



# Provisional ESA Master Electrician (ME) Licence Application

Account#

BP#

Licence#

Billingdoc#

Office  
Use**\*Eligible Alberta and British Columbia Applicants only\***

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

Phone: 1-877-372-7233  
[www.esasafe.com/licensing](http://www.esasafe.com/licensing)

**Part 1: Applicant Information**

First Name:

Middle Name:

Last Name:

Date of Birth (MM/DD/YYYY):

**Ontario Information**

Street Address:

City:

Postal Code:

Email:

Mobile Phone:

Home Phone:

**Home Province Information**

Street Address:

City:

Province:

Postal Code:

Email:

Mobile Phone:

Home Phone:

**Part 2: Trade Certificate/Qualification (must submit proof with this application)****Ontario Qualification(s) – must complete at least one**

Journeyman Electrician

309A, 309D

309C

442A

434A

Skilled Trades Ontario (STO) Account Number:

Professional Engineer

Professional Engineers Ontario (PEO) Number:

Certified Engineering Technician or Technologist

Ontario Association of Certified Engineering Technicians and Technologists (OACETT) Number:

**Part 3: Licence Fee - \$100.57 (\$89.00 + \$11.57 HST)****We will contact you when your invoice is ready to be paid.****Payment can be made via:**

- Online Master Electrician Portal (email log-in information sent at later date)
- Over the phone with Credit Card (Visa, MasterCard, Amex)
- Mailed in by cheque or money order (payable to Electrical Safety Authority)

#### **Part 4: Statement of Facts**

**I, the applicant, make the following statements of fact:**

- 1) Have you ever had an Ontario Electrical Contractor Registration Agency (ECRA) or Ontario Electrical Safety Authority (ESA) licence refused, suspended, revoked or voluntarily terminated?  

**Yes****No**
- 2) Do you presently owe the Ontario Electrical Safety Authority money for which payment arrangements have not been made (including but not limited to Administrative Penalty Orders)?

**Yes****No**

**If you answered “Yes” to any of the above you must submit details with this application.**

#### **Part 5: Declaration, Notice and Consent**

##### **DECLARATION**

**I, the applicant,** \_\_\_\_\_

- 1) I am applying for this licence for myself.
- 2) I am at least 18 years old.
- 3) All information provided on and with this application, to the best of my knowledge, is accurate and truthful.
- 4) If I am granted a Master Electrician licence, I will behave in compliance with the requirements of Ontario Regulation 570/05 made under the Electricity Act, 1998.
- 5) If I am granted a Master Electrician licence I will:
  - a. Not perform work outside of my valid Certificate of Qualification as issued to me by the overseeing Regulator in Ontario (such as STO, PEO or OACETT).
  - b. Carry out the activities granted by this licence safely and in accordance with all applicable laws in Ontario.
  - c. Confirm I have the resources necessary to perform the activities granted by this licence.
  - d. Ensure I have the required training, experience, qualifications and skills required to perform the activities granted by this licence.
  - e. Conduct myself with honesty and integrity and in accordance with the principle of protecting consumers.
  - f. Not permit other persons to work under my licence.
- 6) If I accept the role of Designated Master Electrician (DME) for an Electrical Contractor (EC), I will:
  - a. Be actively employed by them, provide the required oversight and meet all obligations of this designated role.
  - b. Only accept this role for one Electrical Contractor at a time.

##### **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](http://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 5 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.

**Applicant Signature:**

**Date:**

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](http://www.esasafe.com)

### ***Part 6: Submissions Checklist***

**NOTE: Incomplete applications will be returned, unprocessed**

1. Copy of equivalent professional qualification certificate or licence from your "home" province.
2. Copy of your Ontario trade certificate/qualification
3. Explanation if answered "Yes" to any question in Part 4, Statement of Facts

# How to Complete the Ontario Provisional Master Electrician (ME) Licence Application

## **Part 1 Applicant Information**

Your personal information for Ontario and your home province.

## **Part 2 Trade Experience**

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.

### **Proof of Qualification:**

Journeyperson 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

Must provide a copy of your valid home province qualification/licence in addition to the Ontario certification/qualification.

## **Part 3 Licence Fee Payment Method**

We will contact you (Mon-Fri, 8:30 am - 4:30 pm). Licence Fees are non-refundable.

## **Part 4 Statement of Fact**

If you answered "Yes" to any of the Statements of Facts in Part 4, please provide full details of the situation; attach an additional sheet if space on the application form is insufficient.

## **Part 5 Declaration, Notice and Consent**

Read the declaration carefully before signing your application.

- For more information relating to Ontario's Certificate of Qualification requirements, please contact Skilled Trades Ontario (STO), 1-855-299-0028 or (647) 847-3000; [www.skilledtradesontario.ca](http://www.skilledtradesontario.ca).
- For more information relating to Ontario's Professional Engineer requirements, please contact the Professional Engineers of Ontario (PEO), 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 (OACETT), (416) 621-9621; <http://www.oacett.org>.

NOTE:

ESA will process all complete Provisional ESA ME Licence applications within 30 calendar days from the date received. Incomplete applications will be returned.

# 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](http://www.esasafe.com) or by calling our Customer Service Centre at 1-877-372-7233.

## Six (6) Month Authorization

The Provisional ESA Master Electrician (ME) Licence granted to applicants from Alberta or British Columbia is only valid for six (6) months from its issuance date.

## Notice of Failure to Meet Licence Requirements

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

# Obtain A Full Ontario Master Electrician Licence

Want the option to work in Ontario beyond the six (6) month period granted by the provisional ME licence? You need to start working towards this now, as the steps take time.

## What You Need to Do:

1. Apply for the Ontario Amendment Master Electrician Exam
  - a. <https://esasafe.com/contractors/me-exam/>
2. Write and pass the Ontario Amendment Master Electrician Exam
3. Meet requirements of, apply and pay for a full Ontario Master Electrician Licence
  - a. [www.esasafe.com/contractors/out-of-province-ME/get-your-licence/](http://www.esasafe.com/contractors/out-of-province-ME/get-your-licence/)