

Report Continuing Education Credits

This tutorial walks you through the steps to report your continuing education credits.

SCOs are required to complete 30 credits during the 3-year continuing education reporting period (aligned with their 3-year certification cycle) to maintain active SCO certification(s). If an SCO is certified in more than one discipline, group, or level, they are required to complete the 30 credits only; they are not required to report 30 credits for each discipline.

Credits are earned (one credit for each hour of education activity) by completing the education activities that fall under the 3 categories below:

- **Formal** – 5 credits maximum for each activity
- **Informal** – 3 - 5 credits maximum for each activity
- **Practice** – 9 credits maximum for all practice activities. (Only SCOs who have designation of powers can claim credits for practice.)

Credits can be reported at any time during the 3-year reporting cycle but must be completed before the end of the cycle. Credits do not carry over to future reporting cycles. You may (though it is not mandatory) upload documents showing completion of activities at the time you report your credits. The Council will randomly select submitted continuing education reports to review. If you are selected, you will be notified to upload documents to provide evidence of completing of your continuing education activities.

For more details on the program, visit our [website](#).

Access Application

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

My Dashboard



Customer number: 228002
SCO No.: S124230
Edmonton, AB T6C 0L1 CANADA
780-777-7777
999-999-9999
bozekc@yahoo.ca

[Edit Contact Info](#)

Profile Details [Edit Primary Info](#)

Name: Joe Jax Martin
Organization: [Online Permits and Inspections](#)

2405 Oak Road
Edmonton T6C 0L1
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](#)

Organizations You Manage

My Certifications

Certification	Status	Discipline	Level	Certification Date	Renewal Due Date	
Master Electrician (Standard)	Active			11/05/2018	11/05/2019	Renew
Amusement Rides: Group A	Active	Amusement Rides		02/13/2019	11/28/2048	Renew
Building: Residential	Active	Building		02/13/2019	11/28/2048	Renew
Electrical: Group B (Utility)	Active	Electrical		02/13/2019	11/28/2048	Renew
Fire: Inspector (Group B Level 1)	Active	Fire		11/20/2018	10/17/2021	Renew

1. From **My Dashboard** under the **My Certifications**:
 - a. Click the **Renew** button to access any of your safety codes officer certifications.

Note: If you have more than one certification discipline you can enter your continuing education credits under any of the certifications. Once entered, you can access the continuing education previously entered through any of the certification disciplines.

Record Credits

2. From the Dashboard:
 - a. Select the Continuing Education tab

Council **Connect**

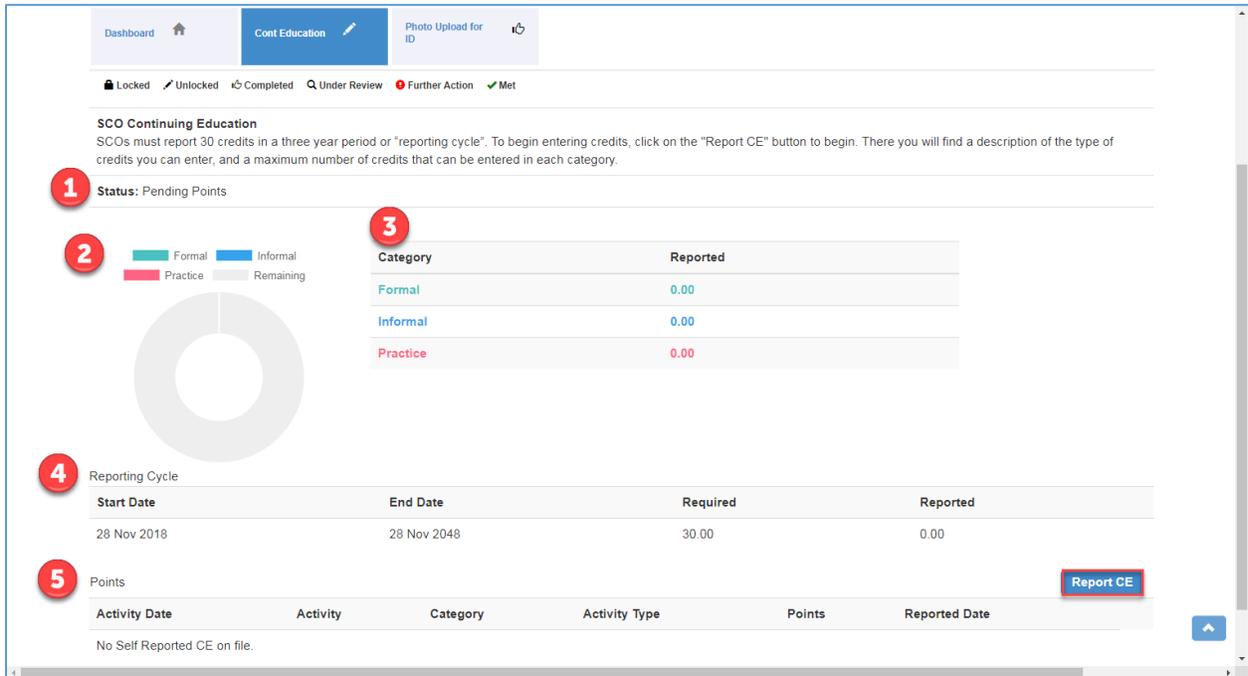
[My Account](#) [Organization Info](#) [Courses/ Exams](#) [Learning Path](#) [Online Store](#) [Credential Search](#) [Help](#)

Application Type: Amusement Rides : Amusement Rides Renewal
Status: Pending Info
Start Date: 02/13/2019
Submit Date:

[Dashboard](#) [Continuing Education](#) [Photo Upload for ID](#)

[Locked](#) [Unlocked](#) [Completed](#) [Under Review](#) [Further Action](#) [Met](#)

Requirement



SCO Continuing Education
SCOs must report 30 credits in a three year period or "reporting cycle". To begin entering credits, click on the "Report CE" button to begin. There you will find a description of the type of credits you can enter, and a maximum number of credits that can be entered in each category.

1 Status: Pending Points

2 ■ Formal ■ Informal ■ Practice ■ Remaining

3

Category	Reported
Formal	0.00
Informal	0.00
Practice	0.00

4 Reporting Cycle

Start Date	End Date	Required	Reported
28 Nov 2018	28 Nov 2048	30.00	0.00

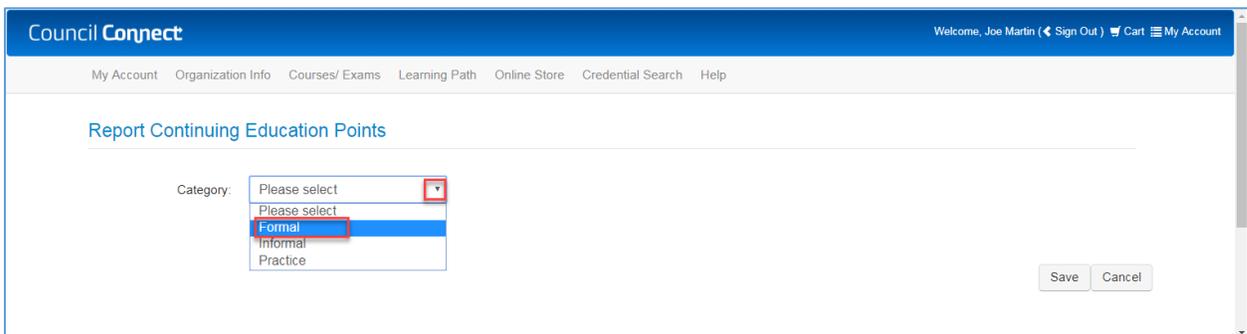
5 Points

Activity Date	Activity	Category	Activity Type	Points	Reported Date
No Self Reported CE on file.					

[Report CE](#)

The continuing education requirement displays the following:

1. Status:
 - Pending Points – when less then 30 credits have been reported
 - Pending Submit – when 30 credits have been reported
 2. Donut – diagram of reported credits by category (formal, informal, practice) and remaining credits
 3. Table – reported credits by category
 4. Reporting Cycle – start and end dates, required and reported credits
 5. Points activity – activities recorded
3. From the Continuing Education tab:
 - a. Click the Report CE button to enter your activities



Council Connect Welcome, Joe Martin (Sign Out) Cart My Account

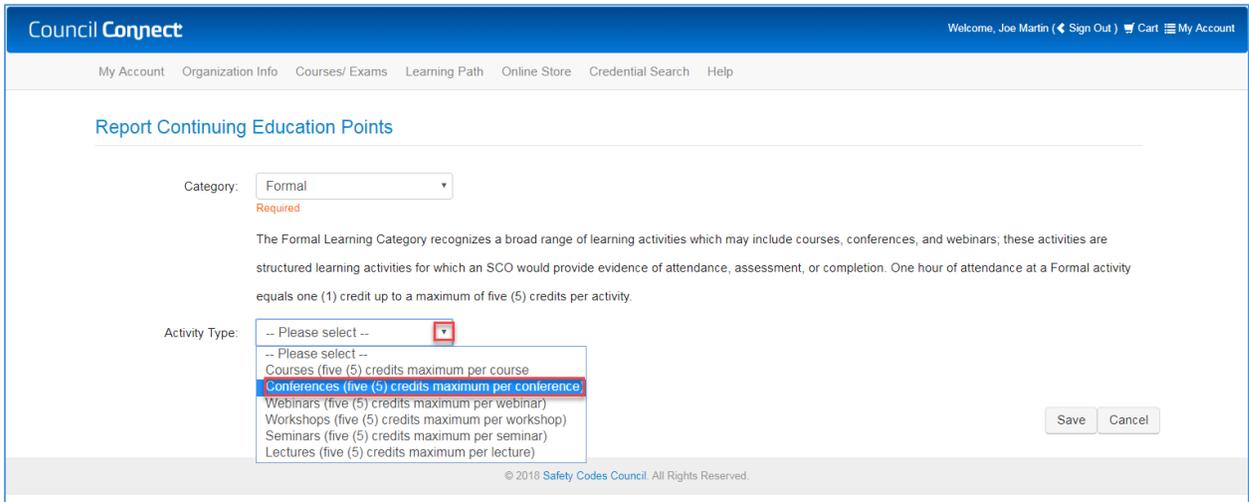
My Account Organization Info Courses/ Exams Learning Path Online Store Credential Search Help

Report Continuing Education Points

Category: ▼

- Please select
- Formal**
- Informal
- Practice

4. From the **Report Continuing Education Points** page:
 - a. Click the drop-down **arrow**
 - b. Select the category (**Formal** in our example)



Council Connect Welcome, Joe Martin (Sign Out) Cart My Account

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

Report Continuing Education Points

Category: Required

The Formal Learning Category recognizes a broad range of learning activities which may include courses, conferences, and webinars; these activities are structured learning activities for which an SCO would provide evidence of attendance, assessment, or completion. One hour of attendance at a Formal activity equals one (1) credit up to a maximum of five (5) credits per activity.

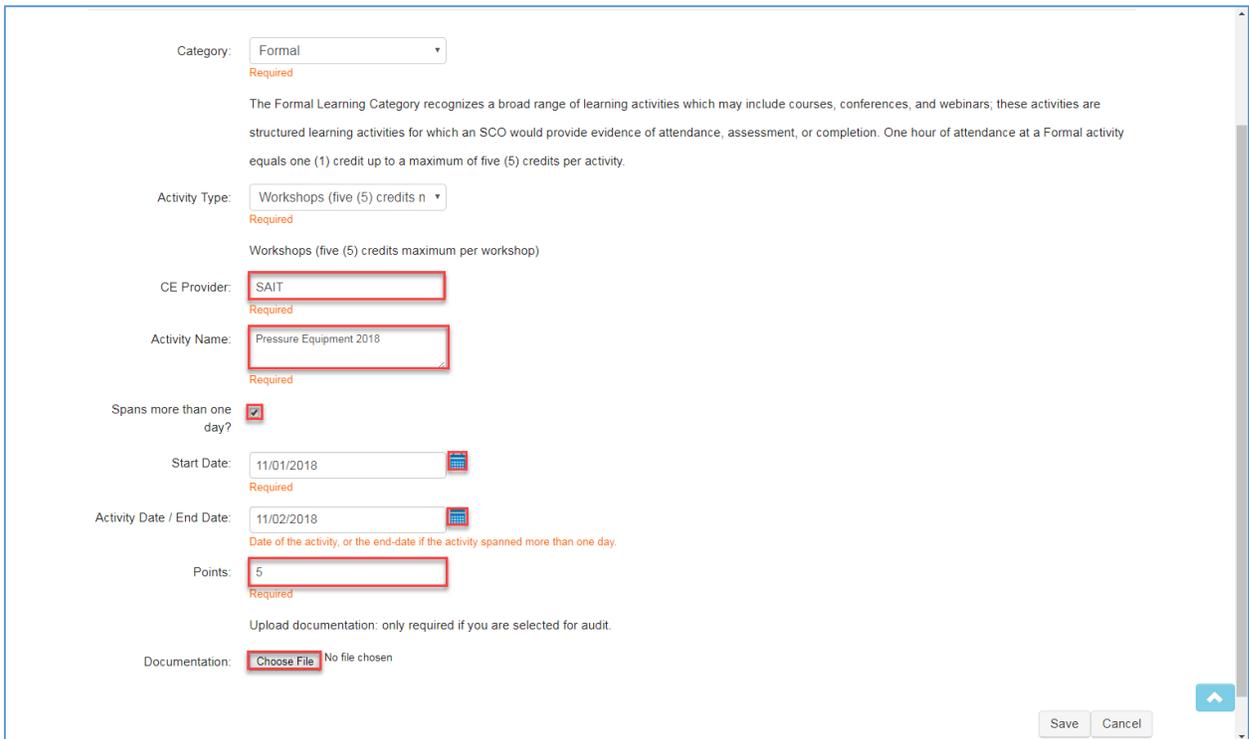
Activity Type: Required

- Please select --
- Courses (five (5) credits maximum per course)
- Conferences (five (5) credits maximum per conference)**
- Webinars (five (5) credits maximum per webinar)
- Workshops (five (5) credits maximum per workshop)
- Seminars (five (5) credits maximum per seminar)
- Lectures (five (5) credits maximum per lecture)

© 2018 Safety Codes Council. All Rights Reserved.

The activity types (and maximum credits) for the category selected will display. Activity types are dependant on the category.

5. From the **Report Continuing Education Points** page:
 - a. Select the activity type (**Conferences** in our example)



Category: Required

The Formal Learning Category recognizes a broad range of learning activities which may include courses, conferences, and webinars; these activities are structured learning activities for which an SCO would provide evidence of attendance, assessment, or completion. One hour of attendance at a Formal activity equals one (1) credit up to a maximum of five (5) credits per activity.

Activity Type: Required

Workshops (five (5) credits maximum per workshop)

CE Provider: Required

Activity Name: Required

Spans more than one day?

Start Date: Required

Activity Date / End Date: Date of the activity, or the end-date if the activity spanned more than one day.

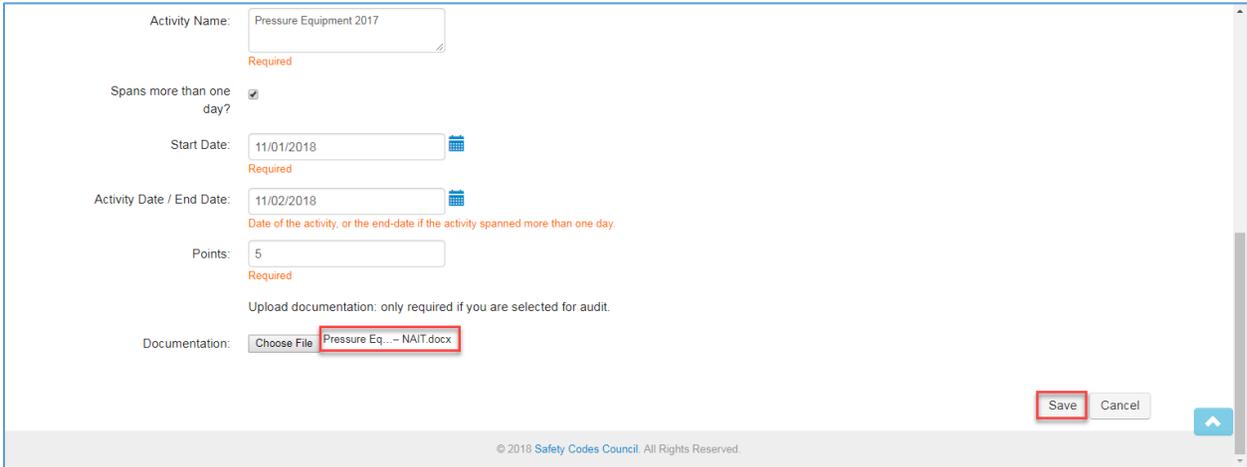
Points: Required

Upload documentation: only required if you are selected for audit.

Documentation: No file chosen

6. From the **Report Continuing Education Points** page:
 - a. **CE Provider:** the organization name providing the activity
 - b. **Activity Name:** description of the activity
 - c. **Spans more than one day?** click check box to select if activity is longer than one day

- d. **Activity Date / End Date:** click the calendar icon and select the start date of the activity
- e. **End Date:** click the calendar icon and select the end date of the activity (this only displays when the Spans more than one day? check box is selected)
- f. **Points:** number of points reported for the activity
- g. Click **Choose File** and find and select your document
- h. Click **Open** and your document will be uploaded



Activity Name: Pressure Equipment 2017
Required

Spans more than one day?

Start Date: 11/01/2018
Required

Activity Date / End Date: 11/02/2018
Date of the activity, or the end-date if the activity spanned more than one day.

Points: 5
Required

Upload documentation: only required if you are selected for audit.

Documentation: Pressure Eq...- NAIT.docx

© 2018 Safety Codes Council All Rights Reserved.

The document name just uploaded displays beside the **Choose File** button.

7. From the **Report Continuing Education Points** page:
 - a. Click **Save**

Dashboard
Cont Education
Photo Upload for ID

Locked
 Unlocked
 Completed
 Under Review
 Further Action
 Met

SCO Continuing Education

SCOs must report 30 credits in a three year period or "reporting cycle". To begin entering credits, click on the "Report CE" button to begin. There you will find a description of the type of credits you can enter, and a maximum number of credits that can be entered in each category.

Status: Pending Points

Formal
 Informal

Practice
 Remaining



Category	Reported
Formal	0.00
Informal	0.00
Practice	0.00

Reporting Cycle

Start Date	End Date	Required	Reported
28 Nov 2018	28 Nov 2048	30.00	0.00

Points

Activity Date	Activity	Category	Activity Type	Points	Reported Date	
01 Nov 2018 - 11/02/2018	NAIT: Pressure Equipment 2017	Formal	Workshop	5.00	28 Nov 2018	<div style="display: flex; justify-content: space-between; align-items: center;"> Report CE Edit </div>

© 2018 Safety Codes Council. All Rights Reserved.

The recorded activity displays at the bottom of the page.

8. From the **Continuing Education** tab:
 - a. Click **Report CE** to report additional activities
 - b. Click **Edit** to access and edit activities previously recorded