BECOMING A MASTER ELECTRICIAN

September 2018
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BECOMING A MASTER ELECTRICIAN

Introduction

In Alberta, a Master Electrician (ME) is a person with recognized education and experience who has been designated a Master Electrician by the Safety Codes Council (the Council). It is one way to demonstrate an advanced level of knowledge and skill in the field, and allows the ME to obtain electrical permits. The Council administers the ME exam and certifies Master Electricians.

Required Qualifications

To become a Master Electrician, the applicant must:

- be 18 years of age or older
- hold a current trade/journeyperson certificate as an Electrician under the Apprenticeship and Industry Training Act
- have worked, in the 5 years preceding the application:
  - a minimum of 3 years in the electrical industry under a trade certificate referred to above, or
  - have been actively engaged in electrical contracting for a minimum of 3 years under a restricted master electrician certificate
- attain a mark of at least 75% in the Master Electrician Examination administered by the Safety Codes Council
- pay the appropriate fee

Out of Province Certifications

An Alberta Master Electrician certificate of competency may be granted to an applicant who:

- has held a Canadian-issued journeyperson electrician certification for a minimum of three years, and the certification is current and in good standing;
- has certification as either:
  - British Columbia Electrical Field Safety Representative
    - Class B will be limited to 750 Volts or Less
    - Or,
  - Ontario Master Electrician;
- successfully completes the Jurisprudence examination
- pays the applicable fee

✓ Do you have a valid Canadian Journeyperson Electrician certificate?
✓ Can you demonstrate that you have at least 3 years’ of work experience?

If you cannot demonstrate that you have met the 3 year experience requirement, you will not be permitted to write the Exam.
The Master Electrician Exam

The objective of the Master Electrician Examination is to test an individual's knowledge, including but not limited to: the laws, rules and regulations governing the installation and repair of electrical equipment and material; the supervision of such work; and safety and business practices.

The exam is in two parts:
- Part 1 tests the applicant’s knowledge of electrical concepts, regulations, Code etc.
- Part 2 focuses on application of knowledge and code-related calculations.

Alberta’s technical colleges offer Master Electrician examination preparation courses followed by a separate sitting of the ME exam. Our website has links to the courses here: http://www.safetycodes.ab.ca/ME/Pages/Courses.aspx. An exam preparation course is not required in order to write the Master Electrician examination. However, an applicant that fails the Master Electrician Examination two (2) times may not be permitted to write again without an examination preparation course.

If you have completed an examination preparation course at an Alberta college, you MUST register with the Safety Codes Council at least one week prior to the scheduled exam date in order to write the exam. Any applicants who have not registered in advance will not be allowed to write the exam.

If you are successful in passing the exam, the Council will issue you with your ME certificate and ID card. It will be sent by mail within 30 days, or you may pick it up at the Council office during regular office hours. Please do not call the Council to receive your marks, they will not be provided over the phone under any circumstance.
**What’s on the Exam?**

There are two parts to the Master Electrician examination. The applicant is allowed 3.5 hours to write each part of the exam. Both parts of the exam may be written in one day with a break between, or only one part can be written. The examination is an open book examination. All materials including the code book will be provided on the day of the exam.

The materials needed for the exam, in addition to the code book, are listed below:

- The Safety Codes Act
- Permit Regulation 208/2017
- Certification & Permit Regulation AR 193/2014
- The Apprenticeship Program Regulation AR 119/2018
- The Electrical Code Regulation, AR 126/2015
- The Electrician Trade Regulation, AR 165/2017
- WCB- Alberta Employer Handbook
- Occupational Health and Safety
- Work Safe Alberta Employer's Guide
- Electrical STANDATA

**Exam Kits** can be purchased from the Council at a cost of $50.00 plus shipping, if required. Additional information is found on our website.

Once the Master Electrician Examination Application has been processed a letter will be sent to the applicant indicating whether or not they have been accepted to write the examination. It is up to the applicant to understand what the requirements are.

**Scheduling the Examination**

Applicants may write at any scheduled sitting. The Council will hold various sittings in each of the Calgary and Edmonton areas with occasional sittings in Northern and Southern Alberta throughout the year (spring, summer and fall). View the exam schedule here: [http://www.safetycodes.ab.ca/ME/Exam/Pages/Schedule.aspx](http://www.safetycodes.ab.ca/ME/Exam/Pages/Schedule.aspx)

Examinations may also be written at the Safety Codes Council office during weekdays (excluding holidays) between 8:30 AM and 4:30 PM. You will indicate your preferred writing date and add the Council office as the preferred location.

Once the application has been processed applicants will be able to register for the exam in Council Connect which will include information on the date, time, and location of the exam.

The Council must receive the application including trade/journeyperson certification(s) and resume at least five (5) working days prior to the scheduled examination date.

**The examination fee is non-refundable**; however the applicant may reschedule the exam for a later date.
Out of Province Applications

If you already have appropriate out-of-province certification that is current and in good standing, and would like to obtain Master Electrician certification in Alberta, you may apply to write the Alberta Jurisprudence examination. To be eligible to write the Jurisprudence exam, you must have:

- Canadian-issued Journeymen Electrician certification held for a minimum of three years;
- an British Columbia Electrical Field Safety Representative (FSR) certification, Ontario Master Electrician certification, or an equivalent Canadian certification (to be assessed on an individual basis).

In such cases, an applicant shall arrange for the exam to be proctored (supervised) by an individual and at a location acceptable to the Administrator. Contact the Council if you would like more information on selecting a proctor to oversee the exam.

The proctor’s primary responsibility is to ensure the basic security and integrity of the examination and the process, and to ensure the standardization and fairness of the examination process. An appropriate choice for a proctor could include: a faculty member, administrator or other professional staff member of a school or college, a librarian, an employee of a testing centre, an educational counsellor, the applicant’s workplace supervisor, a priest, minister, etc.

A facility suitable for examination purposes would have these characteristics:

- A quiet environment with controlled access;
- Appropriate lighting, ventilation and temperature control; and
- Adequate space so that if two or more examinees take the same exam, they do not sit next to each other.

Many schools, libraries, colleges and universities have an exam writing centre and we suggest that you contact them prior to applying.

An applicant is responsible for all costs associated with having his or her exam proctored and written outside of Alberta.

The Council requires an applicant who has passed the Jurisprudence Exam to take a code update course. If the new ME received his/her out of province certification on a Canadian Electrical Code prior to the one in effect in Alberta, the new ME may be required to update on the CEC currently in effect. There would be a one-year period to allow the ME to obtain this additional training and provide evidence of course completion to the Council.

For more information on out of province qualifications, writing the Jurisprudence exam at a location outside Alberta, arranging a proctor and location, or other related questions please contact the Master Electrician Associate. Contact information is on the back page.
Writing the Master Electrician Exam

The examination is currently available in traditional hard-copy format and online (Jurisprudence). The applicant will take the exam under supervised conditions.

What to Bring to the Exam

It is mandatory that each applicant bring one piece of government issued photo ID to the examination sitting:

- Driver's licence
- Passport
- Canadian citizenship card (Permanent Resident card)
- Government issued picture identification (First Nations/Metis Status Card, PAL License, Military identification)

Applicants who do not bring an acceptable form of identification will not be permitted to take the examination and will have to reschedule.

Applicants must arrive at the examination location no less than 15 minutes before the scheduled start time. Additional time for the examination will not be provided for late arrivals.

Other things to bring to the examination are:

- HB or 2B Pencil and Pen
- Non-Programmable Calculator
- Ruler
- Eraser
- Highlighter (optional)

To ensure the security of the examination area, candidates are NOT permitted to bring into the exam: cell phones, hats, scarves, gloves, coats, book bags, backpacks, briefcases, etc. Electronic devices including, cell phones, iPads, cameras, headphones, headsets, radios, etc. must be left outside the examination area. The Council assumes no responsibility for lost, stolen, damaged or misplaced personal property. It is up to the candidate to plan accordingly.

Conduct During the Examination

At no time are candidates permitted to speak to one another while in the examination area. The candidate will leave the examination area immediately once he or she has completed the examination.

Strict procedures have been implemented in order to preserve the integrity of the Master Electrician Examination. The examination remains the exclusive property of the Council and is protected by copyright. The content of the examination, including the multiple-choice options, SHALL NOT be distributed to any other individual, organization or agency. It shall not be reproduced through any means including writing, copying, photography, memorization or any other means.
Applicants are not permitted to leave with any paper exam or any digital reproduction of the Master Electrician examination.

**Exam candidates will not:**
- Falsify or misrepresent information to the Council;
- Impersonate others or have someone impersonate themselves in order to participate in the Master Electrician Examination;
- Obtain, use or give answers from or to another candidate;
- 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 either physically or verbally abusive towards the Invigilator/Proctor, Council staff member, or to any other candidate;
- Attempt to bring notes or any other form of answer into the examination area.

Candidates will comply with requests and instructions made by the Invigilator/Proctor, including, but not limiting to a request to leave the examination area. If prohibited items are found in the possession of a candidate the Invigilator/Proctor is required to escort the candidate from the examination area, and the results of the applicant's examination will be declared null and void. Should a candidate not comply with the Council's requirements regarding conduct during the examination and/or be suspected of any improper activity then the applicant will be barred from taking the ME examination for twelve (12) months.

**Special Circumstances (Accommodation)**

An applicant may request accommodation to write the exam. Such requests must be in writing to the Administrator prior to writing the Master Electricians Exam and supported by appropriate evidence, such as a doctor’s letter outlining the need for accommodation. Requests are assessed on a case by case basis.

**Passing the Exam**

There are two parts to the exam. To pass the exam, an applicant must obtain a mark of at least:
- 60% on each part of the exam; and
- 75% overall average of the two parts of the exam.

If an applicant scores less than 60% on either part, he or she may re-write that part in order to obtain the Master Electrician certification.

Exam results will be provided in the following manner:
- applicants who passed the exam will be notified by letter that they have passed (the actual exam mark will not be provided); and
- applicants who did not pass the exam will be notified by letter of their overall mark on each Part of the exam.

*Exam results will not be provided over the phone under any circumstances.*
Re-writing the Examination

An applicant may register to rewrite the whole exam or only one Part of the exam. If an applicant scores higher than 60% on both parts, but less than the 75% average required, he or she has the option of re-writing the part with the lowest grade.

Note that the highest mark obtained by an applicant on each of the original and re-written exam(s) may be used for the purposes of determining the overall final mark on the exam. An applicant who fails the exam will have to thirty (30) days as determined by the Council before re-writing the exam.

Responsibilities

Working as a Master Electrician

Once a Master Electrician number is issued to an applicant he or she is legally responsible for all work done under that number and may be held liable for any deficiencies related to any electrical permit obtained using that number.

Renewal of Certification

A Master Electrician must renew his or her certification annually in order to remain active. This can be done on the Council Connect website using Credit Card and/or Visa-Debit. The Council does not accept payment information over the phone.

ID Card and Certificate

The Certification and Permit Regulation AR 193/2014 states the requirements for the Master Electrician ID card and Certificate of Competency. The Certificate must be prominently displayed at the holder’s place of business or employment. The ME must be able to produce the ID card immediately upon the request of the Administrator or a Safety Codes Officer. If the Administrator is satisfied that the original of an ID card or certificate has been lost, destroyed or mutilated or the name of the certificate holder has been legally changed, a new card or certificate may be issued at a cost of $25.00.

Code of Ethics

Effective January 1 2017 all Master Electricians are required to acknowledge and adhere to the Master Electrician Code of Ethics, attached as Appendix C.

If you have any questions or concerns regarding the Code of Ethics, please contact us.
Administrative Categories

In Alberta, Master Electricians are either listed as Active (with the ability to pull permits) or Inactive (without the ability to pull permits). For more information please see below

**Active**
Active means the Master Electrician has passed the ME Exam and has been issued an ME number and ID card. To remain active, the ME must pay the annual fee and complete any code update training required. The ME will remain Active until the expiry date listed on the renewal card, so long as he or she is not suspended. Active Master Electricians are eligible to pull permits within the province of Alberta. Active Master Electricians can be in one of three categories:
- Active
- Active; Restricted to 750 Volts
- Active; Restricted to 200 Amps

**Expired (Inactive)**
Expired means the Master Electrician has not paid the renewal fee and is not eligible to pull permits within the province. In order to return to Active status, an expired Master Electrician is required to submit a renewal payment of $150 and to complete any required code update course.

**Cancelled (Inactive)**
Cancelled means that a Master Electrician has not completed the required code update training for the current code cycle by the required date and certification has been cancelled. In order to return to Active status, a Master Electrician who has been cancelled will be required to complete the current code course (if applicable) and submit a renewal payment of $150.

**Suspended**
Suspended means that a Master Electrician has had his or her certification withdrawn for a period of time to be determined by the Administrator. Grounds for suspension are listed in Council policy 4.130; an extract from that policy is below.

**Voluntary Cancellation (Inactive)**
Previously refer to as abeyance, voluntary cancellation means that a Master Electrician has asked to be removed from Active status because of retirement or other voluntary circumstances. The Master Electrician in voluntary cancellation is not able to take out electrical permits. Master Electricians in voluntary cancellation will be notified of any changes to the Master Electrician program as they come up but will not receive renewal notices and will not be required to renew. In order to return to Active status, Master Electricians in this status will be required to complete any required update courses prescribed by the Administrator and submit a renewal payment of $150.
Disciplinary Action

[Extract from Council Policy 4.130]

1) A Master Electrician Certificate of Competency held by an individual shall be subject to suspension or cancellation as the result of disciplinary action.

2) The Administrator shall review the performance problems and determine the disciplinary action.

3) Grounds for disciplining a Master Electrician may include, but are not limited to:
   a) working outside their scope of practice;
   b) evidence of fraud, bad faith or conflict of interest;
   c) unacceptable performance;
   d) violation of the Safety Codes Act or its associated regulations and codes;
   e) submitting false credentials or claims regarding education, training or experience;
   f) failing to complete any recertification or code update training by a specified date;
   g) unethical behavior or practice;
   h) failing to pay required Safety Codes Council fees.

4) Disciplinary action may include, but is not limited to, any of the following:
   a) a meeting with the Administrator;
   b) being required to successfully complete an examination selected by the Administrator;
   c) a letter or notice of reprimand;
   d) issuance of short-term suspension (up to 30 days);
   e) issuance of long-term suspension (1-6 months); or
   f) cancellation of certificate of competency.

5) Disciplinary action being initiated shall be in writing to the affected parties, identifying the:
   a) disciplinary action that will be taken;
   b) reasons for the disciplinary action; and
   c) right of appeal should the affected parties wish to challenge the disciplinary action.

Reinstatement from Suspension

1) The Administrator may reinstate a suspended certificate of competency if:
   a) the holder of the suspended certificate of competency applies for reinstatement to the Council;
   b) the Administrator is satisfied that that the issue(s) resulting in the suspension or cancellation have been addressed; and
   c) the applicant completes an interview with the Administrator if required by the Administrator.
A. Preamble

Master Electricians are expected to conduct themselves in a way that aligns with this Code of Ethics (code). The code does not cover every scenario that Master Electricians may encounter, but all Master Electricians are expected to guide their action by the spirit and intent of this code.

It is recognized that Master Electricians may be subject to more than one code of ethics through professional associations or employment. This code is not intended to conflict with any other code of ethics, and SCO shall discuss any potential conflicts with the Administrator of Certification.

B. Alberta Master Electricians

Master Electricians shall:

1. conduct themselves in an ethical, professional, and responsible manner;
2. carry out their duties in accordance with the Safety Codes Act and other applicable legislation, regulations, bylaws, and policies;
3. promote and uphold the overriding value of safety in regard to themselves, public well-being, and property;
4. perform their duties with integrity, independence and objectivity;
5. conduct work only in areas in which they are qualified;
6. maintain competence and endeavor to extend their technical and business knowledge, skills and abilities through ongoing education and professional development;
7. model a positive regard for the profession and a commitment to the safety codes system in Alberta;
8. preserve confidentiality with respect to all information that comes to their knowledge from employment, unless the law requires or authorizes disclosure; and
9. avoid any real or reasonably perceived conflicts of interest.
Contact Us

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