

Voluntary Cancellation of Accreditation Application

Introduction

Agencies, corporations, or municipalities¹ wishing to relinquish responsibility for the administration of the *Safety Codes Act (Act)* in **ALL** of the technical disciplines under their accreditation will submit an application to the Administrator of Accreditation (Administrator). This tutorial walks through the steps for an organization to request a voluntary cancellation of accreditation through Council Connect. Cancellation requests can only be submitted by an organization's authorized representative(s).

Accredited organizations request cancellation of their accreditation for a variety of reasons. In many instances, a corporation will decide to relinquish its responsibility due to a corporate merger, or, as a result of a change in ownership. Municipalities may make this decision for economic reasons, permit revenue does not justify the expense of employing safety codes officers or the cost of maintaining a contract with an accredited agency.



Tip: *To request a cancellation of one or more, but not all disciplines, refer to the [Scope Change Application process](#)*

Key Considerations

Responsibility for the administration of the Act transfers to the next Authority Having Jurisdiction (AHJ)² when a corporation or municipality voluntarily cancel their accreditation. For corporations this is typically the accredited municipality where their industrial facility is located. When a municipality becomes unaccredited, jurisdiction transfers to the Alberta Safety Codes Authority (ASCA). Once the cancellation has been processed to completion, all Designation of Powers (DOPs) issued under the organization will also be closed.

60 Day Written Notice

Accredited organizations must provide sixty (60) days written notice of their intention to cancel their accreditation. Organizations should endeavour to provide that notice to the Administrator well in advance of initiating the application process. If that does not occur **please be aware** that it may delay the processing of the request to completion.

Application Fees

There is no charge to submit a voluntary cancellation of accreditation application.



Caution: *If in doubt as to whether this is the right application to use, contact the Accreditation department at the Council and ask for assistance. Council contact information is available on the Council's public website.*

Notes:

1. Regional Service Commissions and Métis Settlements are included within the term "municipalities."
2. The next Authority Having Jurisdiction will either be an accredited municipality or the Alberta Safety Codes Authority (ASCA).

Overview of steps

An organization's authorized representative:

1. Prepares the documentation required to request voluntary cancellation of accreditation.
2. Logs into Council Connect and launches the desired organization's dashboard.
3. Completes and submits an application online.
4. Receives confirmation that the request has been received and will be reviewed by Council staff.
5. Receives and responds to communications from the Council if additional information is required or the supporting documents require updates.
6. Receives orders of accreditation cancellation certificates.
7. Receives email notification of the DOPs that have been closed.

Application Steps

1. Prepare Required Documentation

a. 60 Days Written Notice

Accredited organizations must provide sixty (60) days written notice of their intention to cancel their accreditation. If written notice has not already been provided to the Administrator, it must be provided as part of the application process through Council Connect. Please be aware that if it is submitted with the application, it may delay the processing of the request to completion.

b. Draft Transition Plan – Corporations and Municipalities Only

A draft transition plan, based on the Council's template, must also be uploaded in order to submit the cancellation application. The draft transition must be redlined to display any changes being made to the template. A copy of the template is available by contacting the Accreditation department at Accreditation@safetycodes.ab.ca.

c. Municipal Resolution – Municipalities Only

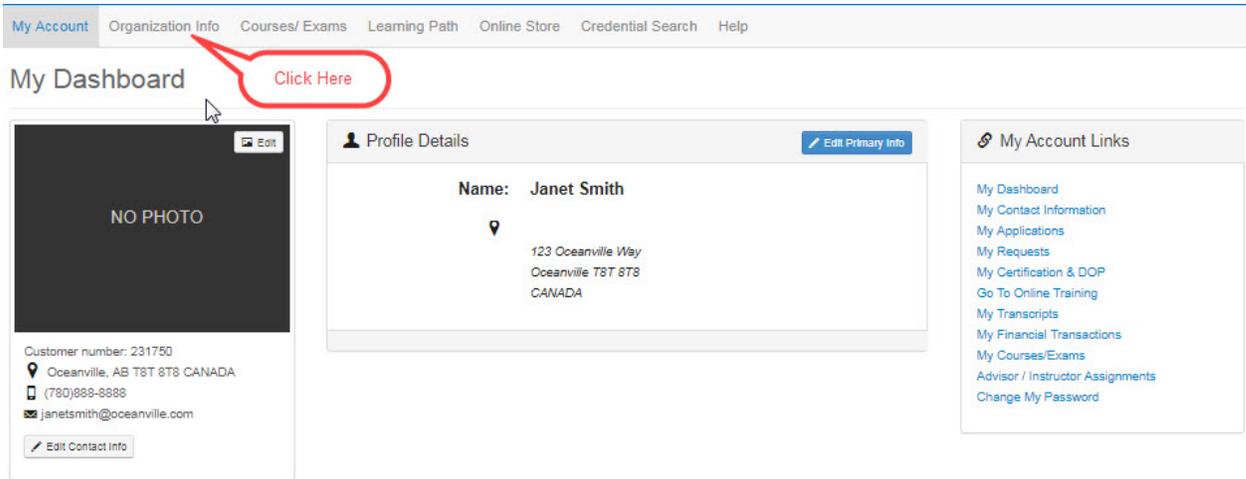
If the application is being made by a municipality, a signed resolution of their municipal council supporting the cancellation of their accreditation. The resolution can be submitted at the beginning of the application process, or, with the final transition plan.

2. Log onto Council Connect

- a. Voluntary cancellation requests are submitted via an application process through Council Connect. 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

- a. 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.
- b. Refer to the SOP, Sign In, Sign Out, and Change Password, for detailed sign in instructions.
- c. From the Individual's My Dashboard page, navigate to the desired organization's dashboard:
 - i. Click the link to the **Organization Info** tab, or



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

My Dashboard

NO PHOTO

Customer number: 231750
 Oceanville, AB T8T 8T8 CANADA
 (780)888-8888
 janetsmith@oceanville.com

[Edit Contact Info](#)

Profile Details [Edit Primary Info](#)

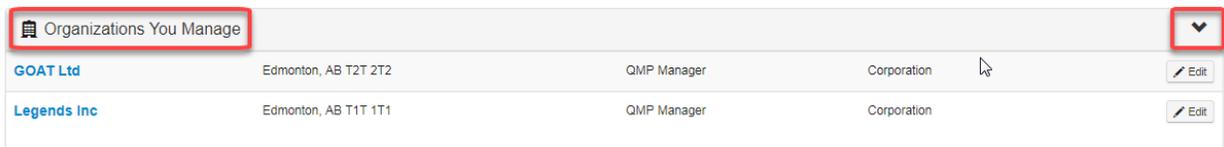
Name: Janet Smith

123 Oceanville Way
 Oceanville T8T 8T8
 CANADA

My Account Links

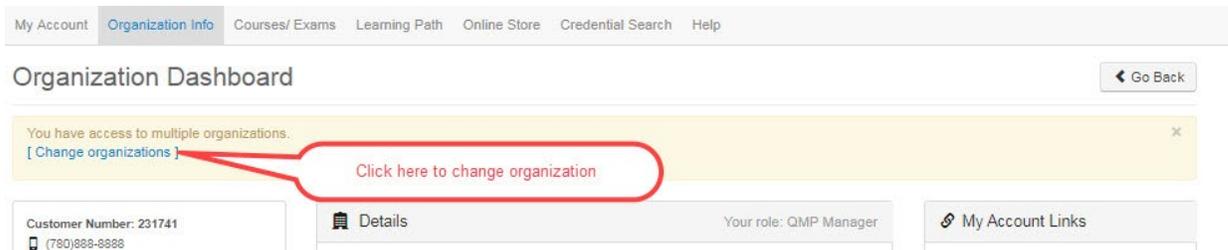
- [My Dashboard](#)
- [My Contact Information](#)
- [My Applications](#)
- [My Requests](#)
- [My Certification & DOP](#)
- [Go To Online Training](#)
- [My Transcripts](#)
- [My Financial Transactions](#)
- [My Courses/Exams](#)
- [Advisor / Instructor Assignments](#)
- [Change My Password](#)

- ii. 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				▼
GOAT Ltd	Edmonton, AB T2T 2T2	QMP Manager	Corporation	Edit
Legends Inc	Edmonton, AB T1T 1T1	QMP Manager	Corporation	Edit

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



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

Organization Dashboard

[Go Back](#)

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

Click here to change organization

Customer Number: 231741
 (780)888-8888

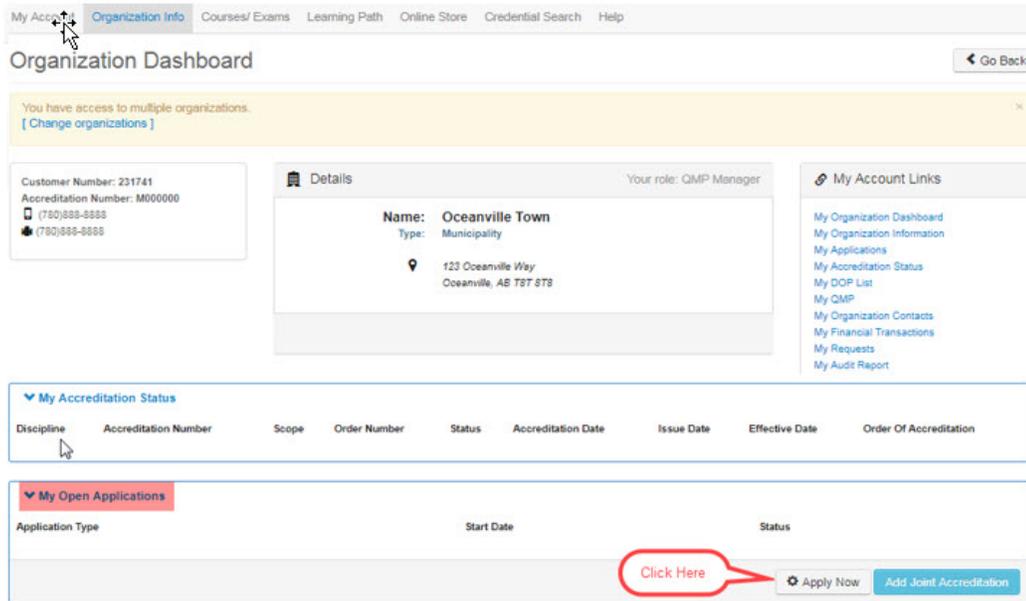
Details

Your role: QMP Manager

My Account Links

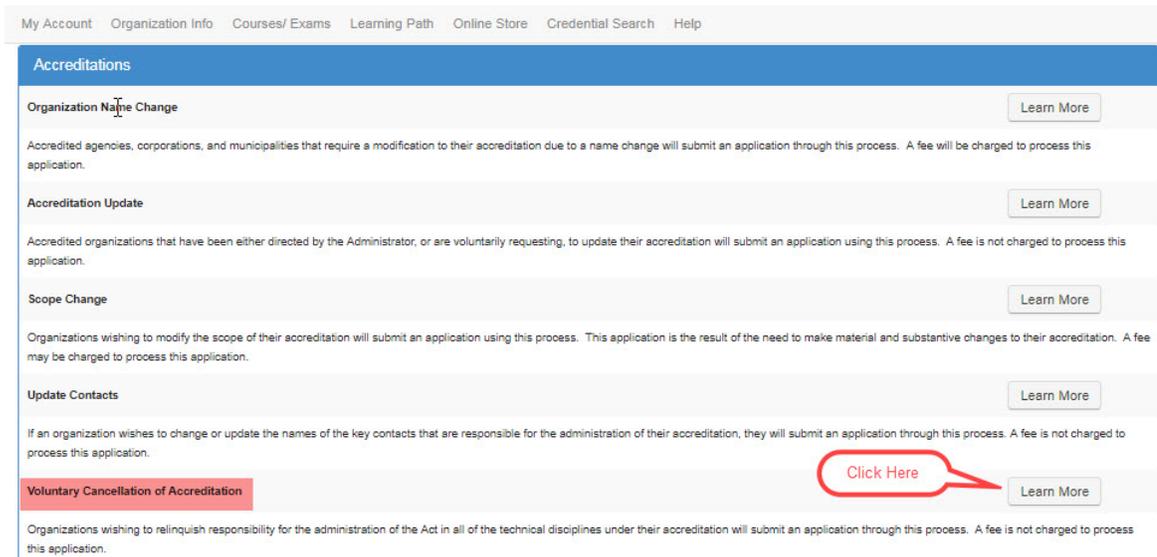
4. Start Application Process

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



The screenshot shows the 'Organization Dashboard' for 'Oceanville Town'. The user's role is 'GMP Manager'. The dashboard includes sections for 'My Accreditation Status' and 'My Open Applications'. In the 'My Open Applications' section, there is a table with columns for 'Application Type', 'Start Date', and 'Status'. Below the table, there are three buttons: 'Apply Now' (highlighted with a red callout), 'Add Joint Accreditation', and a 'Click Here' link.

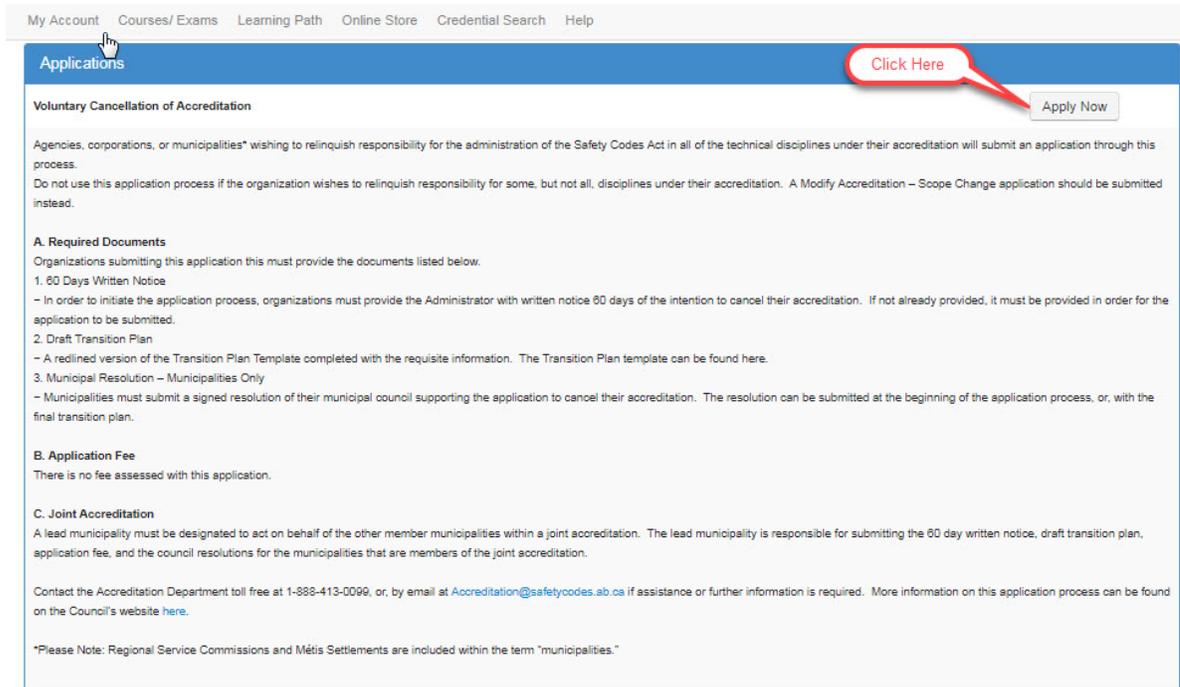
- ii. From the **Accreditations** page, click the Learn More button to the right of the **Voluntary Cancellation of Accreditation** application row.



The screenshot shows the 'Accreditations' page with a list of application types. The 'Voluntary Cancellation of Accreditation' row is highlighted in red. A red callout points to the 'Learn More' button next to this row.

Application Type	Learn More
Organization Name Change	Learn More
Accreditation Update	Learn More
Scope Change	Learn More
Update Contacts	Learn More
Voluntary Cancellation of Accreditation	Learn More

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



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

Applications Click Here Apply Now

Voluntary Cancellation of Accreditation

Agencies, corporations, or municipalities* wishing to relinquish responsibility for the administration of the Safety Codes Act in all of the technical disciplines under their accreditation will submit an application through this process.

Do not use this application process if the organization wishes to relinquish responsibility for some, but not all, disciplines under their accreditation. A Modify Accreditation – Scope Change application should be submitted instead.

A. Required Documents

Organizations submitting this application this must provide the documents listed below.

1. 60 Days Written Notice
 - In order to initiate the application process, organizations must provide the Administrator with written notice 60 days of the intention to cancel their accreditation. If not already provided, it must be provided in order for the application to be submitted.
2. Draft Transition Plan
 - A redlined version of the Transition Plan Template completed with the requisite information. The Transition Plan template can be found here.
3. Municipal Resolution – Municipalities Only
 - Municipalities must submit a signed resolution of their municipal council supporting the application to cancel their accreditation. The resolution can be submitted at the beginning of the application process, or, with the final transition plan.

B. Application Fee

There is no fee assessed with this application.

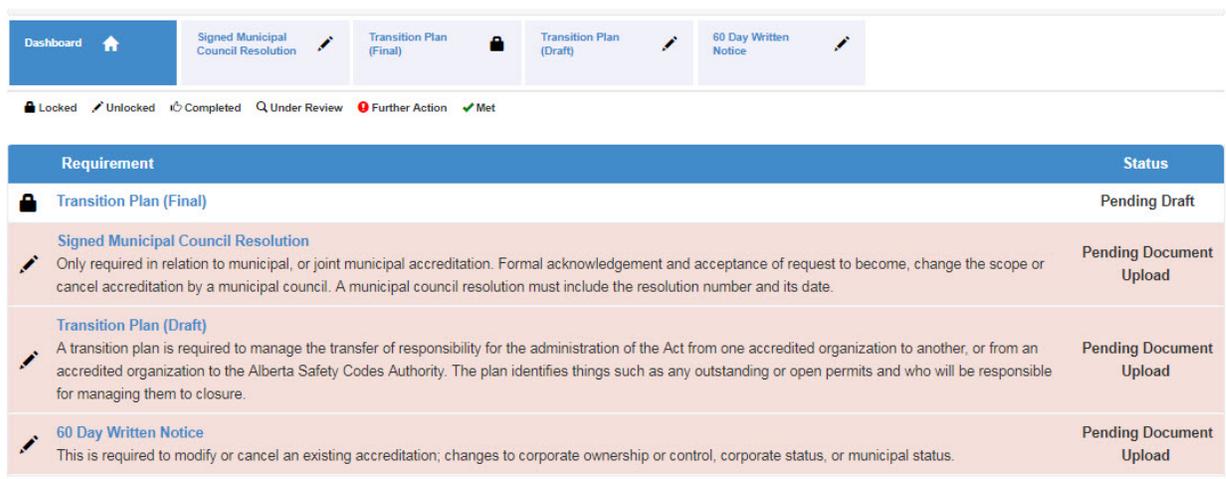
C. Joint Accreditation

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 60 day written notice, draft transition plan, application fee, and the council resolutions 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."

- c. 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. Within the Voluntary Cancellation of Accreditation process, all accredited organizations are required to provide a draft final transition plan, and sixty (60) days written notice.



Dashboard Signed Municipal Council Resolution Transition Plan (Final) Transition Plan (Draft) 60 Day Written Notice

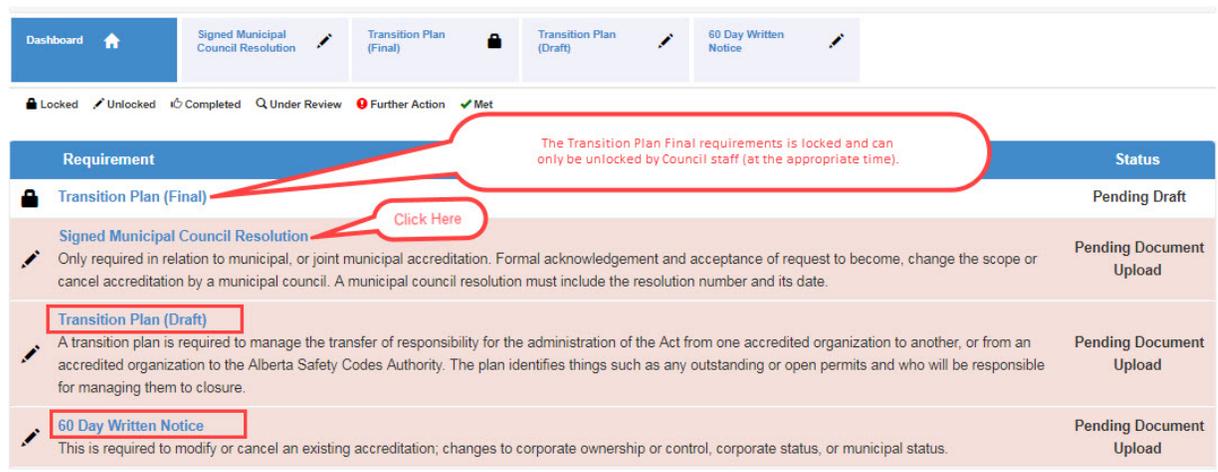
Locked Unlocked Completed Under Review Further Action Met

Requirement	Status
Transition Plan (Final)	Pending Draft
Signed Municipal Council Resolution Only required in relation to municipal, or joint municipal accreditation. Formal acknowledgement and acceptance of request to become, change the scope or cancel accreditation by a municipal council. A municipal council resolution must include the resolution number and its date.	Pending Document Upload
Transition Plan (Draft) A transition plan is required to manage the transfer of responsibility for the administration of the Act from one accredited organization to another, or from an accredited organization to the Alberta Safety Codes Authority. The plan identifies things such as any outstanding or open permits and who will be responsible for managing them to closure.	Pending Document Upload
60 Day Written Notice This is required to modify or cancel an existing accreditation; changes to corporate ownership or control, corporate status, or municipal status.	Pending Document Upload

- d. Some requirements cannot be completed until later. These requirements are locked for editing.
- e. Municipalities are also required to provide a signed municipal council resolution supporting the cancellation.

5. 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.



Requirement	Status
Transition Plan (Final) The Transition Plan Final requirements is locked and can only be unlocked by Council staff (at the appropriate time).	Pending Draft
Signed Municipal Council Resolution Only required in relation to municipal, or joint municipal accreditation. Formal acknowledgement and acceptance of request to become, change the scope or cancel accreditation by a municipal council. A municipal council resolution must include the resolution number and its date.	Pending Document Upload
Transition Plan (Draft) A transition plan is required to manage the transfer of responsibility for the administration of the Act from one accredited organization to another, or from an accredited organization to the Alberta Safety Codes Authority. The plan identifies things such as any outstanding or open permits and who will be responsible for managing them to closure.	Pending Document Upload
60 Day Written Notice This is required to modify or cancel an existing accreditation; changes to corporate ownership or control, corporate status, or municipal status.	Pending Document Upload

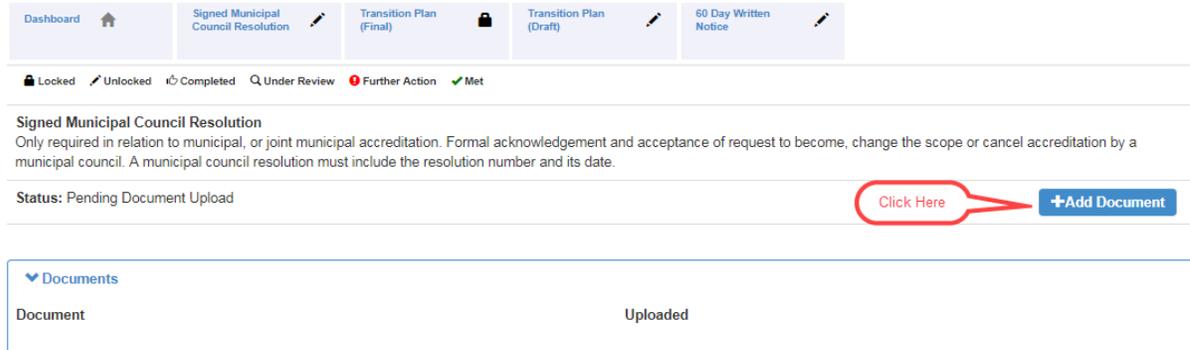
- iii. In the example shown above, clicking the **Signed Municipal Council Resolution** requirement will present a document upload screen for the applicant to attach a copy of the signed resolution to the application.



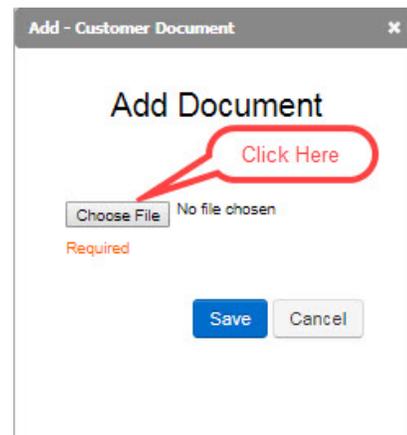
Tips: All organizations must upload a **draft transitional plan** before the application can be submitted.
 If the **60 day written notice** has been provided, the requirement will be listed as met. If it has not, it must be uploaded for the application to proceed.
 Municipalities must also upload a **signed municipal council resolution**.

6. Document Upload

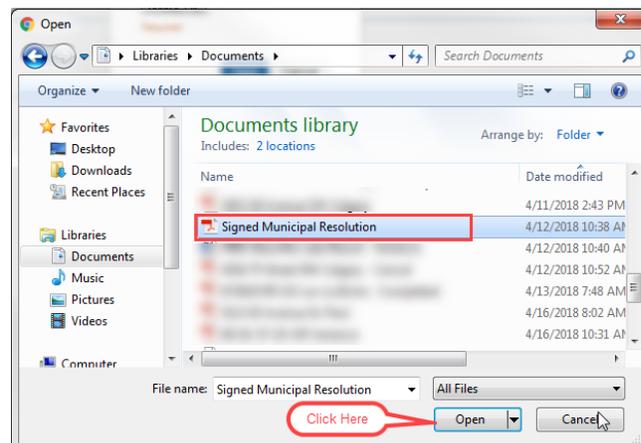
- a. From the requirement click the **Add Document** button



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



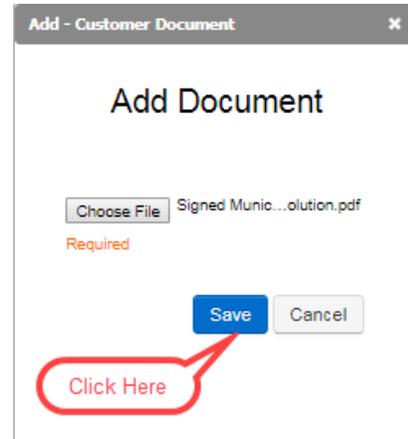
- ii. Select the file to be uploaded.



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



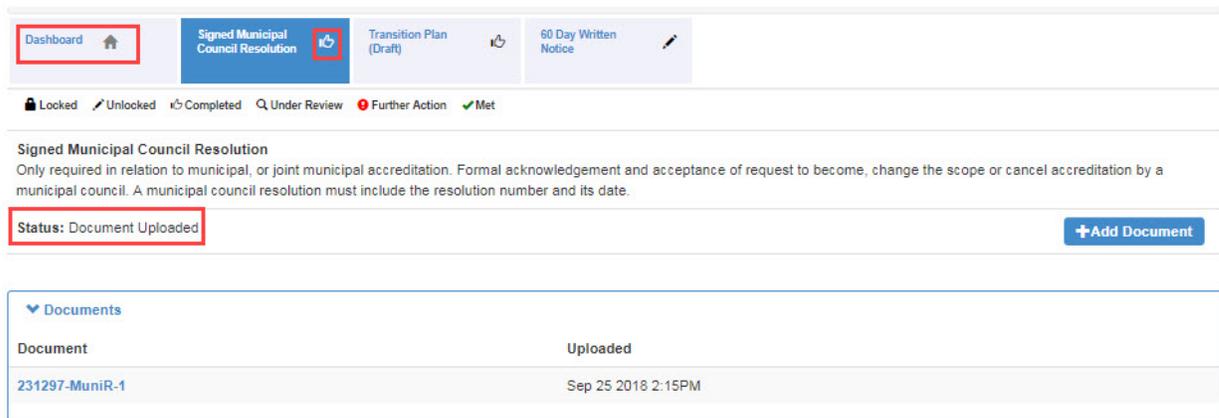
Tips: *Uploaded files cannot be deleted. To replace an uploaded file with a different version, simply repeat the upload steps above. The system will append the next incremental number to the end of the filename and remove the original file from the document list.*



- iv. The uploaded file will display in the list of **Documents** at the bottom of the screen.
 - ❖ 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.

Document	Uploaded
231297-MuniR-1	Sep 25 2018 2:15PM

- c. After a requirement step has been completed, review the list of requirements and changed states and statuses.
- d. Click the Dashboard button in the top panel of the application screen.
- e. From the application dashboard:
 - i. The **state** of the **Signed Municipal Council Resolution** requirement has changed from **“Unlocked”** to **“Completed”** (thumbs up). 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).



Document	Uploaded
231297-MuniR-1	Sep 25 2018 2:15PM

- ii. The status next to the **Signed Municipal Council Resolution** requirement list now reads “Document Uploaded.”

7. 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; Draft ready for Review, Document Approved**, etc.).
- b. Click the **Submit for Review** button to advance to the finalize steps to submit for Council’s review.

Organization Name: Oceanville Town
 Application Type: Voluntary Cancellation of Accreditation
 Status: Pending Info
 Start Date: 10/15/2018
 Submit Date:

Submit for Review

Click Here

Dashboard | Signed Municipal Council Resolution | Transition Plan (Final) | Transition Plan (Draft) | 60 Day Written Notice

Locked | Unlocked | Completed | Under Review | Further Action | Met

Requirement	Status
Signed Municipal Council Resolution Only required in relation to municipal, or joint municipal accreditation. Formal acknowledgement and acceptance of request to become, change the scope or cancel accreditation by a municipal council. A municipal council resolution must include the resolution number and its date.	Document Uploaded
Transition Plan (Final)	Pending Draft
Transition Plan (Draft) A transition plan is required to manage the transfer of responsibility for the administration of the Act from one accredited organization to another, or from an accredited organization to the Alberta Safety Codes Authority. The plan identifies things such as any outstanding or open permits and who will be responsible for managing them to closure.	Document Uploaded
60 Day Written Notice This is required to modify or cancel an existing accreditation; changes to corporate ownership or control, corporate status, or municipal status.	Document Uploaded

- 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](#).

I agree to the Terms and Conditions.

Next Cancel

- f. The Council's FOIP collection, use, and disclosure statement and consent appears.
- g. Review the information provided on the FOIP screen.
- h. Click the "I agree to the Terms and Conditions" checkbox to display the **Next** button.

SCC OOA Submit | FOIP

The collection of personal information on this system is authorized under section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. This personal information will be used to support the administration and deliver of certification, accreditation, and training programs, and for program evaluation and planning purposes. Please direct questions concerning the collection of this information to the Manager, Policy and Legislation at the Safety Codes Council, Suite 500, 10405 Jasper Ave. NW, Edmonton, Alberta, T5J 3N4, Telephone: 780.413.0099 or Toll free 1.888.413.0099.

I agree to the Terms and Conditions.

Next Cancel

- i. Click **Next**.
- j. 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.
- k. The requirements will also display with an updated state and status
- l. 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.

Organization Name:	Oceanville Town
Application Type:	Voluntary Cancellation of Accreditation
Status:	Pending Info
Start Date:	09/19/2018
Submit Date:	09/19/2018

Council Connect

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

- m. If you wish to make a change to an application that has been submitted, contact the Council by phone, email, or by submitting an **Information Request** through the under the **Help** menu in Council Connect.

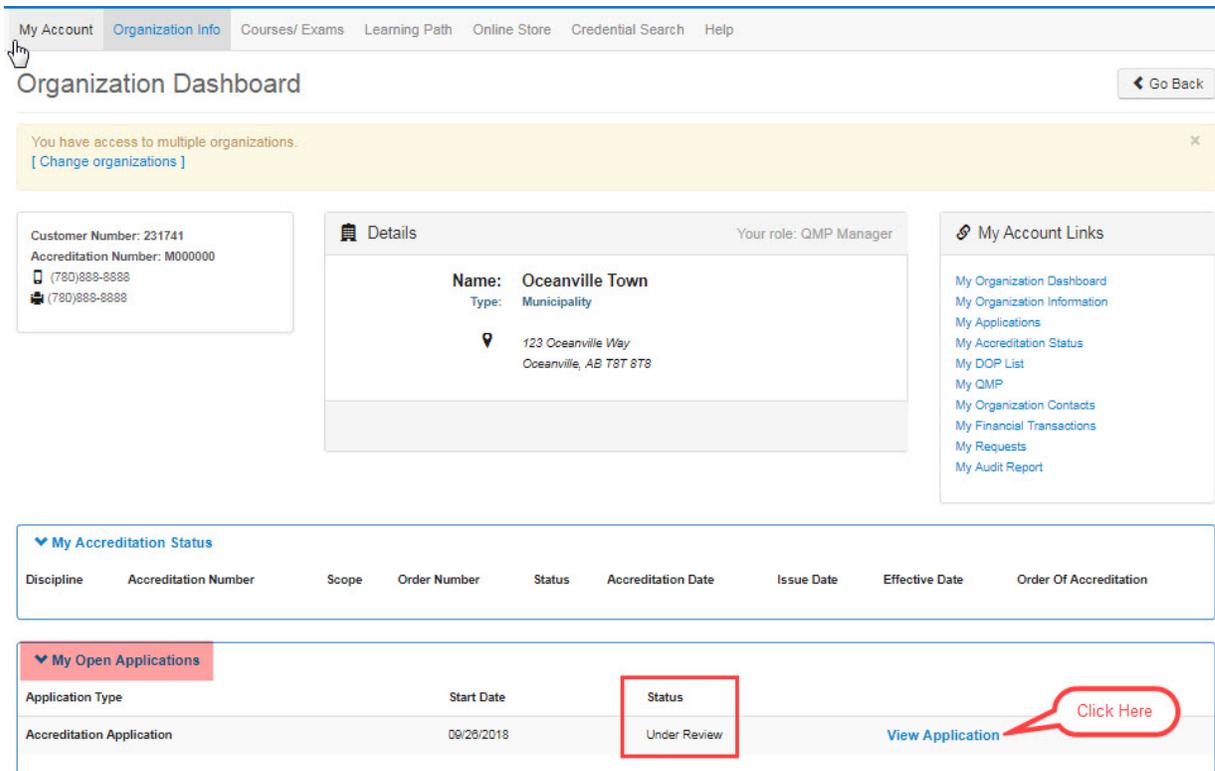
Council Connect

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

Click Here

8. Monitor Application Status

- 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.
- Click the **Continue of View Application** link to continue working on the application or to review the submitted application.



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: 231741
Accreditation Number: M000000
(780)888-8888
(780)888-8888

Details Your role: QMP Manager

Name: Oceanville Town
Type: Municipality

123 Oceanville Way
Oceanville, AB T9T 8T8

My Account Links

- My Organization Dashboard
- My Organization Information
- My Applications
- My Accreditation Status
- My DCP 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

My Open Applications

Application Type	Start Date	Status	
Accreditation Application	09/28/2018	Under Review	View Application Click Here

9. Request for Further Information

- As the Council reviews and processes an application and edits the draft Transition Plan, 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: Oceanville Town
 Application Type: Voluntary Cancellation of Accreditation
 Status: Under Review
 Start Date: 10/15/2018
 Submit Date: 10/15/2018

Dashboard | Signed Municipal Council Resolution | Transition Plan (Final) | Transition Plan (Draft) | 60 Day Written Notice

Locked | Unlocked | Completed | Under Review | Further Action | Met

Requirement	Status
 Signed Municipal Council Resolution Only required in relation to municipal, or joint municipal accreditation. Formal acknowledgement and acceptance of request to become, change the scope or cancel accreditation by a municipal council. A municipal council resolution must include the resolution number and its date.	Additional info Required
 Transition Plan (Final) Transition Plan (Draft) A transition plan is required to manage the transfer of responsibility for the administration of the Act from one accredited organization to another, or from an accredited organization to the Alberta Safety Codes Authority. The plan identifies things such as any outstanding or open permits and who will be responsible for managing them to closure.	Draft Under Review
 60 Day Written Notice This is required to modify or cancel an existing accreditation; changes to corporate ownership or control, corporate status, or municipal status.	Document Approved

10. Notification to Submit Final Documents

- Once the draft **Transition Plan** has been reviewed and signed off by the Administrator, the organization’s representative will be notified to submit a finalized and signed document.
- If a municipality submitted the request, and a **Signed Municipal Council Resolution** has not yet been received, the Administrator will request the submission of the resolution document with the final **Transition Plan**.
- The **Transition Plan (Final)** requirement will be unlocked. The organization’s representative will provide the finalized documents by following the same steps as outlined above in **6. Document Upload**.

Organization Name: Oceanville Town
 Application Type: Voluntary Cancellation of Accreditation
 Status: Under Review
 Start Date: 10/15/2018
 Submit Date: 10/15/2018

Dashboard | Signed Municipal Council Resolution | Transition Plan (Final) | Transition Plan (Draft) | 60 Day Written Notice

Locked | Unlocked | Completed | Under Review | Further Action | Met

Requirement	Status
 Signed Municipal Council Resolution Only required in relation to municipal, or joint municipal accreditation. Formal acknowledgement and acceptance of request to become, change the scope or cancel accreditation by a municipal council. A municipal council resolution must include the resolution number and its date.	Document Approved
 Transition Plan (Final) Transition Plan (Draft) A transition plan is required to manage the transfer of responsibility for the administration of the Act from one accredited organization to another, or from an accredited organization to the Alberta Safety Codes Authority. The plan identifies things such as any outstanding or open permits and who will be responsible for managing them to closure.	Pending Document Upload
 60 Day Written Notice This is required to modify or cancel an existing accreditation; changes to corporate ownership or control, corporate status, or municipal status.	Document Approved

11. Notification of Decision

- a. 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 order of cancellation of accreditation in the disciplines being administered by the organization will be sent by mail.
 - a. All of the organization's **Designation of Powers (DOPs)** will be closed by the Council. An email notification will be sent to both the organization and all affected SCOs and permit issuers.
 - b. Applications that have been completed will be listed in the **My Applications** screen of an organization's dashboard.
 - b. Click **My Applications** in the **My Account Links** menu.

Organization Dashboard ◀ Go Back

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

Customer Number: 237213
Accreditation Number: M000000
☎ (780)888-8888

Details Your role: Account Admin

Name: Oceanville Town
Type: Municipality

📍 123 Oceanville Way
Oceanville, AB T8T 8T8

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

- c. 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 Applications (Oceanville Town) Back to My Organization Dashboard My Account Menu ▾

▼ My Open Applications

Discipline	Application Type	Start Date	Status	
Not Specified	Scope Change	10/15/2018	Under Review	Continue Application

⚙️ Apply Now [Add Joint Accreditation](#)

▼ My Completed Applications

Discipline	Application Type	Start Date	Status
Not Specified	Voluntary Cancellation of Accreditation	10/15/2018	Completed
Not Specified	Scope Change	10/14/2018	Completed

Deleting or Cancelling an Application

Contact the Council (by email or by phone) to delete or cancel an accreditation application, 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](#).