

Register for a SCO Course or Exam

This tutorial walks you through the steps to search, register, and pay for an SCO course and exam.

Course Registration

SCO courses that include materials have the option to choose print or online materials.

When you register for a **classroom** or **webinar course**, the course will be offered on specific dates and locations.

Self-paced courses do not have a specific date. “Continuous Intake” displays instead of the date.

- You can start the self-paced courses (with online materials) at any time after you register and pay.
- You can start the self-paced courses (with print materials) once you receive the print materials.

Exam Registration

When a course has a related exam, the fee for the exam is included in the cost of the course, though you must register for the course prior to registering for the exam to get the free **standard exam fee**. If you register for the exam before registering for the related course, you will be charged a **challenge fee** for the exam. If you have taken the exam previously, you will be charged a **retake fee** for the exam.

Both **standard exams** and any **retake exams** must be completed 6 months from the course registration date. Challenge exams are taken without taking a course and no 6 month completion date applies.

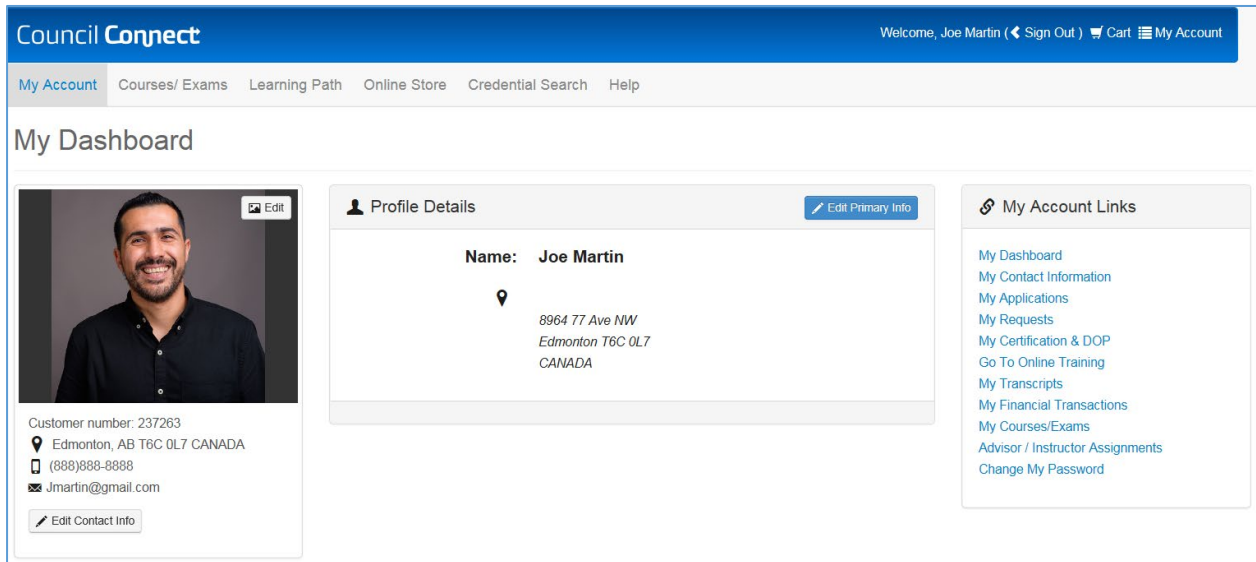
When you register for an **SCO exam**:

- You can choose to take the exam at the Council office, after a classroom course, or at another suitable location of your choice with a proctor. The proctor must be approved by Council.
- When you register for an exam, you request the exam date and the Council will confirm whether your requested date is available, or offer alternative dates in the case the exam will be taken at the Council office.
 1. Details on appropriate proctor choices can be found on the **Permanent Proctor Approval Form**, which can be found in Council Connect, **HELP – Resources** under **Forms**.
 - *Note: Council simplified the Proctor process in July of 2019. Once a proctor is registered in our system for any exam, that same proctor can be used for other exam registrations. Proctor details are added on the exam registration (as noted in the steps that follow).*

The example we use in this tutorial is to register for and pay for a course (100179 Introduction to Safety Codes System in Alberta) and then to register and pay for the related exam.

Note: You can make one payment for multiple items (such as registrations, certifications, or items from the online store) by adding the items to the shopping cart separately, then completing the check-out process from the online store once all the items are in your shopping cart.

Search for a Course or Exam



The screenshot shows the 'My Dashboard' page on the Council Connect website. At the top, there is a blue navigation bar with the 'Council Connect' logo on the left and 'Welcome, Joe Martin (Sign Out) Cart My Account' on the right. Below the navigation bar is a secondary menu with 'My Account', 'Courses/ Exams', 'Learning Path', 'Online Store', 'Credential Search', and 'Help'. The main content area is titled 'My Dashboard' and is divided into three columns. The left column features a profile picture of Joe Martin with an 'Edit' button, and contact information including customer number 237263, address (Edmonton, AB T6C 0L7 CANADA), phone number (888)888-8888, and email Jmartin@gmail.com, with an 'Edit Contact Info' button. The middle column is titled 'Profile Details' with an 'Edit Primary Info' button, showing the name 'Joe Martin' and the same address. The right column is titled 'My Account Links' and contains a list of 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, and Change My Password.

1. From the **Main Menu** on the **My Dashboard** page:
 - a. Click on **Courses/Exams**

You can also start the registration process from the following:

- **Certification Application Dashboard** page – for detailed instructions on how to register from the dashboard, refer to the Apply for SCO Certification tutorial.
- **Learning Path** page – for detailed instructions on how to register from the dashboard, refer to the view learning path tutorial.

Note: when you register from the **Certification Application Dashboard** or **Learning Path** and click the **Register** or **Exam** buttons, you will be taken to the screen below.

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

Event Type:	<input type="text" value="Course Offering"/>
Course/Exam Code:	<input type="text"/>
Course/Exam Name:	<input type="text"/>
Discipline:	<input type="text" value="Please select"/>
Location:	<input type="text" value="Please select"/>
<input type="button" value="Search"/>	

You can select from the drop-down options or type in the fields to filter your search. You must specify at least one criteria to search.

2. From the **Course/Exams** page enter the following:
 - a. **Event Type:**
 - i. Select **Course Offerings** if you want to see courses only
 - ii. Select **Exam Offerings** if you want to see exams only
 - iii. Leave blank if you want to see both courses and exams
 - b. **Course/Exam Code:** code for the course or exam to search for a specific course or exam. This is the recommended search method.
Note: all courses that have an exam have the same course code as the exam code.
 - c. **Course/Exam Name:** course or exam name (or a portion of the name)
 - d. **Discipline:** specify certification discipline to see only courses and/or exams related to that discipline

In this example, we will enter the course/exam code only to find all the offerings for a specific course and exam.

3. From the **Course/Exams** page enter the following:
 - a. **Event Type:** Course
 - b. **Course/Exam Code:** 100179
 - c. Click on the **Search** button

Register for Course

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

Search Results Search Again

Continuous Intake	Proctored Exam (electronic): 100179 Introduction to the Safety Codes System in Alberta, 2018 Type: Exam Offering Category: Proctored Exam (Electronic) 📍 Your location	Individual Registration
April 17, 2024	Course: 100179 Introduction to the Safety Codes System in Alberta (April 17, 2024) Type: Course Offering Category: Webinar (Online Materials) Capacity: 1 seats remaining out of 12 📍 TBD This course includes access to online material, mandatory webinar attendance, and successful completion of the exam...	Individual Registration
May 8, 2024	Course: 100179 Introduction to the Safety Codes System in Alberta (May 08, 2024) Type: Course Offering Category: Webinar (Online Materials) Capacity: 0 seats remaining out of 12 📍 TBD This course includes access to online material, mandatory webinar attendance, and successful completion of the exam...	Individual Registration
May 22, 2024	Course: 100179 Introduction to the Safety Codes System in Alberta (May 22, 2024) Type: Course Offering Category: Webinar (Online Materials) Capacity: 2 seats remaining out of 12 📍 TBD This course includes access to online material, mandatory webinar attendance, and successful completion of the exam...	Individual Registration
June 4, 2024	Course: 100179 Introduction to the Safety Codes System in Alberta (June 04, 2024) Type: Course Offering Category: Webinar (Online Materials) Capacity: 8 seats remaining out of 12 📍 TBD This course includes access to online material, mandatory webinar attendance, and successful completion of the exam...	Individual Registration
June 26, 2024	Course: 100179 Introduction to the Safety Codes System in Alberta (June 26, 2024) Type: Course Offering Category: Webinar (Online Materials) Capacity: 12 seats remaining out of 12 📍 TBD	Individual Registration

A list of all the courses with the code 100179 display. In this example there is one course which is webinar based with online materials.

Note: If there are multiple pages of search results, page number buttons appear at the top centre of the page (to navigate to the additional pages).

In this example, we will register for and pay for the self-paced course. Next, we will register and pay for the electronic exam at the safety codes council.

4. From the **Search Results** page:
 - a. Find the course you want to register for
 - b. Click the course title Course: 100179 Introduction to the Safety Codes System in Alberta (April 17, 2024) to view the course details

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

Event Profile Go Back

Course: 100179 Introduction to the Safety Codes System in Alberta (April 17, 2024)

[Individual Registration](#)
[Group Registration](#)

[Find it on Map](#)

Date(s): April 17, 2024
Event start time: 9:00 am

Venue: Online (webinar)
n/a
n/a, AB n/a

Website: Not available

Fee(s): [This event has a fee](#)

Description: \$400, 9am - 3:30pm; [Course Syllabus](#)

Online (webinar)

[Instructors](#) [View All Instructors](#)

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5. From the **Event Profile** page:
 - a. View the course details:
 - i. Course name
 - ii. Dates
 - iii. Venue, if applicable
 - iv. Description: course fee and link to Course Syllabus
 - b. Click on **Course Syllabus** to view

Introduction to the Safety Codes System
100179

Description

The course equips students with a comprehensive understanding of and ability to interpret the Safety Codes Act (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.

Objectives

- Describe what comprises law in Canada.
- Describe the role of the courts in the Canadian court system.
- Describe statutory delegation of powers.
- Describe the judicial control of the administrative process.
- Describe civil law as it relates to the SCO.
- Describe ethics and ethical behaviour.
- Describe court situations relevant to SCOs.
- Become familiar with the defined terms and the application of the Act (Sections 1, 2)
- Describe requirements of Act Part 1 Responsibilities, Sections 4 to 12.
- Describe requirements of Act Part 2 Administration, Sections 16 to 23.
- Describe requirements of Act Part 2 Administration, Sections 26, 28, 30 Accreditation, Alberta Safety Codes Authority.
- Describe requirements of Act Part 2 Administration, Sections 31-37—Safety Codes Officers.
- Describe requirements of Act Part 3 Standards, Sections 38, 42-46.
- Describe requirements of Act Part 4 Unusual Situations.
- Describe requirements of Act Part 5 Orders, Appeals; Sections 49-57.
- Describe requirements of Act Part 6 Information, Sections 59, 61, 62, and 63.
- Describe requirements of Act Part 7 General, Sections 65-71.
- Become familiar with the contents of the Administrative Items Regulation, paying attention to each section.
- Become familiar with the content of the Permit Regulation, paying attention to all three Parts.
- Review the contents of the Safety Codes Council's quality management plans.
- Review the Safety Codes Council's Bylaws document.

Delivery Method

You must attend one-day seminar. The seminar is a facilitated session during which you review the course material and prepare for the exam.

Required Reading

- [Safety Codes Act](#)
- [Administrative Items Regulation](#)
- [Permit Regulation](#)
- [Safety Codes Council Bylaws](#)

Introduction to the Safety Codes System
100179

Evaluation

To receive credit for this course you must earn a grade of at least 80 percent on the final exam. The exam is 2 hours long and has 40 multiple-choice questions. You may refer to your course materials and related documents during the exam.

The course syllabus displays in a new browser tab.

6. From the **Course Syllabus** page:
 - a. View the course details
 - b. Click on the browser **Close Tab** (top of the page)

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

Event Profile Go Back

Course: 100179 Introduction to the Safety Codes System in Alberta (April 17, 2024)

[Individual Registration](#)
[Group Registration](#)

[Find it on Map](#)

Date(s): April 17, 2024
Event start time: 9:00 am
Venue: Online (webinar)
n/a
n/a, AB n/a
Website: Not available
Fee(s): [This event has a fee](#)
Description: \$400, 9am - 3:30pm; [Course Syllabus](#)

Online (webinar)

[Instructors](#) [View All Instructors](#)

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You are returned to the previous page.

7. From the **Event Profile** page:
 - a. Click **Individual Registration** button to the right of the course name to register

Registrant Information

Course / Exam Registration | [Event Registration](#)
[Event Information](#)

Event: Course: 100122 Building, Energy Conservation & Building Envelope for Residential SCOs, ABC 2014
Event Category: Self-Paced (Print Materials)

Registrant Information

Registrant type:

Required

Registrant name: Clarke Kim

SIN No:

Required: If your SIN# is incorrect, please contact Christina Futter at accounting@safetycodes.ab.ca or phone 780-413-0099 for further assistance.

For 2019 and later years, all designated educational institutions in Canada including the Safety Codes Council will be required to file the new information return, Form T2202, pursuant to the Regulations to the Income Tax Act. The federal T2202 tax form is used to certify a student's eligibility and maximum tax deductions for tuition, education, and textbooks. As a result, the Safety Codes Council will be required to collect students' Social Insurance Numbers (SIN) for inclusion on the T2202 forms. To enter in your SIN, please follow these instructions:

8. Enter your SIN in the box provided

Course / Exam Registration | [Event Registration](#)
[Event Information](#)

Event: **Course: 100119 Building, Administration and Compliance Monitoring, ABC 2014**

Event Category: Self-Paced (Print Materials)

Registrant Information

Registrant type: Required

Registrant name: **Masterbuilder Max The**

SIN No:

If a SIN number is already on file this field will display the last 4 digits only


If your SIN# is incorrect, please contact Christina Futter at accounting@safetycodes.ab.ca or phone 780-413-0099 for further assistance.

Organization name:

Phone: 5877798548

Email: maxscc@mailinator.com

9. If you had previously entered your SIN in the system, the SIN No field on the course registration will display in a masked fashion with only the last three digits shown (e.g. XXX XXX 999)

 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](#)

10. After the course registration is completed, the SIN number entered will be saved to your profile.

- a. Click the **My Tax Information** link on your account (My Dashboard page, My Account Links menu) to view the saved number.
 - i. **Note:** Contact the Council’s Accounting department should edits to the number be required.
 - ii. If you have registered in any eligible courses, on an annual basis this screen will display a link to the tuition tax credit reports (for you to download to claim the credit on your income tax filing).

Organization name: My Southeastern Municipality

Phone: 4034581547

Email: johnscc@mailinator.com

Address: Home: 10726 106 Avenue   

Required

John QMP Manager
My Southeastern Municipality
10726 106 Avenue
Calgary, AB
T2P 3R7
CANADA

11. Review the Event and Registration Information and make the following address changes if required:
 - a. Click the **arrow** icon to select a different address if you have more than one
 - b. Click the **pencil** icon to edit the address if it is incorrect
 - c. Click the **plus sign** to add another address
 - d. Scroll down

Special Requests and Comments

Comment:


Characters remaining: 800

Event Fees

Product	Price	Category
<input checked="" type="checkbox"/> Fees: 100118 Building, Introduction to the Alberta Building Code, ABC 2014	410.00	

410.00 **Total** Calculate Total Amount to Pay

All Amounts are in Canadian Dollars



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12. From the **Special Requests and Comments** section:
 - a. Add any comments regarding your registration
 - b. Click the **Add to Cart** button

Check Out

Shopping Cart | [View](#)

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

Line Items ✕							
Item	Quantity	Price	Tax	Shipping	Net Total	Paid Amount	Balance Due
Ⓢ Materials (Print): 100118 Building, Introduction to the Alberta Building Code, ABC 2014	1.00	0.00	0.00	0.00	0.00	0.00	0.00
Ⓢ Course: 100118 Building, Introduction to the Alberta Building Code, ABC 2014	1.00	410.00	0.00	0.00	410.00	0.00	410.00

Cart Total

Subtotal: **410.00**

Total tax: **0.00**

Total shipping: **0.00**

Net Total: **410.00**

Total Paid: **0.00**

Balance Due: **410.00**

All Amounts are in Canadian Dollars

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

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Note: There are two line items in your cart: one for materials for the course and one for the course. The materials cost is \$0.00 because they are included in the cost of the course.

13. From the **Shopping Cart** page:
 - a. Review the shopping cart details to ensure they are correct
 - b. Click the **Check-Out** button

Shipping Information

Customer:

Ship to address:  

Required

Address preview:

Julia Young
123 Main Street
Edmonton, AB
T5J 3N4
CANADA

Shipping Method

Pick shipping method: 

Required

Price/Rate: 0.00

Sale price: 0.00

Shipping notes:

[Continue](#)

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14. From the **Shopping Cart** page:

- Review the shopping cart details to ensure they are correct
- Complete the payment information
- Click the **Continue** button
- Review the shopping cart details
- Click the **Submit Order** button

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

Payment Information

Payment amount: **410.00**

Payment method:
Required

Cardholder's name:
Required

Credit card number:
Required

Expiration date:
Required

Security code:
Required

Invoice total: **410.00**

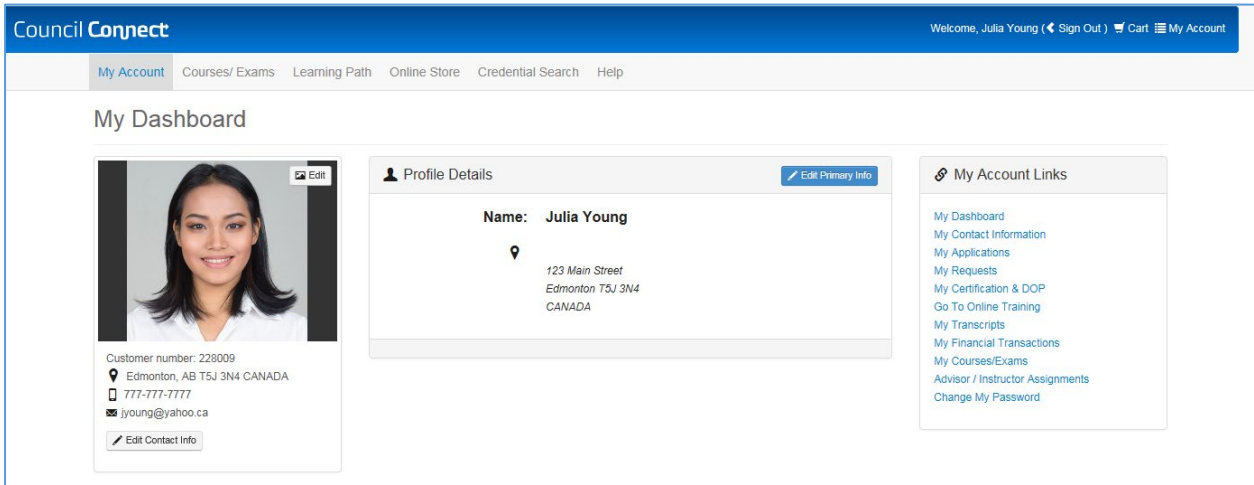
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15. From the **Payment Information** section:
- Complete the payment information
 - Click the **Continue** button
 - Review the shopping cart details
 - Click the **Submit Order** button

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

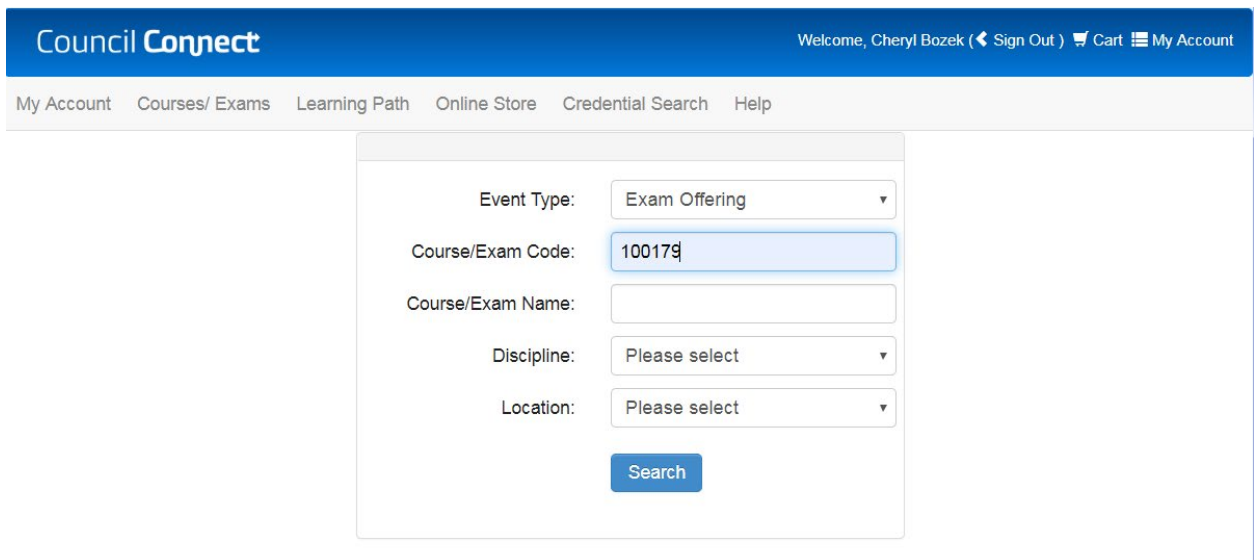
Search for an Exam

Now we will register for a proctored electronic exam for a course we had previously registered in.



The screenshot shows the 'My Dashboard' page in Council Connect. At the top, there is a navigation bar with 'My Account', 'Courses/ Exams', 'Learning Path', 'Online Store', 'Credential Search', and 'Help'. The main content area includes a user profile for Julia Young with a photo, contact details (customer number 228009, address in Edmonton, AB, phone 777-777-7777, and email jyoung@yahoo.ca), and profile details (name, address: 123 Main Street, Edmonton T5J 3N4, CANADA). A 'My Account Links' sidebar on the right lists various options like 'My Dashboard', 'My Contact Information', 'My Applications', 'My Requests', 'My Certification & DQP', 'Go To Online Training', 'My Transcripts', 'My Financial Transactions', 'My Courses/Exams', 'Advisor / Instructor Assignments', and 'Change My Password'.

1. From the **Main Menu** on the **My Dashboard** page:
 - a. Click on **Courses/Exams**
 - b. Select **Exams**



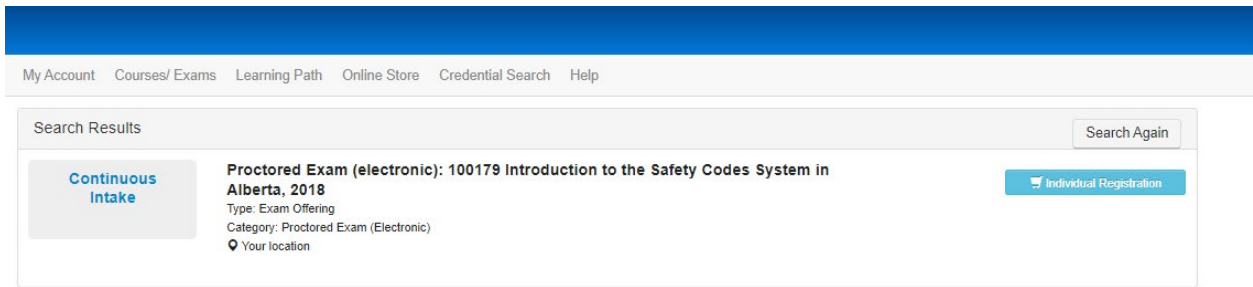
The screenshot shows the search interface on the 'Courses/ Exams' page. A search form is displayed with the following fields: 'Event Type' (dropdown menu set to 'Exam Offering'), 'Course/Exam Code' (text input field containing '100179'), 'Course/Exam Name' (empty text input field), 'Discipline' (dropdown menu set to 'Please select'), and 'Location' (dropdown menu set to 'Please select'). A blue 'Search' button is located below the form.

You can select from the drop-down options or type in the fields to filter your search. You must specify at least one criteria to search.

In this example, we will enter the exam code only to find all the offerings for the specified exam:

2. From the **Course/Exams** page enter the following:
 - a. **Event Type:** Exam Offering
 - b. **Course/Exam Code:** 100179
 - c. Click on the **Search** button

Register for Exam



The screenshot shows a navigation bar with links: My Account, Courses/ Exams, Learning Path, Online Store, Credential Search, and Help. Below the navigation bar is a search results section. The search results are displayed in a table with one row. The row contains a 'Continuous Intake' badge, the exam title 'Proctored Exam (electronic): 100179 Introduction to the Safety Codes System in Alberta, 2018', and an 'Individual Registration' button. The exam details include 'Type: Exam Offering', 'Category: Proctored Exam (Electronic)', and 'Your location'.

Search Results		Search Again
Continuous Intake	Proctored Exam (electronic): 100179 Introduction to the Safety Codes System in Alberta, 2018 Type: Exam Offering Category: Proctored Exam (Electronic) 📍 Your location	Individual Registration

A exam event with the code 100179 displays. In this example we will register for the electronic proctored version of the specified exam.

3. From the **Search Results** page:
 - a. Click the exam name and review and confirm you have chosen the correct exam
 - b. Click **Individual Registration** button to the right of the course or exam

Council Connect
Welcome, Cheryl Bozek (◀ Sign Out) 🛒 Cart ☰ My Account


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

Course / Exam Registration | [Event Registration](#)

Event Information

Event: **Proctored Exam (electronic): 100179 Introduction to the Safety Codes System in Alberta, 2018**

Event Category: Proctored Exam (Electronic)

Exam Date: 

Required

Please note:

- If you are scheduling your exam for a date that is past your current course completion date, you will be charged an additional fee.
- to write an exam at the Safety Codes Council office, we will contact you to arrange a time on the date you requested; for proctored exams, you are free to choose your own time.

Note: When you register for an exam you must request the date you want to take the exam. If you choose to take an exam at the Council, the Council will confirm whether the date is available and confirm the date and time.

4. From the **Course / Exam Registration** page:
 - a. **Exam Date:** click the calendar button and select the date you want to request for the exam
 - b. Scroll down

The fields shown below will display for electronic proctored exams:

Proctor Information

Proctor Name:

Required

Proctor Customer Number:

Required: This field is mandatory for all proctored exams. If your proctor does not have a Council Connect account, they must create one before you can register for your exam.

If the exam is a proctored exam such as the one used in this example, proctor related fields will display.

Note: First time proctors must create an account in Council Connect, which generates a customer number, and submit the **Permanent Proctor Approval Form**, which can be found in Council Connect, **HELP – Resources** under **Forms**. The proctor provides the exam registrant with their Proctor customer number to enter in the field shown above.

- c. Enter the name of the individual who be proctoring the exam for you in the **Proctor Name** field
- d. Enter the proctor’s customer number in the **Proctor customer Number** field (this number is located just below the photo field on the proctor’s My Dashboard page in Council Connect)

e. Scroll down

Registrant Information

Registrant type: Standard Required

Registrant name: **Bozek Cheryl**

Organization name:

Phone: 7809843616

Email: cheryl.bozek@safetycodes.ab.ca

Address: Home: 4228 157 Avenue Required

Cheryl Bozek
4228 157 Avenue
Edmonton, AB
T5Y 0C9
CANADA

5. In the **Registration Information** section

- a. Verify the information is correct (if changes need to be made, return to the My Dashboard page and Edit your Contact Info details. Click the **Cart** link in the upper right corner of Council Connect to finalize the registration)
- b. Scroll down

Registrant Information

Registrant type: Standard Required

Registrant name: **Bozek Cheryl**

Organization name:

Phone: 7809843616

Email: cheryl.bozek@safetycodes.ab.ca

Address: Home: 4228 157 Avenue Required

Cheryl Bozek
4228 157 Avenue
Edmonton, AB
T5Y 0C9
CANADA

6. From the **Special Requests and Comments** section:

Note: the Price displayed in the Event Fees area may be 0.00 if you had previously registered and paid for the related course (which is the case in this example). If this is a challenge exam or another exam type that is subject to a fee, the price will be reflected in the **Event Fees** area.

- a. **Comments:** enter any comments regarding the exam

- b. Verify the the fee shown in the **Event Fees** area is correct
- c. Click the **Add to Cart** button

Check Out

Council Connect
Welcome, Cheryl Bozek (← Sign Out) [Cart](#) [My Account](#)

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

Online Store Shopping Cart

Shopping Cart [View](#)

Return to dashboard
Continue to Shop
Check-Out

Line Items	Quantity	Price	Tax	Shipping	Net Total	Paid Amount	Balance Due
Proctored Exam (electronic): 100179 Introduction to the Safety Codes System in Alberta, 2018	1.00	0.00	0.00	0.00	0.00	0.00	0.00

Cart Total

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

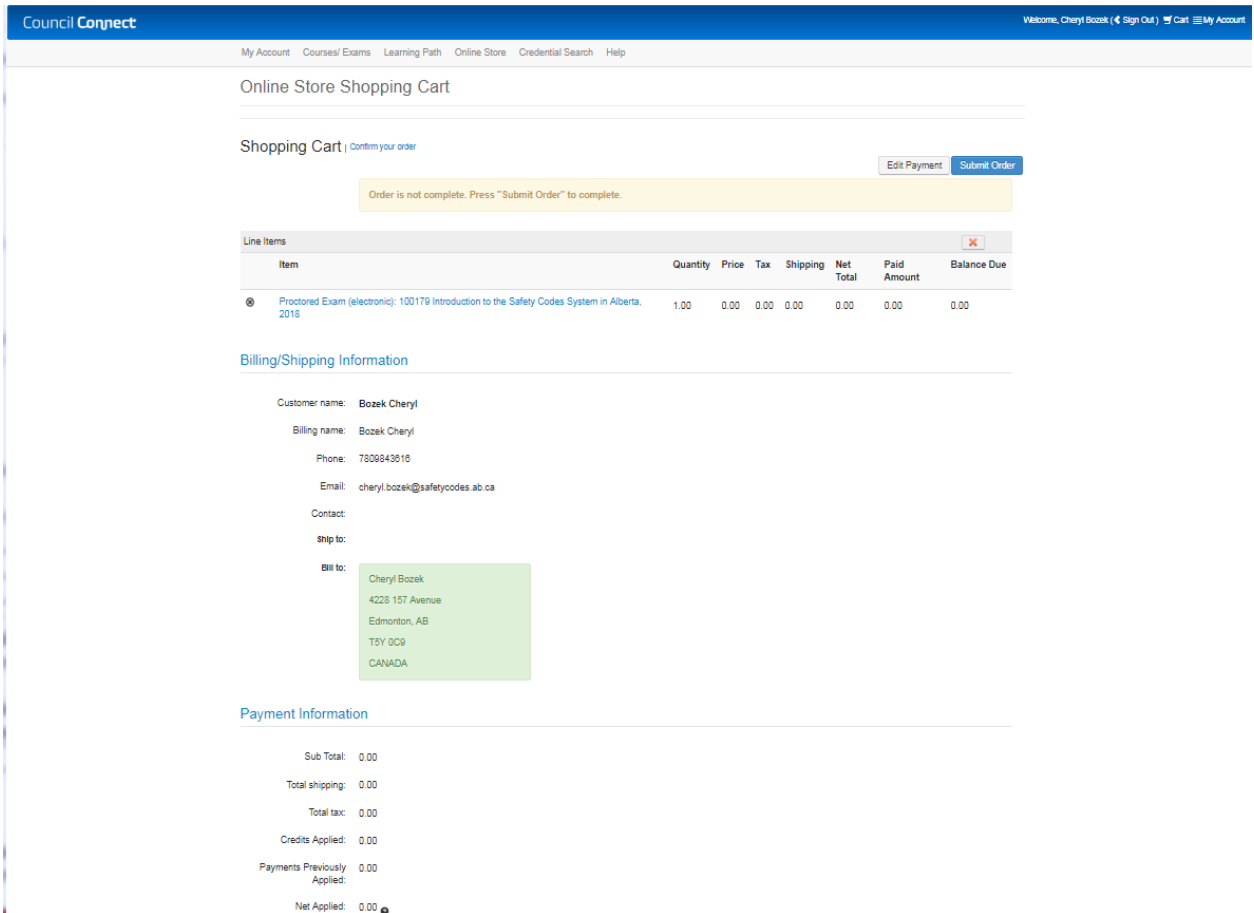
All Amounts are in Canadian Dollars

Return to dashboard
Continue to Shop
Check-Out

7. From the **Shopping Cart** page:
 - a. Review the shopping cart details to ensure they are correct
 - b. Click the **Check-Out** button

In this example, the payment amount is \$0.00 because the exam is included in the cost of the course.

8. From the **Billing and Payment** page:
 - a. Verify the correct amount is displayed in the **Payment Information** area
 - b. If fees apply, provide the payment information details in the related fields Click the **Continue** button



Council Connect Welcome, Cheryl Bozek (Sign Out) Cart My Account

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

Online Store Shopping Cart

Shopping Cart | [Confirm your order](#) [Edit Payment](#) [Submit Order](#)

Order is not complete. Press "Submit Order" to complete.

Line Items							
Item	Quantity	Price	Tax	Shipping	Net Total	Paid Amount	Balance Due
Proctored Exam (electronic): 100179 Introduction to the Safety Codes System in Alberta, 2018	1.00	0.00	0.00	0.00	0.00	0.00	0.00

Billing/Shipping Information

Customer name: **Bozek Cheryl**
 Billing name: **Bozek Cheryl**
 Phone: 7806843616
 Email: cheryl.bozek@safetycodes.ab.ca
 Contact:
 Ship to:
 Bill to:

Cheryl Bozek
 4228 157 Avenue
 Edmonton, AB
 T5Y 0C9
 CANADA

Payment Information

Sub Total: 0.00
 Total shipping: 0.00
 Total tax: 0.00
 Credits Applied: 0.00
 Payments Previously Applied: 0.00
 Net Applied: 0.00

9. From the **Online Store Shopping Cart** page:
 - a. Click the **Submit Order** button

Council Connect Welcome, Cheryl Bozek (Sign Out) Cart My Account

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

Online Store Shopping Cart

Purchase Details				
Item	Price	Qty	Tax	Shipping
Proctored Exam (electronic): 100173 Introduction to the Safety Codes system in Alberta, 2018	0.00	1.00	0.00	0.00

[Return to Dashboard](#) [Continue Shopping](#)

Shopping Cart | [Receipt](#)

Thank you for your order.

Confirmation #:

Invoice #: 238058

You may print this page for your records.

[Print this receipt](#)

Your exam registration is complete.

10. From the **Shopping Cart** page:
 - a. Click the **Return to Dashboard** button