
Master Electrician Examination Information Package



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ESA is not responsible for ensuring that you have all of the requirements to obtain the Master Electrician Licence. Passing the examination is only one of the requirements. It is up to you to make sure that you understand all of the requirements prior to taking the course and examination. For your convenience, the Master Electrician Licence Requirements may be found on page 3.

Frequently Asked Questions

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

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

1. Apply for and pass the ME Exam (please see the Application for ME Exam) (make sure to submit a copy of valid government ID)
2. Fill out the Application for ME licence
3. Be 18 years of age or older
4. At the time of the licence application, have at least 3 years work experience
 - a. as Certificate of Qualification Holder
 - b. working for an electrical contractor as a licensed professional engineer *registered with the Professional Engineers of Ontario*,
 - c. working for an 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
 - d. practising the trade of powerline technician under a certificate of qualification in that trade that is not suspended;

NOTE: your exam must be taken within 12 months at the time of ME Licence application

IMPORTANT: If you do not meet the eligibility requirements for the ME licence (for example you don't yet have 3 years work experience) you may want to wait and only apply to write the ME exam when you meet all of eligibility requirements.

What does “Designated Master Electrician” (DME) mean?

A Designated Master Electrician (DME) is an individual who holds a valid ME licence and has been designated to be responsible for a licensed Electrical Contractor (EC) as outlined in Ontario Regulation 570/05 s.6:

A master electrician designated by an electrical contractor is, within the scope of the designation, responsible,

- (a) for the personal planning and direct supervision of electrical work carried out on behalf of the electrical contractor;
- (b) for ensuring that the electrical work is carried out in accordance with applicable law, including the Electrical Safety Code and the laws relating to health and safety and consumer protection, on behalf of the electrical contractor; and
- (c) for other matters of a similar nature.

More information can be found in the “**Guideline to the Duties and Responsibilities of Licensed Electrical Contractors (LECs) and Designated Master Electricians (DMEs)**” which is available on the ESA website by clicking:

http://www.esasafe.com/assets/files/esaecra/pdf/ESA_LEC-DME-Guideline-web.pdf

Can a Master Electrician do electrical work?

Important Note: An ME Licence as well as CoQ designation does not, on its own, allow the ME or CoQ holder to offer electrical services to the public. Electrical work can only be performed by a Licensed Electrical Contractor.

What is the cost for the Master Electrician Examination?

The fee is \$145.00 + HST (\$163.85).

How does virtual proctoring work?

The virtual proctor solution allows you to write the ME exam on a computer at your home or office. Virtual proctoring takes the place of a live invigilator you would typically have for an in person exam. Invigilation is a common practice to help ensure academic integrity is part of the formal examination process.

The goal of virtual proctoring is to ensure that the student who is taking the test or exam is who they claim to be, and are not breaking the Exam Rules. You will be required to provide a copy of government issued ID as part of the ME exam application and then show the same ID to the virtual proctor at the start of your exam. You will be monitored via your computer camera, microphone and screen actions.

What parts of my computer will be accessed by the proctoring software?

Proctoring software will need access to your webcam, microphone, a list of your active applications and processes running on your computer at the time, connected device list, desktop screen, process logs, system level logs to do a system check of any technology that could facilitate test policy violations.

If I have concerns about the way my exam was administered who can I contact?

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

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

Once the exam has started, the timer will start and will not 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 continue to run.

NOTE: if you are away from your computer for more than 5 minutes, upon review of the recording, your exam may be disqualified.

Where can I write the Master Electrician Examination?

Examinations are offered in two ways:

1. In-person at various locations throughout the province. A current listing of examination locations, dates, and application forms are available on our website at www.esasafe.com under Contractors > Licensing > Master Electrician > Exam
2. Online assisted by Virtual Proctoring software

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 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.

Please note: the virtual proctor solution may not be an option for those requiring an accommodation.

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 for the ME licence, you need to have passed the ME exam within the preceding 12 months. If you do not have 3 years experience, you are not eligible for the ME licence.

While you can challenge the exam before you gain 3 years experience, it is important to be aware of the 12 months rule with respect to the exam.

What is the Pre-Master Electrician Course? Is it mandatory?

The Pre-Master Electrician Course has been designed to expand the knowledge and skills of individuals who wish to obtain a ME licence. The course is divided into 12 Modules and references specific sections of Ontario's Electrical Safety Code, the Building Code, other pertinent legislation, electrical calculations, worker safety, and trade and business practices.

This course is not a mandatory for the Master Electrician Examination. However, applicants that fail the Master Electrician Examination two (2) times will be subject to review, and may be required to take a Pre-Master Electrician Course or other related course.

Information regarding the pre-master electrician course can be found at www.esasafe.com.

To register for the Pre-Master's Course, call 1-877-372-7233 and select option 6.

Master Electrician Examination Outline

ME exam is offered in two methods:

- a) In-person at certain physical locations across Ontario;
- b) Online, proctored by artificial intelligence (i.e. virtual proctoring).

The objective of the Master Electrician Examination is to test an individual's knowledge of the laws, rules and regulations governing the installations and repair of electrical equipment and the supervision of such work as well as safety and business acumen.

The examination is divided into the following three sections:

1. **The Ontario Electrical Safety Code (33%)** – latest version of the Electrical Safety Code and ability of the applicant to properly use the Code as a Reference Book.
2. **Worker Safety (33%)** - Recognizing Hazards, Occupational Health and Safety Requirements, The Occupational Health and Safety Act and regulations for Construction and Industrial Projects, the Workplace Safety and Insurance Act, WHMIS.
3. **Business Administration (33%)** – Electricity Act, Ontario Regulation 570/05, Consumer Protection, Business Management, Bill C45, Consumer Protection Act and the Construction Lien Act, Human Rights Code, Labour Relations Act, Employment Standards Act, as they relate to electrical contracting.

Exam Application Particulars:

Master Electrician Examination Application Form:

- ESA must receive your complete application at least three weeks prior to the examination date,

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

Confirmation Letter:

- Once your exam is scheduled, a Confirmation Letter will be sent out indicating the examination date, time and location/method. Please review the Confirmation Letter carefully as it will provide you with necessary information regarding the exam.

Notification of Examination Results:

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

Pre-Master Electrician Course Requirement:

- Applicants that fail the examination two (2) times will be subject to review, and may not be permitted to write again unless the applicant has participated in a Pre-Master Electrician Course or equivalent course.

Rescheduling:

- To reschedule your examination, complete the examination transfer request form available on page 11 of this document and email it to masters.exam@electricalsafety.on.ca.
- **First Transfer**
 - An additional \$28.00 + HST (\$31.64) fee will be charged to reschedule an examination unless ESA is notified at least ten (10) working days **prior** to the examination date.
- **Additional Transfers**
 - Will automatically result in a \$28.00 + HST (\$31.64) fee.
- Applicants **MUST write within one (1) year** of original exam date.
- Applicants who do not show up for their scheduled examination forfeit their fee.

Master Electrician Examination dates and locations can be found on our website
www.esasafe.com

Prior to signing up for the examination, review the Master Electrician Licence requirements found on page 3 of this package. Passing the examination is only one of the necessary requirements to obtain a Master Electrician Licence.

Examination Requirements

Exam takers must arrive to the examination location or log in to the examination platform at least 15 minutes before the scheduled start time.

If you start the exam late or require a restroom break during the examination, additional time for your examination will NOT be provided. If you are away from the computer or from the in-person exam for more than 5 minutes, you may be disqualified from your exam.

To pass the examination you must achieve an overall mark of at least 70% and a minimum of 60% in each of the three sections.

Acceptable IDs

In order to access the exam, you will be required to show your ID and authenticate your identify. Examples of acceptable IDs:

- Driver's licence (issued by a Canadian Province)
- Canadian Passport
- Canadian citizenship card
- Canadian Permanent Residency Card
- Health Card (with picture)

Please note your ID must be original, legible, and not torn or altered. Copies or certified copies are not accepted. Expired IDs or IDs with no expiry date are also not accepted. You cannot write your exam without proper identification. This will result in having to reschedule your exam and paying any necessary rescheduling fees.

Exam takers who do not bring an acceptable form of identification, will not be admitted into the examination area or disqualified from writing the exam. The applicant will have to re-schedule for the next available examination.

NOTE: Review the [Rules of Conduct](#) prior to attending an examination session.

In Person Exams

ESA offers paper and computer-based in person exams at various locations across Ontario.

Proctors will ensure that you have a proper ID, do not bring prohibited materials, start and finish your exam on time and otherwise comply with the Rules of Conduct for the Master Electrician Examination (found at www.esasafe.com/fees-and-forms/forms/licensing-related-forms).

Virtual Proctoring – what to expect

ESA uses Proctorio to provide technology to proctor the ME exam.

Proctorio is an automated virtual proctoring system which uses artificial intelligence technology to monitor students while they are taking their exams in the location of their choice, usually their homes. The system uses web camera and screen monitoring software.

Virtually Proctored exam includes an identify verification process using the student's image and their photo ID that are captured so that ESA staff can review them. Please use the same photo ID that you provided as part of the Application package for the ME Exam. The system also records exam sessions and provides flags in the recording where the student behaviour matches the list of academic misconduct either provided by the system or the instructor.

If the Exam Rules have been breached, the applicant may be disqualified from the examination. In such a case, they will receive a letter of Disqualification from ESA.

Required Materials

- Desktop or laptop computer (you cannot use smartphones or tablets to take the exam)
- A webcam
- A microphone
- Reliable internet connection

Software requirements

	<i>Windows</i>	<i>Mac</i>	<i>Chrome</i>
Operating System	Windows 7+	macOS 10.11+	Chrome 58+
Processor	Intel Pentium	Intel	Intel or ARM
Free Disk Space	250 MB	250 MB	250 MB
Free RAM	2 GB	2 GB	2GB
Upload Speed	0.092 Mbps - 0.244 Mbps		
Microphone	Any microphone, internal or external		
Webcam	320x240 VGA resolution (minimum) internal or external		

In order to reduce stress and make yourself familiar with the exam, it is recommended that you log in to the exam platform a few days before the exam to ensure your computer/software/equipment meets all the requirements. You will also be able to review and sign off on acknowledgement and waivers at that time.



If you experience technical difficulties during the exam, you may also use one of the following methods to contact Proctorio Support:

- Tech Support: (480) 428-4089
- Toll-free: (866) 948-9248
- Email: Support@proctorio.com

Master Electrician Examination Reference Material

The Master Electrician Examination is an open book examination. You are permitted to bring only the following to the examination (*Pre-Master course workbooks are not permitted*):

1. **Master Electrician Examination Reference Material** (can be downloaded from ESA website for free - <https://esasafe.com/contractors/me-exam/>)
2. **Latest version of the Ontario Electrical Safety Code (no photocopies)**. You can bring in a copy of your printed electronic version (with personal watermark).
3. **Relevant Legislation** that consists of Acts, Bills and Regulations that relate to electrical contracting and is relevant to the training and examination.
4. **Calculator (non programmable)**
5. **Pencil**

Please note that **ONLY HARD COPIES** of examination materials are allowed.
No electronic devices will be permitted.

The “2021 Master Electrician Examination Reference Material” was put together to include all the relevant legislation into one document. You can purchase it for \$68 plus tax, or download it **for free** by visiting: <http://www.esasafe.com/licensing/master-electrician/exam>

To purchase, simply request a copy of this book when registering for the Master Electrician Exam.

NOTE: If you are taking ESA’s Pre-Master Electrician Course, the “2021 Master Electrician Examination Reference Material” book **is included** with your course package.

Tips for Preparing for the Master Electrician Examination

Organizing your materials for an open book examination

- Open book examinations require ample preparation in order to understand and familiarize oneself with the material.
- Preparation allows for better organization, and will assist when searching for information during the examination.
- Be sure to tab, or colour code information that is relevant to the examination.
- Utilize your codebook to make notes, or expand on concepts or words that you might not understand.
- You may make notes in your codebook **that expand on concepts or words that you might not understand. You are not permitted to have added notes that are not relevant to the material covered in the Codebook.**

- Be sure to go over relevant legislation and bring it with you to the examination.

Scheduling your study time

- Study early. It is suggested that arranging your study time into shorter sessions over a period of time proves to be far more valuable than cramming all the material into closely spaced and lengthy study intervals.
- Maintain a regular study schedule.
- Set specific study goals.
- Take breaks between study sessions. More complicated and difficult subjects will require many frequent breaks.
- Begin each study session with a short review of the previously studied material.



Master Electrician Examination Transfer Request

Submit to Electrical Safety Authority
 400 Sheldon Dr, Unit 1 Cambridge, ON N1T 2H9
Email masters.exam@electricalsafety.on.ca

First Name	Last Name

I am currently registered in:

Examination Notification #	Examination Location	Examination Date

I want to reschedule to:

	Examination Notification #	Examination Location	Examination Date
1st choice:			
2nd choice:			

- Transfers must be made at least 14 days before the original examination date.
- First Transfer** - An additional \$28.00 + HST (\$31.64) fee will be charged to reschedule an examination unless ESA is notified at least ten (10) working days **prior** to the examination date.
- Additional Transfers** - Will automatically result in a \$28.00 + HST (\$31.64) fee
- Applicants **MUST write within one (1) year** of initial application
- Applicants who do not show up for their scheduled examination forfeit their fee

Payment Method: (please check one)	<i>Non Refundable</i>
<input type="checkbox"/> CREDIT CARD (Visa/MasterCard/Amex) *Check box if paying via credit card. We will contact you prior to processing (PCI compliance).	
<input type="checkbox"/> ESA ACCOUNT # _____	

ESA does not guarantee that all requests will be processed. There must be space available in the examination requested. A confirmation letter will be issued to advise you when the transfer is completed.

Date: _____ **Signature:** _____

Privacy Statement

By submitting personal information to the Electrical Safety Authority, or its agents and services 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.

Master Electrician (ME) Licence Application

The Master Electrician Licence application form is available online at www.esasafe.com (click [HERE](#)).

What information and documentation is required for submission with the ME Licence application form?

- Copy of your valid C of Q, P. Eng., CET or C-Tech Certificate, as applicable, which you must have held for a minimum of three (3) years
- Copy of master electrician examination pass certificate, if available
- List of qualifying 3 year trade experience
- Employer information, if named as the Designated Master Electrician – Signed “[Schedule A](#)”
- Passport quality and size photo
- Annual Licence Fee (credit card (via phone – to support PCI compliance)

Applications will be submitted to:

ESA Licensing Department
400 Sheldon Dr, U1
Cambridge, ON
N1T 2H9
esa.licensing@electricalsafety.on.ca