



Master Electrician (ME) Licence Application

Email: esa.licensing@electricalsafety.on.ca
 400 Sheldon Dr, Unit 1, Cambridge, ON N1T 2H9

Account#	<i>Office Use Only</i>
BP#	
Licence#	
Billing doc#	

Phone: 1-877-372-7233
www.esasafe.com/licensing

Part 1: Applicant Information

First Name	Middle Name	Last Name
Address:		
Street	City	Prov Postal Code
Daytime Phone:	Email:	
Cell Phone:	Date of Birth:	

Part 2: Trade Experience - submit a copy of valid qualification with application

Qualification - select at least one	Original Date of Issuance:
Journeyman Electrician	STO Account (OCOT Membership) Number:
<input type="checkbox"/> 309A, 309D	<input type="checkbox"/> 309C
<input type="checkbox"/> Professional Engineer	<input type="checkbox"/> 442A
<input type="checkbox"/> Certified Engineering Technician or Technologist	<input type="checkbox"/> 434A
PEO Number:	
OACETT Number:	
Three Years of Qualifying Work Experience - attach resume or letter of employment	
Attach a separate sheet if more space is required	
Employer Name:	Position:
Employer Address:	
Job Duties:	
Start Date:	End Date:
Employer Name:	Position:
Employer Address:	
Job Duties:	
Start Date:	End Date:
Employer Name:	Position:
Employer Address:	
Job Duties:	
Start Date:	End Date:

Part 3: Qualifying Examination - attach ME exam results certificate

ME Exam Date:
ME Exam Location (virtual or city):

Part 4: Licence Fee Payment Method - \$94.92 (\$84 + \$10.92 HST)

- Credit Card (Visa, MasterCard or Amex) - ESA will call you between 8:30 and 4:30 (M-F) to process
- Cheque or Money Order made payable to: Electrical Safety Authority

Part 5: Declaration, Notice and Consent

The applicant declares that:

I, _____ do solemnly declare:
name

1. I am the Applicant.
2. I acknowledge to being at least 18 years of age.
3. All information and any statement contained in this application, to the best of my knowledge, is true and correct.
4. If a Licence is granted, I will carry on my business/trade in compliance with the requirements of Ontario Regulation 570/05 made under the Electricity Act, 1998.
5. As a Master Electrician, I will not carry out electrical work unless I hold a valid Certificate of Qualification for the work being performed.
6. If I am designated as a Master Electrician for an electrical contracting business, I must be actively employed by them.
7. If I am designated as a Master Electrician for an electrical contracting business, I cannot act in this capacity for more than one electrical contracting business at a time.
8. As a licence holder, I will carry out the activities granted by this licence safely and in accordance with the law.
9. As a licence holder, I will ensure I have the resources necessary to carry out the activities granted by this licence.
10. As a licence holder, I will conduct myself with honesty and integrity and in accordance with the principle of protecting consumers.
11. As a licence holder, I will ensure I have the required training, experience, qualifications and skills required to carry out the activities granted by this licence.
12. As a licence holder, I will not permit unauthorized persons under my supervision to carry out activities granted by this licence.

NOTICE AND CONSENT

NOTE: PLEASE ENSURE THAT YOU HAVE READ THIS SECTION IN FULL BEFORE SIGNING BELOW.

Any person completing and/or signing this form and any attachments or accompanying answers, schedules, documents, or records, is hereby notified that the Electrical Safety Authority (ESA) may collect additional information from or disclose information contained herein to third parties. The ESA is committed to maintaining the security and confidentiality of your business and personal information and as such, information collected will only be used in accordance with applicable legislation and ESA's Privacy Policy. If you provide information on behalf of another individual, you represent that you have all necessary authority and/or have obtained all necessary consents from such individual to enable ESA to collect, use and disclose such personal information for the purpose set forth in our Privacy Policy. A copy of our policy is located on our website at www.esasafe.com.

By completing or signing this form and any accompanying documents, I consent to ESA collecting, using and/or disclosing such information in accordance with applicable privacy legislation and ESA's Privacy Policy.

I acknowledge and understand the declarations made in Part 6 of this form and agree to conduct my activities in accordance to those statements.

Warning- it is an offence under section 113.20 of the Electricity Act, 1998 to knowingly provide false information on this application and any attachments.

By signing the application, you are confirming the information contained in this document is correct.

Signature:

Date:

Part 6: Statement of Fact

I make the following statements of fact:

- | | | |
|---|------------------------------|-----------------------------|
| 1. Have you ever had an ECRA/ESA licence refused, suspended, revoked or voluntarily terminated? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Do you presently owe ESA any money for which payment arrangements have not been made? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If you answered Yes to any of these questions, attach the particulars with your application.

Part 7: Application Checklist

Note: incomplete applications will be returned.

- A copy of your professional qualification certificate or licence (as applicable)
- Details of 3 year qualifying work experience (resume or letter of employment)
- Explanation if "YES" answered to either question in Part 6
- Copy of Master Electrician exam results letter
- Passport style photo. We cannot accept faxed photos. We will accept digital pictures as long as they are taken against a blank wall, from the shoulders up and no hats or sunglasses are worn.

BY SUBMITTING PERSONAL INFORMATION TO THE ELECTRICAL SAFETY AUTHORITY, OR ITS AGENTS AND SERVICE PROVIDERS, YOU AGREE THAT ESA MAY COLLECT, USE AND DISCLOSE SUCH PERSONAL INFORMATION IN ACCORDANCE WITH ITS PRIVACY POLICY, APPLICABLE LAWS OR PURSUANT TO OUR ADMINISTRATIVE AGREEMENT WITH THE PROVINCE OF ONTARIO.

If you provide us with the personal information on behalf of another individual, you represent that you have all necessary authority and/or have obtained all necessary consents from such individual to enable us to collect, use and disclose such personal information for the purposes set forth in our Privacy Policy. A copy of our policy is located on our website at www.esasafe.com



How to Complete the Application for a Master Electrician Licence

Ontario Regulation 570/05 made under the Electricity Act, 1998

IMPORTANT: Before applying, make sure you meet all requirements for the Master Electrician licence.

To qualify you must:

- Be at least 18 years old;
- Be able to demonstrate at least 3 years of qualifying work experience:
 - (i) Practicing the trade of electrician / construction and maintenance, electrician / domestic and rural or industrial electrician under a valid active certificate of qualification,
 - (ii) Working for a licensed electrical contractor as a licensed professional engineer registered with the Professional Engineers of Ontario,
 - (iii) Working for a licensed electrical contractor in the capacity of a certified engineering technician or a certified engineering technologist registered with the Ontario Association of Certified Engineering Technicians and Technologists, or
 - (iv) Practicing the trade of powerline technician under a valid active certificate of qualification;
- Have passed the Master Electrician examination within the 12 month period preceding the date of the application; and
- Not owe the Electrical Safety Authority any money for which payment arrangements have not been made.

Part 1 Applicant Information

- Your personal information

Part 2 Trade Experience

- Professional Qualification

If you have multiple professional qualifications, of which one is a Journeyperson Electrician, the Journeyperson Electrician will be indicated as the primary qualification for the purposes of issuing this licence.

- Qualifying Work Experience

You are required to have 3 years experience as outlined in the Regulation. Provide a comprehensive summary in the form of a resume or letter of employment which demonstrates your qualifying 3 years experience. It should include, in chronological order:

1. The name(s) and address(es) of your employer(s) or business(es);

2. A description of the position held in the business and the type of work performed;
3. The dates (year/month) of employment (beginning and end dates for each employer).

Part 3 Qualifying Examination

You are required to provide a copy of your ESA Certificate of Examination as proof of passing the qualifying Master Electrician exam. It must have been obtained within the 12 month period preceding the date of the ESA ME Licence application.

Part 4 Licence Fee Payment Method

We will call you (Mon-Fri, 8:30 am - 4:30 pm) for credit card payment at the time of processing. Debit, cheque or cash are not available options.

Licence Fee (non refundable) paid annually.

- Annual Fee \$ 94.92 (includes HST)

Part 5 Declaration, Notice and Consent

Please read the declaration carefully before signing your application.

Part 6 Statement of Fact

If you answered “Yes” to statement 1 of this section, please provide full details of the situation, attach an additional sheet if space on the application form is insufficient.

Passport Style Digital photo:

- The photo you provide will be used for the Master Electrician Licence (Card) as required by s. 13 of the Regulation.
- Digital photos are acceptable (you can send us a “selfie”,) provided it complies with the requirement below.
- Your photo must look professional and be taken within the last year.
- If sending a photo through the mail, make sure your name is written on the back of the photo.
- Photo should be shoulder up, with no hat, sunglasses or anything else that may obscure your face.
- Black and white or colour photos are acceptable.

Note: ESA will make every effort to process all complete applications within 30 business days from the date they are received at our Customer Service Centre.

Incomplete applications will be returned.

Proof of Professional Qualification:

Journey person Electrician: Must include a copy of your valid Trade Certificate of Qualification (C of Q) as a construction and maintenance electrician, domestic and rural electrician or industrial electrician.

Professional Engineer: Must include a copy of your valid licence issued by the Professional Engineers of Ontario (PEO)

Certified Engineering Technician or Technologist (CET): Must include a copy of your valid certificate issued by the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) as a Certified Engineering Technician or Technologist.

Out of Province Qualifications

Applicants applying from outside Ontario must include a copy of their Canadian provincial/territorial qualification in conjunction with a valid Ontario qualification, as applicable, as proof of 3 years experience.

- For more information relating to Ontario’s C of Q requirements please contact Skilled Trades Ontario, 1-855-299-0028 or (647) 847-3000; www.skilledtradesontario.ca or email info@skillsontario.com

- For more information relating to Ontario’s Professional Engineer requirements please contact the Professional Engineers of Ontario, 1-800- 339-3716 or (416) 224-1100; <http://www.peo.on.ca/>

- For more information relating to Ontario’s certified engineering technician or technologist requirements please contact the Ontario Association of Certified Engineering Technicians and Technologists, (416) 621-9621; <http://www.oacett.org>



Conditions of a Master Electrician Licence

Ontario Regulation 570/05 made under the Electricity Act, 1998

A Master Electrician must not accept a designation from an electrical contractor unless the Master Electrician is actively employed by the designating electrical contractor.

A Master Electrician designated by an electrical contractor must not accept a designation on behalf of more than one electrical contractor at a time.

A Master Electrician shall not carry out electrical work unless they hold a valid certificate of qualification authorizing the carrying out of the electrical work.

Retention of Application Information

A Master Electrician must retain every document provided in the application for the licence or a renewal of the licence until the expiry of the licence or renewal.

Notice of Change to Information

A Master Electrician must notify ESA of any change to the information provided on the application or renewal of licence application form within 5 business days of the change.

The "Notice of Change to Information" form is available on our website at www.esasafe.com or by calling our Customer Service Centre at 1-877-372-7233.

Annual Licence Fee and 5-year Renewal Form

Licence Fee must be received annually, prior to the deadline, in order to avoid late payment fees and/or licence suspension. Licence Renewal Form is issued every 5 years and must be received prior to the deadline to avoid late fees and/or licence expiry.

Notice of Failure to Meet Licence Requirements

A Master Electrician shall notify ESA immediately of any failure to continue to meet the requirements for the licence during the currency of the licence.