



# Ontario Provisional Master Electrician (ME) Licence Application

Email: [esa.licensing@electricalsafety.on.ca](mailto:esa.licensing@electricalsafety.on.ca)

Phone: 1-877-372-7233

[https://esasafe.com/contractors/out-of-province-master-electrician-\(me\)-licence/](https://esasafe.com/contractors/out-of-province-master-electrician-(me)-licence/)

**Important:** this application only applies to individuals with a valid Master Electrician (ME) Licence from Alberta or a valid Field Safety Representative (FSR) Licence from British Columbia

Before submitting the Provisional ESA ME Licence Application you will need to obtain your equivalent certification from Skilled Trades Ontario (STO) or the Professional Engineers of Ontario (PEO) or the Ontario Association of Certified Engineering Technicians & Technologists (OACETT); which one depends on your qualification(s).

### Part 1: Out of Province Qualifications - submit a copy of valid licence with application

<input type="checkbox"/> Alberta ME Licence	Number:
Issuance Date	Expiration Date
<input type="checkbox"/> BC FSR Licence	Number:
Issuance Date	Expiration Date

If you do not have one of these licenses you are not eligible for a Provisional ME Licence.

### Part 2: Applicant Information

First Name	Middle Name	Last Name
Address:		
Street	City	Prov Postal Code
Daytime Phone:	Email:	
Cell Phone:	Date of Birth:	

### Part 3: Ontario Trade Qualification - submit a copy of valid qualification with application

<b>Qualification - select at least one</b>	Original Date of Issuance:		
Journeyman Electrician	STO Account Number:		
<input type="checkbox"/> 309A, 309D	<input type="checkbox"/> 309C	<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:		

Include a copy of both your Ontario based qualification and your out-of-province based qualification.

### Part 4: Licence Fee Payment Method - \$102.83 (\$91 + \$11.83 HST)

<input type="checkbox"/> Credit Card (Visa, MasterCard or Amex) - ESA will call you between 8:00 and 4:30 (M-F) to process
<input type="checkbox"/> Cheque or Money Order made payable to: Electrical Safety Authority

**Part 5: 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 (including but not limited to Administrative Penalty Orders)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Have you had any finding of professional misconduct, incompetence or incapacity made against you in relation to the regulated occupation?          | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If you answered Yes to any of these questions, attach the particulars with your application.

**Part 6: Declaration, Notice and Consent**

The applicant declares that:

I, \_\_\_\_\_ do solemnly declare:  
name

1. I am the Applicant.
2. I acknowledge to 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.
13. I have reviewed and understand the requirements applicable to the practice of Master Electrician in the province of Ontario, including the Ontario-specific requirements under the Ontario Electrical Safety Code, relevant legislation and regulations.

**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 6 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:

Date:

**Part 7: Application Checklist**

Note: incomplete applications will be returned.

- A copy of your valid Alberta ME licence or BC FSR Licence
- A copy of your Ontario professional qualification certificate or licence (as applicable)
- A copy of your out of province professional qualification
- Explanation if "YES" answered to either question in Part 5

By submitting personal information to the Electrical Safety Authority, or its agents and service providers, you agree that ESA may collect, used 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](http://www.esasafe.com)



## **How to Complete the Application for a Provisional Master Electrician Licence**

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

**Important:** Before applying, make sure you meet all requirements for the Provisional Master Electrician licence.

If you want to apply for a full Master Electrician Licence (or exam) please apply on our Licensing Platform <https://licensing.esasafe.com/>

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### **Part 1 Out of Province Qualifications**

- Your Alberta ME Licence or BC FSR Licence information

### **Part 2 Applicant Information**

- Your personal information

### **Part 3 Ontario Trade Qualification**

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

Professional Engineer (P.Eng): 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.

### **Part 4 Licence Fee Payment Method**

We will call you (Mon-Fri, 8:30 am - 4:30 pm) for credit card payment at the time of processing. Licence Fee (non refundable) paid annually.

- Annual Fee \$ 102.83 (includes HST)

### **Part 5 Statement of Fact**

If you answered “Yes” to either statement of this section, please provide full details of the situation.

### **Part 6 Declaration, Notice and Consent**

Please read the declaration carefully before signing your application.

For additional information on bullet 13, use this webpage as a starting guide:

<https://esasafe.com/contractors/competency-profile/>

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If you have not already applied for ESA’s ME Exam, you are encouraged to apply as soon as possible, as the process to apply for, write, and receive exam results takes time. Your complete application, including proof that you passed the exam, must be completed within 6 months of the date your Provisional ESA ME Licence was issued.

Apply for the Master Electrician Exam on our Licensing Platform <https://licensing.esasafe.com/>



## **Conditions of a Master Electrician Licence**

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

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.

A Master Electrician must understand the requirements applicable to the practice of Master Electrician in the province of Ontario, including the Ontario-specific requirements under the Ontario Electrical Safety Code, relevant legislation and regulations.

### **Retention of Application Information**

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

### **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 via our Licensing Platform <https://licensing.esasafe.com/>.

### **Annual Licence Renewal and Fee**

Licence Renewal Application and Fee must be received prior to the deadline, in order to avoid late payment fees and/or licence expiration.

### **Notice of Failure to Meet Licence Requirements**

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