



Master Electrician Exam Information Package

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1. About the Master Electrician (ME) Exam

Passing the ME Exam is one of the requirements to get a ME Licence. In Ontario, the ME Exam is only offered through the Electrical Safety Authority (ESA).

The ME Exam is offered in-person across Ontario. Candidates are tested on their knowledge of rules and regulations applicable to worker safety, business administration and the Ontario Electrical Safety Code (OESC).

ME Exam Format

Applicants have three (3) hours to complete the exam.

The ME Exam consists of 80 multiple choice questions, divided into three (3) sections:

- Ontario Electrical Safety Code
- Worker Safety
- Business Administration

Each section of the exam covers the following areas of legislation:

- **The Ontario Electrical Safety Code (33%)** — Assesses knowledge of the latest version of the Ontario Electrical Safety Code and the candidate's ability to effectively use the Code as a reference tool.
- **Worker Safety (33%)** — Covers hazard recognition, Occupational Health and Safety requirements, the *Occupational Health and Safety Act*, regulations for construction and industrial projects, the *Workplace Safety and Insurance Act*, and WHMIS.
- **Business Administration (33%)** — Electricity Act, Ontario Regulation 570/05, Business Management, Consumer Protection Act and the Construction Lien Act, Human Rights Code, Labour Relations Act, Employment Standards Act, and Administrative Penalties (Ontario Regulation 12/23) as they relate to electrical contracting.

Passing the ME Exam

To pass the ME Exam, you need to meet **both** of these requirements:

1. Achieve an **overall score of 70%** or higher.
2. Score **at least 60%** in each of the three sections:
 - Ontario Electrical Safety Code
 - Worker Safety
 - Business Administration

2. Applying for the ME Exam

ME Exam Application Form

You can find the ME Exam Application Form [here](#).

At minimum, ESA must receive your completed exam application fifteen (15) business days before the requested exam date. However, we suggest sending in your completed application at least **one month prior** to the date you wish to take the exam.

Applications that are incomplete will not be processed and will be returned to the applicant. Once an application has been processed, the exam fee is non-refundable.

The cost of the ME Exam is \$\$161 + HST (\$181.93).

Selecting an ME Exam Date & Location

ME Exam dates and locations can be found on the ME Exam Schedule [here](#). Please note that registration into exams is on a first come, first served basis.

Confirmation of ME Exam Booking

Once your ME Exam application is processed, you will receive a Registration Email confirming your enrollment, which will include the exam date, time, and location. Additionally, a Confirmation Letter will be sent two (2) weeks prior to the exam date. Please review both the Registration Email and the Confirmation Letter carefully, as they contain important details about your exam.

ME Exam Rules of Conduct

All applicants must read and confirm understanding of the Rules of Conduct before writing the Master Electrician (ME) Exam. By signing the attendance sheet at your ME Exam, you are confirming that you have read, understand, and will follow the Rules of Conduct.

Following the Rules of Conduct ("Rules") is a vital part of the ME licensing process. ESA considers it a serious violation if you are found to not follow the Rules. If a proctor has reason to believe that you have violated the Rules, an Incident Report will be filed with ESA, and action may be taken, even after the exam is complete. The ESA may take actions, including but not limited to:

- **Disqualification:** Not allowing you to write the ME Exam or voiding your exam results if action is taken after the exam
- **Suspension:** Not allowing you to write the ME Exam for twelve (12) months.
- **Refusal:** Refusing to grant your ME Licence.
- **Revocation:** Removing your ME Licence

A current copy of the ME Exam Rules of Conduct can be found on the webpage [here](#).

Transferring or Rescheduling to Another Exam

When booking your ME Exam 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, including those that have been invoiced and not paid. See [here](#) for more information.

Accommodation Requests

ESA is committed to providing all exam applicants with an equal opportunity to demonstrate their knowledge, skills, and competencies.

To request an accommodation, please submit your request as soon as possible and at least fifteen business days before your desired exam date.

How to Request an Accommodation:

To submit a request, you must send the following two completed forms together:

1. Master Electrician Exam Application, and
2. A Request for Master Electrician Exam Accommodation form, available at www.esasafe.com/contractors/me-exam/. Ensure the following sections are completed:
 - o Section A: Completed by the Exam Applicant.
 - o Section B: Completed by a licensed healthcare professional only if your accommodation request includes one or more of the following:
 - Additional time and/or breaks
 - Reader (provided by ESA)
 - Private room

Note: The submission of an accommodation request does not guarantee receiving an accommodation.

Please note, the exams from our public schedule may not be an option for those requiring an accommodation. For example if a reader is required the exam must be held in private. Any time a public exam is not a feasible option we will work with you to arrange a private exam at a date and time suitable for all parties, once the proper documentation is received.

Interpreter Requests

If you need an interpreter during the exam, you must request it at least fifteen (15) business days before your requested ME Exam date. To make the request, you must send the following two completed forms together:

1. Request for Master Electrician (ME) Exam Interpreter Form; and
2. Master Electrician (ME) Exam Application Form.

3. Writing the Exam

When to Arrive

Arrival Time: Please arrive 30 minutes before the scheduled exam start time.

Late Arrivals: If you arrive after the exam starts, you may not be allowed to enter. If this happens, you will lose your exam fee (no refund) and will need to reschedule. If you are permitted to enter, you will not be given extra time to write the exam.

What to Bring

Valid Government ID

You must bring a valid copy of government-issued photo ID to confirm your identity. Acceptable IDs include:

- Driver's licence (issued by a Canadian Province)
- Canadian Passport
- Canadian Citizenship Card
- Canadian Permanent Residency Card

Your ID must be original, legible, and undamaged (not torn or altered). Photocopies, certified copies, expired IDs, or IDs without an expiry date will not be accepted.

If you do not bring acceptable ID you will lose your exam fee (no refund) and will need to reschedule.

Exam Materials

The ME Exam is an open book exam, however only approved items and materials are allowed.

Approved Items & Materials

- Latest version of the Ontario Electrical Safety Code (OESC).
 - If you purchased an electronic version, you may print it, provided it includes your personal watermark, which displays your name and email.
- Relevant Legislation that consists of Acts, Bills and Regulations that relate to electrical contracting and the exam (non-electronic versions), such as the:
 - Guideline to the Duties and Responsibilities of LEC's and DME's (download it [here for free](#))
 - Master Electrician Exam Relevant Legislation book (download it [here for free](#))
- Calculator (must be non-programmable)
- Pencil with eraser

Notes:

- OESC bulletins, amendments and the Quick Reference Guide are permitted, but optional (not required).
- We do not recommend using the Canadian Electrical Safety Code book (CEC) or an older version of the OESC from a previous Code Cycle.

Unapproved Items & Materials

- **Prohibited Technology:** You cannot carry or have within access any device that can record, communicate, connect to the internet, or search for information, including but not limited to: cell phones, cameras, earpieces, headsets, radios, electronic pens, smart watches, smart glasses, video recorders, electronic notepads. **These items should all be left at home or in your vehicle prior to signing into the exam.**
- **Programmable Calculators:** Only non-programmable calculators are allowed.
- **Unauthorized Study Materials:** Only approved materials are permitted during the ME Exam. Dictionaries, Pre-Master Electrician Student Manuals from ESA's Pre-Master Electrician Course, other course workbooks, and any other course-related materials or practice exams are not allowed.
- **Unapproved Versions of Code Books:** Photocopies or printed versions of the OESC or CEC belonging to someone else are not allowed due to copyright laws. This includes printed electronic versions that contain a name and email different from your own.
- **Unauthorized Notes:** You can only make notes in approved materials before the exam, and they can only clarify concepts or words. Personal notes outside of approved materials (typed or hand-written) are not allowed and will be confiscated. The proctor has the right to confiscate approved materials with notes, tabs, or excessive markings that appear suspicious. If you are unsure whether your materials will be accepted, it is your responsibility to contact the ME Exam department before the ME Exam.
- **Scrap or Blank Paper:** Personal scrap paper is not allowed. At the ME Exam, you will be directed to which exam materials you can use to perform calculations if required.
- **Unauthorized Writing Utensils:** Pens, highlighters, and other writing tools are not permitted. Applicants may bring their own pencil, but no additional writing instruments are allowed.

What to Expect

Book and Material Review Before Exam

A proctor will review all books and materials you bring to the ME Exam. If any suspicious markings or notes are found in approved materials, they may be taken away for the duration of the ME Exam. An Incident Report will be completed and additional action may be taken. The proctor may take photos of the confiscated material. If clean copies of material(s) are available, the proctor may provide them for use during the exam, however, do not assume that there will be clean copies available. All materials will be returned to the exam applicant at the end of the ME Exam session.

Attendance and Seating

A proctor will help you sign in for the ME Exam. You will need to show a government-issued photo ID to confirm your identity, and then you will sign the attendance sheet.

You must read and confirm understanding of the Rules of Conduct before writing the Master Electrician (ME) Exam. By signing the attendance sheet at your ME Exam, you are confirming that you have read, understand, and will follow the Rules of Conduct.

A current copy of the ME Exam Rules of Conduct can be found on the webpage [here](#).

Exam Package

The proctor will give you the exam package materials, including the exam booklet, answer sheet, and a pencil.

Exam Format and Breaks

- **ME Exam Time:** The ME Exam is three (3) hours long.
- **Breaks:** Once the ME Exam has started, you cannot leave the ME Exam room until you have completed and submitted your ME Exam papers, except in an emergency or to go to the washroom.
- **Washroom Breaks:** You are allowed washroom breaks, but they should not exceed five (5) minutes. Any time spent away from the ME Exam will be deducted from your total three-hour ME Exam time. Multiple or excessive breaks may lead to disqualification.

Tips for Preparing for the ME Exam

Organizing Your Materials for an Open Book Exam

- **Prepare:** Study your materials early. This will help you know where to find information during the exam.
- **Organize Your Materials:** Use tabs or highlighting to mark important sections in your materials. This will help you find information quickly.
- **Use Your Code Book:** Write notes in the OESC to explain ideas or words you do not understand. You can only write notes that are related to the Code—do not add extra notes that are not relevant to the material (this are not permitted).
- **Know the Laws:** Be sure to go over relevant legislation and bring it with you to the examination.

Scheduling your Study Time

- **Start Early:** Begin your study sessions well ahead of the exam date. Short, consistent study periods are more effective than cramming at the last minute.
- **Create a Study Schedule:** Maintain a regular study routine to help reinforce your learning.
- **Set Specific Goals:** Define clear study objectives to keep yourself focused.
- **Take Breaks:** Schedule regular breaks, especially for more complex topics, to help your mind recharge.

- **Review Regularly:** Start each study session with a brief review of what you previously studied to reinforce your understanding.

Note: When selecting an exam date, please ensure you will be both available and fully prepared. Give yourself enough time to study beforehand, as rescheduling due to lack of preparation will not be permitted (you will need to either write the exam or cancel and lose the exam fee).

4. After the Exam – Next Steps

Notification of Exam Results

You will receive your exam results by email within 15 business days of your exam date. Results will not be given over the phone.

It is the applicant's responsibility to make sure their email address is up to date.

If you have questions or concerns about your results, we encourage you to contact us as soon as possible. To ensure we can address your inquiry effectively, please raise it in writing within 30 days of receiving your results. Inquiries can be sent to masters.exam@electricalsafety.on.ca.

Applying for the ME Licence

After passing the ME Exam, you must submit a complete [Master Electrician \(ME\) Licence Application](#) within 12 months of passing the ME Exam.

For the application form, step-by-step instructions, and minimum licence requirements, see [here](#).

Retaking the ME Exam

If you do not pass the exam, you must submit a new [ME Exam Application Form](#) to retake the exam. The exam fee applies for each attempt.

ME Exam Retake Procedure

After every two failed attempts at the Master Electrician (ME) Exam, you must complete a pre-approved training course before retaking the ME Exam.

After training is complete, you are allowed two more failed attempts before training is required again.

This requirement applies no matter how much time has passed since your last attempt.

Selecting a Training Course

You can choose a Master Electrician preparatory training course from ESA Training Solutions or another reputable training provider. The course must cover key exam topics, including Ontario Electrical Safety Code (OESC), Worker Safety, and/or Business Administration. Please note that self-assessment tools and tutoring relationships do not meet the training requirement.

While the course selection is up to you, we recommend training that includes instruction on all three exam sections to improve your chances of success.

All courses must be approved by the Director of Licensing. To ensure the course you select is approved, send the course details to masters.exam@electricalsafety.on.ca for review before you enroll.

Completion of a Training Course

After completing the approved course, submit a new [ME Exam Application Form](#) and include proof of course completion to be eligible for the next exam attempt. Proof can be in the form of a Certificate of Completion or Attendance, or a receipt.

Master Electrician (ME) Exam – Frequently Asked Questions (FAQs)

What is the cost of writing the Master Electrician (ME) Exam?

The ME Exam fee is \$161.00 + HST (\$181.93).

How can I apply to the Master Electrician (ME) Exam?

Complete the [ME Exam Application Form](#). Ensure your application is fully completed, and all required documents from the checklist on page one (1) of the application are included.

Once your ME Exam application is processed, you will receive a Registration Email confirming your enrollment, which will include the exam date, time, and location.

Where can I write the Master Electrician (ME) Exam?

Exams are offered in-person at various locations throughout the province. A current list of available exam dates and locations can be found on ESA's ME Exam Schedule [here](#).

Please note that registration into exams is on a first come, first served basis.

Will the Master Electrician (ME) Exam be offered virtually again?

Effective March 1, 2024, ESA paused virtual exams due to concerns about the integrity of the virtual format. Virtual exams remain paused until further notice.

ESA will explore options for reintroducing virtual exams, however there is no estimated timeline available at this time.

How long does it take for the Master Electrician (ME) Exam Application Form to be processed?

Processing times are dependent on volume of applications and space available in exams.

At minimum, ESA must receive your completed exam application fifteen (15) business days before the requested exam date. However, we suggest sending in your completed application at least **one month prior** to the date you wish to take the exam.

How will I find out if I passed the Master Electrician (ME) Exam?

You will receive your exam results by email within 15 business days of your exam date. Please do not call the office for results as they will not be given over the phone.

It is the applicant's responsibility to make sure their email address is up to date.

If you have questions or concerns about your results, we encourage you to contact us as soon as possible. To ensure we can address your inquiry effectively, please raise it in writing within 30 days of receiving your results. Inquiries can be sent to masters.exam@electricalsafety.on.ca.

I need an interpreter. What do I do?

If you need an interpreter during the exam, you must request it at least fifteen (15) business days before your requested ME Exam date. To make the request, you must send the following two completed forms together:

1. [Request for Master Electrician \(ME\) Exam Interpreter Form](#); and
2. [Master Electrician \(ME\) Exam Application Form](#).

Can I reschedule or transfer to another exam?

When booking your Master Electrician (ME) Exam, 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, including those that have been invoiced and not paid.

Transfers or reschedules to other exam dates will only be allowed if two conditions are met:

1. **Emergency:** The transfer is due to an unexpected event that is not in your control; **and**
2. **Advance Notice:** You notify ESA at least fifteen (15) business days before your scheduled exam date.

If your transfer request does meet **both** conditions, e-mail masters.exam@electricalsafety.on.ca to get a transfer form. Please add "transfer" to the subject line. Approved transfers will be charged a transfer fee of \$31.00 + HST (\$35.03).

If your transfer request does not meet both conditions, it will be denied. In such cases, you have two options:

1. Write the exam on your scheduled date
2. Cancel your exam

If you cancel:

- The full exam fee will be lost (no refund).
- You will need to submit a new exam application and pay the full fee again.
- If you have not paid your last exam fee, payment will be required before you can book a new exam date.

Important Notes:

- For transfer requests due to medical reasons, you will be asked to provide an official letter on office letterhead, signed by a licensed healthcare professional, confirming details.
- Additional documents may be requested to support other unexpected events.
- If you cancel with less than fifteen (15) business days' notice (e.g., due to no-show, illness, etc.), your transfer will be denied, and you will lose the full exam fee.

Is it possible to take a break during the exam without losing time?

Once the exam begins, the timer will start and cannot be stopped or paused. Applicants are encouraged not to take breaks during the exam. However, if you need to take a break, the timer will keep running. If you choose to take a break during the exam (e.g. to use the bathroom) you will not be given extra time to write the exam.

Who can I contact if I have concerns about the way my exam was administered?

Applicants are encouraged to contact ESA at masters.exam@electricalsafety.on.ca.

What is ESA Training Solutions' Pre-Master Electrician Course? Is it mandatory?

ESA Training Solutions' [Pre-Master Electrician Course](#) has been designed to expand the knowledge and skills of individuals who wish to obtain a Master Electrician (ME) Licence. Other training providers may also offer a similar course.

ESA Training Solutions' Pre-Master Electrician Course **is not mandatory for the Master Electrician Exam**. However, applicants that fail the Master Electrician Exam two (2) times will be subject to review, and may be required to take a Pre-Master Electrician Course or other related course before rewriting the exam.

Note: Training is a non-regulatory service offered by the Electrical Safety Authority (ESA). Electrical safety and technical courses may be offered by other providers. View more information about ESA's non-regulatory activities [here](#).

If I pass the Master Electrician (ME) Exam, will I receive my ME Licence?

Passing the ME Exam does not result in a ME Licence automatically being issued. You must submit a completed [Master Electrician \(ME\) Licence Application](#) within 12 months of passing the ME Exam.

See all the ME Licence Requirements [here](#).

I want to obtain a Master Electrician (ME) Licence – What are the steps?

There are a number of steps and requirements for obtaining a ME licence:

1. Apply for and pass the ME Exam
2. Submit a complete [Master Electrician \(ME\) Licence Application](#) within 12 months of passing the ME Exam

3. Be 18 years of age or older
4. At the time of the ME Licence Application, have at least 3 years work experience in the electrical trade:
 - a. As a journeyperson electrician carrying out work under a valid Certificate of Qualification; or
 - b. Practicing the trade of electrician — construction and maintenance; electrician — domestic and rural or industrial electrician under a valid Certificate of Qualification;
 - c. Practicing the trade of powerline technician under a valid Certificate of Qualification;
 - d. Working for an electrical contractor as a licensed P.Eng. registered with the Professional Engineers Ontario; or
 - e. Working for an electrical contractor as a Certified Engineering Technologist or C.Tech registered with the Ontario Association of Certified Engineering Technicians & Technologists;

Important: If you do not meet the eligibility requirements for the ME Licence (for example, you don't have 3 years of work experience), you may want to wait to apply for the ME exam until you meet all the requirements.

Where can I find more information about being a Master Electrician?

- The "[Get Your Master Electrician Licence](#)" web page on ESA's website
- The "[*Guideline to the Duties and Responsibilities of Licensed Electrical Contractors \(LECs\) and Designated Master Electricians \(DMEs\)*](#)" document on ESA's website