

## 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.

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

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

- > 1-Year Term      \$ 84.75 (includes HST)
- > 2-Year Term      \$169.50 (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 Ministry of Training Colleges and Universities, 1-800-387-5656 or (416) 326-5800; [www.ontario.ca/employmentontario.ca](http://www.ontario.ca/employmentontario.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*

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### 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.

### Mail Applications to:

Electrical Safety Authority  
c/o ECRA/ESA Licensing Department  
PO Box 24143, Pinebush Postal Outlet  
Cambridge, ON N1R 8E6

Phone: 1-877-ESA-SAFE (372-7233)  
Website: [www.esaecra.info](http://www.esaecra.info)

**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.**

### 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 Changes 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 Changes to Information" forms are available on our website at [www.esaecra.info](http://www.esaecra.info) 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.

### 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.



PO Box 24143, Pinebush Postal Outlet  
 Cambridge, ON N1R 8E6  
 Phone: 1-877-ESA-SAFE (372-7233)  
 www.esaecra.info

**Office Use**

Account #:

BP#:

Licence #:

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

## 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?  
 (If you answered yes please attach the particulars to your application.)  Yes  No

First Name:	Middle Name:	Last Name:
Residence Address: _____ (Street) _____ (City) _____ (Province) _____ (Postal Code)		
Residence Phone Number: ( ) _____	Fax Number: ( ) _____	
Email: _____	Date of Birth: _____ <small>YYYY MM DD</small>	

### Part II Professional Qualifications

#### A) Professional Qualification: (Must select at least one)

i) <input type="checkbox"/> Journeyperson Electrician	Type: <input type="checkbox"/> 309A,309D <input type="checkbox"/> 309C,309E <input type="checkbox"/> 442A	
Trade Certificate Number: _____	Original Date of Issuance: _____ <small>YYYY MM DD</small>	Expiry Date: _____ <small>YYYY MM DD</small>
ii) <input type="checkbox"/> Professional Engineer		
Licence Number: _____	Original Date of Issuance: _____ <small>YYYY MM DD</small>	Expiry Date: _____ <small>YYYY MM DD</small>
iii) <input type="checkbox"/> Certified Engineering Technician or Technologist		
OACETT Registration Number: _____	Original Date of Registration: _____ <small>YYYY MM DD</small>	Expiry Date: _____ <small>YYYY MM DD</small>

#### 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)  A Corporate Owner, Officer, or Director  A Partner  A Sole Proprietor  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: \_\_\_\_\_

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. 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) and [www.esaecra.info](http://www.esaecra.info).

## 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.**

In order to complete or verify the information provided on this form, the Electrical Safety Authority (ESA) may collect information from or disclose information to government and non-government bodies. Only information relevant to your licence application will be collected or shared.

I consent to the collection and disclosure of this information. I understand that this information will be used:

- (1) to determine whether I am eligible for a licence under Part VIII of the Electricity Act and its Regulations; and
- (2) for purposes consistent with the Safety and Consumer Statutes Administration Act, 1996 and its Regulations

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 to knowingly provide false information on this application and any attachments.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## Part VII Licence Fee Payment Method

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

American Express  MasterCard  Visa

Credit Card

Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Licence Term:  1 year  2 year

**Note: All fees are non-refundable.**

## Part VIII Application Checklist

### The following must be provided with this application:

- 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)
- Licence fee

### Notice of Changes to Information:

A master electrician shall submit a "Notice of Changes 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.

**OFFICE USE**

Date:

Initial Licence Fee:

Billing Doc #: