

Master Electrician Exam Application

Instructions:

- To apply for the Master Electrician **Exam**, complete Section I
- To apply for the Master Electrician **Licence**, complete Section II
- You need to complete and submit **both** sections in order to apply for the Exam and Licence.
- **Submit your completed application to:**
 Licensing Department
 400 Sheldon Dr, Unit 1 Cambridge, ON N1T 2H9, or
 Email: masters.exam@electricalsafety.on.ca

Section I: Master Electrician Exam Application

Examination Selection			
Examination Date, Time and Location	Examination Type <input type="checkbox"/> In Person <input type="checkbox"/> Virtually Proctored	Notification #	
Applicant Information			
First Name	Middle initial	Last Name	
Address		City	Postal Code
Daytime Phone #		Email Address	
Exam history			
Have you previously taken the exam? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, provide the date _____			
Previous ESA Training			
If you have taken training through ESA, such as the Pre-Master Electrician Course, provide the notification number or your attendee number, if known _____			
2018 Master Electrician Examination Reference Material - <i>Non Refundable</i>			
I would like to purchase the 2018 Master Electrician Examination Reference Material for an additional \$64 plus applicable tax. (check one): YES <input type="checkbox"/> NO <input type="checkbox"/>			
Please expect an additional \$8 courier charge for out of Province orders. <i>DO NOT order if taking ESA's Pre-Masters Course. Expect two weeks for delivery.</i> <i>This material can be used during the Master Electrician Examination.</i>			
Examination Payment of \$163.85 (\$145 plus HST) - <i>Non Refundable</i>			
<input type="checkbox"/> To be paid by Credit Card (Visa/MasterCard/Amex) * ESA will call you prior to processing			

Declaration: I, the undersigned, _____ certify that the above information is true, correct and complete to the best of my knowledge. **I have verified that I meet the requirements to obtain a Master Electrician Licence, and have read and agree to follow the Rules of Conduct.** I understand and consent to the verification of any information contained within this document.

Date: _____ **Signature:** _____

Section II : Master Electrician Licence Application

IMPORTANT: Please PRINT or TYPE all information

Part I: Applicant Information		
First Name:	Middle:	Last Name:
Date of Birth (YYYY/MM/DD):		
Address:		
City:	Prov:	Postal Code:
Email:		
Cell Phone #:	Daytime Phone #	

Part II: Trade Experience - submit a copy of valid qualification with application	
Qualification - select at least one	Original Date of Issuance:
Journeyman Electrician	OCOT Membership Number:
<input type="checkbox"/> 309A or 309D <input type="checkbox"/> 309C or 309E <input type="checkbox"/> 442A <input type="checkbox"/> 434A	
<input type="checkbox"/> Professional Engineer	PEO Number:
<input type="checkbox"/> Certified Engineering Technician or Technologist	OACETT Number:

Work Experience (List three years qualifying experience. This can be in the form of a resume or letter of employment. Attach additional sheet if required.)

Name and Address of Employer	Description of Work / Position	Start Date	End Date

Part III: Qualifying Examination Information – Provide a copy of your exam results letter if you have already passed the exam.	
Date Master Electrician Examination Was Taken:	
Examination Location (Virtual or Address):	

Part IV: Statement of Fact	
I make the following statements of fact:	
1. Have you ever had an ECRA/ESA licence refused, suspended, revoked or voluntarily terminated?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Do you presently owe ESA any money for which payment arrangements have not been made?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered Yes to either question, attach the particulars with your application.	

Part V: Licence Fee Payment Method - \$90.40 (80 + 10.40 HST)	
<input type="checkbox"/> Credit Card (Visa, MasterCard or Amex) - we will call you between 8:30 and 4:30 to process	

Part VI: - only to be completed if you are being designated as DME for a Licensed Electrical Contractor

As the DME for an Electrical Contractor Business, I am: (Check one)

- A corporate Owner, Officer or Director A Partner
 A Sole Proprietor An Employee

Business/Employer Name:

Business Address:

Street

City

Prov.

Postal Code

Business Phone Number:

Electrical Contractor Licence #:

Notice of Change to Information:

A master electrician shall submit a Notice of Change to Information form to the Electrical Safety Authority for any changes to the information provided in the licence application or renewal of licence application within **five** business days of the change.

Part VII: Declaration, Notice and Consent

The applicant declares that:

I, _____ do solemnly declare that:
(Name)

1. I am the Applicant.
2. I acknowledge being at least 18 years of age.
3. All information and any statement contained in this application, to the best of my knowledge, is true and correct.
4. If a licence is granted I will carry on my business/trade in compliance with the requirements of Ontario Regulation 570/05 made under the Electricity Act, 1998.
5. As a Master Electrician, I will not carry out electrical work unless I hold a valid Certificate of Qualification for the work being performed.
6. If I am designated as a Master Electrician for an electrical contracting business, I must be actively employed by them.
7. If I am designated as a Master Electrician for an electrical contracting business, I cannot act in this capacity for more than one electrical contracting business at a time.
8. As a licence holder, I will carry out the activities granted by this licence safely and in accordance with the law.
9. As a licence holder, I will ensure I have the resources necessary to carry out the activities granted by this licence.
10. As a licence holder, I will conduct myself with honesty and integrity and in accordance with the principle of protecting consumers.
11. As a licence holder, I will ensure I have the required training, experience, qualifications and skills required to carry out the activities granted by this licence.
12. As a licence holder, I will not permit unauthorized persons under my supervision to carry out activities granted by this licence.

NOTICE AND CONSENT
NOTE: PLEASE ENSURE THAT YOU HAVE READ THIS SECTION IN FULL
BEFORE SIGNING BELOW.

Any person completing and/or signing this form and any attachments or accompanying answers, schedules, documents, or records, is hereby notified that the Electrical Safety Authority (ESA) may collect additional information from or disclose information contained herein to third parties. The ESA is committed to maintaining the security and confidentiality of your business and personal information and as such, information collected will only be used in accordance with applicable legislation and ESA's Privacy Policy. If you provide 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 ESA to collect, use and disclose such personal information for the purpose set forth in our Privacy Policy. A copy of our policy is located on our website at www.esasafe.com.

By completing or signing this form and any accompanying documents, I consent to ESA collecting, using and/or disclosing such information in accordance with applicable privacy legislation and ESA's Privacy Policy.

I acknowledge and understand the declarations made in *Part VI* of this form and agree to conduct my activities in accordance to those statements.

Warning- it is an offence under section 113.20 of the Electricity Act, 1998 to knowingly provide false information on this application and any attachments.

By signing the application, you are confirming the information contained in this document is correct.

Signature of Applicant

Date

Part VIII: Application Checklist

Note: incomplete applications will be returned.

The following must be provided together with this completed application:

- A copy of your professional qualification certificate or licence (as applicable)
- Details of your 3 year qualifying work experience
- A copy of your exam results letter, if you have already passed the exam.
- An explanation if a "Yes" answer is given to question 1 in *Part IV Statement of Fact*
- Passport style photo. We cannot accept faxed photos.

- ESA will make every effort to process all complete applications within 4 weeks from the date they are received at our Customer Service Centre.
- A Master Electrician must retain a copy of every document provided in the application for the licence or a renewal of the licence until the expiry of the licence.
- A Master Electrician must notify ESA immediately of any failure to continue to meet the requirements for the licence during the currency of the licence.

Master Electrician Exam Checklist

Section I Checklist: Master Electrician Exam

If the following information is not completed and included with your exam application, your application will be returned to you without being processed.

- Date and location of the exam requested (as per the exam schedule at www.esasafe.com/contractors/me-exam).
- Personal contact information, including email address.
- Copy of a valid government photo identification (such as passport, drivers licence, etc.)
**Identification will be kept on file for further processing and administrative purposes*
- Examination Fee: \$163.85.
Master Electrician Examination Reference Book and Examination Fee: \$236.17.
This can be paid by credit card (via phone – for PCI compliance), money order or ESA customer account.
Cash is not an accepted form of payment.
- Declaration signed at the bottom of the application.

ESA must receive your completed application a minimum of ten (10) working days prior to the examination date. Registration into an exam session is on a first come first serve basis. Visit our website for scheduled sessions.

If you have any questions about this form or the exam contact us at masters.exam@electricalsafety.on.ca or 905-712-5385 or visit <https://esasafe.com/contractors/me-exam/>.

**It is understood that all candidates will comply with ESA's
Master Electrician Examination Rules of Conduct available at
www.esasafe.com/fees-and-forms/forms/licensing-related-forms**

Master Electrician (ME) Licence Information:

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 are applying for the ME licence, your exam must have been 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.

While you can challenge the exam before you gain 3 years experience, you cannot obtain a ME licence without this experience and the exam results are only valid for 12 months.

By submitting personal information to the Electrical Safety Authority, or its agents and service 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 and disclose such information to third party service providers for the purposes of administering and processing exams and reporting and storage of results (which may be on servers located outside of Canada).

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.

Rules of Conduct for the Master Electrician Exam

Introduction:

These Rules of Conduct provide standards of ethical behaviour for everybody who wishes to challenge the Master Electrician Exam (ME Exam). ME exams are offered as in-person or online (virtual) proctoring. These Rules of Conduct apply, with required variations, to both types of exams.

Successful passing of the ME Exam is a requirement to apply for the ME licence. Master Electricians must hold themselves to high standards of ethics and professionalism.

As a result, compliance with these Rules and standards is considered important and form part of the considerations for granting of the ME licence. Actions that violate the Rules of Conduct are considered serious. In order to protect the reputation and high professional standards of Master Electricians, ESA may be required to take action ranging from disqualification to write the exam to refusal to grant the ME licence, depending on the seriousness of the issue.

Expectations, rules and standards of ME Exam

The examination remains the exclusive property of ESA and is protected by copyright law.

Virtually-proctored sessions are recorded for later review in the event of a breach of exam rules and irregularities. Information captured for these purposes may include:

1. Real-time video and audio recordings of the exam taker, your ID and activities (including surrounding environment) during the exam session.
2. Screenshots of the exam taker's computer desktop during the exam session.
3. Video and computer information to confirm the number of computer monitors connected to your computer.
4. Records of your online searches while you are taking the exam.
5. Before starting your exam, you will be prompted to verify your identity by showing an acceptable government-issued ID, such as a driver's licence. Failure to provide an acceptable ID may result in an automatic investigation where an ESA employee will contact you to review the verification requirements and to assess if a breach of the rules had occurred.

Items or behaviours that are not allowed during the exam

While writing the exam, the exam taker **MUST NOT**:

1. Wear hats, caps, scarves, gloves, coats, etc.
2. Be in possession of the book bags, backpacks, briefcases.
3. Use anything that can record, connect with other people, connect to the internet or that has a search function, like cell phones, cameras, earpieces or other listening devices, including headphones, headsets, radios, etc.
4. Use anything that would allow recording of the exam, such as recording devices, including cameras, cellphones, digital watches, electronic pens, google glasses, video recorders, electronic notepads, etc.
5. Use programmable calculator. You may use a non-programmable calculator only.
6. Use of your own dictionary. You may not access or use any other dictionary during the exam.
7. Use Pre-Master Electrician Student Manual or any course-related items, such as workbooks, etc.
8. Falsify or misrepresent information required by ESA.
9. Impersonate others or have someone impersonate himself or herself in order to participate in the ME Exam.
10. Obtain, use or give any answers to another applicant.

Rules of Conduct for the Master Electrician Exam

11. Designate or change any answers to questions prior to the announcement of commencement, or after the announcement of the conclusion.
12. Be abusive, either physically or verbally towards the Proctor, ESA staff members, support staff, or to any other candidate.
13. Bring notes into the exam. (You are only allowed to make notes in the codebook and in the related legislation that helps to explain concepts or words, which are hard to understand).
14. Speak to anyone.
15. Share or take notes on the content of the examination, including the multiple-choice options, and must not share the exam content with anyone else.
16. Reproduce the Master Electrician Examination through memorization or any other means.

If you choose to take the exam outside your home, ESA assumes no responsibility for lost, stolen, broken or misplaced personal property. You are responsible for your personal property and should ensure its safety.

EXAMPLES OF RULES VIOLATION:

If your exam is Virtually Proctored, actions such as failure to remain visible to the camera, attempts to open additional browser tabs, record or reproduce the questions, failure to show your ID are considered violations of these Rules.

If these violations are confirmed upon the review of the recording of your exam, you may be **disqualified** even if you passed the exam.

What is allowed during the online exam:

1. Exams will start and end on time. You are allowed the full time to write your exam.
2. You must remain in view of the camera at all times until the exam ends and should not leave the exam environment until after you are done, or after the time has run out, whichever comes first, except to use the washroom.
3. A washroom break is allowed, but only to a maximum of **five** minutes. If you are away for longer than five minutes, upon review, your exam may result in an automatic fail and/or disqualification.
4. You are allowed to bring reference materials, such as Codebook and exam related legislation.
5. Candidates must comply with requests and instructions made by a Proctor, including, but not limiting to a request to leave the examination area.

Every exam taker must comply with the ESA's Master Electrician Examination Rules of Conduct. Failure to comply may lead to your exam being disqualified and you may be prohibited from writing the ME Exam for **twelve (12)** months.

I, the undersigned, will comply with ESA's Master Electrician Examination Rules of Conduct.

Name

Date

How to Complete the Application For a Master Electrician Licence

How to Complete the Application for Master Electrician Licence:

Part I: Applicant Information

Complete your personal information and select your preferred method of correspondence.

Part II Trade Experience

Professional Qualification

If you have multiple professional qualifications, of which one is a Journeyman Electrician, the Journeyman Electrician will be indicated as the primary qualification for the purposes of issuing this licence.

Qualifying Work Experience:

You are required to have 3 years experience working for an electrical contractor under the certificate or licence. Provide a comprehensive summary of your qualifying 3 years experience. It should include, in chronological order:

- The names and addresses of your employers or businesses;
- A description of the position held in the business and the type of work performed;
- The dates (year/month) of employment (beginning and end dates for each employer)

Attach an additional sheet if space on the application is insufficient.

Part III Exam Information

Only complete this section if you have already passed the exam and have received your results.

- If you passed the exam within the 12-month period preceding the date of the ME Licence application, provide a copy of your exam results letter.
- Provide the date you have taken the exam
- Provide the location of the exam. If online write “virtual”. If you took it in-

person, write the place where you took the exam.

Part IV Statement of Fact

If you answered “Yes” to statement 1 of this section, please provide full details of the situation, attach an additional sheet if space on the application form is insufficient.

Part V Licence Fee Payment Method

If you indicated you will pay via credit card (AMEX, MC, VISA), we will call you at time of processing.

Debit or cash are not available options.

Licence Fee (non refundable) paid annually:

Master Electrician (ME) Licence

➢ Annual Fee \$ 90.40 (includes HST)

Part VI Designated Master Electrician

Complete Part VI only if you are being designated as the Master Electrician for an electrical contracting business and will be accepting the responsibilities for overseeing the daily activities of that business.

IMPORTANT NOTE: If the electrical contracting business’ licence number is not yet known because they are in the process of applying for their Electrical Contractor (EC) Licence, please ensure that both your ME Licence application form and the business’ EC Licence application form are submitted together so the proper licence numbers can be applied.

Part VII Declaration, Notice and Consent

Please read and complete the declaration carefully before signing your application.

Part VIII Application Checklist

Refer to the checklist to ensure that you have enclosed all of the items that must accompany your application.

How to Complete the Application for a Master Electrician Licence

Proof of Professional Qualification:

Journeyman Electrician: Must include a copy of your valid Trade Certificate of Qualification (C of Q) as a construction and maintenance electrician, domestic and rural electrician or industrial electrician.

Professional Engineer: Must include a copy of your valid licence issued by the *Professional Engineers of Ontario (PEO)*

Certified Engineering Technician or Technologist (CET): Must include a copy of your valid certificate issued by the *Ontario Association of Certified Engineering Technicians and Technologists (OACETT)* as a Certified Engineering Technician or Technologist.

Out of Province Qualifications

Applicants applying from outside Ontario must include a copy of their Canadian provincial/territorial qualification in conjunction with a valid Ontario qualification, as applicable, as proof of 3 years experience.

- For more information relating to Ontario's C of Q requirements please contact the Ontario College of Trades, 1-855-299-0028 or (647) 847-3000; www.collegeoftrades.ca or email info@collegeoftrades.ca
- For more information relating to Ontario's Professional Engineer requirements please contact the Professional Engineers of Ontario, 1-800-339-3716 or (416) 224-1100; <http://www.peo.on.ca/>

- For more information relating to Ontario's certified engineering technician or technologist requirements please contact the Ontario Association of Certified Engineering Technicians and Technologists, (416) 621-9621; <http://www.oacett.org>

Passport Style Digital photo:

- The photo you provide will be used for the Master Electrician Licence (Card) as required by s. 13 of the Regulation.
- Digital photos are acceptable (you can send us a "selfie", provided it complies with the requirement below)
- Your photo must look professional and have been taken within the last 2 months.
- Photo should be shoulder up, with no hat, sunglasses or anything else that may obscure your face.
- Black and white or colour photos are acceptable.
- Faxed photos are not acceptable.

Mail or Email applications to:

Electrical Safety Authority
c/o ECRA/ESA Licensing Department
400 Sheldon Drive, Unit 1
Cambridge, ON N1T 2H9

Email:
masters.exam@electricalsafety.on.ca
Phone: 1-877-ESA-SAFE (372-7233)

Note: ESA will make every effort to process all complete applications within 4 weeks from the date they are received at our Customer Service Centre. Incomplete applications will be returned.

Conditions of Master Electrician Licences

A Master Electrician must not accept a designation from an electrical contractor unless the Master Electrician is actively employed by the designating electrical contractor.

A Master Electrician designated by an electrical contractor must not accept a designation on behalf of more than one electrical contractor at a time.

A Master Electrician shall not carry out electrical work unless they hold a valid certificate of qualification authorizing the carrying out of the electrical work.

Notice of Change to Information

A Master Electrician must notify ESA of any change to the information provided on the application or renewal of licence application form within 5 business days of the change.

The "Notice of Change to Information" form is available on our website at www.esasafe.com/fees-and-forms/forms/licensing-related-forms or by calling ESA's Customer Service Centre at 1-877-372-7233.

Retention of Application Information

A Master Electrician must retain a copy of every document provided in the application for the licence or a renewal of the licence until the expiry of the licence or renewal.

Carrying of Licence

A Master Electrician must carry the licence while engaged in activities requiring the licence.

Annual Licence Fee and 5-year Renewal Form

Licence Fee must be received annually, prior to the deadline, in order to avoid late payment fees and/or Licence suspension. Licence Renewal Form is issued every 5 years and must be received prior to the deadline to avoid late fees and/or Licence expiry.

Notice of Failure to Meet Licence Requirements

A Master Electrician must notify ESA immediately of any failure to continue to meet the requirements for the licence during the currency of the licence.