

Accreditation Update Application

Introduction

Agencies, corporations, or municipalities¹ wishing to update their accreditation are required to submit an application to the Administrator of Accreditation (Administrator). This procedure walks through the steps that an organization will need to follow to submit an application through Council Connect. Requests to update an accreditation can only be submitted by an accredited organization's authorized representative(s).

Key Considerations

In most cases, when an organization applies to update their accreditation it will typically be at the request of the Administrator. This would include, but not limited to, the following:

- Updating a Quality Management Plan (QMP) to the most current template published by the Council.
- Changing the name of the QMP Manager, Chief Elected Official, Chief Administrative Officer, or Senior Executive Officer.
- Consolidating multiple QMPs into one QMP that does not result in the addition or cancellation of technical disciplines.
- Updating the organizational chart within the QMP.
- Changes to the technical service delivery standards in the QMP.
- Changes to the names of the codes being administered in the technical disciplines.
- Any other updates that are required by the Administrator out of the control of the accredited organization.



Tips: *The upload of a draft QMP is a mandatory requirement that must be met in order to submit this application.*

This application cannot be used to submit updated contact details for individuals within the organization that are not listed in the QMP.

If, upon reviewing the submitted application, the Administrator determines that it should be processed through one of the other application processes, the applicant will be notified and asked to re-submit their application accordingly.

Application Fees

No fee is charged to process an update to an organization's accreditation.



Caution: *If in doubt as to whether this is the right application to use, contact the Council and ask to speak to a member of the Accreditation department who will be happy to assist you. Contact information is available on the Council's public website.*

Notes:

1. Regional Service Commissions and Métis Settlements are included within the term "municipalities."

Overview of Steps

An organization's authorized representative:

1. Prepares the documentation to file in support of the request to update the organization's accreditation.
2. Logs into Council Connect and displays the desired organization's dashboard.
3. Submits the request.
4. Receives confirmation of the submitted request.
5. Responds to any questions or requests for additional information as required.
6. Receives confirmation of the Administrator's approval of the proposed update.
7. Receives the signed updated QMP.

Application Steps

1. Prepare Required Documentation

a. Draft QMP

All accredited organizations are required to submit a draft of an updated QMP that is redlined to show the changes being proposed for the Administrator of Accreditation's review and approval. The draft QMP should be based on the latest version of the QMP template published by the Council.

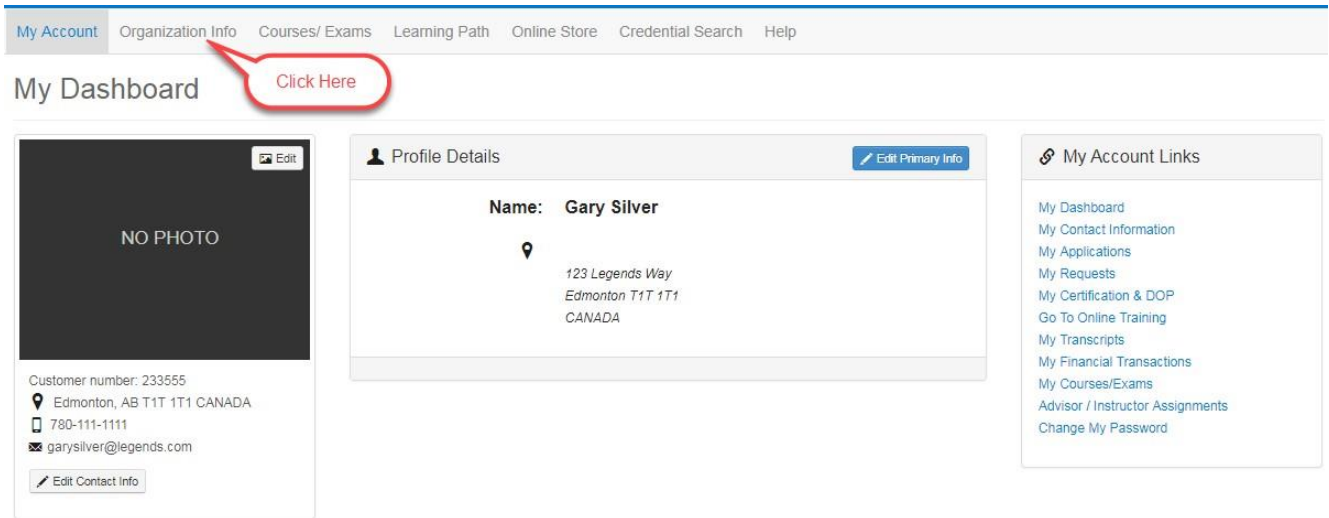
Click [here](#) to obtain a copy of the latest QMP template that relates to your organization type (i.e. agency, corporation, or municipality).

2. Log onto Council Connect

- a. The individual submitting the request must be the organization's QMP Manager or other representative that has the appropriate permissions (authorized representative) in order to view the organization's dashboard in Council Connect.
- b. Refer to the SOP called **Sign In, Sign Out, and Change Password** document for more information on logging into Council Connect.

3. Access Organization Information

- After logging on you will see the **My Dashboard** page. If you are set up as an **Account Admin** or as a **QMP Manager** for your organization (or multiple organizations), you will see an **Organization Info** tab on the **My Dashboard** page, where you can access the organization information.
- Refer to the SOP, Sign In, Sign Out, and Change Password, for detailed sign in instructions.
- From the Individual's My Dashboard page, navigate to the desired organization's dashboard:
 - Click the link to the **Organization Info** tab, or



My Dashboard

Click Here

Profile Details

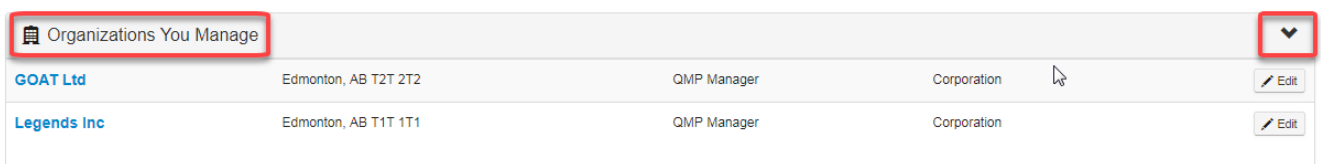
Name: Gary Silver

123 Legends Way
Edmonton T1T 1T1
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

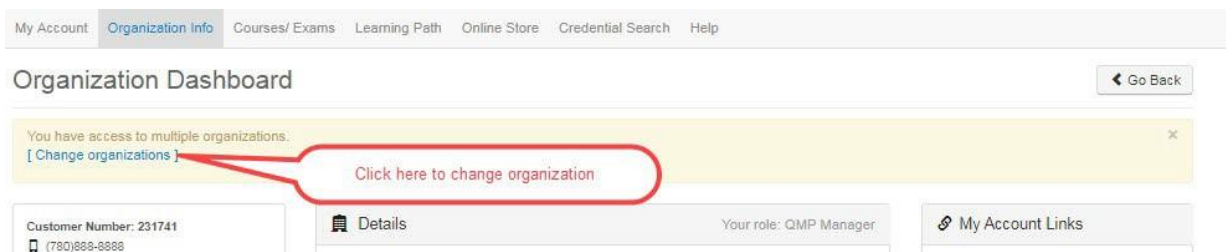
- If the logged in individual is affiliated with several organizations:
 - Click the **Organizations You Manage** heading to expand the list and display a link to all related organizations;
 - Click the link to the desired organization to display that organization's dashboard.



Organizations You Manage

Organization	Address	Role	Type	Action
GOAT Ltd	Edmonton, AB T2T 2T2	QMP Manager	Corporation	Edit
Legends Inc	Edmonton, AB T1T 1T1	QMP Manager	Corporation	Edit

- To select a different organization, click the Change organizations link at the top of the Organization dashboard.



Organization Dashboard

Go Back

You have access to multiple organizations.
[Change organizations]

Click here to change organization

Customer Number: 231741
(780)888-8888

Details

Your role: QMP Manager

My Account Links

4. Download the Latest Approved QMP

- On the Organization's main Dashboard page, locate the **QMPs** list.
- If the list is collapsed, click the expand arrow to display the current and approved QMP on file.
- To download a copy of the QMP, click the link in the **Document** column.

▼ QMPs					
QMP Status	Received Date	Approved Date	Accreditations	Document	QMP Manager
Approved	07/12/2018	07/12/2018	Gas, Building	Draft 3 after app	Lyman Josh
Approved	07/01/2018	07/01/2018	Fire	Draft v1 after app	Harrison Brock



Tip: The format of the updated draft QMP submitted with the application must align to the latest version of the QMP template published on the Council's website. These templates are Word documents and must be redlined to display the propose revisions.

5. Start Application Process

- In the **My Open Applications** (lower part of the page):
- Click the **Apply Now** button to initiate an application to voluntarily cancel all accreditations.

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

Organization Dashboard

Go Back

You have access to multiple organizations.
[\[Change organizations \]](#)

Customer Number: 233556
(780)111-1111

Details
Your role: QMP Manager

Name: Legends Inc
Type: Corporation

123 Legends Way
Edmonton, AB T1T 1T1

My Account Links

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

▼ My Accreditation Status

Discipline	Accreditation Number	Scope	Order Number	Status	Accreditation Date	Issue Date	Effective Date	Order Of Accreditation
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▼ My Open Applications

Application Type	Start Date	Status
		<div>Click Here</div> <div>Apply Now</div>

- c. From the **Accreditations** page, click the **Learn More** button to the right of the **Accreditation Update** application row.

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

Accreditations

Annual Internal Review [Learn More](#)

Annual Internal Review submitted once a year. An email will be sent when it is time to submit this application for review.

Organization Name Change [Learn More](#)

Accredited agencies, corporations, and municipalities that require a modification to their accreditation due to a name change will submit an application through this process. A fee will be charged to process this application.

Accreditation Update [Click Here](#) [Learn More](#)

Accredited organizations that have been either directed by the Administrator, or are voluntarily requesting, to update their accreditation will submit an application using this process. A fee is not charged to process this application.

Update Contacts [Learn More](#)

If an organization wishes to change or update the names of the key contacts that are responsible for the administration of their accreditation, they will submit an application through this process. A fee is not charged to process this application.

Voluntary Cancellation of Accreditation [Learn More](#)

Organizations wishing to relinquish responsibility for the administration of the Act in all of the technical disciplines under their accreditation will submit an application through this process. A fee is not charged to process this application.

- d. From the Applications page review the application information and click the **Apply Now** button to proceed to the next step.

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

Applications

Accreditation Update [Click Here](#) [Apply Now](#)

This application is only submitted when the updates being proposed do not change the scope of an organization accreditation; require the organization's name be changed on the Orders of Accreditation; or result in the outright cancellation of all of their orders of accreditation. Examples include:

- Updating a Quality Management Plan (QMP) to the most current template published by the Council.
- Consolidating multiple QMPs into one QMP that does not result in the addition or cancellation of technical disciplines.
- Changing the name of the QMP Manager, Chief Elected Official, Chief Administrative Officer, or Senior Executive Officer.
- Changes to the technical service delivery standards in the QMP.
- Any other updates that are required by the Administrator out of the control of the accredited organization.

A. Required Documents
Organizations submitting this application this must provide the documents listed below.

1. Accreditation Update Request Form
 - A completed form that indicates the updates that are being requested to the organization's current accreditation. The Accreditation Update Form can be found [here](#).
2. Draft QMP
 - A redlined version of the QMP template detailing the proposed changes required to modify the scope of the organization's accreditation. The QMP template can be found [here](#).
3. CORES Report - Corporations and Agencies Only
 - A CORES Report can be obtained from any authorized Alberta registry service provider, or by accessing CORES [here](#).

B. Application Fee
There is no fee assessed with this application.

C. Joint Accreditation
A lead municipality must be designated to act on behalf of the other member municipalities within a joint accreditation. The lead municipality is responsible for submitting the required documents, and application fee for the municipalities that are members of the joint accreditation.




Contact the Accreditation Department toll free at 1-888-413-0099, or, by email at Accreditation@safetycodes.ab.ca if assistance or further information is required. More information on this application process can be found on the Council's website [here](#).







*Please Note: Regional Service Commissions and Métis Settlements are included within the term "municipalities."



- e. A screen showing the application requirements will appear.
 - i. The requirements that must be completed in order to submit the application for the Administrator's review are distinguishable by a pink cell background and pencil icon status.
 - ii. In the Accreditation Update process, all accredited organizations are required to provide a draft final QMP.
- f. The **QMP Final** requirement cannot be completed until later. As a result it has been locked.

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

Organization Name: Legends Inc
 Application Type: Accreditation Update
 Status: Pending Info
 Start Date: 10/01/2018
 Submit Date:

Dashboard  QMP Draft  **QMP Final** 

 Locked  Unlocked  Completed  Under Review  Further Action  Met




Requirement	Status
QMP Draft  The QMP draft is the working document that is prepared by the organization before being approved by the Administrator of Accreditation. The draft is based on the QMP template posted on the Council's website. The draft must be submitted as a redline version showing the changes that have been made to the QMP template.	Pending Document Upload
QMP Final  The finalized version of the QMP must be signed by the appropriate organizational officials, such as the Chief Elected Official and Chief Administrative Officer with a municipality, and forwarded to the Administrator of Accreditation for final review and approval. In the case of a municipality the finalized QMP must be accompanied by a resolution of that municipality's council.	Pending Draft







6. Complete Application Requirements



- a. Select a requirement to complete:
 - i. Click the requirement from the Dashboard's Application Requirements tabs ribbon.

OR,

- ii. Click the requirement name (blue hyperlinked text) from the **Requirement** list section below.

Dashboard  QMP Draft  QMP Final 

 Locked  Unlocked  Completed  Under Review  Further Action  Met

Requirement	Status
QMP Draft  The QMP draft is the working document that is prepared by the organization before being approved by the Administrator of Accreditation. The draft is based on the QMP template posted on the Council's website. The draft must be submitted as a redline version showing the changes that have been made to the QMP template.	Pending Document Upload
QMP Final  The finalized version of the QMP must be signed by the appropriate organizational officials, such as the Chief Elected Official and Chief Administrative Officer with a municipality, and forwarded to the Administrator of Accreditation for final review and approval. In the case of a municipality the finalized QMP must be accompanied by a resolution of that municipality's council.	Pending Draft

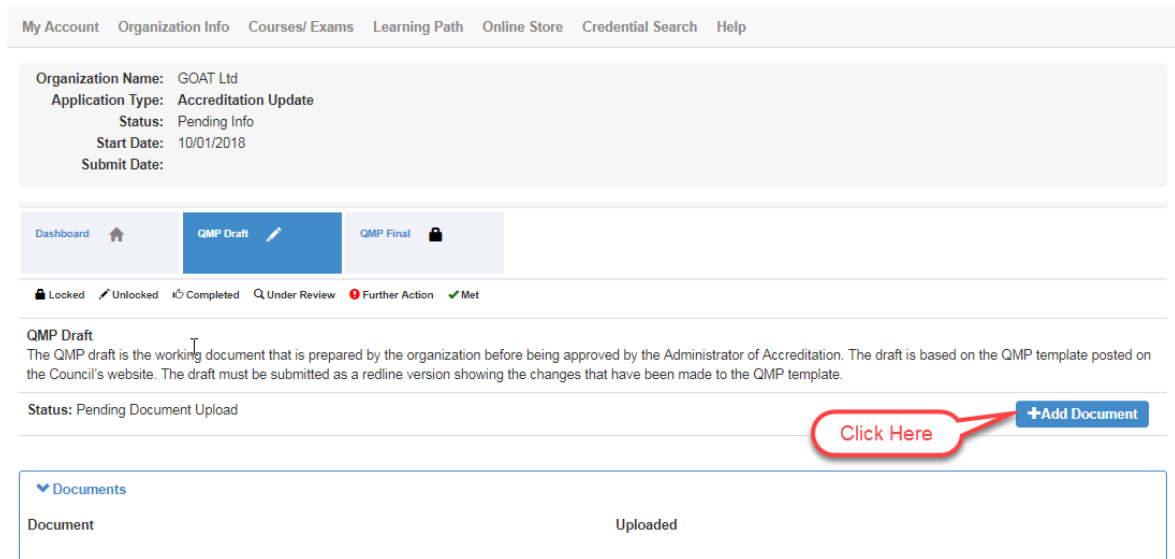
- iii. In the example shown above, clicking the **QMP Draft** requirement will present a document upload screen for the applicant to attach a copy of the signed resolution to the application.



***Tips:** All organizations must upload a **QMP Draft** before the application can be submitted.*

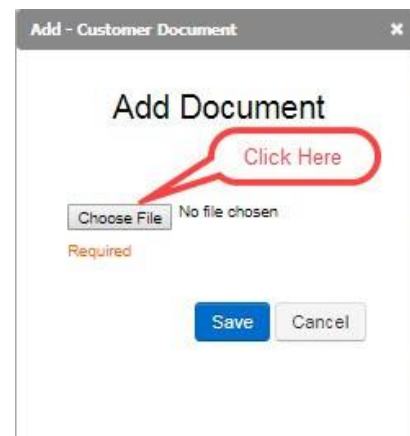
7. Document Upload

- a. From the requirement click the **Add Document** button.



The screenshot shows the application dashboard for GOAT Ltd. The top navigation bar includes links for My Account, Organization Info, Courses/ Exams, Learning Path, Online Store, Credential Search, and Help. The main content area displays the Organization Name (GOAT Ltd), Application Type (Accreditation Update), Status (Pending Info), Start Date (10/01/2018), and Submit Date. Below this, there are tabs for Dashboard, QMP Draft (selected), and QMP Final. A status bar indicates Locked, Unlocked, Completed, Under Review, Further Action, and Met. The QMP Draft section explains that the draft is the working document prepared by the organization before being approved by the Administrator of Accreditation. The status is Pending Document Upload. A red callout bubble points to the '+Add Document' button with the text 'Click Here'.

- b. From the Add – Customer Document page:
 - i. Click the **Choose File** button to browse for the desired file
 - ii. Select the file to be uploaded.

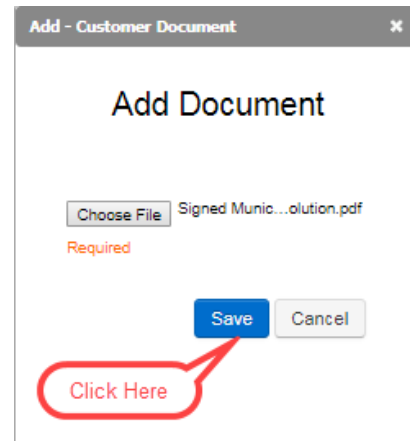


The screenshot shows the 'Add - Customer Document' dialog box. It has a title bar with 'Add - Customer Document' and a close button. The main content area is titled 'Add Document'. Below the title, there is a 'Choose File' button and a text field showing 'No file chosen'. A red callout bubble points to the 'Choose File' button with the text 'Click Here'. Below the text field, there is a 'Required' label. At the bottom, there are 'Save' and 'Cancel' buttons.

- iii. Click the **Save** button to complete the upload.



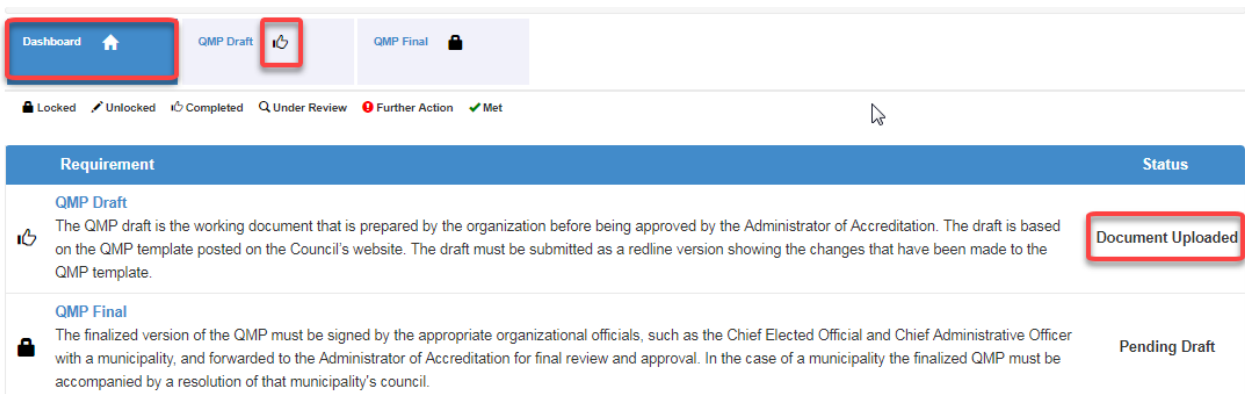
Tips: *Uploaded files cannot be deleted. To replace an uploaded file with a different version, simply repeat the upload steps above. The system will append the next incremental number to the end of the filename and remove the original file from the document list.*



- c. The uploaded file will display in the list of Document at the bottom of the screen.

▼ Documents	
Document	Uploaded
233557-QMPDr-2	Oct 1 2018 7:12PM

- d. Uploaded files are automatically named by the system. The naming format is Customer ID number followed by a description of the document and an auto-incrementing number.
- e. After a requirement step has been completed, review the list of requirements and changed states and statuses.
- f. Click the Dashboard button in the top panel of the application screen.
- g. From the application dashboard:
 - i. The state of the **QMP Draft** requirement has changed from “Unlocked” to “Completed” (thumbs up).
 - ii. Even though the state is marked as completed, you can still click the requirement name to return to the upload file (to add a different version of the file if required).



Requirement	Status
QMP Draft The QMP draft is the working document that is prepared by the organization before being approved by the Administrator of Accreditation. The draft is based on the QMP template posted on the Council's website. The draft must be submitted as a redline version showing the changes that have been made to the QMP template.	Document Uploaded
QMP Final The finalized version of the QMP must be signed by the appropriate organizational officials, such as the Chief Elected Official and Chief Administrative Officer with a municipality, and forwarded to the Administrator of Accreditation for final review and approval. In the case of a municipality the finalized QMP must be accompanied by a resolution of that municipality's council.	Pending Draft




- iii. The status next to the **QMP Draft** requirement list now reads “Document Uploaded.”







8. Submit Application



- a. Once all the requirements have been completed the application is ready to submit.
 - i. A **Submit For Review** button (below) will display on the upper right corner of the application screen.
 - ii. The statuses of all requirements on the requirements ribbon (below) and on the left side of the requirements in the table should show as either **Completed** or **Locked**.
 - iii. The status (below) of each of the requirements in the requirements table will have changed to indicate the action has been completed (e.g. **Document Uploaded; Pending Draft, Document Approved**, etc.).
- b. Click the **Submit Application** button to advance to the finalize steps to submit for Council’s review.

Organization Name: Legends Inc
 Application Type: Accreditation Update
 Status: Pending Info
 Start Date: 10/01/2018
 Submit Date:

Submit for Review

Dashboard  QMP Draft  QMP Final 

 Locked  Unlocked  Completed  Under Review  Further Action  Met

Requirement	Status
QMP Draft  The QMP draft is the working document that is prepared by the organization before being approved by the Administrator of Accreditation. The draft is based on the QMP template posted on the Council’s website. The draft must be submitted as a redline version showing the changes that have been made to the QMP template.	Document Uploaded
QMP Final  The finalized version of the QMP must be signed by the appropriate organizational officials, such as the Chief Elected Official and Chief Administrative Officer with a municipality, and forwarded to the Administrator of Accreditation for final review and approval. In the case of a municipality the finalized QMP must be accompanied by a resolution of that municipality’s council.	Pending Draft

- c. On the Application Submission screen shown below, click the link provided (1) to review Council’s refund policy if desired.
- d. Click the “I agree to the Terms and Conditions” (2) checkbox to display the Next button.
- e. Click Next. (3).

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

Accreditation Submission | [Fee Refund Policy: Terms and Conditions](#)

Please review the Safety Codes Council’s [Refund Policy](#). 1

I agree to the Terms and Conditions. ☒ 2

3 **Next** Cancel

- f. The application's **Submit Date** field will populate with the current date and the application's status will be updated to Under Review once the application has been successfully submitted.
- g. The requirements will also display with an updated state and status

My Account Organization Info Courses/ Exams L

Organization Name: Legends Inc
 Application Type: Accreditation Update
 Status: Under Review
 Start Date: 10/01/2018
 Submit Date: 10/01/2018



Tip: If you wish to make a change to an application that has been submitted, contact the Council by phone, email or by submitting a request through the Information Request under the Help menu/Contact Us menu in Council Connect. Refer to the **Contact the Council - Submit Request** document under the Resources link on the Council Connect web portal for more information on submitting requests online.

- h. Click one of the menu options at the top of the screen (screenshot below) to perform other activities including returning to your home page by clicking the My Account button or to the Organization's dashboard by clicking the Organization Info button.

Council Connect

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

9. Monitor Application Status

- a. Applications that have been initiated but not yet submitted and those that have been submitted but not yet processed by Council staff will display under the **My Open Applications** group on the organization's dashboard in Council Connect.
 - i. The starting status is "**Pending Info.**"
 - ii. Once all initial requirements have been completed and the application has been submitted for council review, the status will be set to "**Under Review.**"
 - iii. Once the Council has completed their review, the status will be set to "**Completed.**"
- b. Click the **View Application** link to continue working on the application or to review the submitted application.

My Open Applications

Application Type	Start Date	Status	
Accreditation Update	10/01/2018	Under Review	View Application

Click Here

Apply Now

10. Request for Further Information

- As the Council reviews and processes an application and edits the draft QMP, additional information and documentation may be requested.
- The Council will send an email notification to the organization's representative detailing the additional action required in order to continue processing the application.
- Instructions to respond will be included in the Council's email.
- The requirement step in Council Connect may also be unlocked so that the organization's representative can provide the necessary information/edits using the same process as used when the application was initially submitted.
- Monitoring the status of the application (see **8. Monitor Application Status** above) will also alert the organization's representative of the need to provide further information.

Organization Name: Goat Ltd.
 Application Type: Accreditation Update
 Status: Under Review
 Start Date: 10/14/2018
 Submit Date: 10/14/2018

Dashboard QMP Draft QMP Final

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



Requirement	Status
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div> <p>QMP Draft</p> <p>🔴 The QMP draft is the working document that is prepared by the organization before being approved by the Administrator of Accreditation. The draft is based on the QMP template posted on the Council's website. The draft must be submitted as a redline version showing the changes that have been made to the QMP template.</p> </div> <div style="border: 2px solid red; padding: 5px; text-align: center;"> <p>Additional Info Required</p> </div> </div>	
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div> <p>QMP Final</p> <p>🔒 The finalized version of the QMP must be signed by the appropriate organizational officials, such as the Chief Elected Official and Chief Administrative Officer with a municipality, and forwarded to the Administrator of Accreditation for final review and approval. In the case of a municipality the finalized QMP must be accompanied by a resolution of that municipality's council.</p> </div> <div style="text-align: right;"> <p>Draft Under Review</p> </div> </div>	







11. Notification to Submit Final Documents



- Once the draft QMP has been reviewed and signed off by the Administrator, the organization's representative will be notified to submit a finalized signed version.
- The QMP Final Document will be unlocked. The organization's representative will provide the finalized signed QMP by following the same steps as outlined above that were used to submit the application.

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

Organization Name: Legends Inc
Application Type: Accreditation Update
Status: Under Review
Start Date: 10/01/2018
Submit Date: 10/01/2018

Dashboard  QMP Draft  **QMP Final **

 Locked  Unlocked  Completed  Under Review  Further Action  Met


Requirement	Status
QMP Draft  The QMP draft is the working document that is prepared by the organization before being approved by the Administrator of Accreditation. The draft is based on the QMP template posted on the Council's website. The draft must be submitted as a redline version showing the changes that have been made to the QMP template.	Document Approved
QMP Final  The finalized version of the QMP must be signed by the appropriate organizational officials, such as the Chief Elected Official and Chief Administrative Officer with a municipality, and forwarded to the Administrator of Accreditation for final review and approval. In the case of a municipality the finalized QMP must be accompanied by a resolution of that municipality's council.	Pending Document Upload


12. Notification of Decision


- Once the application has been fully processed to completion, the status of the application will be changed to completed, a written notice, and the signed QMP will be sent by mail.
- Applications that have been completed will be listed in the **My Applications** screen of an organization's dashboard.
- Click **My Applications** in the **My Account Links** menu.

Organization Dashboard Go Back

You have access to multiple organizations. [\[Change organizations \]](#)

Customer Number: 237206
Accreditation Number: C000000
 (780)111-1111

 Details Your role: Account Admin

Name: Legends Inc
Type: Corporation
 123 Legends Way
Edmonton, AB T1T 1T1

Click Here

My Account Links

- My Organization Dashboard
- My Organization Information
- My Applications**
- My Accreditation Status
- My DOP List
- My QMP
- My Organization Contacts
- My Financial Transactions
- My Requests
- My Audit Report

- d. If not already expanded, click the V icon next to the **My Completed Applications** title to display a list of the organization's completed application.

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

My Applications (Legends Inc) [Back to My Organization Dashboard](#) [My Account Menu](#)

▼ **My Open Applications**

Discipline	Application Type	Start Date	Status
Apply Now			

▼ **My Completed Applications**

Discipline	Application Type	Start Date	Status
Plumbing, Fire, Gas, Plumbing, Electrical,	Accreditation Application	10/01/2018	Completed
Not Specified	Accreditation Update	10/01/2018	Completed
Not Specified	Accreditation Update	10/01/2018	Completed

13. To View or Print a QMP.

- a. For your QMP, click on the **My QMPs** link on the main **Organization Dashboard** page.

Organization Dashboard [Go Back](#)

You have access to multiple organizations. [Change organizations](#)

Customer Number: 237207
Accreditation Number: C124233
(780)222-2222

Details Your role: Account Admin

Name: Goat Ltd.
Type: Corporation

123 Goat Way
Edmonton, AB T2T 2T2

[Click Here](#)

My Account Links

- My Organization Dashboard
- My Organization Information
- My Applications
- My Accreditation Status
- My DOP List
- My QMP**
- My Organization Contacts
- My Financial Transactions
- My Requests
- My Audit Report
- Accreditation Maintenance

- b. Or look under the QMPs list on the main **Organization Dashboard** page. Click on the document under **Document** heading.

▼ **QMPs**

QMP Status	Received Date	Approved Date	Document	QMP Manager
Approved	10/14/2018	10/14/2018	Click Here QMP - Building	Jones Jerry

Deleting or Cancelling an Application

Contact the council (by email or by phone) to delete or cancel an application for Accreditation, regardless of the status of the application (e.g. in Progress or submitted).

If assistance or further information is required on the application process, you can contact the Accreditation Department toll free at 1-888-413-0099, or, by email at Accreditation@safetycodes.ab.ca. Further information on accreditation under the *Safety Codes Act* can also be found on the Council's website [here](#).