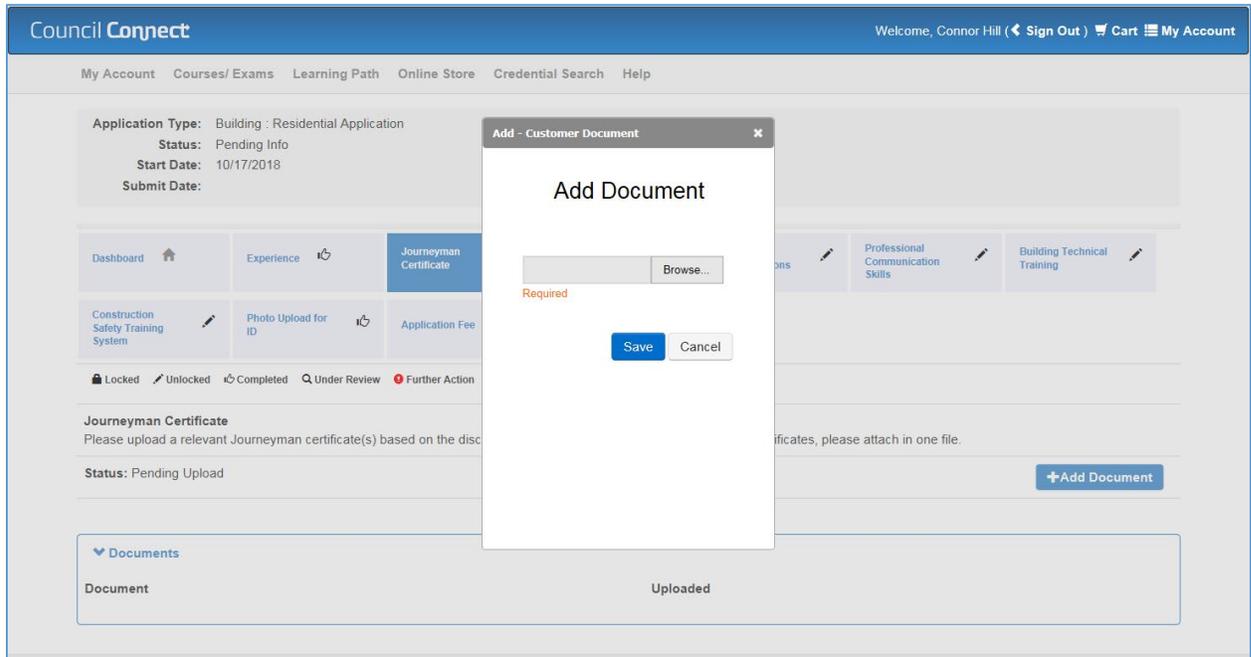
**Journeyman Certificate**  
Please upload a relevant Journeyman certificate(s) based on the discipline you are applying for. If you have multiple certificates, please attach in one file.

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

▼ Documents

Document	Uploaded

8. From the **Dashboard**:
  - a. Select the **Journeyman Certificate** tab



9. From the **Add – Customer Document** page:
  - a. Click the **Browse** button and search for and select your document
  - b. Click on your document
  - c. Click **Open**
  - d. Click the **Upload** button

**Note:** If you have multiple certification please ensure they are uploaded as one document.

Council Connect Welcome, Connor Hill (← Sign Out) 🛒 Cart 📄 My Account

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

**Application Type:** Building - Residential Application  
**Status:** Pending Info  
**Start Date:** 10/17/2018  
**Submit Date:**

Dashboard 🏠	Experience 📄	<b>Journeyman Certificate</b> 👍	Introduction to the Safety Codes System ✎	Written Communications ✎	Professional Communication Skills ✎	Building Technical Training ✎
Construction Safety Training System ✎	Photo Upload for ID 📄	Application Fee 🗝				

🔒 Locked ✎ Unlocked 📄 Completed 🔍 Under Review 🚫 Further Action ✅ Met

**Journeyman Certificate**  
Please upload a relevant Journeyman certificate(s) based on the discipline you are applying for. If you have multiple certificates, please attach in one file.

**Status:** Pending Submission [+Add Document](#)

Document	Uploaded
228003-JOURN-1	Oct 17 2018 2:22PM

10. The document now displays as uploaded in the documents section.

11. Your **Journeyman** tab now has a **thumbs up** icon indicating that the requirement is now complete.

## Courses and Exams

**Council Connect**
Welcome, Connor Hill (← Sign Out) 🛒 Cart 📄 My Account

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

**Application Type:** Building - Residential Application  
**Status:** Pending Info  
**Start Date:** 10/17/2018  
**Submit Date:**

Dashboard

Experience

Journeyman Certificate

Introduction to the Safety Codes System

Written Communications

Professional Communication Skills

Building Technical Training

Construction Safety Training System

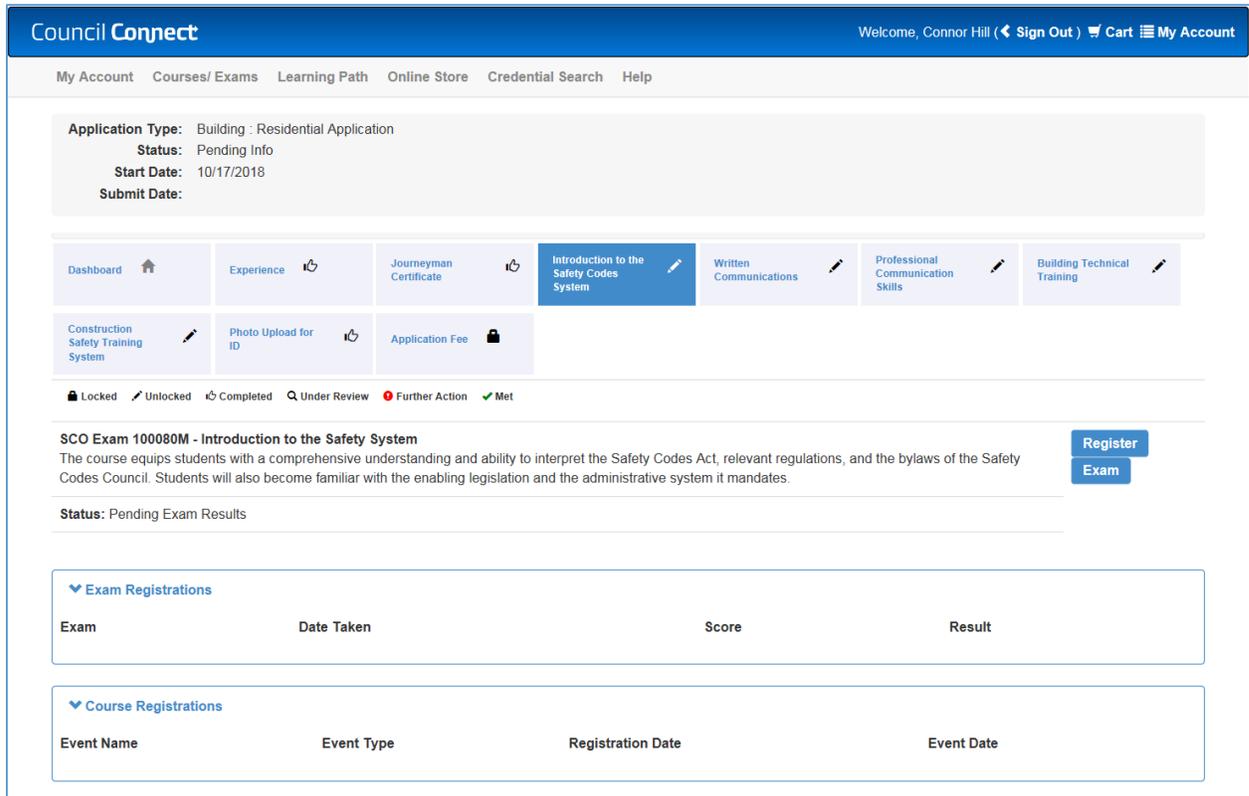
Photo Upload for ID

Application Fee

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

Requirement	Status
<b>Experience</b>	Pending Submission
<b>Journeyman Certificate</b> Please upload a relevant Journeyman certificate(s) based on the discipline you are applying for. If you have multiple certificates, please attach in one file.	Pending Submission
<b>Introduction to the Safety Codes System</b> The course equips students with a comprehensive understanding and ability to interpret the Safety Codes Act, relevant regulations, and the bylaws of the Safety Codes Council. Students will also become familiar with the enabling legislation and the administrative system it mandates.	Pending Exam Results
<b>Written Communications</b> This course enables students with strategies for effective written communications through a combination of correspondence coursework and instructor-graded assignments.	Pending Exam Results
<b>Professional Communication Skills</b> This highly interactive workshop (or webinar) provides students with the skills to verbally communicate accurately and professionally in situations common to safety codes officers. This course combines individual and group activities.	Pending Exam Results

12. From the **Application Dashboard** page:
  - a. Click the course requirement tabs to see the course and exam information



**Council Connect** Welcome, Connor Hill (← Sign Out) 🛒 Cart ☰ My Account

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

**Application Type:** Building : Residential Application  
**Status:** Pending Info  
**Start Date:** 10/17/2018  
**Submit Date:**

Dashboard Experience Journeyman Certificate **Introduction to the Safety Codes System** Written Communications Professional Communication Skills Building Technical Training

Construction Safety Training System Photo Upload for ID Application Fee

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

**SCO Exam 100080M - Introduction to the Safety System** Register Exam  
 The course equips students with a comprehensive understanding and ability to interpret the Safety Codes Act, relevant regulations, and the bylaws of the Safety Codes Council. Students will also become familiar with the enabling legislation and the administrative system it mandates.

**Status:** Pending Exam Results

▼ Exam Registrations

Exam	Date Taken	Score	Result

▼ Course Registrations

Event Name	Event Type	Registration Date	Event Date

The **courses/exams** tabs will be automatically updated as you complete the remaining courses and exams.

You will need to register and take the remaining courses and exams before you can submit your certification application.

You can register for the course and exams from the following:

- **Application Dashboard** using the **Register** and **Exam** buttons (see in the screen above)
- **Courses/Exams** tab (on the **My Dashboard** page)
- **Learning Path** (on the **My Dashboard** page)

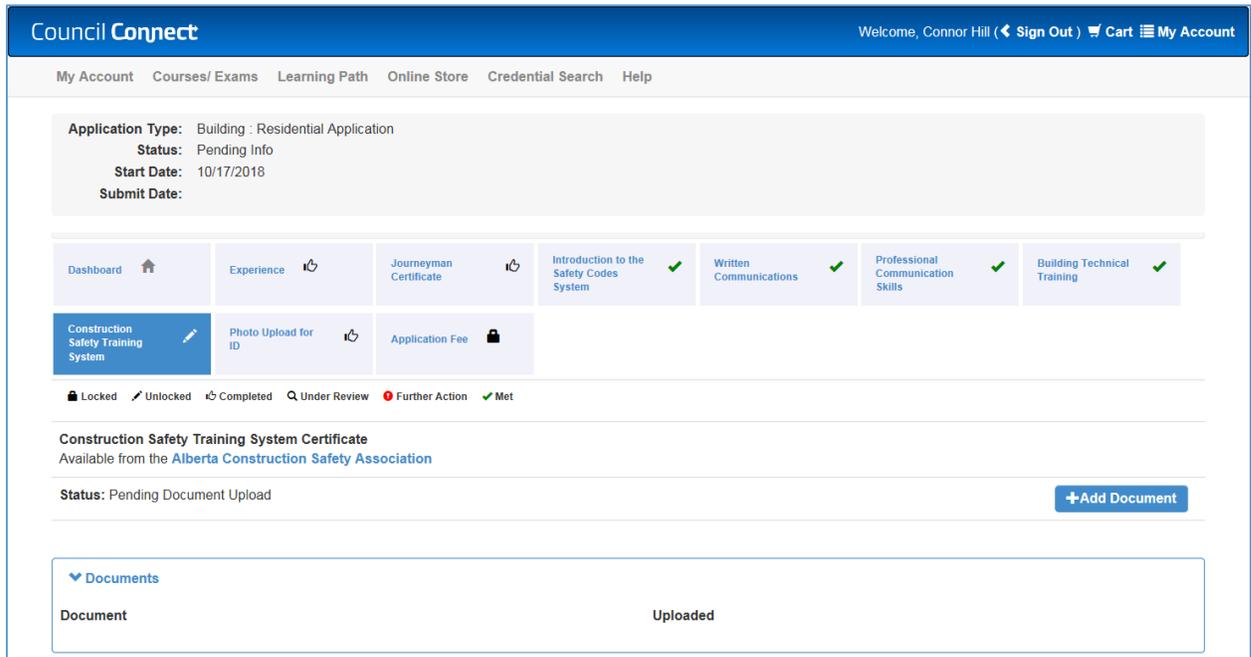
To register from **Courses/Exams** tab (on **My Dashboard**), refer to the tutorial in HELP for detailed instructions on how to register for an SCO course and exam.

To register from **Learning Path**, refer to the tutorial in HELP for detailed instructions on how to view learning path.

13. From the **Dashboard**:

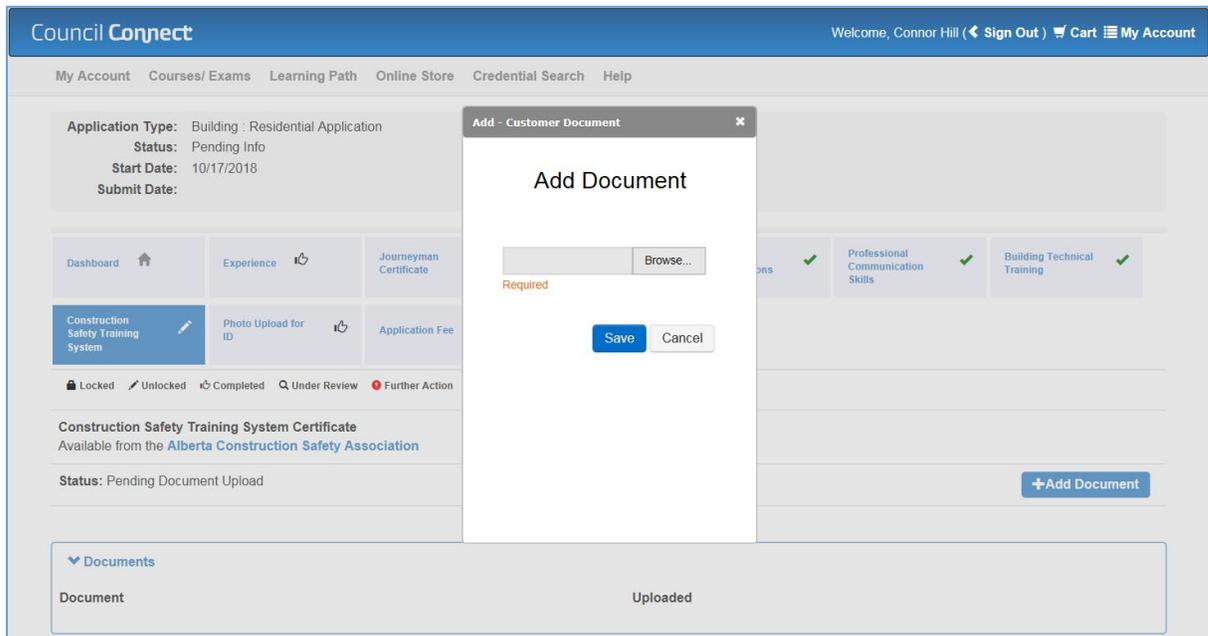
- Select the **Construction Safety Training System** tab

## Construction Safety Training System



The screenshot shows the 'Council Connect' user interface. At the top, there is a navigation bar with 'Welcome, Connor Hill' and links for 'Sign Out', 'Cart', and 'My Account'. Below this is a secondary navigation bar with 'My Account', 'Courses/ Exams', 'Learning Path', 'Online Store', 'Credential Search', and 'Help'. The main content area displays application details: 'Application Type: Building : Residential Application', 'Status: Pending Info', 'Start Date: 10/17/2018', and 'Submit Date:'. A progress bar shows various steps: 'Dashboard' (home icon), 'Experience' (refresh icon), 'Journeyman Certificate' (refresh icon), 'Introduction to the Safety Codes System' (checkmark), 'Written Communications' (checkmark), 'Professional Communication Skills' (checkmark), and 'Building Technical Training' (checkmark). Below the progress bar are buttons for 'Construction Safety Training System' (pencil icon), 'Photo Upload for ID' (refresh icon), and 'Application Fee' (lock icon). A legend indicates 'Locked' (lock icon), 'Unlocked' (unlock icon), 'Completed' (refresh icon), 'Under Review' (magnifying glass icon), 'Further Action' (red dot icon), and 'Met' (checkmark icon). The 'Construction Safety Training System Certificate' section shows 'Status: Pending Document Upload' and a '+Add Document' button. A 'Documents' section below shows a table with columns for 'Document' and 'Uploaded'.

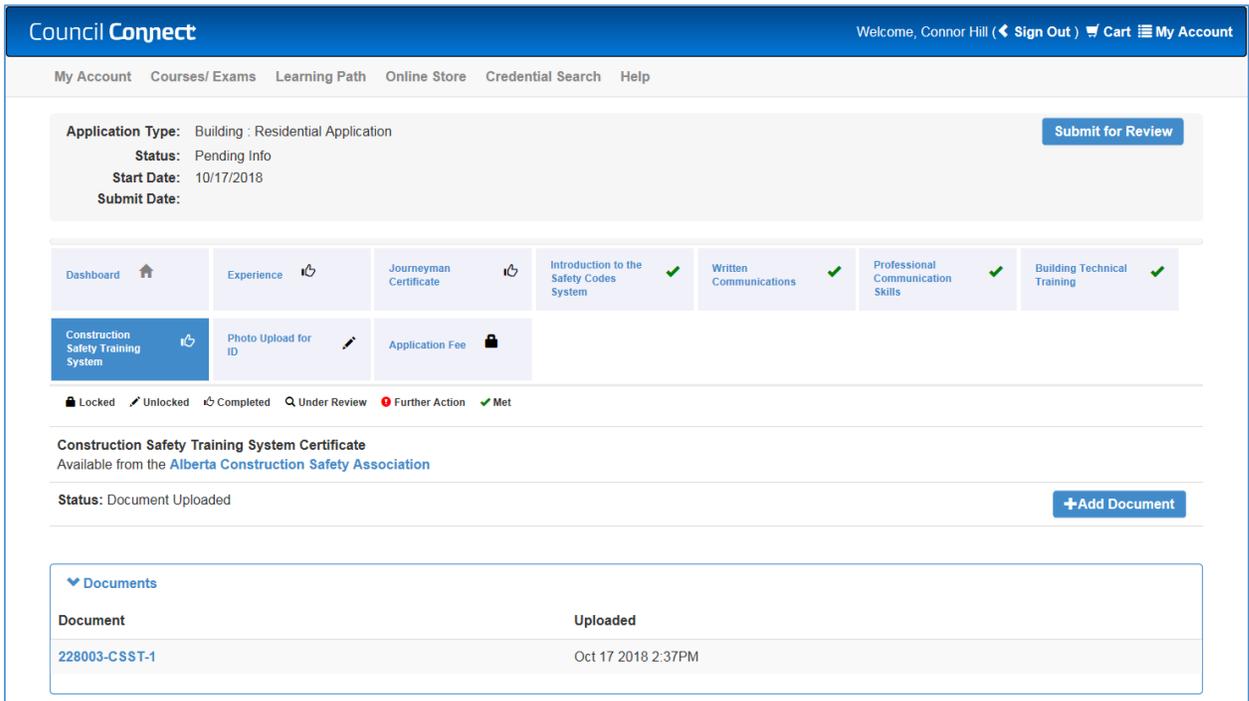
14. From the **Application Dashboard**:
  - a. Click the **Add Document** button to upload your **Construction Safety Training System Certificate**



This screenshot shows the same application dashboard as above, but with a modal window titled 'Add - Customer Document' open. The modal has a close button (X) in the top right corner. The main heading is 'Add Document'. Below the heading is a text input field with a 'Browse...' button to its right. A red 'Required' label is positioned below the input field. At the bottom of the modal are 'Save' and 'Cancel' buttons. The background dashboard is dimmed, showing the 'Add Document' button in the 'Construction Safety Training System Certificate' section.

15. From the **Add – Customer Document** page:
  - a. Click the **Browse** button and search for and select your document
  - b. Click on your document
  - c. Click **Open**
  - d. Click **Save**

## Upload Photo for ID



The screenshot shows the Council Connect user interface. At the top, there is a blue header with the Council Connect logo and user information: "Welcome, Connor Hill (Sign Out) Cart My Account". Below the header is a navigation menu with links: "My Account", "Courses/ Exams", "Learning Path", "Online Store", "Credential Search", and "Help".

The main content area displays application details for a "Building : Residential Application". The status is "Pending Info", the start date is "10/17/2018", and there is a "Submit Date:" field. A "Submit for Review" button is visible.

Below the application details is a grid of tabs representing different requirements. The "Construction Safety Training System" tab is highlighted in blue and has a thumbs up icon. Other tabs include "Experience", "Journeyman Certificate", "Introduction to the Safety Codes System" (with a green checkmark), "Written Communications" (with a green checkmark), "Professional Communication Skills" (with a green checkmark), and "Building Technical Training" (with a green checkmark). Below the tabs are "Photo Upload for ID" (with a pencil icon) and "Application Fee" (with a lock icon).

A legend below the tabs shows status indicators: Locked (lock icon), Unlocked (lock icon with slash), Completed (thumbs up icon), Under Review (magnifying glass icon), Further Action (red exclamation mark icon), and Met (green checkmark icon).

The "Construction Safety Training System Certificate" section is visible, noting it is available from the Alberta Construction Safety Association. The status is "Document Uploaded" and there is an "+Add Document" button.

A "Documents" table is shown below, with columns for "Document" and "Uploaded".

Document	Uploaded
228003-CSST-1	Oct 17 2018 2:37PM

Your **Construction Safety Training System** tab now has a **thumbs up** icon indicating this requirement has been completed.

16. From the **Dashboard**:
  - a. Click the **Photo Upload for ID** tab

Council Connect Welcome, Connor Hill (← Sign Out) 🛒 Cart ☰ My Account

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

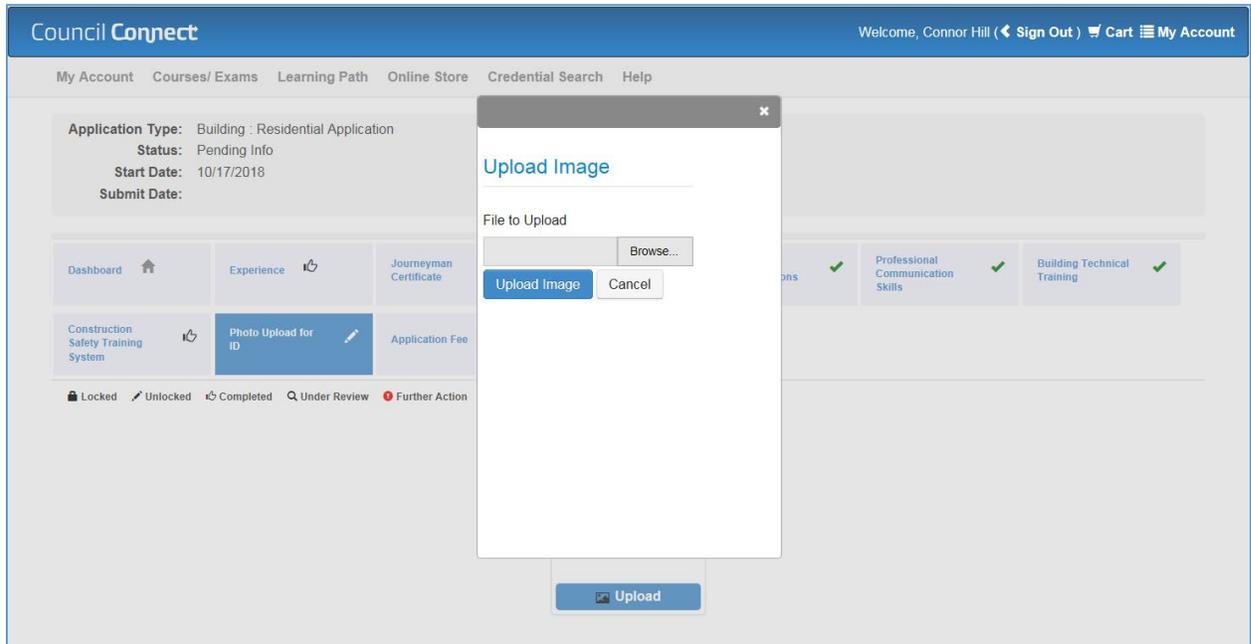
**Application Type:** Building : Residential Application  
**Status:** Pending Info  
**Start Date:** 10/17/2018  
**Submit Date:**

Dashboard 🏠	Experience 🔄	Journeyman Certificate 🔄	Introduction to the Safety Codes System ✓	Written Communications ✓	Professional Communication Skills ✓	Building Technical Training ✓
Construction Safety Training System 🔄	<b>Photo Upload for ID ✎</b>	Application Fee 🗝				

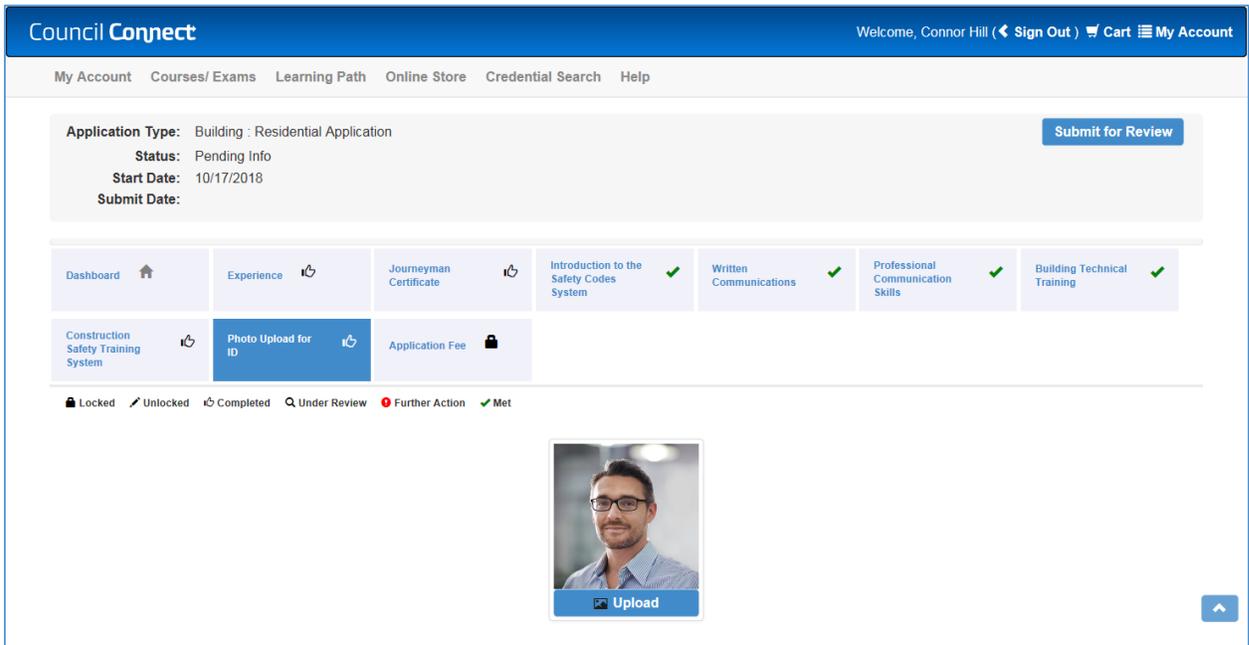
🔒 Locked ✎ Unlocked 🔄 Completed 🔍 Under Review 🔴 Further Action ✓ Met

🖼 228003 - Photo ID

17. From the **Photo Update for ID** page:
  - a. Click the **Upload** button



18. From the **Upload Image** page:
- Click the **Browse** button and search for and select your photo image
  - Click on your image
  - Click **Open**
  - Click the **Upload Image** button



**Council Connect** Welcome, Connor Hill ( Sign Out ) Cart My Account

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

**Application Type:** Building : Residential Application **Submit for Review**

**Status:** Pending Info

**Start Date:** 10/17/2018

**Submit Date:**

Dashboard	Experience	Journeyman Certificate	Introduction to the Safety Codes System	Written Communications	Professional Communication Skills	Building Technical Training
Construction Safety Training System	Photo Upload for ID	Application Fee				

Locked Unlocked Completed Under Review Further Action Met

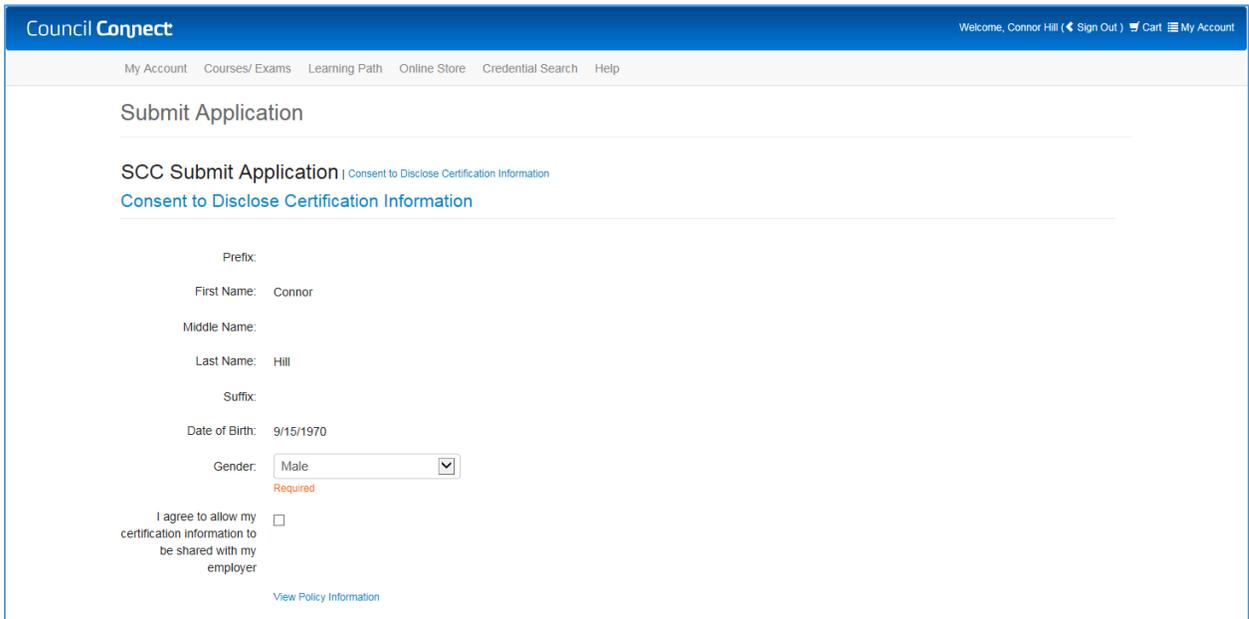
Upload

Your **Photo Upload for ID** tab now has a **thumbs up** icon indicating that the requirement is now complete.

As you complete courses and pass exams the tabs will have a thumbs up icon. When all the courses and exams are complete the tabs will have **check mark** icons indicating all the requirements have been completed and the **Submit Application** button will appear.

19. From the **Dashboard**:
  - a. Click the **Submit For Review** button

## Application Payment



Council Connect Welcome, Connor Hill (Sign Out) Cart My Account

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

### Submit Application

SCC Submit Application | [Consent to Disclose Certification Information](#)

[Consent to Disclose Certification Information](#)

Prefix:

First Name: Connor

Middle Name:

Last Name: Hill

Suffix:

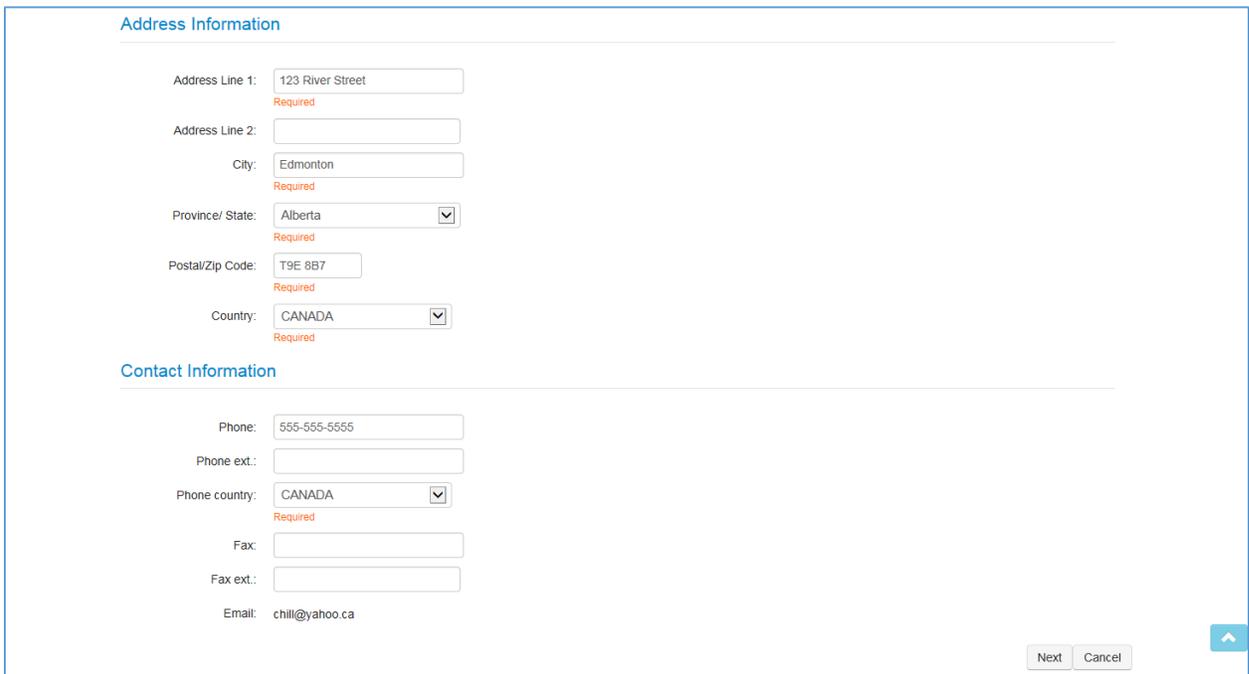
Date of Birth: 9/15/1970

Gender: Male  Required

I agree to allow my certification information to be shared with my employer

[View Policy Information](#)

20. From the **SCC Submit** Application page:
  - a. Ensure all your personal information is correct
  - b. Click the **I agree to allow my certification information to be shared with my employer** check box



### Address Information

Address Line 1: 123 River Street Required

Address Line 2:

City: Edmonton Required

Province/ State: Alberta Required

Postal/Zip Code: T9E 8B7 Required

Country: CANADA Required

### Contact Information

Phone: 555-555-5555

Phone ext.:

Phone country: CANADA Required

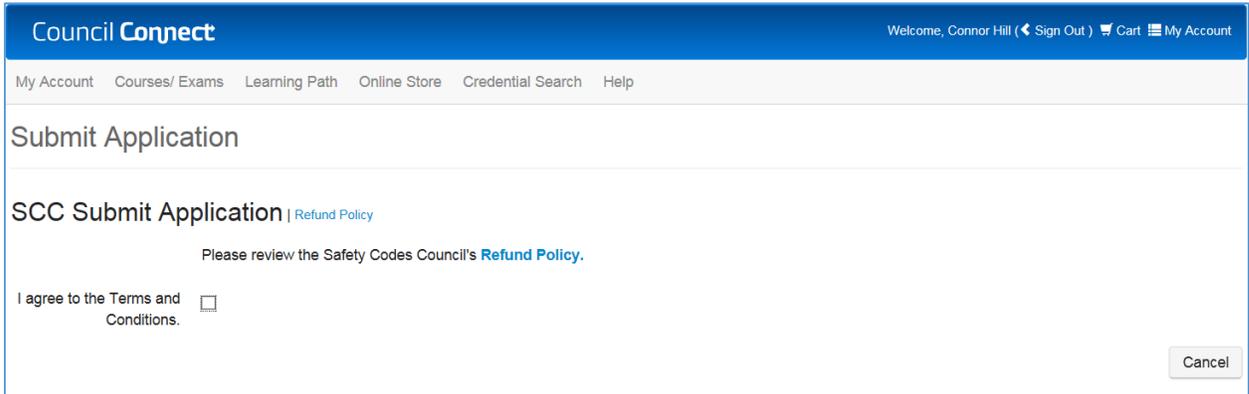
Fax:

Fax ext.:

Email: chill@yahoo.ca

21. If all of your information is correct
  - a. Click the **Next** button

## Refund Policy



Council **Connect** Welcome, Connor Hill (← Sign Out) 🛒 Cart 📄 My Account

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

### Submit Application

SCC Submit Application | [Refund Policy](#)

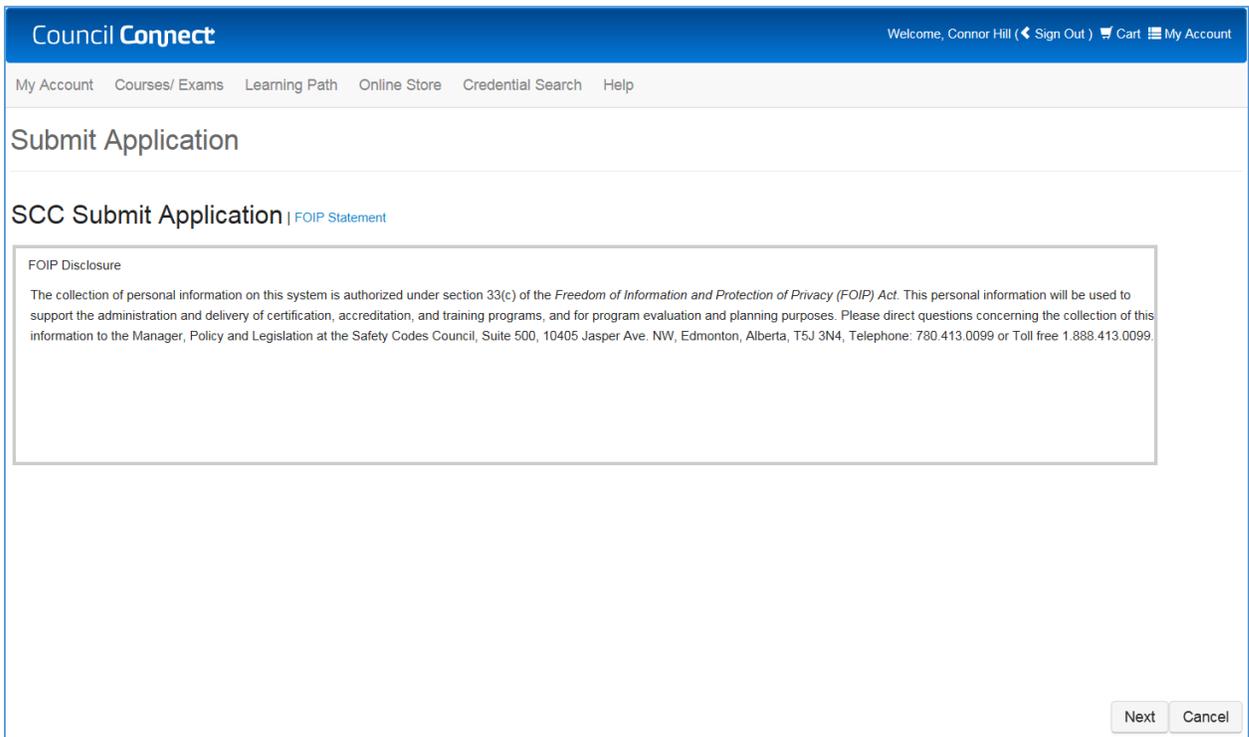
Please review the Safety Codes Council's [Refund Policy](#).

I agree to the Terms and Conditions.

Cancel

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

## FOIP



Council **Connect** Welcome, Connor Hill (← Sign Out) 🛒 Cart 📄 My Account

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

### Submit Application

SCC Submit Application | [FOIP Statement](#)

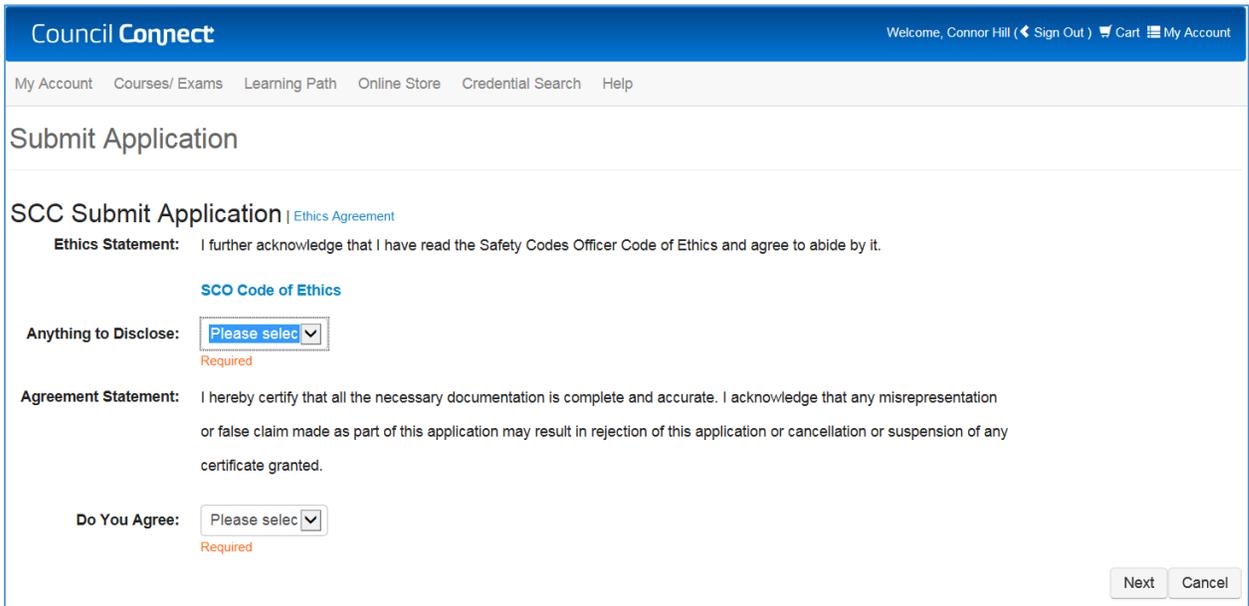
FOIP Disclosure

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.

Next Cancel

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

## Code of Ethics



The screenshot shows the 'Submit Application' page in the Council Connect system. The page title is 'Submit Application' and the breadcrumb is 'SCC Submit Application | Ethics Agreement'. The 'Ethics Statement' section contains the text: 'I further acknowledge that I have read the Safety Codes Officer Code of Ethics and agree to abide by it.' Below this is a link for 'SCO Code of Ethics'. The 'Anything to Disclose' field is a dropdown menu with 'Please select' and a downward arrow, with a red 'Required' label below it. The 'Agreement Statement' section contains the text: '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.' Below this is another dropdown menu with 'Please select' and a downward arrow, with a red 'Required' label below it. At the bottom right of the form are 'Next' and 'Cancel' buttons.

24. 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

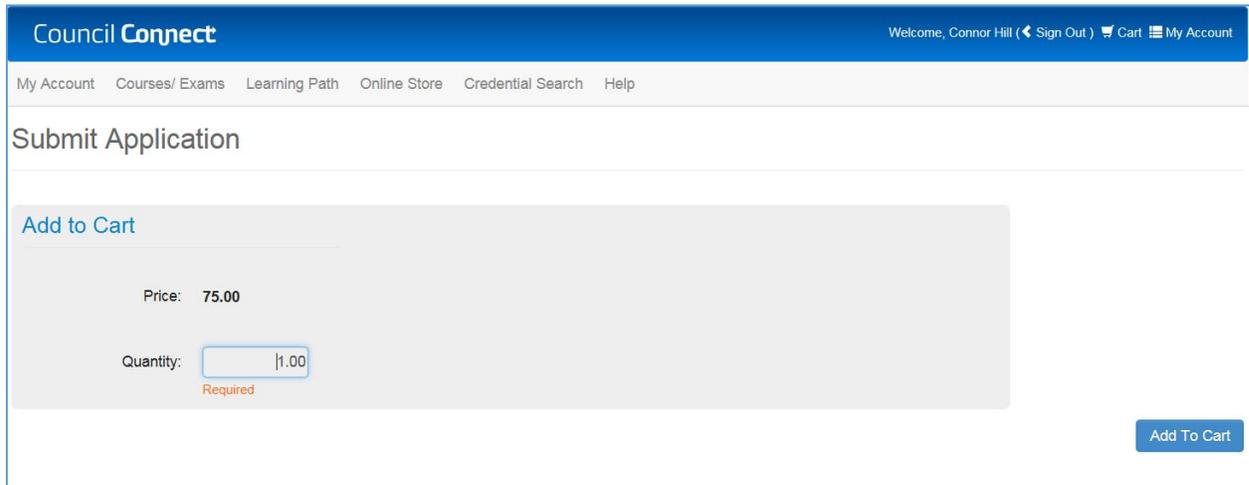
i. Select **Yes**

Or

ii. Select **No**

c. Click the **Next** button

## Final Payment



Council **Connect** Welcome, Connor Hill (← Sign Out)  Cart  My Account

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

### Submit Application

[Add to Cart](#)

Price: 75.00

Quantity:  Required

[Add To Cart](#)

25. From the **Add to Cart** page
- Review the shopping cart details to ensure they are correct
  - Click the **Add To Cart** button
  - Complete the payment information
  - Click the **Make Payment** button
  - Click the **Done** button

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

**Council Connect**
Welcome, Connor Hill (Sign Out) Cart My Account

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

### My Dashboard



Customer number: 228003  
Edmonton, AB T9E 8B7 CANADA  
555-555-5555  
chill@yahoo.ca

[Edit Contact Info](#)

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

**Name:** Connor Hill

123 River Street  
Edmonton T9E 8B7  
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](#)

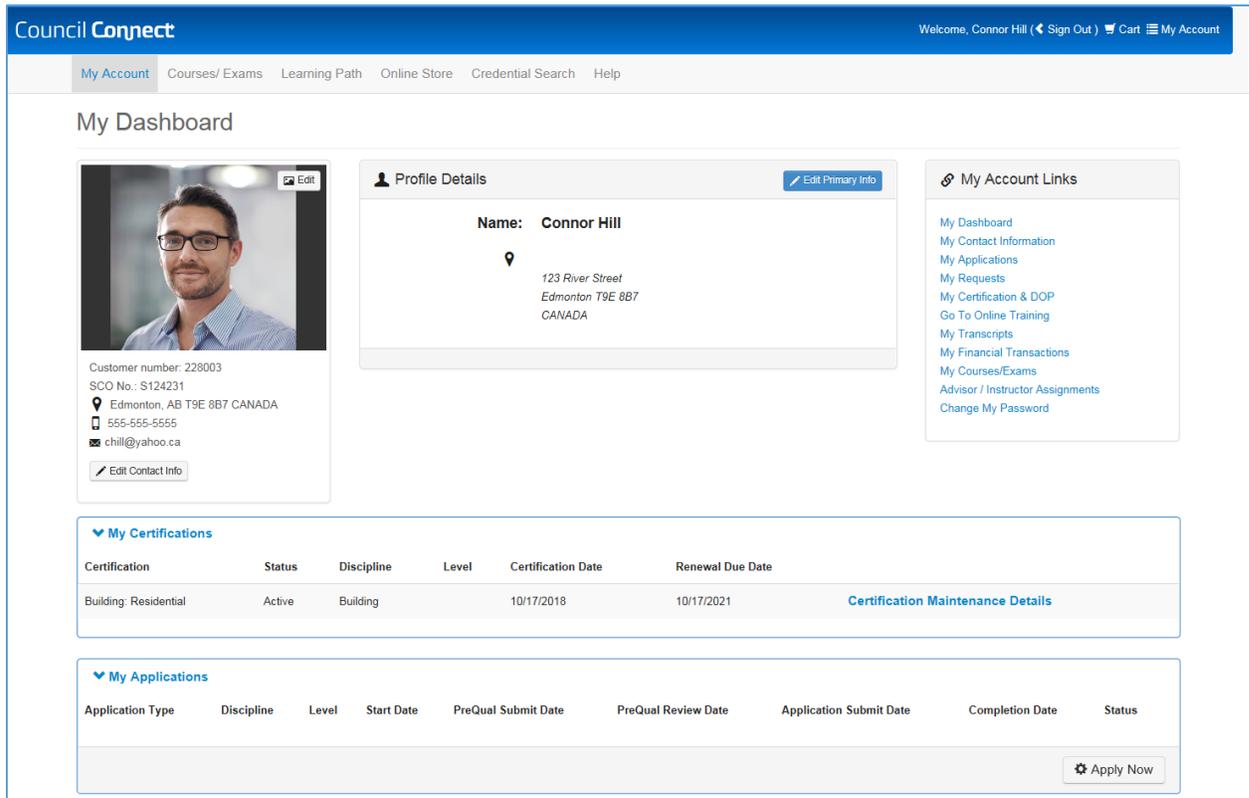
**My Applications**

Application Type	Discipline	Level	Start Date	PreQual Submit Date	PreQual Review Date	Application Submit Date	Completion Date	Status
Building: Residential	Building		10/17/2018			10/17/2018		Under Review <a href="#">View Application</a>

[Apply Now](#)

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.

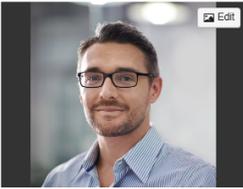
## Completed Certification



**Council Connect** Welcome, Connor Hill (Sign Out) Cart My Account

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

### My Dashboard



Customer number: 228003  
SCO No.: S124231  
Edmonton, AB T9E 8B7 CANADA  
555-555-5555  
chill@yahoo.ca  
[Edit Contact Info](#)

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

**Name:** Connor Hill

123 River Street  
Edmonton T9E 8B7  
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](#)

**My Certifications**

Certification	Status	Discipline	Level	Certification Date	Renewal Due Date	
Building: Residential	Active	Building		10/17/2018	10/17/2021	<a href="#">Certification Maintenance Details</a>

**My Applications**

Application Type	Discipline	Level	Start Date	PreQual Submit Date	PreQual Review Date	Application Submit Date	Completion Date	Status
<a href="#">Apply Now</a>								

1. To view your application status:
  - a. Login to Council Connect
2. If the application is not yet approved, it will display under **My Applications**.
3. Once the application is approved, it will display under **My Certifications** with a renewal date and a **Certification Maintenance** link (as above).