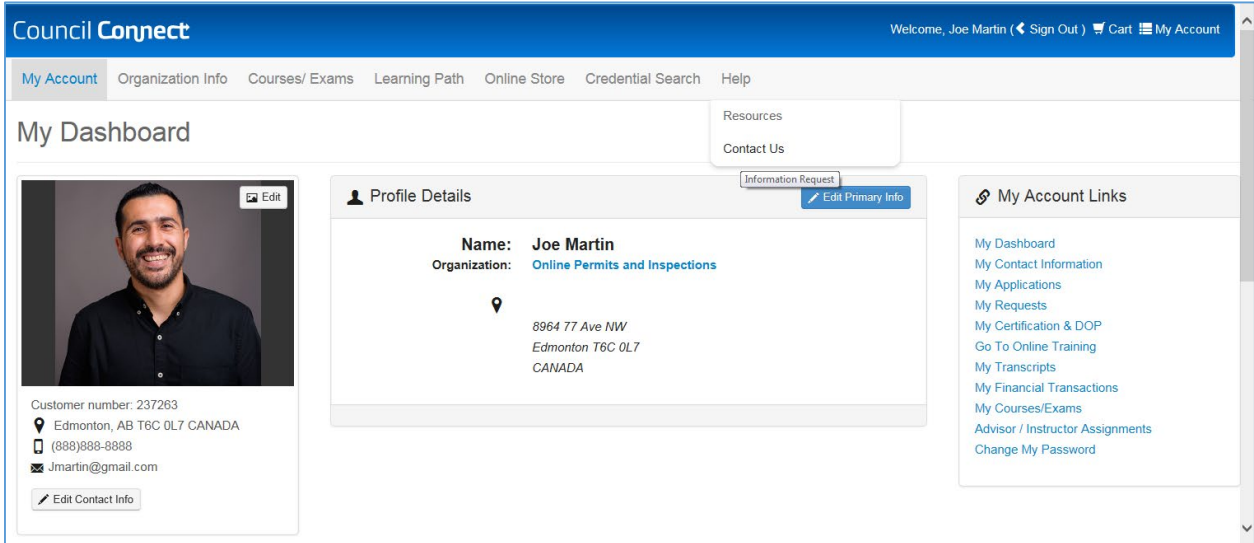


Submit Request for Course Equivalency and Evaluation

This tutorial walks you through the steps to complete and submit a request for a course equivalency and evaluation. You must provide documentation on proof of completion of the equivalency.



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, Joe Martin (Sign Out) Cart My Account". Below the header is a navigation menu with tabs: "My Account", "Organization Info", "Courses/ Exams", "Learning Path", "Online Store", "Credential Search", and "Help". The main content area is titled "My Dashboard" and features a profile card for Joe Martin. The profile card includes a photo, a name field, an organization field ("Online Permits and Inspections"), and contact information (address, phone, and email). To the right of the profile card is a "My Account Links" section with various navigation options like "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 **My Dashboard**:
 - a. Hover your cursor over the **Help** tab
 - b. Select **Contact Us**

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

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

Individual Information Request | Your Information

Name: Joe Martin

Customer Number: 237263

On Behalf of Organization:

Explain Your Request

Activity:

- Accreditation Enquiries
- Certification Enquiries
- Designation of Powers
- Training Enquiries**

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

1. From **Individual Information Request:**
 - a. Click **arrow** beside **Activity**
 - a. Select **Training Enquiries**

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

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

Individual Information Request | Your Information

Name: Joe Martin

Customer Number: 237263

On Behalf of Organization:

Explain Your Request

Activity:

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


Reason:

- Register Group for Training**
- Register an In-House Offering
- Course Extension Enquiry
- Equivalency Enquiry
- Other Enquiry**
- Cancellation or Refund Enquiry
- Submit Proctor Consent Form
- Change My Exam Time

Summary:

Required: Include brief summary of request

1. From **Individual Information Request:**
 - a. Click **arrow** beside **Reason**
 - b. Select **Other Enquiry**



Summary:

Required: Include brief summary of request

Detail:

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

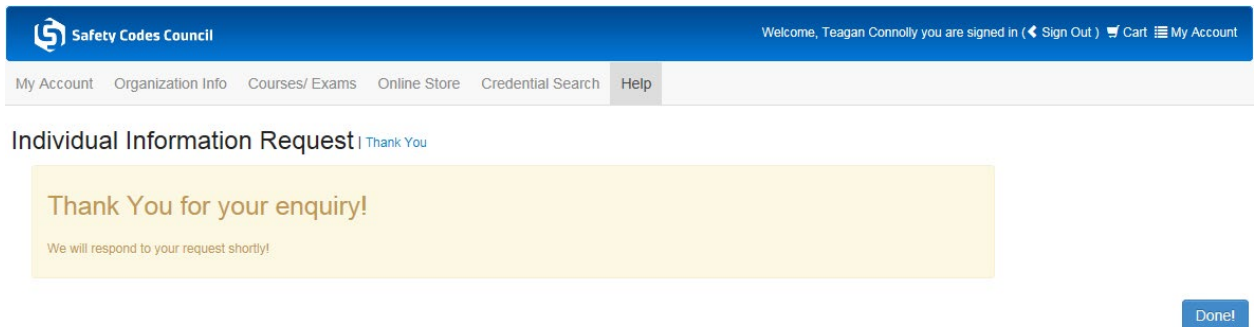
Upload File: Browse...

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

Email confirmation?

Cancel Submit

2. From the **Individual Information Request** page:
 - a. **Summary:** a summary of the request (maximum 50 characters)
 - b. **Detail:** details regarding the request
 - c. Click the **Browse** button
 - d. Search for and select your document (to provide proof of the equivalency completion)
 - e. Click **Open**
 - f. Click the **Submit** button



Safety Codes Council Welcome, Teagan Connolly you are signed in (Sign Out) Cart My Account

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

Individual Information Request | [Thank You](#)

Thank You for your enquiry!

We will respond to your request shortly!

Done!

An email will be sent to your primary email.