

## General Requirements to Register for the Exam

### Q. What is the cost to write the exam?

The cost of the examination is \$152.00 + HST (\$171.76).

### Q. Can I reschedule or transfer to another exam?

When booking your Master Electrician Examination, it is important to select a date that you will be both available and prepared. Please be aware that exam transfers are limited, and exam fees are non-refundable.

Transfers to other examination dates will **not** be permitted unless the following **two** conditions are met:

1. **Exceptional Circumstance:** The transfer is due to an unforeseen urgent emergency that is outside of your control; **and**
2. **Advance Notice:** You provide at least fifteen (15) business days' notice prior to the scheduled exam date.

If your transfer request does not meet **both** of the above conditions, it will not be granted. In such cases:

- The full exam fee will be forfeited.
- You will need to submit a new application with a new exam date and pay the full exam fee again.
- If you have not yet paid your initial exam fee, payment will be required before you can book a new exam date.

If your transfer request does meet both of the required conditions, e-mail [masters.exam@electricalsafety.on.ca](mailto:masters.exam@electricalsafety.on.ca) to obtain a transfer form and ensure "transfer" is in the subject line. Please note that all exam transfers will be charged a transfer fee of \$29.00 + HST (\$32.77).

### Q. What information do I need to provide for the *ME Exam*?

You must fill out your ME Exam application and submit supporting documents listed on the application. It is important to provide ALL required documentations, otherwise your application will not be processed and you might miss your exam date.

### Q. How do I pick a date and time?

You can find the Master Electrician exam schedule on our website at [www.esasafe.com](http://www.esasafe.com) under Contractor > Write the Exam

### **Q. Can I take the exam on the day I sign up?**

No. It takes time to process your application and review all supporting documentation.

To help ensure you provide enough time for us to review your application and contact you if we need additional information, we suggest sending in your application for the exam at least **one month prior** to the date you wish to take the exam. Sometimes, the processing time may take longer than a month. In addition, there must be space available in the examination requested.

### **Q. I have a disability and need an accommodation with respect to my exam. What do I do?**

ESA is committed to meeting the accessibility needs of people with disabilities. Please contact the Licensing department at 905-712-5385 or [masters.exam@electricalsafety.on.ca](mailto:masters.exam@electricalsafety.on.ca) to request an accommodation. To avoid the need to reschedule, requests should be made as soon as possible – at least three weeks prior to the exam date.

To make an accommodation request, you must provide documentation of the reason for the accommodation request (such as a doctor's note) as well as a specific description of the accommodation you need. Please specify whether you intend to take your exam in person or online.

### **Q. I don't have three years experience, can I still write the exam?**

It is important to understand the requirements of the regulation with respect to the ME licence eligibility and plan your examination timing accordingly.

If you plan to apply to the ME licence, your exam must be current (in other words, it must be written within 12 months from the day of the licence application). If you do not have 3 years experience, you are not eligible for the ME licence.

## **After the Exam**

### **Q. How will I find out if I passed?**

The examination results will be issued within 15 working days; *results will not be provided over the phone*. Please ensure that that you have provided your current email address.

### **Q. If I pass the ME Exam, will I receive my ME Licence?**

If you applied for your licence at the time you sent in your exam application, once you pass the exam we will process your licence. If you did not apply for your licence, you will need to submit an application for licence which can be found on our website at [www.esasafe.com](http://www.esasafe.com) under Fees & Forms > Forms > Licensing Related Forms > Master Electrician Licence or at <https://esasafe.com/fees-and-forms/forms/licensing-related-forms/>