

Form Completion Instructions

Section A:

- This section is to be completed if you have an ECRA/ESA Electrical Contractor Licence and have lost or are changing the Designated Master Electrician associated to this licence.
- You must notify ESA within 5 business days of any changes.
- If you have indicated a loss of Designated Master Electrician, and you do not have an immediate replacement, you may be granted up to a 60-day period to continue to operate the business while you arrange to employ and designate another master electrician. You must then notify ESA of the newly Designated Master Electrician, within the time granted, by completing Part II of this section, in order to avoid cancellation of your licence.
- The new Designated Master Electrician must complete Section B of this form.

Section B:

- This section is to be completed by a Designated Master Electrician who is transferring from one Electrical Contracting Business to another, or who has ceased performing the duties of a Designated Master Electrician for any Electrical Contracting Business.
- If you are a Designated Master Electrician, transferring from one Electrical Contracting Business to another, the Electrical Contracting Business that you are transferring to is also required to complete Section A of this form.

Statutory Authority:

Ontario Regulation 570/05 Section 7 (1), (2) and Section 28 A master electrician shall not accept the master electrician designation on behalf of more than one electrical contractor at a time, and the designated master electrician must be actively employed by the designating electrical contracting business. The Licensee shall notify ESA within five business days of any change in designation of a master electrician. Failure to comply with the above may lead to suspension or revocation of the electrical contractor and master electrician licence.