

## How to Complete the Application for an ECRA/ESA ME Licence

### Part II Professional Qualifications

#### **Section A) 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.

#### **Section B) Qualifying Work Experience:**

You are required to have 3 years experience working for an electrical contractor under the certificate or licence which you indicated in Section A. 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 Designated Master Electrician

Complete Part III only if you are being designated as the Master Electrician for an electrical contracting business assuming 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 ECRA/ESA 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 IV Licensing Information

#### **Qualifying Master Examination Information**

You are required to provide a copy of your ECRA/ESA Certificate of Examination as proof of passing the qualifying Master Electrician exam. It must have been obtained within the 12 month period preceding the date of the ECRA/ESA ME Licence application.

### Part V 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 VI Declaration, Notice and Consent

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

### Part VII Licence Fee Payment Method

Payment for the licence fee must be remitted at the time of application. It may be made by cheque, money order, American Express, MasterCard, or Visa (via phone – to support PCI compliance).

#### **Licence Fee (non refundable) paid annually:**

##### **Master Electrician (ME) Licence**

- Annual Fee                      \$ 90.40 (includes HST)

### Part VIII Application Checklist

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

#### **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](http://www.collegeoftrades.ca) or email [info@collegeoftrades.ca](mailto: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>



## Application for an ECRA/ESA Master Electrician (ME) Licence

*Ontario Regulation 570/05 made under the Electricity Act, 1998*

### Passport Size photo:

- Your photo must have been taken within the last 2 months. This is to ensure an up-to-date likeness during the 5-year life of the licence ID card.
- Your name must be legibly PRINTED on the back of the photo.
- 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: [esa.licensing@electricalsafety.on.ca](mailto:esa.licensing@electricalsafety.on.ca)  
Phone: 1-877-ESA-SAFE (372-7233)  
Website: [www.esasafe.com](http://www.esasafe.com)

**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 Licenses

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](http://www.esasafe.com) 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.



400 Sheldon Drive, Unit 1  
 Cambridge, ON N1T 2H9  
 Phone: 1-877-ESA-SAFE (372-7233)  
[www.esasafe.com](http://www.esasafe.com) Email: Esa.Licensing@electricalsafety.on.ca

**IMPORTANT: Please PRINT or TYPE all information**

Account #:  
 BP#:  
 Licence #:  
 Billing Doc#:

Office Use  
 Only

## Application for an ECRA/ESA Master Electrician (ME) Licence

Part I Applicant Information			
As the "applicant", have you ever had an ECRA/ESA licence refused, suspended, revoked or voluntarily terminated? <span style="float:right"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>			
(If you answered yes please attach the particulars to your application.)			
First Name:	Middle Name:	Last Name:	
Residence Address: _____ (Street) _____ (City) _____ (Province) _____ (Postal Code)			
Residence Phone Number: ( ) _____	Fax Number: ( ) _____		
Email:	Date of Birth: _____		_____
YYYY MM DD			
Preferred method of Correspondence <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Mail			
Part II Professional Qualifications			
A) Professional Qualification: (Must select at least one)			
i) <input type="checkbox"/> Journeyman Electrician		Type: <input type="checkbox"/> 309A,309D <input type="checkbox"/> 309C,309E	
OCOT Membership Number:	Original Date of Issuance: _____	Expiry Date: _____	
YYYY MM DD			
ii) <input type="checkbox"/> Journeyman Electrician		Type: <input type="checkbox"/> 434A <input type="checkbox"/> 442A	
Trade Certificate Number:	Original Date of Issuance: _____		
YYYY MM DD			
iii) <input type="checkbox"/> Professional Engineer		Original Date of Issuance: _____	
Licence Number:	Expiry Date: _____		_____
YYYY MM DD			
iv) <input type="checkbox"/> Certified Engineering Technician or Technologist		Original Date of Registration: _____	
OACETT Registration Number:	Expiry Date: _____		_____
YYYY MM DD			
B) Qualifying Work Experience (List 3 years qualifying experience. Attach additional sheet if space is insufficient.)			
Name and Address of Employer or Business	Description of Activity (such as type of work and position)	From: YYYY/MM	To: YYYY/MM
Part III Designated Master Electrician (DME) (To be completed if you are the DME for an Electrical Contracting Business)			
As the DME for an Electrical Contracting Business, I am: (Check one) <input type="checkbox"/> A Corporate Owner, Officer, or Director <input type="checkbox"/> A Partner <input type="checkbox"/> A Sole Proprietor <input type="checkbox"/> An Employee			
Business/Employer Name:		ECRA/ESA Electrical Contractor Licence No.:	
Business Address: _____ (Street) _____ (City) _____ (Province) _____ (Postal Code)			
Business Phone Number: ( ) _____	Fax Number: ( ) _____		
Part IV Licensing Information			
Qualifying Master Electrician Examination Information (attach a copy of your ECRA/ESA Certificate of Examination)			
Master Electrician Examination Date: _____			
Location Examination Written: _____			

**Part V Statement of Fact**

**I make the following statement of fact:**

1. Do you presently owe ESA any money for which payment arrangements have not been made?  Yes  No  
If Yes, provide full details:

**Part VI Declaration, Notice and Consent**

**The applicant declares that:**

I, \_\_\_\_\_ do solemnly declare:  
(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](http://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 VII Licence Fee Payment Method – Licence Fee \$90.40**

Cheque (Made payable to the Electrical Safety Authority)  Money Order

Credit Card (Visa/MasterCard/Amex)

\*Check box if paying via credit card. We will contact you prior to processing.

**Part VIII Application Checklist**

**The following must be provided together with this application (Note: incomplete applications will be returned):**

- A copy of your professional qualification certificate or licence (as applicable)
- Details of your 3 year qualifying work experience
- A copy of your ECRA/ESA Master Electrician Certificate of Examination
- An explanation if a "Yes" answer is given to question 1 in Part V Statement of Fact
- Passport size photo (with your name legibly PRINTED on the back). Faxed photos are not acceptable.

**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.