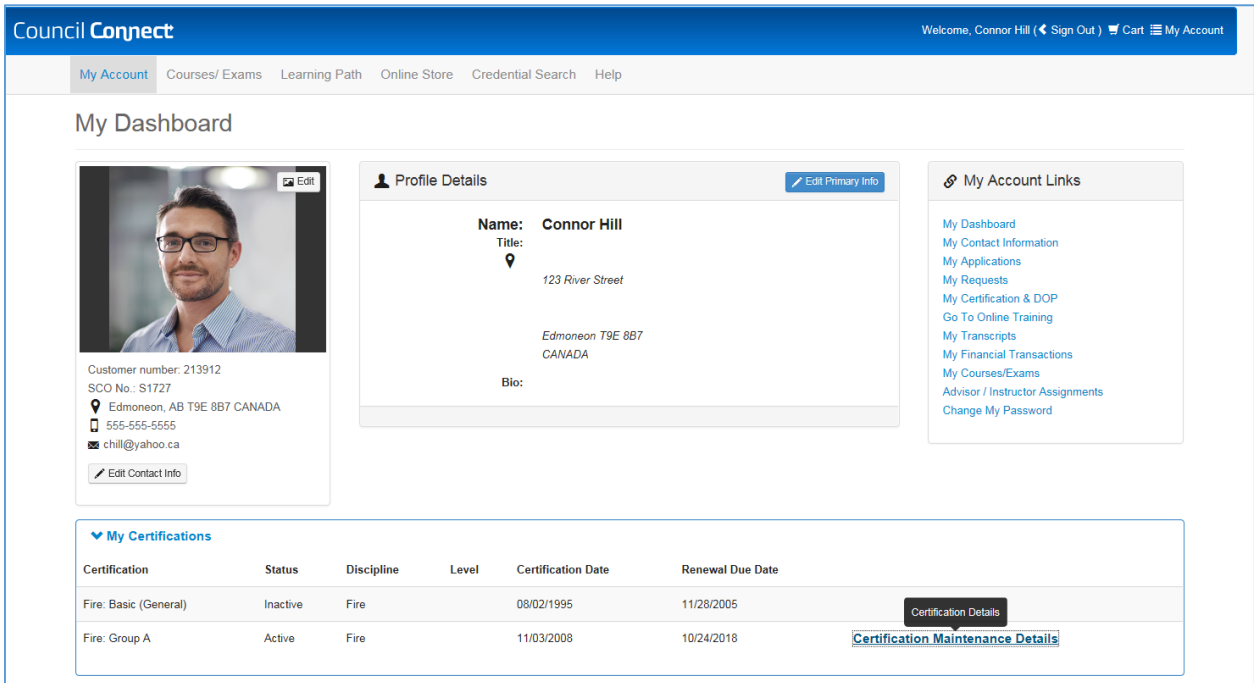


Submit SCO Renewal Application

This tutorial walks you through the steps to renew your SCO certification. You will be able to renew your certification once it is within 60 days from the renewal due date.

Begin Renewal Application



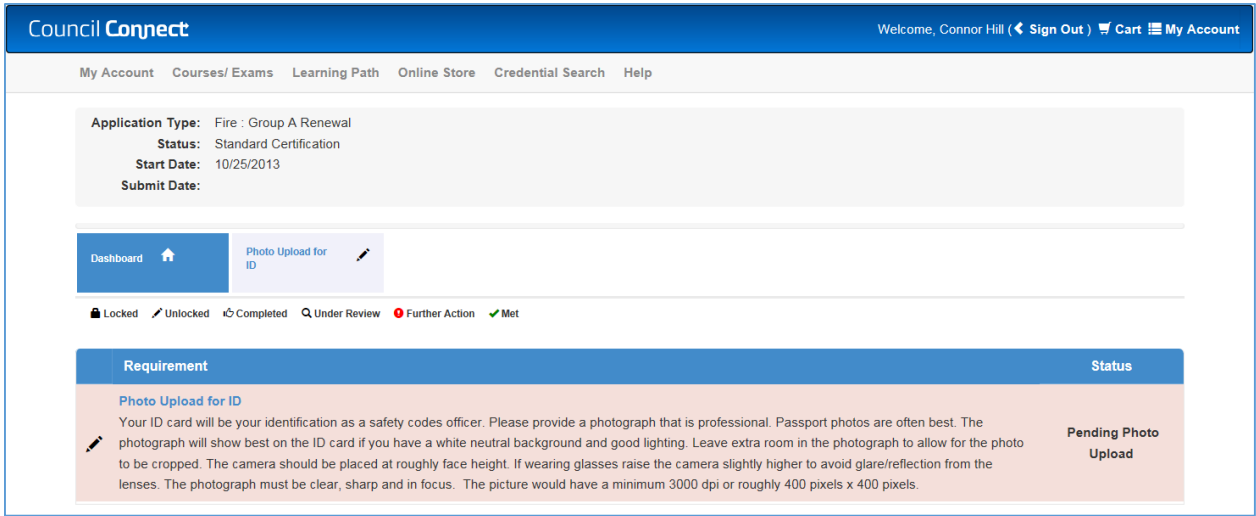
The screenshot shows the 'My Dashboard' page in Council Connect. At the top, there is a navigation bar with 'My Account', 'Courses/ Exams', 'Learning Path', 'Online Store', 'Credential Search', and 'Help'. A welcome message for Connor Hill is visible. The dashboard is divided into several sections:

- Profile Details:** Shows the user's name as Connor Hill, title, and address (123 River Street, Edmoneon T9E 8B7 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.
- My Certifications:** A table with columns for Certification, Status, Discipline, Level, Certification Date, and Renewal Due Date.

Certification	Status	Discipline	Level	Certification Date	Renewal Due Date
Fire: Basic (General)	Inactive	Fire		08/02/1995	11/28/2005
Fire: Group A	Active	Fire		11/03/2008	10/24/2018

1. From **My Dashboard** under the **My Certifications** section on the lower part of the page:
 - a. Click the **Certification Maintenance Details** button to renew the certification.

Upload Photo for ID



Council Connect Welcome, Connor Hill (← Sign Out) 🛒 Cart 📄 My Account

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

Application Type: Fire : Group A Renewal
 Status: Standard Certification
 Start Date: 10/25/2013
 Submit Date:

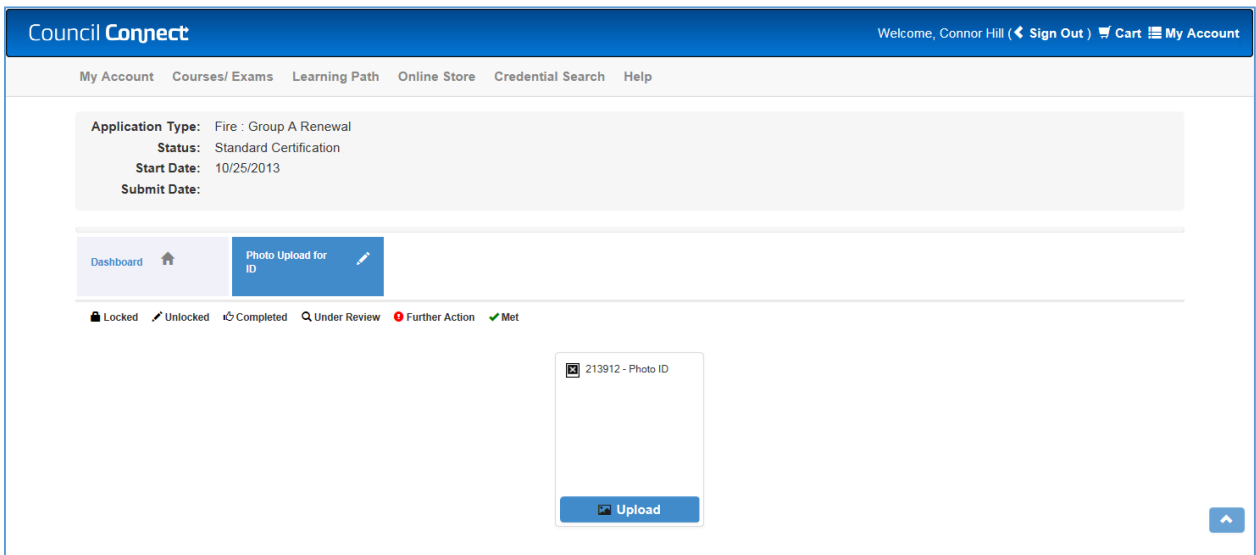
Dashboard Photo Upload for ID

🔒 Locked 🔓 Unlocked ✅ Completed 🔍 Under Review 🚫 Further Action ✅ Met

Requirement	Status
Photo Upload for ID Your ID card will be your identification as a safety codes officer. Please provide a photograph that is professional. Passport photos are often best. The photograph will show best on the ID card if you have a white neutral background and good lighting. Leave extra room in the photograph to allow for the photo to be cropped. The camera should be placed at roughly face height. If wearing glasses raise the camera slightly higher to avoid glare/reflection from the lenses. The photograph must be clear, sharp and in focus. The picture would have a minimum 3000 dpi or roughly 400 pixels x 400 pixels.	Pending Photo Upload

2. From the **Dashboard**:
 - a. Select the **Upload Photo for ID** tab

Even if you do not want to upload a new photo, you must click on the **Upload Photo for ID** tab before submitted the renewal.



Council Connect Welcome, Connor Hill (← Sign Out) 🛒 Cart 📄 My Account

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

Application Type: Fire : Group A Renewal
 Status: Standard Certification
 Start Date: 10/25/2013
 Submit Date:

Dashboard Photo Upload for ID

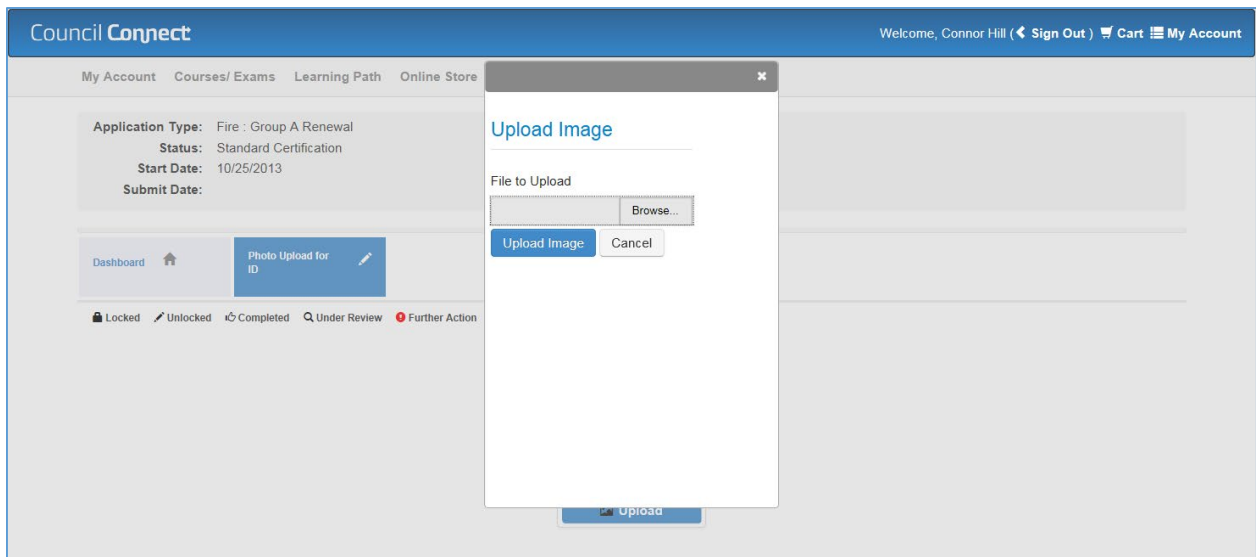
🔒 Locked 🔓 Unlocked ✅ Completed 🔍 Under Review 🚫 Further Action ✅ Met

📄 213912 - Photo ID

[Upload](#)

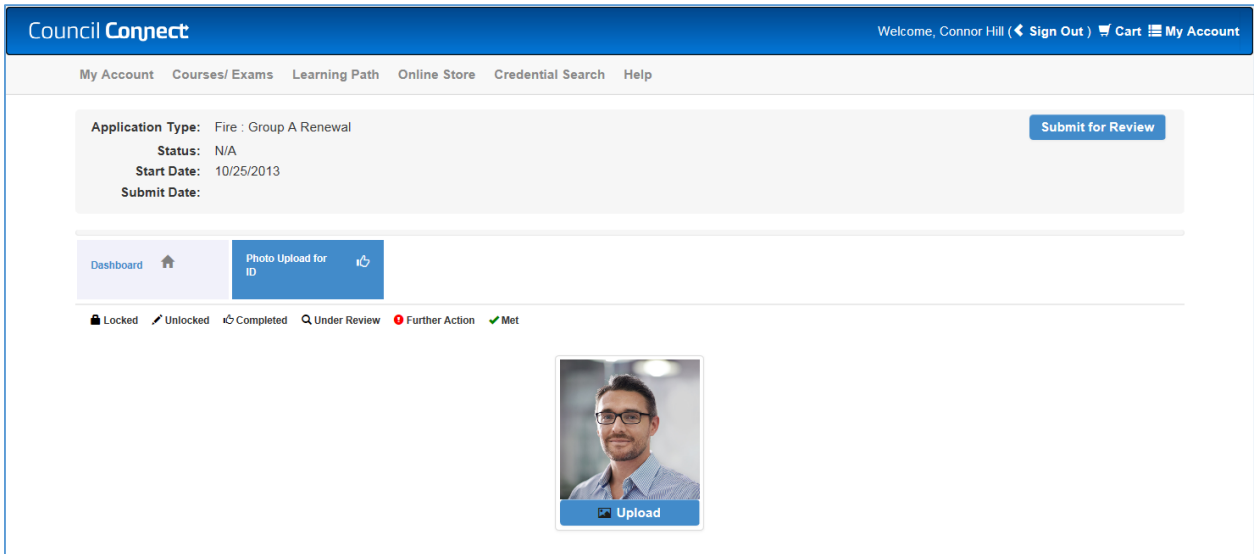
The following step only needs to be completed if you do not have a photo uploaded or if you want to upload a new photo for your certification ID card.

3. From the **Update/Edit Photos** page:
 - a. Click the **Upload** button



4. From the **Upload Image** page:
 - a. Click the **Browse** button and search for and select your image file
 - b. Click on your image file
 - c. Click **Open**
 - d. Click the **Upload Image** button

Note: Refer to the tutorial in HELP for detailed instructions on how to upload a document.

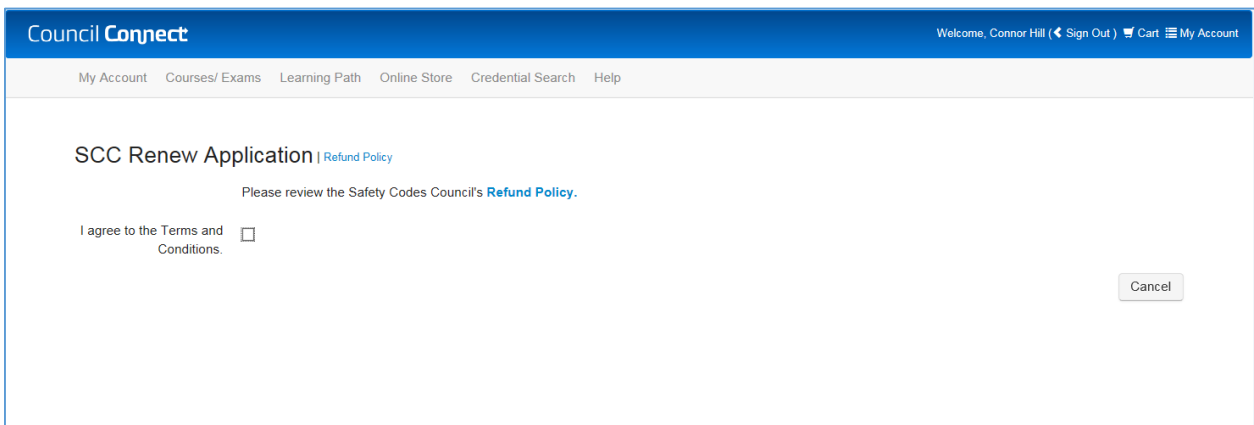


Your **Photo Upload for ID** tab now has a **thumbs up** icon indicating the photo requirement is now complete.

The **Submit for Review** button now appears indicating that you have completed the renewal requirements.

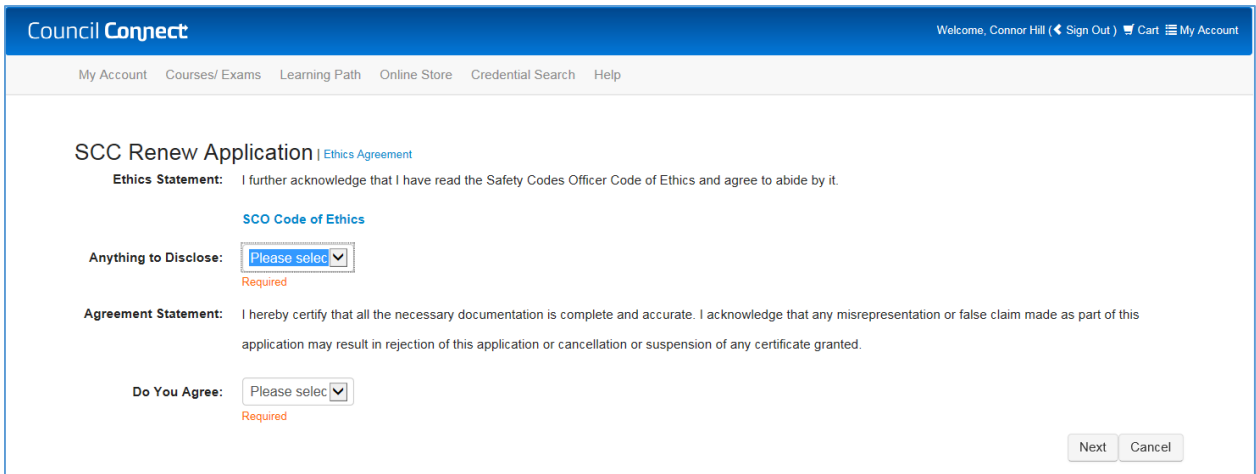
5. From the Application Dashboard page:
 - a. Click the **Submit for Review** button to pay and submit your renewal for review

Refund Policy



6. From the **Refund Policy** section:
 - a. Click the **I agree to the Terms and Conditions** checkbox
 - b. Click the **Next** button

Code of Ethics



The screenshot shows the 'Council Connect' interface for an 'SCC Renew Application | Ethics Agreement'. The page includes a navigation bar with 'My Account', 'Courses/ Exams', 'Learning Path', 'Online Store', 'Credential Search', and 'Help'. The main content area contains the following sections:

- Ethics Statement:** I further acknowledge that I have read the Safety Codes Officer Code of Ethics and agree to abide by it.
- SCO Code of Ethics:** A link to the code of ethics.
- Anything to Disclose:** A required dropdown menu currently showing 'Please select'.
- Agreement Statement:** I hereby certify that all the necessary documentation is complete and accurate. I acknowledge that any misrepresentation or false claim made as part of this application may result in rejection of this application or cancellation or suspension of any certificate granted.
- Do You Agree:** A required dropdown menu currently showing 'Please select'.

At the bottom right, there are 'Next' and 'Cancel' buttons.

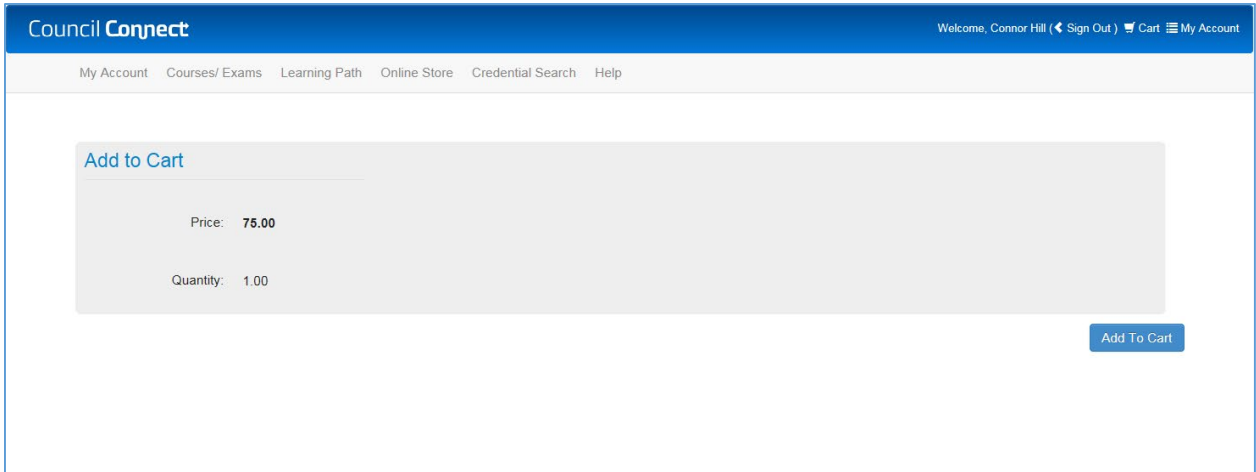
The **Ethics Agreement** page now appears.

7. From the SCC Submit Application Ethics Agreement section:
 - a. **Anything to disclose:** Click the drop-down arrow
 - b. Select **Yes** and enter your disclosure in the ethics summary text box
Or
 - c. Select **No**
 - d. **Do you agree:** click the dropdown arrow
 - e. Select **Yes** to agree to the agreement statement

Note: You must select yes to be able to complete the renewal submission.

- f. Click the **Next** button

Payment



The screenshot shows the Council Connect website interface. At the top, there is a blue navigation bar with the text 'Council Connect' on the left and 'Welcome, Connor Hill (Sign Out) Cart My Account' on the right. Below this is a white navigation bar with links for 'My Account', 'Courses/ Exams', 'Learning Path', 'Online Store', 'Credential Search', and 'Help'. The main content area is a light gray box with the heading 'Add to Cart'. Inside this box, the price is listed as 'Price: 75.00' and the quantity is 'Quantity: 1.00'. A blue 'Add To Cart' button is located at the bottom right of the gray box.

8. From the Submit Application page:
 - a. Review the shopping cart details to ensure they are correct
 - b. Click the **Add To Cart** button
 - c. Complete the payment information
 - d. Click the **Make Payment** button
 - e. Click the **Done** button


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

Once your payment is complete, your renewal will be submitted for review by the Council. Please allow three weeks from the date of your submission for renewal approval. Once your renewal is approved, your new certificate and card will be mailed within 5 days.

Council **Connect** Welcome, Connor Hill (Sign Out) Cart My Account

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

My Dashboard



Customer number: 213912
SCO No.: S1727
Edmonton, AB T9E 8B7 CANADA
555-555-5555
chill@yahoo.ca

[Edit Contact Info](#)

Profile Details [Edit Primary Info](#)

Name: Connor Hill
Title:
123 River Street

Edmonton T9E 8B7
CANADA
Bio:

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 Certifications

Certification	Status	Discipline	Level	Certification Date	Renewal Due Date
Fire: Basic (General)	Inactive	Fire		08/02/1995	11/28/2005
Fire: Group A	Active	Fire		11/03/2008	10/24/2021 Certification Maintenance Details

1. To view your new renewal:
 - a. Login to **Council Connect**
2. From My Dashboard under the **My Certifications** section
 - a. You will see your certification with the new **Renewal Due Date**