
Electrical Contractor Registration Agency of the Electrical Safety Authority

2018 MASTER ELECTRICIAN EXAMINATION INFO PACKAGE



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ESA is not responsible for ensuring that you have all of the requirements to obtain the Master Electrician Licence. Passing the examination is only one of the requirements. It is up to you to make sure that you understand all of the requirements prior to taking the course and examination. For your convenience, the Master Electrician Licence Requirements may be found on page 3.

Frequently Asked Questions

What is a Master Electrician (ME) Licence?

A Master Electrician licence gives the authority for an individual to be designated to a licensed electrical contractor with the responsibility for:

- the personal planning and direct supervision of electrical work carried out on behalf of an electrical contractor, and
- ensuring that the electrical work is carried out in accordance with applicable laws (i.e. Electrical Safety Code, Occupational Health and Safety Act, etc.)

It is also a way to demonstrate that an individual has demonstrated a higher level of learning in the electrical profession.

What does “Designated Master Electrician” (DME) mean?

A Designated Master Electrician (DME) is an individual who holds a valid ME licence and has been designated to be responsible for a licensed Electrical Contractor (EC) as outlined in Ontario Regulation 570/05 s.6:

A master electrician designated by an electrical contractor is, within the scope of the designation, responsible,

- (a) for the personal planning and direct supervision of electrical work carried out on behalf of the electrical contractor;
- (b) for ensuring that the electrical work is carried out in accordance with applicable law, including the Electrical Safety Code and the laws relating to health and safety and consumer protection, on behalf of the electrical contractor; and
- (c) for other matters of a similar nature.

More information can be found in the “**Guideline to the Duties and Responsibilities of Licensed Electrical Contractors (LECs) and Designated Master Electricians (DMEs)**” which is available on the ESA website by clicking: http://www.esasafe.com/assets/files/esaecra/pdf/ESA_LEC-DME-Guideline-web.pdf

Who should apply for a Master Electrician Licence?

- Anyone who is or will be operating an Electrical Contracting Business (i.e. Sole Proprietor)
- Anyone who is or will be employed as a Designated Master Electrician for an Electrical Contracting Business
- Anyone who wishes to attain a higher level of electrical and business expertise

What is the cost for a Master Electrician Licence?

The annual licence fee is \$80.00 + HST (\$90.40).

What are the requirements to become a Master Electrician?

An individual who applies for a master electrician licence shall not be issued the licence unless the applicant,

- (a) is at least 18 years old;
- (b) demonstrates at least three years experience,
 - (i) practising the trade of electrician — construction and maintenance, electrician — domestic and rural or industrial electrician under a certificate of qualification in the applicable trade that is not suspended,
 - (ii) working for an electrical contractor as a licensed professional engineer registered with the Professional Engineers of Ontario,
 - (iii) working for an electrical contractor in the capacity of a certified engineering technician or a certified engineering technologist registered with the Ontario Association of Certified Engineering Technicians and Technologists, or
 - (iv) practising the trade of powerline technician under a certificate of qualification in that trade that is not suspended;
- (c) has passed the master electrician qualifying examination within the 12-month period preceding the date of the application; and
- (d) does not owe the Authority any money for which payment arrangements have not been made. O. Reg. 570/05, s. 11.

Can a Master Electrician do electrical work?

A Master Electrician Licence does not authorise an individual to do electrical work they are not qualified to do. The Ontario College of Trades and Apprenticeship Act (OCTAA) define the scope of work limits for each type of certificate of qualification. A Master Electrician may perform electrical work within the scope of their valid certification and in adherence to Ontario Regulation 570/05.

Where can I write the Master Electrician Examination and what does it cost?

Examinations are offered by ESA at various locations, and will continue to be offered throughout the province. A current listing of examination locations, dates, and application forms are available on our website at www.esasafe.com under Contractors > Licensing > Master Electrician > Exam

The cost of the examination is \$145.00 + HST (\$163.85).

What is the Pre-Master Electrician Course? Is it mandatory?

The Pre-Master Electrician Course has been designed to expand the knowledge and skills of individuals who are eligible to obtain a ME licence in preparing to write the Master Electrician Examination. The course is divided into 12 Modules and references specific sections of Ontario's Electrical Safety Code, the Building Code, other pertinent legislation, electrical calculations, worker safety, and trade and business practices.

This course is not a prerequisite for the Master Electrician Examination. However, applicants that fail the Master Electrician Examination two (2) times will be subject to review, and may not be permitted to write again unless the applicant has participated in a Pre-Master Electrician Course or other related course.

FURTHER INFORMATION REGARDING THE PRE-MASTER ELECTRICIAN COURSE CAN BE FOUND AT www.esasafe.com

To REGISTER for the Pre-Master's Course, call 1-877-372-7233 and select option 2

Master Electrician Examination Outline

Prior to signing up for the examination, review the Master Electrician Licence requirements found on page 3 of this package. Passing the examination is only one of the necessary requirements to obtain a Master Electrician Licence.

The objective of the Master Electrician Examination is to test an individual's knowledge of the laws, rules and regulations governing the installations and repair of electrical equipment and material and the supervision of such work as well as safety and business acumen.

The examination is divided into the following three sections:

1. **The Ontario Electrical Safety Code (33%)** - All sections of the 2015 Ontario Electrical Safety Code and ability of the applicant to properly use the Code as a Reference Book
2. **Worker Safety (33%)** - Recognizing Hazards, Occupational Health and Safety Requirements, The Occupational Health and Safety Act and regulations for Construction and Industrial Projects, the Workplace Safety and Insurance Act, WHMIS
3. **Business Administration (33%)** – Electricity Act, Ontario Regulation 570/05, Consumer Protection, Business Management, Bill C45, Consumer Protection Act and the Construction Lien Act, Human Rights Code, Labour Relations Act, Employment Standards Act, Ontario College of Trades and Apprenticeship Act, as they relate to electrical contracting.

Examination Particulars:

- It is mandatory that each applicant bring a government issued **photo ID** to the examination consisting of any of the following:
 - Driver's licence
 - Passport
 - Canadian citizenship card
 - Government issued identification

Applicants who do not bring an acceptable form of identification, as well as the Confirmation Letter, will not be admitted into the examination area. The applicant will have to re-schedule for the next available examination.

Applicants must arrive to the examination location at least 30 minutes before the scheduled start time.

The Master Electrician Examination is 3 hours in length, which consists of 80 multiple choice questions; there is only one correct answer for each question. If you arrive late or require a restroom break during the examination, additional time for your examination will not be provided. To pass the examination you must achieve an overall mark of at least 70% and a minimum of 60% in each of the three sections.

“REVIEW THE RULES OF CONDUCT PRIOR TO ATTENDING AN EXAMINATION SESSION”

Master Electrician Examination Application Form:

- ESA must receive your application at least ten (10) working days prior to the examination date, along with a current copy of your professional qualification (CofQ, P.Eng, CET, C-Tech) and proof of experience (e.g. resume or letter from employer). Applications that are illegible, incomplete or not accompanied by the examination fee will not be processed and will be returned to the applicant as incomplete. **Once an application has been processed, the examination fee is non-refundable.**
- Applicants **MUST** write within one (1) year of exam application

Confirmation Letter:

- If the applicant is accepted a Confirmation Letter will be sent out indicating the examination date, time and location. **Applicants must bring this letter, along with government issued photo ID, to the examination location; otherwise the applicant will not be permitted to write.**

Refusal Letter:

- Should the applicant not be accepted to write the examination, a letter will be issued indicating why the application was refused.

Notification of Examination Results:

- Paper exams
 - The examination results will be issued within 15 working days; **results will not be provided over the phone.** Please ensure that the Office of the Registrar has your most current mailing address.
- Electronic exams
 - The examination results will be emailed within 48 hours. **Applicants must provide their email address at the time of registration.**

Pre-Master Electrician Course Requirement:

- Applicants that fail the examination two (2) times will be subject to review, and may not be permitted to write again unless the applicant has participated in a Pre-Master Electrician Course or other related course.

Rescheduling Particulars:

- To reschedule your examination, complete the examination transfer request form available on page 11 of this document and email it to masters.exam@electricalsafety.on.ca or fax it to 1-888-251-7377
- **First Transfer**
 - An additional \$28.00 + HST (\$31.64) fee will be charged to reschedule an examination unless ESA is notified at least ten (10) working days **prior** to the examination date
- **Additional Transfers**
 - Will automatically result in a \$28.00 + HST (\$31.64) fee
- Applicants **MUST** write within one (1) year of initial application
- Applicants who do not show up for their scheduled examination forfeit their fee.

Master Electrician Examination dates and locations can be found on our website
www.esasafe.com

Master Electrician Examination Study Material

The Master Electrician Examination is an open book examination. You are permitted to bring the following to the examination (*workbooks not permitted*):

1. **Ontario Electrical Safety Code** 27th Edition / 2018 (*no photocopies*). You can bring in a copy of your printed electronic version (with personal watermark).
2. **Relevant Legislation** as it relates to electrical contracting (see below)
3. **Calculator** (*non programmable*)
4. **Pencil**

Relevant Legislation consists of Acts, Bills and Regulations that relate to electrical contracting and is relevant to the training and examination.

**Please note that ONLY HARD COPIES of examination materials are allowed.
No electronic devices will be permitted.**

The “**2018 Master Electrician Examination Study Material**” was put together to include all the relevant legislation into one document. You can purchase it for \$64 plus tax, or download it for **FREE** by visiting: <http://www.esasafe.com/licensing/master-electrician/exam>

To purchase, simply request a copy of this book when registering for the Master Electrician Exam.

NOTE: If you are taking ESA’s Pre-Master Electrician Course, the “2018 Master Electrician Examination Study Material” book **is included** with your course package.

Tips for Preparing for the Master Electrician Examination

Scheduling your study time

- Study early. It is suggested that arranging your study time into shorter sessions over a period of time proves to be far more valuable than cramming all the material into closely spaced and lengthy study intervals.
- Maintain a regular study schedule
- Set specific study goals
- Take breaks between study sessions, more complicated, and difficult subjects will require many frequent breaks
- Begin each study session with a short review of the previously studied material

Organizing your materials for an open book examination

- Open book examinations require ample preparation in order to understand and familiarize oneself with the material
- Preparation allows for better organization, and will assist when searching for information during the examination
- Be sure to tab, or colour code information that is relevant to the examination
- Utilize your codebook to make notes, or expand on concepts or words which you might not understand
- You may make notes in your codebook **that expand on concepts or words which you might not understand. You are not permitted to add notes that are not relevant to the material covered in the code book.**
- Be sure to go over relevant legislation and bring it with you to the examination



Electrical Contractor Registration Agency of the Electrical Safety Authority

Master Electrician Examination Application

Fee \$145 + HST = \$163.85 (non refundable)

Submit application to:

ECRA of the Electrical Safety Authority
400 Sheldon Dr, Unit 1
Cambridge, ON N1T 2H9
Fax 1-888-251-7377

Email masters.exam@electricalsafety.on.ca

ESA is not responsible for ensuring that you have the requirements to obtain the Master Electrician Licence prior to taking the examination. **It is up to you to make sure that you understand what the requirements are.**

Can you demonstrate **at least 3 years experience**? Please provide proof of experience:

- practising the trade of electrician – **construction and maintenance**, electrician – **domestic and rural or industrial** electrician under a certificate of qualification (**C of Q**) or OCOT membership in the applicable trade that is not suspended,
- working for an electrical contractor as a licensed **professional engineer (P.Eng)** registered with the Professional Engineers of Ontario, or
- working for an electrical contractor in the capacity of a **certified engineering technician (C-Tech)** or a **certified engineering technologist (CET)** registered with the Ontario Association of Certified Engineering Technicians and Technologists
- practising the trade of powerline technician under a certificate of qualification in that trade that is not suspended

You will not be permitted to write the Exam if you cannot demonstrate the above 3 year experience requirement.

All applications must include a valid copy of your certificate as indicated above. ESA must receive your application ten (10) working days prior to the examination date.

| PART I EXAMINATION SELECTION & QUALIFICATIONS | | | |
|--|----------------------|---|---------------------------------|
| Requested Examination Date | Examination Location | Examination Notification | |
| OCOT Membership, Certificat de compétence- compagnon, P.Eng or OACETT # | | | Original Date of Issue (d/m/yr) |
| PART II APPLICANT INFORMATION | | | |
| Applicant First Name | Middle initial | Applicant Last Name | |
| Home Address | | City | Postal Code |
| Home Phone # | Business Phone# | Fax # or Email Address | |
| PART III CONFIRMATION LETTER | | | |
| I would like to receive my confirmation letter via (<i>please check one</i>): <input type="checkbox"/> Regular Mail <input type="checkbox"/> Email <input type="checkbox"/> Fax | | | |
| PART IV 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 tax (\$67.20) which contains relevant legislation as it relates to electrical contracting. This can be used during the Master Electrician Exam. (<i>check one</i>): <input type="checkbox"/> YES <input type="checkbox"/> NO Please expect an additional \$8 courier charge for out of Province orders. *This is not the student manual. Expect two weeks for delivery. DO NOT order if taking ESA's Pre-Masters Course. | | | |
| PART V Payment Method: (please check one) <i>Non Refundable</i> | | | |
| <input type="checkbox"/> VISA <input type="checkbox"/> MASTER CARD <input type="checkbox"/> AMERICAN EXPRESS | | Card Number | Expiry Date (M/YR) / |
| Name on Card | | Signature | |
| <input type="checkbox"/> ESA ACCOUNT # _____ | | <input type="checkbox"/> CHEQUE/MONEY ORDER # _____ | |
| ***make cheque/money order payable to the Electrical Safety Authority | | | |

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: _____

Master Electrician Examination Application Checklist

If the following information is not completed/included with your exam application, your application will not be processed; it will be returned to you for completion.

APPLICATION FORM

Indicated the location and date of the exam requested (as per the exam schedule).

Included the Examination Fee: \$163.85.
Master Electrician Examination Reference Book and Examination Fee: \$236.17.
This can be paid by credit card, cheque, money order or ESA customer account.

Cash is not an acceptable form of payment.

Signed the Declaration at the bottom of the application.

DOCUMENTS

A copy of your journeyman electrician certificate of qualification (**three (3) years** history required); or
A copy of your professional engineer certificate **and** registration with the Professional Engineers of Ontario; or
A copy of your certified engineering technician or certified engineering technologist **and** registration with the Ontario Association of Certified Engineering Technicians and Technologists; or
A copy of your powerline technician certificate of qualification

All certifications **must be valid** at the time of exam registration.

Proof of three (3) years experience (must be while working under your certification). Examples of acceptable documents are: Letter from employer, resume.

Why might your exam application get delayed or returned to you incomplete?

- Lack of supporting documentation for work experience
- Invalid or suspended personal qualification
- Insufficient work experience with your valid qualification

Rules of Conduct for the Master Electrician Examination

The Electrical Safety Authority (ESA) upholds strict confidentiality with regards to all Master Electrician Examination material. Strict procedures have been implemented in order to preserve the integrity of the Master Electrician Examination.

- The examination remains the exclusive property of ESA and is protected by copyright
- The content of the examination, including the multiple-choice options, is not to be distributed to any other individual, organization or agency
- The Master Electrician Examination is not to be reproduced through memorization or any other means
- Applicants, at any time, are not permitted to leave with the Master Electrician Examination

To ensure the security of the examination area, candidates are not permitted to bring to the examination: Hats, scarves, gloves, coats, book bags, backpacks, briefcases, electronic devices (ie cellular phones, cameras, etc), headphones, headsets, radios, etc. ESA assumes no responsibility for lost, stolen, broken or misplaced personal property. It is up to the candidate to plan accordingly.

Candidates are permitted to bring to the examination: Ontario Electrical Safety Code (**no photocopies** but you can bring in a copy of your printed electronic version with personal watermark), relevant legislation, non programmable calculator and a pencil.

At no time are candidates permitted to speak to one another while the exam is in session. Once the candidates have completed their examination they will leave the examination location immediately.

Candidates will not:

- Falsify or misrepresent information required by ESA
- Impersonate others or have someone impersonate themselves in order to participate in the Master Electrician Examination
- Obtain, use or give any answers to another applicant
- Designate or change any answers to questions on the Master Electrician Examination prior to the announcement of commencement, or after the announcement of the conclusion
- Be abusive, either physically or verbally towards the Proctor, ESA staff members, or to any other candidate
- Attempt to bring notes into the examinations that are not permitted. (It is permitted to make notes in the codebook and in the relevant legislation that expands on concepts or words which may not be understood. It is not permitted to add notes that are not relevant to the material covered in these documents).

Candidates will comply with requests and instructions made by a Proctor, including, but not limiting to a request to leave the examination area. Should a candidate not comply with ESA's Master Electrician Examination Rules of Conduct and be suspected of any improper activity, they may be prohibited from writing the Master Electrician Examination for **twelve (12)** months.

If prohibited items are found in the possession of a candidate, the results of the candidate's examination will be declared null and void. The candidate must leave the examination area immediately and not have any contact with the proctors or other candidates.

It is understood that all applicants will comply with ESA's Master Electrician Examination Rules of Conduct.



Electrical Contractor Registration Agency of the Electrical Safety Authority

Master Electrician Examination Transfer Request

Submit to: ECRA of the Electrical Safety Authority
400 Sheldon Dr, Unit 1
Cambridge, ON N1T 2H9
Fax 1-888-251-7377 Email masters.exam@electricalsafety.on.ca

| First Name | Last Name |
|------------|-----------|
| | |

I am currently registered in:

| Examination Notification # | Examination Location | Examination Date |
|----------------------------|----------------------|------------------|
| | | |

I want to reschedule to:

1st choice:

| Examination Notification # | Examination Location | Examination Date |
|----------------------------|----------------------|------------------|
| | | |

2nd choice:

| Examination Notification # | Examination Location | Examination Date |
|----------------------------|----------------------|------------------|
| | | |

| CONFIRMATION LETTER | |
|---|---|
| I would like to receive my confirmation letter via (<i>please check one</i>): | |
| <input type="checkbox"/> Regular Mail | <input type="checkbox"/> Email <input type="checkbox"/> Fax |
| Fax # or Email address: | |
| | |

- **First Transfer** - An additional \$28.00 + HST (\$31.64) fee will be charged to reschedule an examination unless ESA is notified at least ten (10) working days **prior** to the examination date.
- **Additional Transfers** - Will automatically result in a \$28.00 + HST (\$31.64) fee
- Applicants **MUST write within one (1) year** of initial application
- Applicants who do not show up for their scheduled examination forfeit their fee

| Payment Method: (please check one) | Non Refundable |
|--|---|
| <input type="checkbox"/> VISA <input type="checkbox"/> MASTER CARD <input type="checkbox"/> AMERICAN EXPRESS | Card Number Expiry Date (M/YR) / |
| Name on Card | Signature |
| <input type="checkbox"/> ESA ACCOUNT # _____ | <input type="checkbox"/> CHEQUE/MONEY ORDER # _____ ***make cheque/money order payable to the Electrical Safety Authority |

ESA does not guarantee that all requests will be processed. There must be space available in the examination requested. A confirmation letter will be issued to advise you when transfer is completed.

Date: _____ Signature: _____

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.

After passing the examination you will need to apply for your Master Electrician Licence

Master Electrician (ME) Licence Application

The Master Electrician Licence application form is available online at www.esasafe.com or by contacting our Customer Service Centre (1-877-372-7233).

What information and documentation is required for submission with the ME application form?

- Copy of your valid C of Q, P. Eng., CET or C-Tech Certificate, as applicable, which you must have held for a minimum of three (3) years
- Copy of master electrician examination pass certificate
- List of qualifying 3 year trade experience
- Employer information, if named as the Designated Master Electrician – Signed “Schedule A”
- Passport quality and size photo
- Annual Licence Fee (Cheque, money order or credit card)

Applications will be submitted to:

ECRA Licensing Department
c/o Electrical Safety Authority
400 Sheldon Dr, U1
Cambridge, ON
N1T 2H9
esa.licensing@electricalsafety.on.ca

Further exam information can be found on our website www.esasafe.com or by contacting:

E-Mail: masters.exam@electricalsafety.on.ca

Phone: 1-905-712-5385

Fax: 1-888-251-7377