

FEES

Will licensing fees change?

- This change will not affect Licensing fees.
- Licensees will be billed annually.
- Fees are \$395+HST for Electrical Contractors and \$80+HST for Master Electricians.

Do I have to pay for five years of licence renewal at once?

- No. The license is valid for five years; there is an annual fee to maintain it in good standing.

What if fees change over the next five years?

- There is an annual fee to maintain the licence. If fees change over the next five years, annual fees will reflect this change. ESA has no imminent plans to change the annual licence fees.

Will there be a reduction in fees since renewal processing will be done less frequently?

- There won't be a reduction in fees as ESA staff will be shifting focus to enhancing compliance and addressing electrical work performed in the underground economy.

If an ME or LEC decides to stop working, is there is a refund system in place?

- Licence fees are non refundable.
- Note that licence fees are paid annually – NOT once every five years.

IMPLEMENTATION/PROCESS

When will ESA begin Five-Year Licensing?

- ESA will begin Five-Year Licensing with July 2016 renewals. ESA is advising each licensee what documentation is required each year. ESA is staggering implementation to ensure we continue to serve you effectively.

For example, here is what a five-year cycle could look like for two different licensees:

<u>Year</u>	<u>Licensee A</u>	<u>Licensee B</u>
2016	Full documentation & fee	Declaration of compliance & fee
2017	Declaration of compliance & fee	Declaration of compliance & fee
2018	Declaration of compliance & fee	Declaration of compliance & fee
2019	Declaration of compliance & fee	Full documentation & fee
2020	Declaration of compliance & fee	Declaration of compliance & fee

Will documentation be accepted by email?

- LECs/MEs will be given the option to send in required documents by mail, email or FAX, and pay fees online or by phone.

Will reminders still be sent in advance?

- Licensees will be sent reminders by their preferred contact method. The five year renewal will be sent 90 days in advance with a 30 day reminder, if necessary. The annual invoice/declaration will be sent 30 days in advance with a 10 day reminder, if necessary.

AUDITS

How will ESA know that all documents are valid every year if ESA doesn't receive copies?

- ESA will conduct random audits to ensure those who have self declared have valid documents.
- Every licensee will be required to provide proof of one or all of the criteria within their five year cycle.

If audits find any discrepancies, what happens to the licensee?

- The licensee will be subject to ESA's licensing discipline process.

Is it possible for someone to ignore the system until an audit is performed?

- Under the proposed five-year renewal process, ESA staff will have more capacity to perform audits throughout the year, not just at the point of renewal. It is anticipated that this shift from administrative to oversight processes will enhance compliance.