Training Procedure

1. Introduction

The Safety Codes Council (Council) supports the Minister of Municipal Affairs in the administration of the safety codes system by delivering and managing programs and services, including the training of safety codes officers and permit issuers.

2. Purpose

The purpose of this procedure is to describe the process for individuals to register in Council training courses and complete the course.

3. Definitions

n/a

4. Procedure

4.1. Training at the Council is governed by specific procedures regarding course registration and examinations.

Course Registration

4.2. Students seeking certification as a safety codes officer, who wish to enroll in Council training courses, must ensure that they meet all entry level requirements for the certification program they wish to enroll in.

Students who wish to take Council training courses for professional development or other purposes are not subject to entrance level requirements.

4.3. Students may register for courses online through the Council's online platform: Council Connect.

4.4. A student may be granted course credit for prior training or relevant work experience before registration. The Council may recognize work experience for course equivalencies in the following disciplines: amusement rides, electrical, fire, gas, passenger ropeways, plumbing, and pressure equipment.

4.4.1. If a student thinks they have prior relevant work experience or have taken courses that are equivalent to Council courses, they may complete an *Equivalency Request Form* through Council Connect.

4.4.2. The Administrator of Certification or their delegate will notify the applicant of the outcome and may seek the assistance of subject matter expert(s) to determine if there is an equivalency.

4.4.3. Once registration in the course(s) is confirmed, a Training Delivery Associate will distribute course materials to the student, provide details of the date and location of the course and/or webinar, and assign a course advisor (for courses offered through distance delivery).

Course Time-Limits and Course Withdrawals/Changes

4.5. Once a course begins, a student has up to six months to complete a course. Students may request a four month course extension for a fee. Extension requests must be received before the completion due date.

4.6. A student may decide to withdraw from a course. The deadline to withdraw and receive a partial refund of up to half the course fee is 30 days after the course registration date.

4.7. Any changes to webinar or classroom attendance dates must be received at least five business days in advance, or a date change fee of $50 may be charged.

Examinations

4.8. Students can apply to write a final exam for a course by submitting an exam request through Council Connect. The final exam may be written at the Council's Edmonton office or at another location provided that:

4.8.1. a suitable location is identified to write the exam and

4.8.2. a suitable proctor is selected to administrate the exam as per the Council's proctoring guidelines. (The proctor of the examination must be an educator or qualified person such as a teacher, a librarian, or a person approved by the Council who is not directly related to the candidate.)

4.9. Students must achieve the pass mark to receive credit for the course.[1]

4.10. A student who has failed an examination may apply to have the examination re-marked within 30 days of the results being issued. The results of the re-evaluation will be deemed final.

4.11. If a student registered in a course fails the examination, the student may rewrite the examination for a fee of $50, provided it is rewritten within the allotted timeframe. If a rewrite date falls outside the six month course completion interval, the course must be extended before a rewrite may be scheduled.

4.12. The Council will inform the student of their exam marks through Council Connect. Exam marks will not be disclosed to a third party without consent of the

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[1] The examination pass mark for all exams is 80% with the exception of the fire discipline which is 70%. The pass mark for the pressure equipment discipline is set by the Alberta Boilers Safety Association (ABSA).

individual.

4.13. In certain instances, a student may claim a competency in the subject area and request to take the course examination without formally taking the course. In such cases, the student may request a challenge examination. If a student passes the challenge examination, they will receive credit for the course.

Council Connect

4.14. More specific information on how to register in courses, request a course extension or withdrawal, and book examinations can be found in: Council Training Procedures.

5. Authority

This policy 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 students.

7. Related Policies and Procedures

- 2.5.1 Training Policy

8. Version History

Date	Notes
January / 1 / 2020	New procedure