

View and/or Edit your ME Licence Contact Information Using a Computer



Tip! If you have never used the ESA Online Licensing Platform you will need to register first using the "Sign up now" option on the "Sign In" page. For detailed instructions, please see [Logging in for the First Time \(Computer\)](#).

1

Go to the ESA Online Licensing Platform at <https://licensing.esasafe.com/>

1. Click on the menu (three lines) at the top right corner.
2. Click "Sign in".

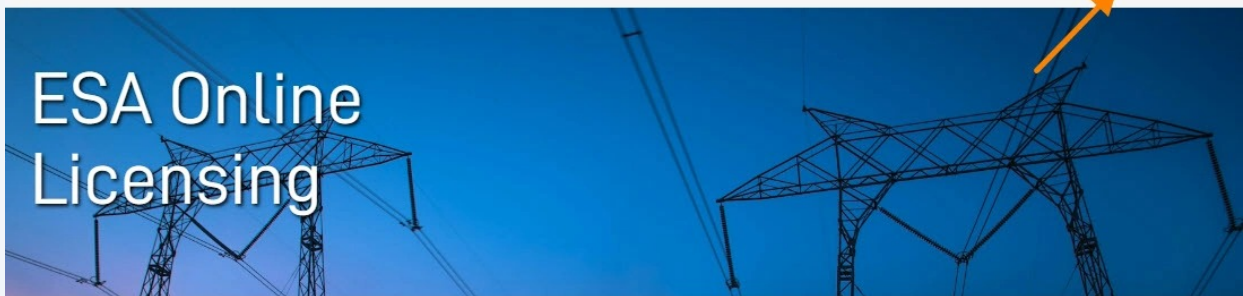


Licence & Exam Applications

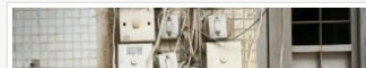
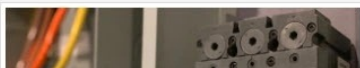
Submit Complaint

Quick Links -

Sign in



Welcome to ESA Licensing Portal, where you can apply for and manage your Master Electrician and Electrical Contractor Licenses. Set up your unique sign-in or log into your existing profile from the top of this page to access all applications and your personal profile.



2 Once you have logged in:

1. Click "Profile".
2. Click "Personal Profile".



Licence & Exam Applications

Submit Complaint

Quick Links - 1. Profile -



3 Personal Profile:

If you hold an ME Licence and you don't see it here, you either have logged in with an incorrect email address, or you do not have an email address on file. Please call the Licensing Department at 1-877-372-7233, option 3.

Your first, middle and last name are locked and can only be changed by a member of the Licensing Department. If your name has changed, or you see an error, you must submit a Notice of Change to Information to have this updated, and provide supporting documentation, such as a Driver's Licence. Please see the "Submitting a Notice of Change" section of this document (step 5).

You can update any field that is open. Mandatory fields are marked with an asterisk (*).

Profile



Complete My Renewal

Personal Profile

My Applications

My Receipts

Wallet

Company (LEC) Profile

ME Licence Number:

Licence Status:

Licence Renewal Date:

First Name

Middle Name

Last Name

Preferred Name

E-mail *

Phone Number *

Fax

Mobile Phone

Web Site

4 Personal Profile - continued:

There is a search address field available - if your address cannot be found you can manually update the address in the fields below.

Licence/qualification information can only be changed by a member of the Licensing Department. If your qualifications are incorrect/have changed, you must submit a Notice of Change to Information. Please see the "Submitting a Notice of Change" section of this document (step 5).

You can update any field that is open. Mandatory fields are marked with an asterisk (*).

Once you have updated your information, you must click "Save".

The screenshot shows a web form for updating a personal profile. At the top, there is a search bar labeled "Search Address here" with a placeholder text "Use this field to search for an address". Below this are several input fields for address information: "Street Address *", "Unit/Apt Number", "City *", "ZIP/Postal Code *", "Province *", and "Country *". There are also dropdown menus for "Licence Equivalent Province (Outside ON)", "Licence Equivalent #", and "Preferred Method of Contact". A "Qualifications" section follows, with a note that qualifications can only be added or amended through an application process. It lists several qualification codes with checkboxes: 309A, 309C, 309D, 434A, 442A, Professional Engineer, Certified Engineering Technician or Technologist, and JCC. At the bottom of the form, a blue "Save" button is highlighted with an orange border.

Submitting a Notice of Change

5

1. Click "Licence & Exam Applications" at the top of the page.

2. Click "Select" under the "Master Electrician" section.



1. Licence & Exam Applications

Submit Complaint

Quick Links -

Profile -

Home / Licence Applications

Select the licence type you want to apply for or modify

Master Electrician

ME Exam application, ME Licence application, Notice of Change forms.

Note: ME licence application will not be available until you have passed the exam

2.

Select

Master Electrician Requirements

Electrical Contractor

EC Licence application, Notice of Change forms

Select

Electrical Contractor Requirements

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Click into the "Application Type" field to select which Notice of Change you need to submit.

Notice of Change to Information - submit for the following changes:

- Name
- Qualifications
- Closing your ME Licence

Notice of Change to DME - submit for the following changes:

- New DME designation
- Transferring as the DME from one Electrical Contractor to another
- Ceased being the DME for an Electrical Contractor and will not be the DME for any other Electrical Contractor

Click "Start Application".

Master Electrician Licence and Exam Applications

Application Type *

Select

- Select
- Master Electrician Exam
- Master Electrician Exam Transfer
- Master Electrician Notice of Change of Information
- Master Electrician Notice of Change to DME

Start Application