

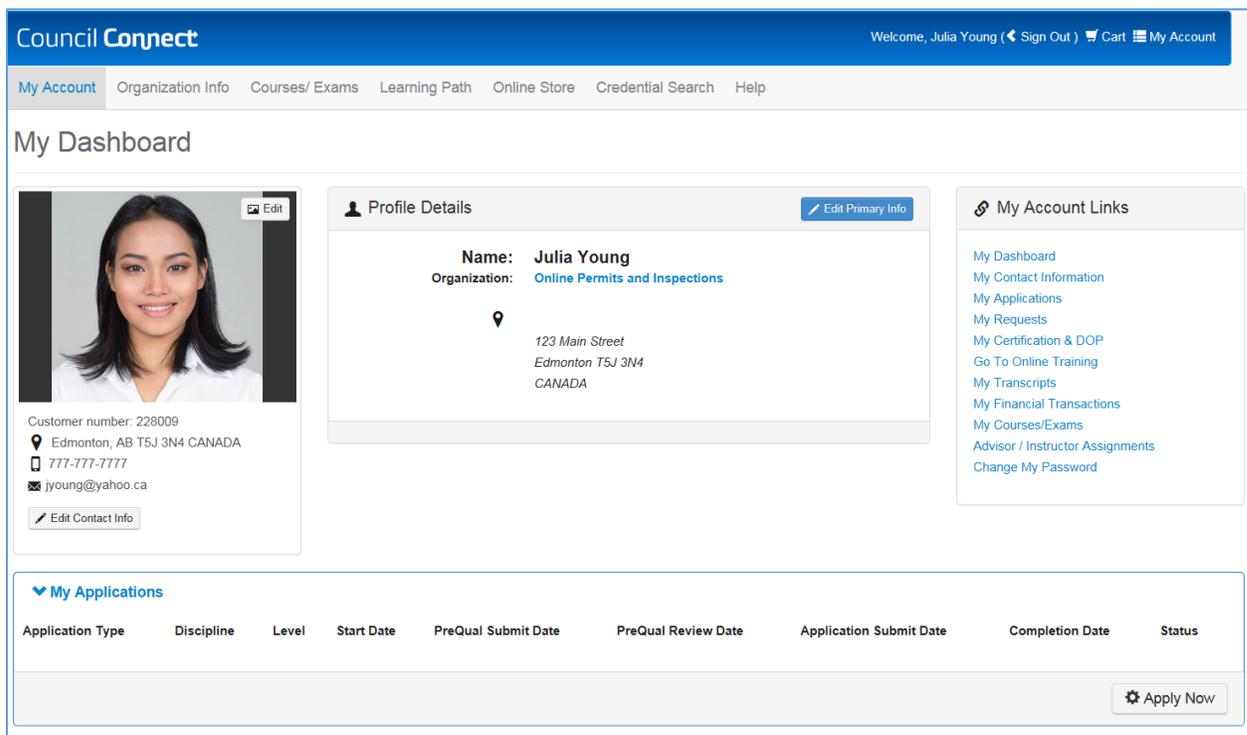
Review and Print Designation of Powers (DOP) List

This tutorial walks through the steps of reviewing an organization’s list of Designation of Powers (DOPs). The Council’s Accreditation department will be sending out notices to organizations to review their list of DOPs to help ensure the organization’s account is kept current. This information is used to calculate the annual fees due (for agencies and corporations).

Logging into Council Connect to view 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**.

Review Active DOPs



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



Customer number: 228009
Edmonton, AB T5J 3N4 CANADA
777-777-7777
jyoung@yahoo.ca

[Edit Contact Info](#)

Profile Details [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								

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.

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

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

Organization Dashboard Go Back

Customer Number: 228046
Accreditation Number: A124231
1-866-555-3698

Details Your role: Account Admin

Name: Online Permits and Inspections
Type: Agency

12345 River Road
Edmonton, AB T0A 0Z0

My Account Links

- [My Organization Dashboard](#)
- [My Organization Information](#)
- [My Applications](#)
- [My Organization Status](#)
- [My DOP List](#)
- [My QMP](#)
- [My Organization Contacts](#)
- [My Financial Transactions](#)
- [My Requests](#)
- [My Audit Report](#)
- [Accreditation Maintenance](#)

[My Accreditation Status](#)

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

My DOP List (Online Permits and Inspections) Back to My Organization Dashboard My Account Menu

My DOP Applications Export to Excel

SCO Name	DOP Number	SCO Number	Discipline	Scope	Date issued	Status	SCO Expire Date
Mr. Paul The Plumber			Building	Standard		Pending Approval	Jun 13 2022
Mr. Paul The Plumber			Building	Standard		Pending Approval	Jun 13 2022
Mr. Paul The Plumber			Building	Standard		Pending Approval	Jun 13 2022
Mr. Paul The Plumber			Building	Standard		Pending Approval	Jun 13 2022
Mr. Paul The Plumber			Plumbing	Standard		Pending Approval	Jun 13 2022

[Add DOP](#)

My Active DOP List Export to Excel

SCO Name	DOP Number	SCO Number	Discipline	Scope	Date issued	Status	SCO Expire Date
Connor Jax Hill			Plumbing	Standard	2018-10-18	Active	Oct 17 2021
Mr. Paul The Plumber			Fire	Standard	2019-02-07	Active	Jun 13 2022
Mr. Paul The Plumber			Gas	Standard	2019-04-02	Active	Jun 13 2022
Mr. Paul The Plumber			Building	Standard	2019-04-02	Active	Jun 13 2022
Teagan Connolly			Building	Standard	2019-04-02	Active	Oct 31 2019

My Inactive DOP List Export to Excel

SCO Name	DOP Number	SCO Number	Discipline	Scope	Date issued	Status	SCO Expire Date
Connor Jax Hill			Building	Standard	2018-10-18	Terminated	Feb 14 2019

3. There are three (3) DOP lists:
 - a. **My DOP Applications** – a list of DOP applications that have been submitted for processing
 - b. **My Active DOP List** – a list of all active DOPs held with the organization
 - c. **My Inactive DOP List** – a list of all inactive DOPs that were previously active with the organization

4. In the **My Active DOP list** section, review the list of DOPs with an active status making note of any that are missing (for a permit issuer or SCO who is working for the organization but does not have an active DOP for example);
Note: Refer to the **Apply for SCO Designation of Powers** and the **Apply for Permit Issuer Designation of Powers** tutorials in HELP for detailed instructions on how to apply for a DOP.
5. In the **My Active DOP list** section, review the list of DOPs with an active status, making note of any that should be closed (because the SCO no longer works for the organization for example);
 - a. Request closure of DOPs as it is no longer required (see **Request DOP Closure** tutorial for detailed instructions);
6. In the **My Active DOP list** section, review the list of DOPs with an active status, making note of any that should be amended or modified
 - a. If the accredited organization or the SCO holding a DOP with the accredited organization is no longer accredited or certified in a given discipline, the related DOP is typically closed or amended automatically by the Council. The same holds true for PIO DOPs – if the accredited organization is no longer accredited in one of the disciplines the PIO holds a DOP for, the Council typically amends the DOP for that individual to remove the discipline.
 - b. If an SCO becomes certified in a new discipline for which the organization holds an accreditation, the organization must apply for an amended DOP to include the newly acquired discipline. Likewise, if the organization becomes accredited in a new discipline, the organization must apply for an amendment to the DOP for both permit issuer(s) and for SCOs who are certified in that discipline (and will be working for the organization in that capacity).
 - c. Refer to the **Request Designation of Powers Amendments** training document for detailed instructions or applying for modifications to DOPs.

If no changes are necessary to the current list of DOPs, nothing further needs to be done.

Exporting and Printing a DOP List

My DOP List (Online Permits and Inspections)

[Back to My Organization Dashboard](#)

[My Account Menu](#)

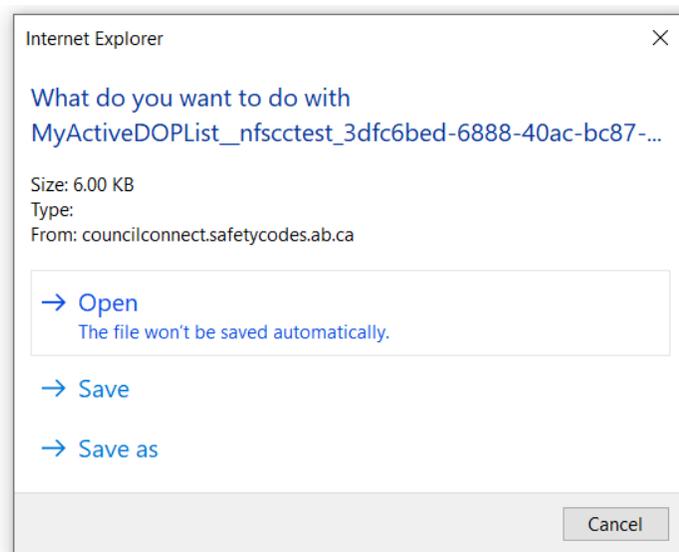
My DOP Applications								Export to Excel
SCO Name	DOP Number	SCO Number	Discipline	Scope	Date issued	Status	SCO Expire Date	
Mr. Paul The Plumber			Building	Standard		Pending Approval	Jun 13 2022	
Mr. Paul The Plumber			Building	Standard		Pending Approval	Jun 13 2022	
Mr. Paul The Plumber			Building	Standard		Pending Approval	Jun 13 2022	
Mr. Paul The Plumber			Building	Standard		Pending Approval	Jun 13 2022	
Mr. Paul The Plumber			Plumbing	Standard		Pending Approval	Jun 13 2022	
								Add DOP

My Active DOP List								Export to Excel
SCO Name	DOP Number	SCO Number	Discipline	Scope	Date issued	Status	SCO Expire Date	
Connor Jax Hill			Plumbing	Standard	2018-10-18	Active	Oct 17 2021	
Mr. Paul The Plumber			Fire	Standard	2019-02-07	Active	Jun 13 2022	
Mr. Paul The Plumber			Gas	Standard	2019-04-02	Active	Jun 13 2022	
Mr. Paul The Plumber			Building	Standard	2019-04-02	Active	Jun 13 2022	
Teagan Connolly			Building	Standard	2019-04-02	Active	Oct 31 2019	

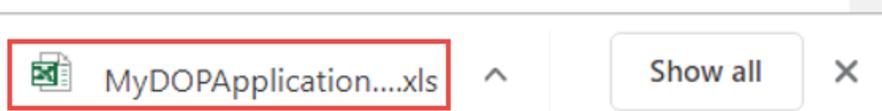
My Inactive DOP List								Export to Excel
SCO Name	DOP Number	SCO Number	Discipline	Scope	Date issued	Status	SCO Expire Date	
Connor Jax Hill			Building	Standard	2018-10-18	Terminated	Feb 14 2019	

To export a list of the records in any of the DOP lists:

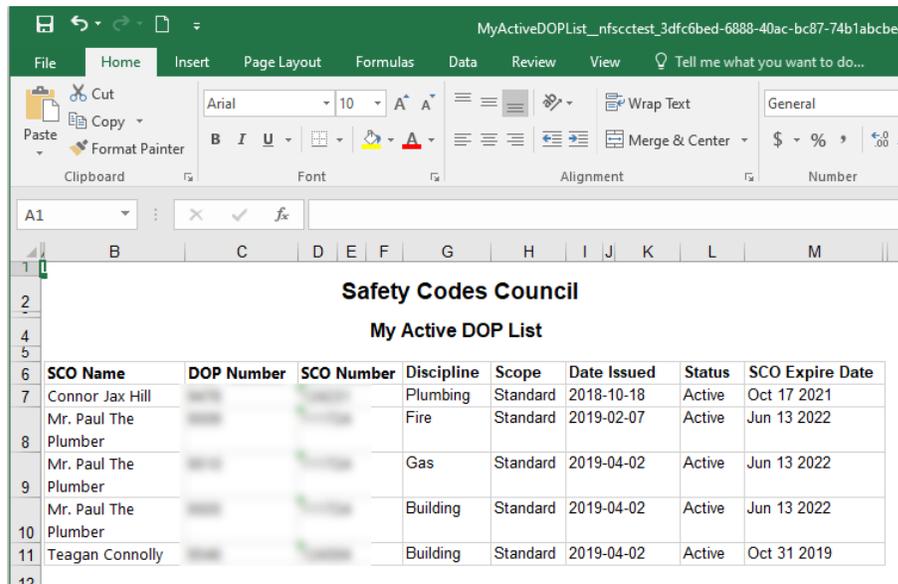
1. Click the **Export to Excel** button
2. The browser you are using determines how the export file will be made available



3. If using **Internet Explorer**, you can choose to either **Open** the file or **Save** it to a local drive and open from there.



4. If using **Google Chrome** a new tab with a link to the exported list(s) displays at the bottom of the Council Connect window.
5. Click the export file to open it in Excel.



Safety Codes Council							
My Active DOP List							
SCO Name	DOP Number	SCO Number	Discipline	Scope	Date Issued	Status	SCO Expire Date
Connor Jax Hill			Plumbing	Standard	2018-10-18	Active	Oct 17 2021
Mr. Paul The Plumber			Fire	Standard	2019-02-07	Active	Jun 13 2022
Mr. Paul The Plumber			Gas	Standard	2019-04-02	Active	Jun 13 2022
Mr. Paul The Plumber			Building	Standard	2019-04-02	Active	Jun 13 2022
Teagan Connolly			Building	Standard	2019-04-02	Active	Oct 31 2019

6. Once the file is opened in Excel it can be saved locally, printed or emailed, etc.