

Request Designation of Powers Amendment

This tutorial walks you through the steps to request an amendment to a designation of powers (DOPs). Requests to amend existing DOPs must be submitted through Council Connect by an authorized representative of an organization under any/all of the following circumstances:

1. An SCO obtains full certification in a discipline for which he or she previously held probationary certification (and had a DOP with an accredited organization for the related discipline);
2. One of the parties named on the DOP (i.e. the accredited organization, the SCO or the permit issuer for example) changes his or her name.

A \$25 fee is charged, **per discipline** for amending an SCO's DOP in all of the above circumstances with the exception of the fire and gas disciplines. Because SCOs in the gas discipline must go through a mandatory probationary period before obtaining full certification, there is no charge to amend any pre-existing probationary DOPs to reflect the SCO's change in scope of authority to full certification.

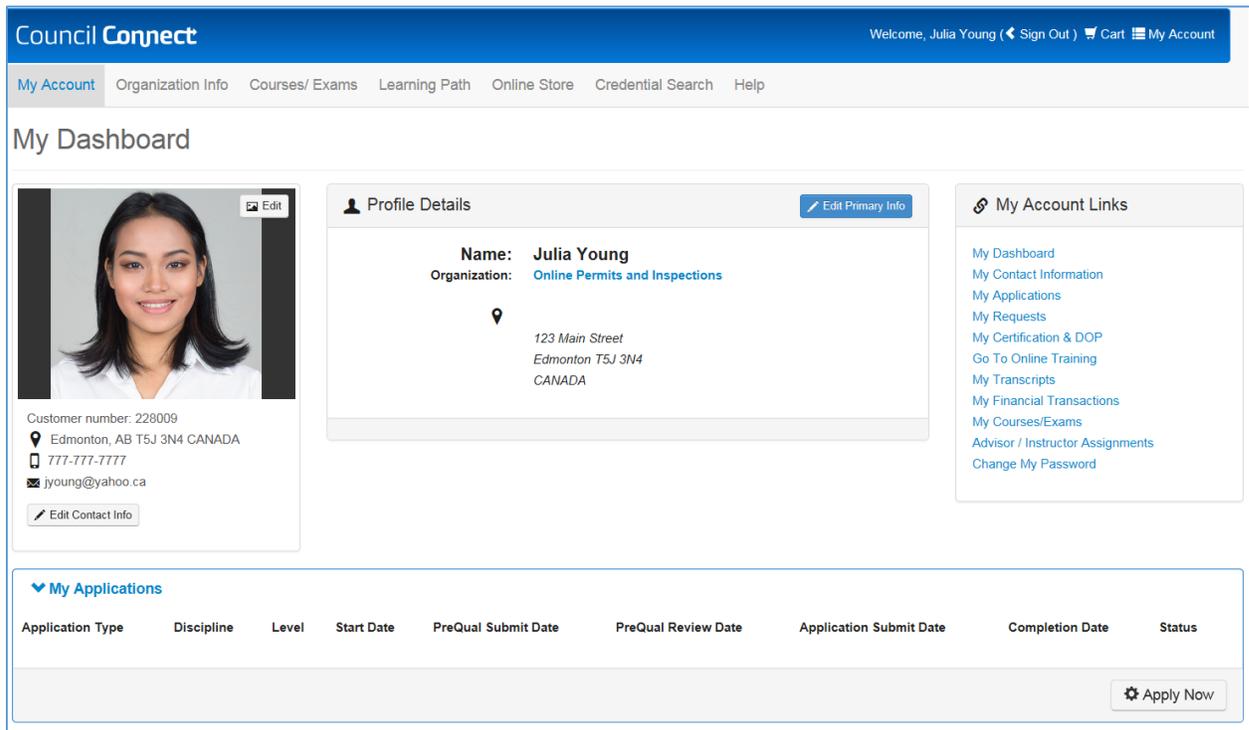
A single fee of \$25 is charged for any amendment to a permit issuer DOP, regardless of the number of disciplines included or being added to a PIO DOP.

Log into Council Connect to view Organization’s Dashboard

In order to request the amendment of an active DOP, the DOP number and other details must be provided on an online amendment request form that is submitted through an Information Request using Council Connect. The required information to fill on the form can be found on the related organization’s dashboard.

In order to view an organization’s list of DOPs, an individual must be related to the organization and must have the appropriate permissions/role set. . If you need to be granted access, submit a request through **Help – Contact Us**.

Reviewing list of Active DOPs



The screenshot shows the 'My Dashboard' page in Council Connect. At the top, there is a navigation bar with 'Council Connect' on the left and 'Welcome, Julia Young (Sign Out) Cart My Account' on the right. Below the navigation bar are several menu items: 'My Account', 'Organization Info', 'Courses/ Exams', 'Learning Path', 'Online Store', 'Credential Search', and 'Help'. The main content area is titled 'My Dashboard' and is divided into three main sections:

- Profile Details:** Includes a profile picture of Julia Young with an 'Edit' button. Below the photo, contact information is listed: Customer number: 228009, Location: Edmonton, AB T5J 3N4 CANADA, Phone: 777-777-7777, Email: jyoung@yahoo.ca, and an 'Edit Contact Info' button.
- Profile Details (Text):** Shows 'Name: Julia Young' and 'Organization: Online Permits and Inspections'. Below this is the address: 123 Main Street, Edmonton T5J 3N4, CANADA. There is an 'Edit Primary Info' button.
- My Account Links:** A list of links including: 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.

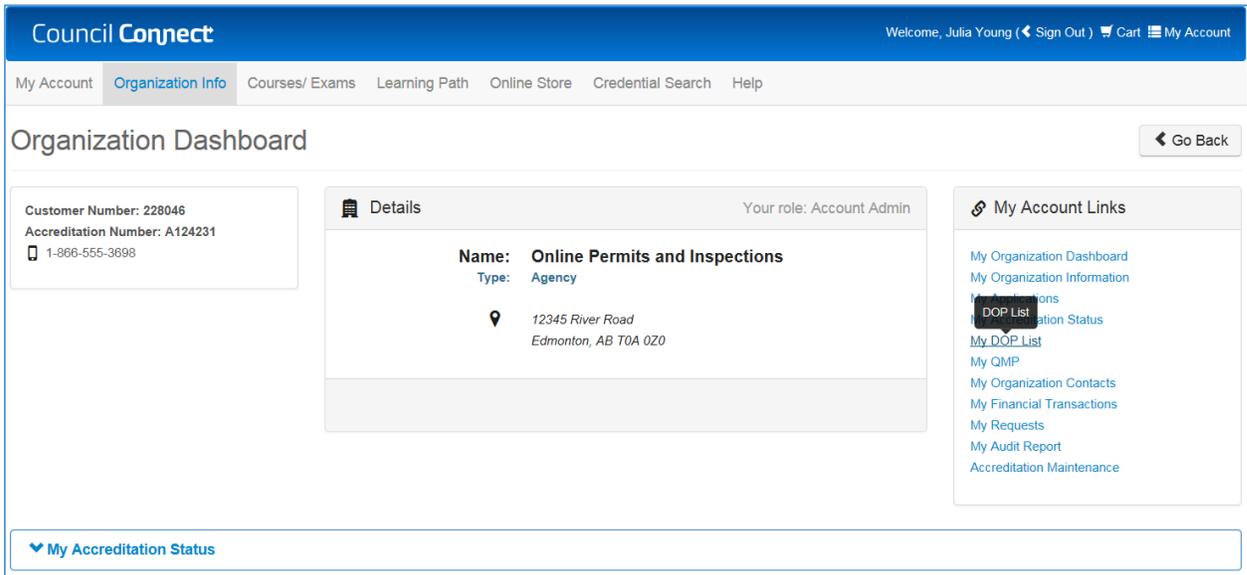
At the bottom of the dashboard, there is a section for 'My Applications' with a table header:

Application Type	Discipline	Level	Start Date	PreQual Submit Date	PreQual Review Date	Application Submit Date	Completion Date	Status
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An 'Apply Now' button is located at the bottom right of the applications section.

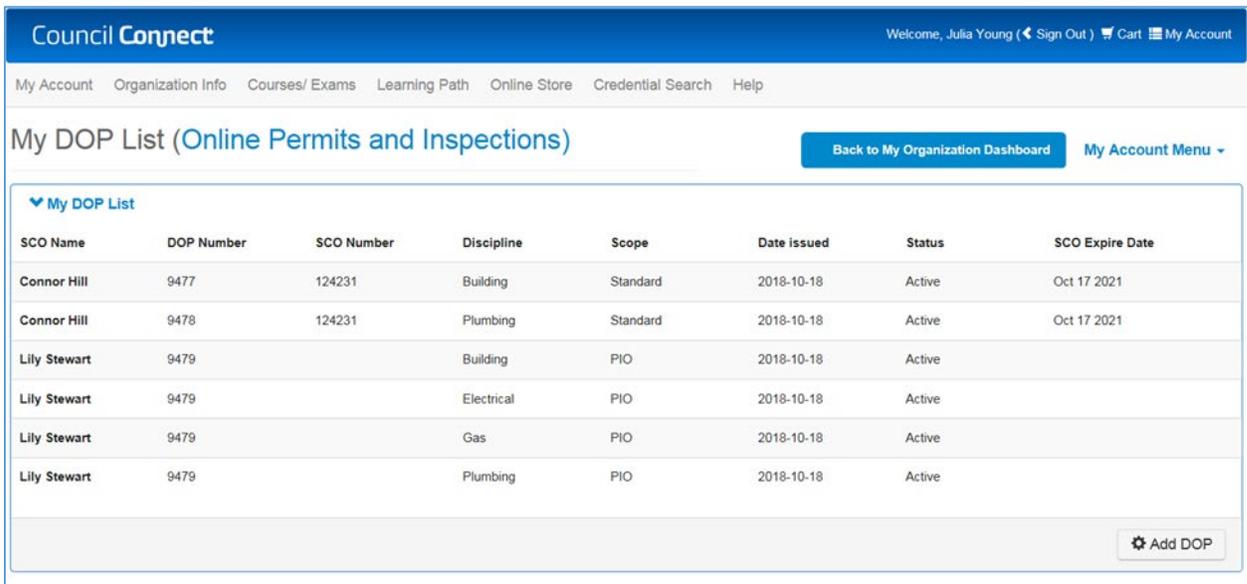
1. From the Individual’s **My Dashboard** page, navigate to the desired organization’s dashboard:
 - a. Click the link to the individual’s primary affiliation **Organization** (just below the individual’s name) or
 - b. If the logged in individual is affiliated with several organizations and wishes to view the DOP list for one or all of those organizations one by one:
 - i. Click the **Organizations You Manage** heading to expand the list and display a link to all related organizations;
 - ii. Click the link to the desired organization to display that organization’s dashboard.

Obtain DOP Details to complete online request form



The screenshot shows the 'Organization Dashboard' in Council Connect. The user is logged in as Julia Young. The dashboard includes a 'Details' section for 'Online Permits and Inspections' (Agency) located at 12345 River Road, Edmonton, AB T0A 0Z0. A 'My Account Links' sidebar is visible on the right, with 'My DOP List' highlighted.

2. Under the **My Account links**:
 - a. Click the **My DOP List** link.

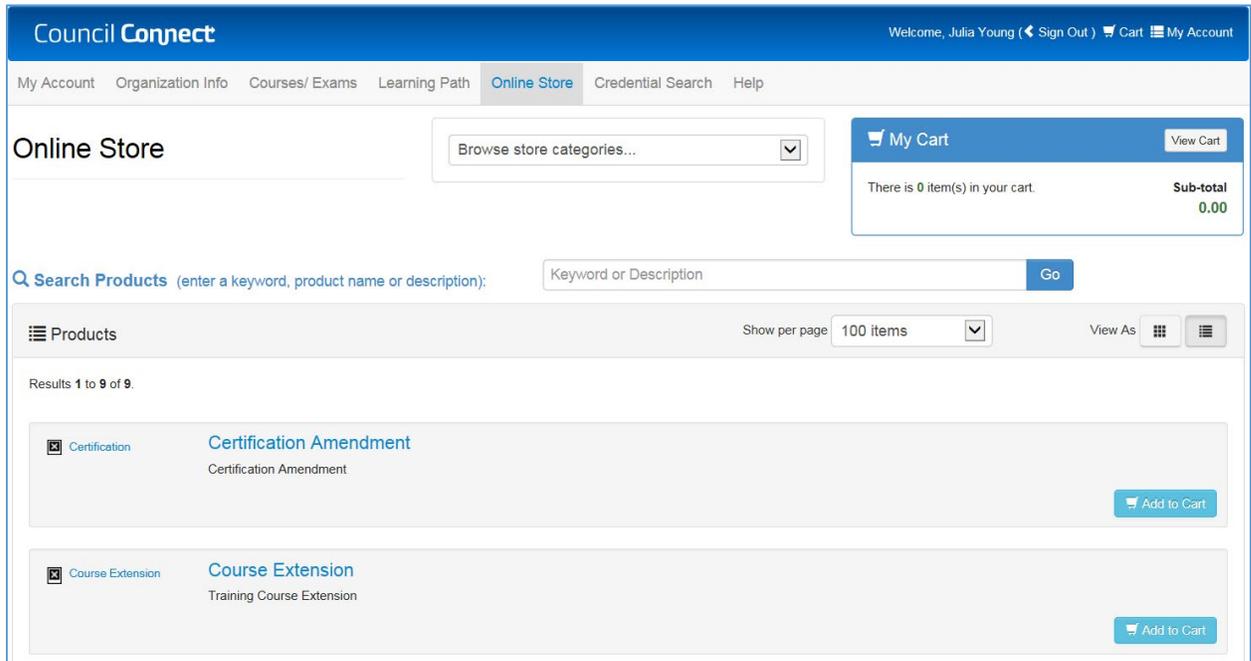


The screenshot shows the 'My DOP List (Online Permits and Inspections)' page. It features a table with columns for SCO Name, DOP Number, SCO Number, Discipline, Scope, Date issued, Status, and SCO Expire Date. There are 7 entries listed. A 'Back to My Organization Dashboard' button and a 'My Account Menu' dropdown are at the top right. An 'Add DOP' button is at the bottom right.

SCO Name	DOP Number	SCO Number	Discipline	Scope	Date issued	Status	SCO Expire Date
Connor Hill	9477	124231	Building	Standard	2018-10-18	Active	Oct 17 2021
Connor Hill	9478	124231	Plumbing	Standard	2018-10-18	Active	Oct 17 2021
Lily Stewart	9479		Building	PIO	2018-10-18	Active	
Lily Stewart	9479		Electrical	PIO	2018-10-18	Active	
Lily Stewart	9479		Gas	PIO	2018-10-18	Active	
Lily Stewart	9479		Plumbing	PIO	2018-10-18	Active	

3. Locate the DOP(s) to be amended in the DOP list (note: please submit one request per individual SCO or permit issuer amendment required);
4. Jot down or copy the DOP number(s) and the permit issuer or the SCO name and the SCO ID number (if applicable).

Purchase Product/Make Payment



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

The main content area is titled "Online Store" and features a "Browse store categories..." dropdown menu. To the right, there is a "My Cart" box showing "There is 0 item(s) in your cart" and a "Sub-total 0.00".

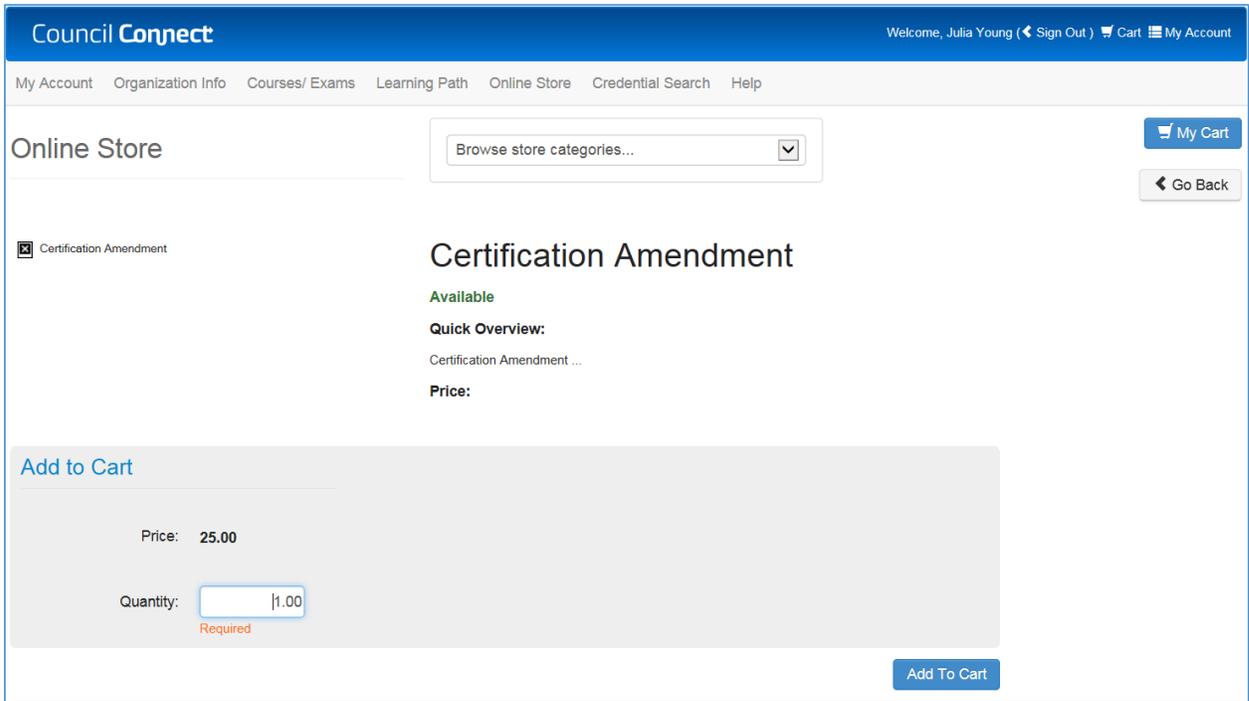
Below the navigation is a search bar labeled "Search Products (enter a keyword, product name or description):" with a "Keyword or Description" input field and a "Go" button.

The product list shows "Results 1 to 9 of 9". The first two products are:

- Certification**: Certification Amendment. Add to Cart button.
- Course Extension**: Training Course Extension. Add to Cart button.

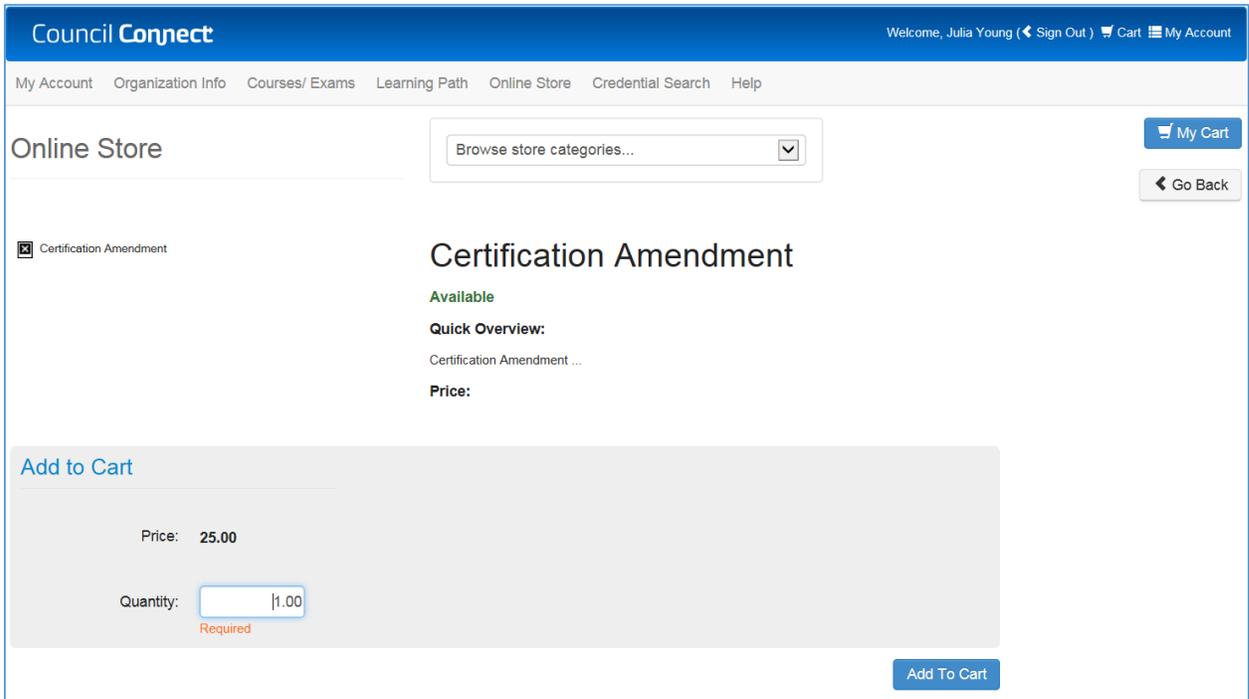
At the top right of the product list, there are controls for "Show per page" (set to 100 items) and "View As" (grid and list icons).

5. From the **Online Store** page:
 - a. Click Browse Store Categories and select Products.
 - b. Click on the **List View** icon (top right of screen) to view as a list
 - c. Scroll and hover your mouse over each item to find the product you want to purchase, then click on the product to select it
Or
 - d. **Search Products**: Enter a description making your keywords as precise as possible (e.g. below)
 - i. Certification Amendment
 - e. Click the **Go** button



The screenshot shows the 'Council Connect' online store interface. At the top, there is a navigation bar with the user's name 'Welcome, Julia Young' and links for 'Sign Out', 'Cart', and 'My Account'. Below this is a secondary navigation menu with links for 'My Account', 'Organization Info', 'Courses/ Exams', 'Learning Path', 'Online Store', 'Credential Search', and 'Help'. The main content area is titled 'Online Store' and features a search bar for 'Browse store categories...'. A 'My Cart' button is visible in the top right corner. The product being viewed is 'Certification Amendment', which is marked as 'Available'. A 'Quick Overview' section shows the product name and a 'Price:' label. Below this, there is an 'Add to Cart' button. The price is listed as '25.00'. A quantity selector is set to '1.00' with a 'Required' label below it. Another 'Add To Cart' button is located at the bottom right of the product details area.

6. From the **Online Store** page:
 - a. Hover your mouse over products to find the product you want to purchase, then click on the product to select it



The screenshot shows the 'Council Connect' online store interface. At the top, there is a blue navigation bar with the site name and user information. Below it is a secondary navigation menu. The main content area is titled 'Online Store' and features a search bar and a 'Browse store categories...' dropdown. The product 'Certification Amendment' is displayed with a status of 'Available'. A 'Quick Overview' section is partially visible. Below the product details is an 'Add to Cart' section with a price of 25.00 and a quantity input field set to 1.00. A 'Go Back' button is located in the top right corner of the product area.

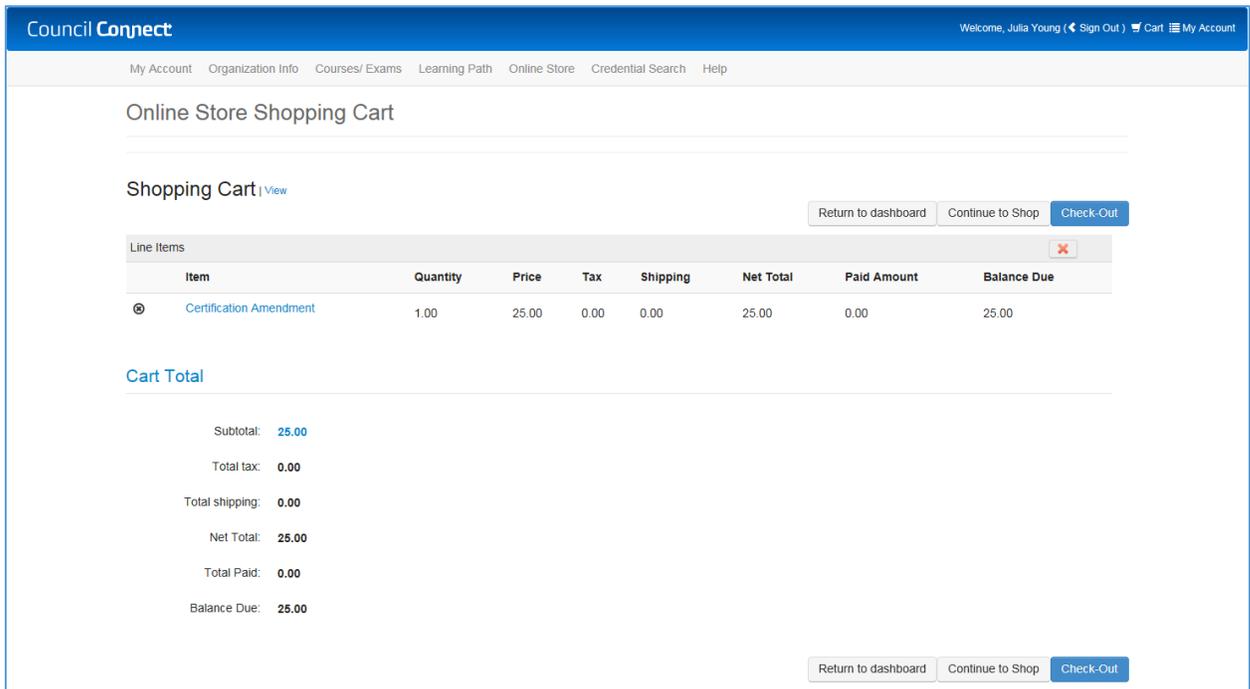
7. From the **Online Store** page:
 - a. Click the **Add to Cart** button below the product you selected



Caution: Each time you click the **Add to Cart** button, the product will be added to your shopping cart.

Note: You can restart your search by clicking on the **Go Back** button to return to search by key word or description, or you can browse store categories to search by category again.

Review Shopping Cart Details



Council Connect Welcome, Julia Young (Sign Out) Cart My Account

My Account Organization Info 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 ✕							
Item	Quantity	Price	Tax	Shipping	Net Total	Paid Amount	Balance Due
Ⓢ Certification Amendment	1.00	25.00	0.00	0.00	25.00	0.00	25.00

Cart Total

Subtotal: **25.00**

Total tax: **0.00**

Total shipping: **0.00**

Net Total: **25.00**

Total Paid: **0.00**

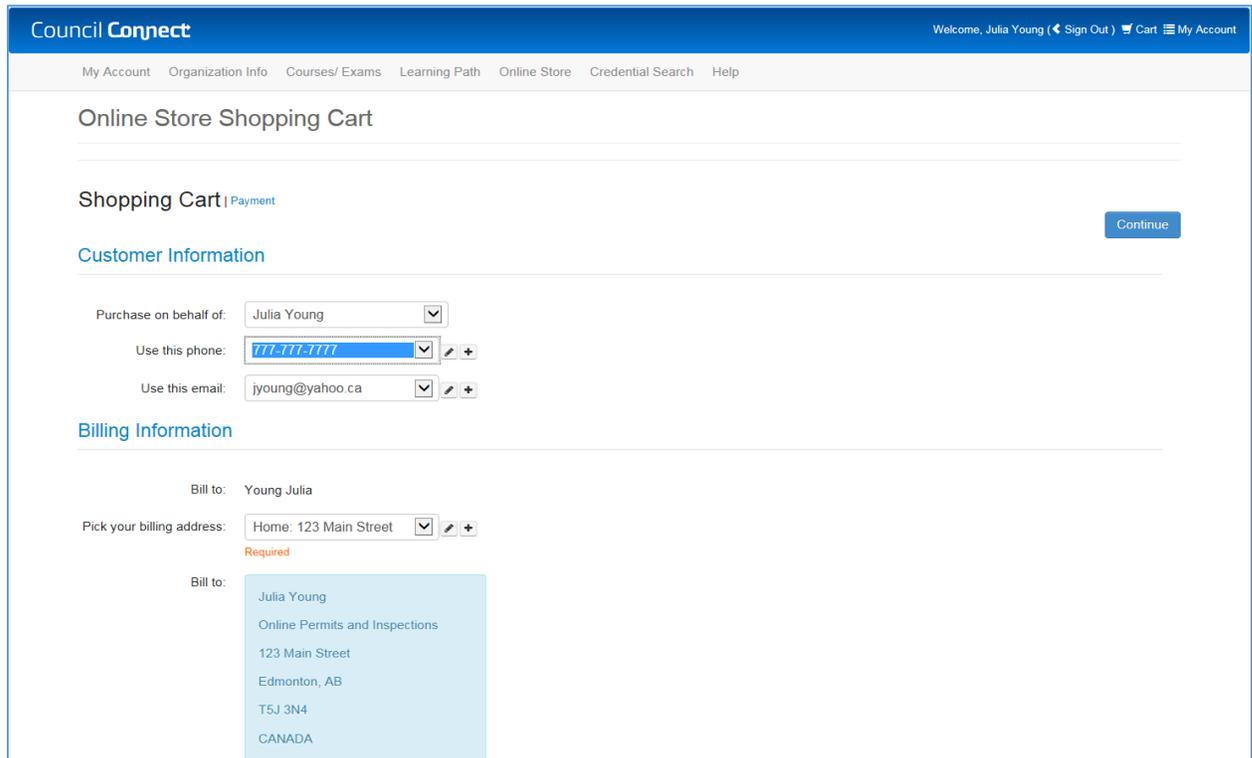
Balance Due: **25.00**

Return to dashboard Continue to Shop **Check-Out**

8. From the **Online Store Shopping Cart** page:
 - a. Click the **Check-Out** button

Alternatively you can:

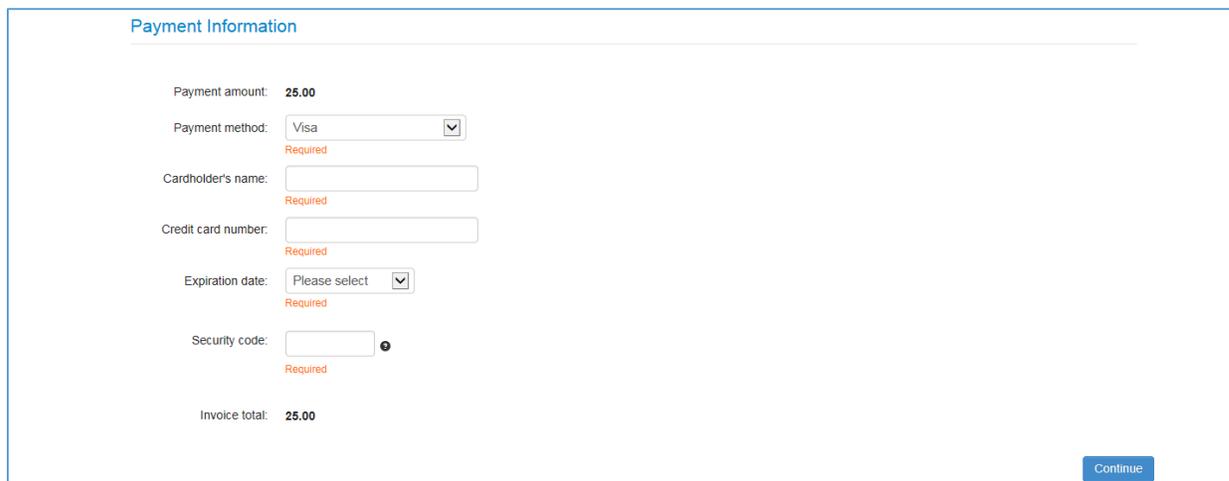
- a. Click the **Continue to Shop** button (at the top or bottom right hand side of the screen) to continue shopping if you want to purchase more products
Or
- b. Click the **X** if you want to cancel the purchase



The screenshot shows the 'Council Connect' online store shopping cart interface. At the top, there is a navigation bar with 'Welcome, Julia Young' and links for 'Sign Out', 'Cart', and 'My Account'. Below this is a secondary navigation bar with links for 'My Account', 'Organization Info', 'Courses/ Exams', 'Learning Path', 'Online Store', 'Credential Search', and 'Help'. The main heading is 'Online Store Shopping Cart'. Below the heading, there is a 'Shopping Cart | Payment' section with a 'Continue' button. The 'Customer Information' section includes dropdown menus for 'Purchase on behalf of' (Julia Young), 'Use this phone:' (777-777-7777), and 'Use this email:' (jyoung@yahoo.ca). The 'Billing Information' section includes 'Bill to: Young Julia' and 'Pick your billing address: Home: 123 Main Street'. A dropdown menu is open for 'Bill to:', showing the address: 'Julia Young, Online Permits and Inspections, 123 Main Street, Edmonton, AB, T5J 3N4, CANADA'. A 'Continue' button is visible in the top right corner of the form area.

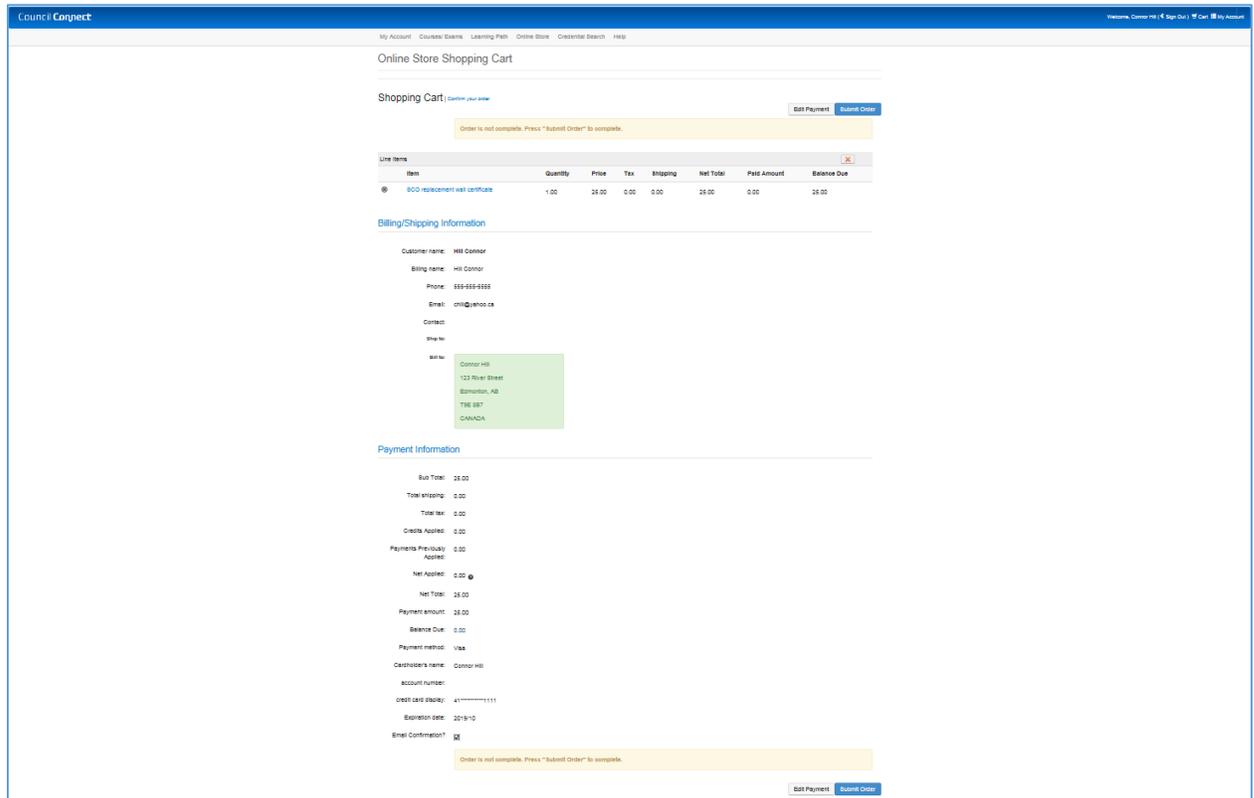
After clicking on the **Check-Out** button, the **Shopping Cart Payment** page displays.

9. From the **Online Store Shopping Cart**:
 - a. Review the shopping cart details to ensure they are correct



The screenshot shows the 'Payment Information' page. It displays the 'Payment amount: 25.00'. The 'Payment method:' is set to 'Visa'. Below this, there are several required fields: 'Cardholder's name:', 'Credit card number:', 'Expiration date:' (set to 'Please select'), and 'Security code:'. Each of these fields has a red 'Required' label below it. At the bottom, the 'Invoice total: 25.00' is displayed. A 'Continue' button is located in the bottom right corner of the form area.

- b. Complete the payment information
- c. Click the **Continue** button
- d. Review the shopping cart details
- e. Click the **Submit Order** button to complete the purchase



Online Store Shopping Cart

Shopping Cart: [Continue your order](#)

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

Line Items	Quantity	Price	Tax	Shipping	Net Total	Paid Amount	Balance Due
① SIC requirement wall certificate	1.00	25.00	0.00	0.00	25.00	0.00	25.00

Billing/Shipping Information

Customer name: HSB Concor
 Billing name: HSB Concor
 Phone: 555-555-5555
 Email: cnc@shcc.ca
 Contact:
 Ship to:
 Bill to:

Concor HS
 123 River Street
 Edmonton, AB
 T5E 0B7
 CANADA

Payment Information

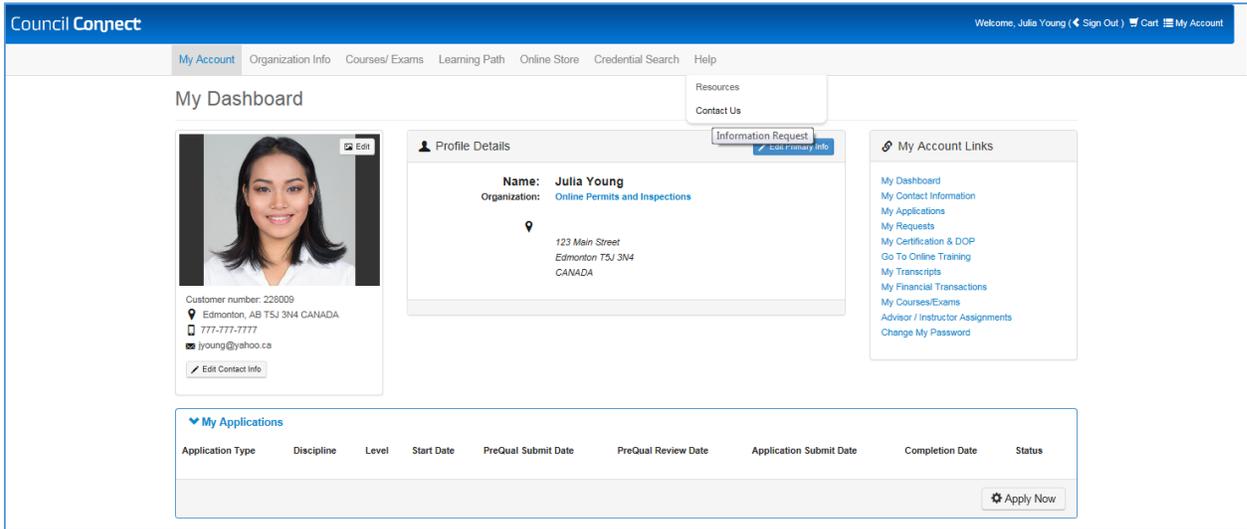
Sub Total: 25.00
 Total shipping: 0.00
 Total tax: 0.00
 Credits Applied: 0.00
 Payments Previously Applied: 0.00
 Net Applied: 0.00
 NET Total: 25.00
 Payment amount: 25.00
 Balance Due: 0.00
 Payment method: VISA
 Cardholder's name: Concor HS
 account number:
 CREDIT CARD IDENTITY: 41000000000000000000000000000000
 Expiration date: 2018/12
 Email Confirmation:

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

10. From the **Shopping Cart Confirm your order** page:
 - a. Review the shopping cart details
 - b. Click the **Submit Order** button to complete the purchase

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

Request Designation of Powers Amendment



Council Connect Welcome, Julia Young (Sign Out) Cart My Account

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

My Dashboard

Profile Details Information Request Edit Primary Info

Name: Julia Young
Organization: Online Permits and Inspections

123 Main Street
Edmonton T5J 3N4
CANADA

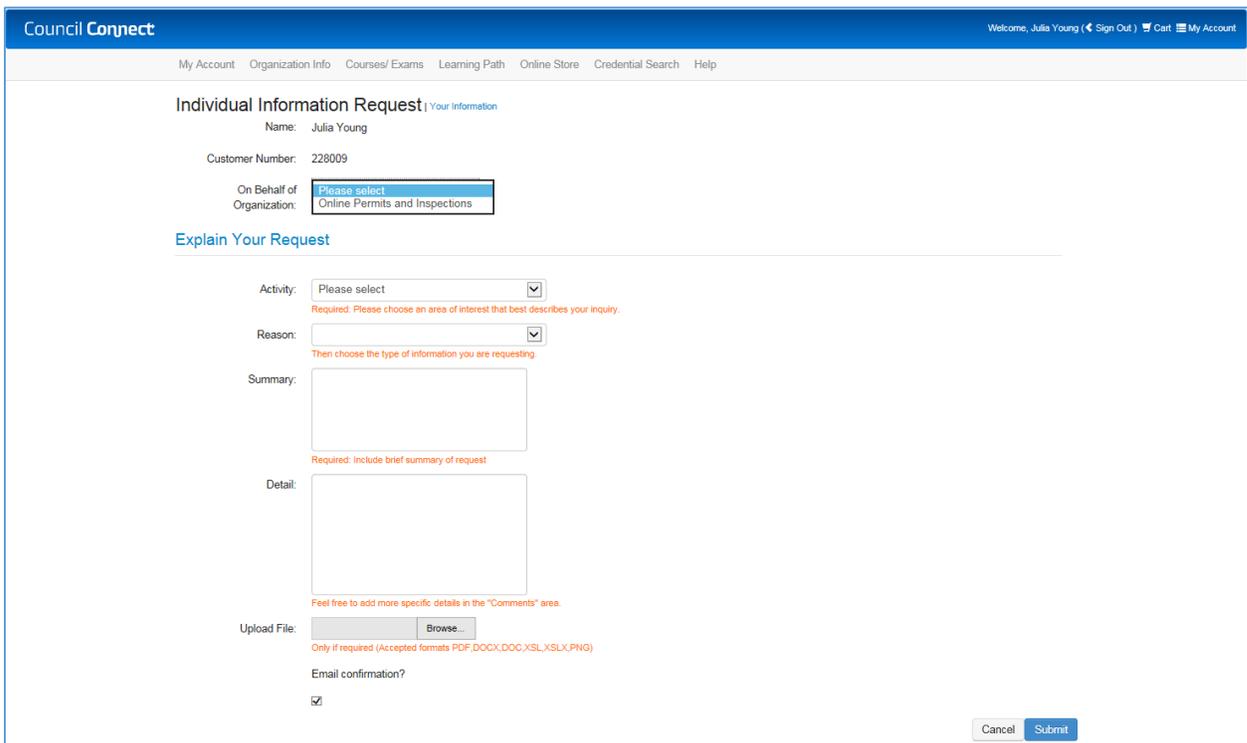
My Account Links

- 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
Apply Now								

11. From the **My Dashboard** page:
 - a. Hover your cursor over the **Help** tab
 - b. Click **Contact Us**



Council Connect Welcome, Julia Young (Sign Out) Cart My Account

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

Individual Information Request Your Information

Name: Julia Young

Customer Number: 228009

On Behalf of Organization: **Please select**
Online Permits and Inspections

Explain Your Request

Activity: **Please select**
Required: Please choose an area of interest that best describes your inquiry.

Reason: **Please select**
Then choose the type of information you are requesting.

Summary:
Required: Include brief summary of request

Detail:
Feel free to add more specific details in the "Comments" area.

Upload File:
Only if required (Accepted formats PDF,DOCX,DOC,XSL,XSLX,PNG)

Email confirmation?

[Cancel](#) [Submit](#)

12. From the Individual Information Request page:
 - a. Click the **arrow** beside **On Behalf of Organization**
 - b. Select **Your Organization**

Council Connect Welcome, Julia Young (Sign Out) Cart My Account

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

Individual Information Request [Your Information](#)

Name: Julia Young

Customer Number: 228009

On Behalf of Organization:

Explain Your Request

Activity:
Reason: describes your inquiry.

Summary:
Required: Include brief summary of request

Detail:
Feel free to add more specific details in the "Comments" area.

Upload File:
Only if required (Accepted formats PDF,DOCX,DOC,XSL,XSLX,PNG)

Email confirmation?

13. From the Individual Information Request page:
 - a. Click the **arrow** beside **Activity**
 - b. Select **Designation of Power**

Council Connect Welcome, Julia Young (Sign Out) Cart My Account

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

Individual Information Request Your Information

Name: Julia Young

Customer Number: 228009

On Behalf of Organization:

Explain Your Request

Activity:
Required: Please choose an area of interest that best describes your inquiry.

Reason:
DOP Certificate Replacement
DOP Closure Request
General DOP Enquiry
Permit Issuer DOP Enquiry

Summary:
Required: Include brief summary of request

Detail:
Feel free to add more specific details in the "Comments" area.

Upload File:
Only if required (Accepted formats PDF,DOCX,DOC,XSL,XSLX,PNG)

Email confirmation?

14. From the **Individual Information Request** page:
 - a. Click the **arrow** beside **Reason**
 - b. Select **DOP Closure Request**

Council Connect Welcome, Julia Young (Sign Out) Cart My Account

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

Individual Information Request Your Information

Name: Julia Young

Customer Number: 228009

On Behalf of Organization:

Explain Your Request

Activity: Required: Please choose an area of interest that best describes your inquiry.

Reason: Then choose the type of information you are requesting.

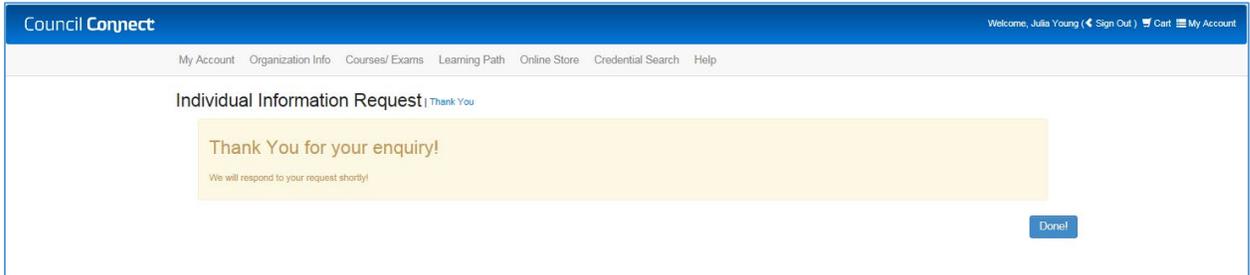
Summary: Required: Include brief summary of request

Detail: Feel free to add more specific details in the "Comments" area.

Upload File: Only if required (Accepted formats PDF,DOCX,DOC,XSL,XSLX,PNG)

Email confirmation?

15. From the **Individual Information Request** page:
 - a. Under **Summary**, enter a brief summary of your request
 - b. Under **Details**, enter as much information as possible regarding the DOP(s) you wish to cancel
 - c. Click the **Browse** button if you have anything to upload with your request
 - d. Click the **Email confirmation** checkbox if you want to receive the confirmation email for your submission.
 - e. Click the **Submit** button



The screenshot shows the 'Council Connect' interface. At the top, there is a blue navigation bar with the text 'Council Connect' on the left and 'Welcome, Julia Young (Sign Out) Cart My Account' on the right. Below this is a white navigation menu with links for 'My Account', 'Organization Info', 'Courses/ Exams', 'Learning Path', 'Online Store', 'Credential Search', and 'Help'. The main content area is titled 'Individual Information Request' with a 'Thank You' link. A large yellow box contains the text 'Thank You for your enquiry!' and 'We will respond to your request shortly!'. A blue 'Done!' button is located in the bottom right corner of the main content area.

An email will be sent to your account.