

# Certificates of Competency Procedure

## 1. Introduction

Safety codes officers are a significant and required component of the safety codes system in Alberta. Safety codes officers inspect the construction, installation, and maintenance of structures, equipment, and systems to ensure compliance with relevant codes, standards, and regulations. The Safety Codes Council (Council) supports the safety codes system by establishing classifications of certificates of competency for safety codes officers and the qualifications required of a person to hold a certificate of competency.

The Administrator of Certification (Administrator) issues certificates of competency to individuals who apply for and meet all specified requirements for certification.

## 2. Purpose

The purpose of this procedure is to describe the actions for applying for, renewing, and maintaining a certificate of competency for safety codes officers.

## 3. Definitions

n/a

## 4. Procedure

### Applying for Certificates of Competency

- 4.1. An individual applying for a certificate of competency must complete all program requirements and provide a completed application form and required supporting documents to the Administrator through the Council's online platform: [Council Connect](#).
- 4.2. The Administrator will review the application and make a decision within a timely manner.
- 4.3. Where additional technical review is needed prior to making a decision, the Administrator will:
  - 4.3.1. consult with the Technical Administrator at Municipal Affairs and/or
  - 4.3.2. consult with sub-council members with specific technical expertise.
- 4.4. The Administrator will notify the applicant if their application is successful, or if additional information is needed.

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#### Maintaining Certification

- 4.5. Safety codes officers who wish to maintain their certificate of competency must successfully complete code update training within one year of the adoption of a new edition of the code for their discipline, or by such other time as required by the Council.

#### Renewing Certificates of Competency

- 4.6. In order to renew a certificate of competency, a safety codes officer must submit a renewal application, along with supporting materials, through the Council's online platform: [Council Connect](#).
- 4.7. Supporting materials must include information about continuing education credits completed and any code update training (if applicable).
- 4.8. The Administrator will notify the applicant if their renewal application is successful or if additional information is needed.

#### Applying for a Probationary Certificate of Competency

- 4.9. An individual applying for a probationary certificate of competency must provide a completed application form and required supporting documents to the Administrator through the Council's online platform: [Council Connect](#).
- 4.10. The Administrator will notify the applicant if their application is successful or if additional information is needed.

#### Corrective Action

- 4.11. Upon the notification of an issue relating to a safety codes officer, the Administrator may investigate and where warranted take appropriate corrective action as specified in the Safety Codes Officer Certification Policy.
- 4.12. The Administrator may consult with a Technical Administrator at Municipal Affairs, sub-council members with specific technical expertise, and/or other Council employees prior to determining if corrective action is necessary.
- 4.13. A safety codes officer that is subject to corrective action shall be notified in writing within 60 days of the conclusion of an investigation. The written notice shall identify:
- 4.13.1. the corrective action that will be taken;
  - 4.13.2. the reason(s) for the corrective action; and
  - 4.13.3. the steps the individual must follow if they wish to appeal the decision.

### Reinstatement

4.14. An individual who wishes their certificate of competency to be reinstated must:

4.14.1. apply for reinstatement; and

4.14.2. if corrective action was required, provide evidence to the Administrator that the issue(s) that resulted in corrective action have been satisfactorily addressed.

## **5. Authority**

This procedure is established under the authority of Corporate Governance Policy 1.4 which delegates authority to the President and Chief Executive Officer (CEO) to establish policies and procedures for the management and operation of the Council regarding appeals, corporate operations, and operating programs and Policy 1.7 which delegates responsibility for program and services planning and activities to the President and CEO.

## **6. Scope**

This procedure applies to all Council employees and current and prospective safety codes officers.

## **7. Related Policies and Procedures**

- 2.1.1 Safety Codes Officer Certification Policy
- 2.1.2 Continuing Education Program Policy
- 2.1.2.1 Continuing Education Program Procedure
- 2.1.4 Designation of Powers Policy
- 2.1.4.1 Designation of Powers Procedure
- 2.2.1 Complaint Management and Investigations Policy
- 2.2.1.1 Complaint Management and Investigations Procedure

## **8. Version History**

Date	Notes
January / 1 / 2020	New procedure