



Safety Codes Council

BECOMING A MASTER ELECTRICIAN



March 2017

Revision history

September 2015	Original
September 2016	Addition of Administrative Categories, Addition of website address in <i>Introduction</i>
March 2017	Addition of out-of-province code update training Addition of Code of Ethics

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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 it allows the ME to obtain electrical permits. The Council administers the ME exam and certifies Master Electricians.

The Council website contains forms and other information related to becoming a Master Electrician. www.safetycodes.ab.ca/ME/Pages/default.aspx

Required Qualifications

To become a Master Electrician, the applicant must:

- be 18 years of age or older
- hold a current trade / journeyman 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,

- ✓ *Do you have a Canadian journeyman electrician certificate in good standing?*
- ✓ *Can you demonstrate that you have at least 3 years' experience?*

If yes, complete and submit the Resume Template found here:

<http://www.safetycodes.ab.ca/ME/Documents/ME%20Resume%20Template.pdf>

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

Out of Province Certifications

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

- has held a Canadian-issued journeyman 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 or
 - Ontario Master Electrician;
- successfully completes the Jurisprudence examination; and
- pays the applicable fee.

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: the first part tests the applicant's knowledge of electrical concepts, regulations, Code etc.; and the second part 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.

Applying to Write the ME Exam

The Application Form

Anyone who wishes to become a Master Electrician in Alberta must complete the application form found on our website, attach the required documentation and pay the required fee.

The Master Electrician application form is available online at: <http://www.safetycodes.ab.ca/ME/Pages/Forms.aspx> or by contacting our office:

Phone: 480.413.0099

Toll-free in Alberta: 1.888.413.0099

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 204/2007
- Certificate & Permit Regulation AR 295/2009
- The Apprenticeship Program Regulation AR 258/2000
- The Electrical Code Regulation, AR 209/2006
- The Electrician Trade Regulation, AR 274/2000
- 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:

<http://www.safetycodes.ab.ca/ME/Documents/EXAM%20KIT%20ORDER%20FORM.pdf>

Once the Master Electrician Examination Application Form 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

To write the Master Electrician exam, applicants must register in advance by completing the application form found on our website. The Master Electrician application form includes a section to add preferred date and location to write the exam. Applicants may write at any scheduled sitting. The Council will hold various sittings in each of the Calgary and Edmonton areas throughout the year (spring, summer and fall). View the exam schedule here:

<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 may indicate your preferred writing date on the application form and add the Council office as the preferred location.

Once the application has been processed, applicants will be contacted by mail or email to confirm the exam sitting date, location, and other logistical information.

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. Applications that are illegible, incomplete or not accompanied by the examination fee will cause a delay in processing the application and the applicant may not be able to write the exam as scheduled.

The examination fee is non-refundable; however the applicant may reschedule the exam for a later date. An administrative fee of \$25 may be applied at the discretion of the Council if an applicant reschedules an exam more than once.

Out of Province Applications

An applicant who has the appropriate background qualifications to become a Master Electrician in Alberta may apply to write the Master Electrician exam at a location outside Alberta. 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, colleges and universities have an exam writing centre and contacting them may provide a good option for you.

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

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

The Council may require an applicant who has passed the Jurisprudence Exam to take a code update course. If the new ME received his or 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 ME exam or Jurisprudence exam at a location outside Alberta, arranging a proctor and location, or other related questions, 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. In either case, 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
- Government issued 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 with someone 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 answers from another candidate, use answers from another candidate, or give 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 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, 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, 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 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.

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 wait for a period of time 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 website using PayPal, or by sending in a completed renewal form from our website along with payment in the correct amount. The Council does not accept credit card information over the phone.

ID Card and Certificate

The Certification and Permit Regulation AR 295/2009 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

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 complete any subsequent code update training required and pay the annual renewal fee. 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

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 complete any required code update course and submit a renewal payment of \$150 along with government issued photo ID.

Cancelled

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 along with government issued photo ID.

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.

Abeyance

Abeyance means that a Master Electrician has asked to be removed from Active status because of retirement or other circumstances. The Master Electrician in abeyance is not able to take out electrical permits. Master Electricians in abeyance 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 abeyance will be required to complete any required update courses prescribed by the Administrator, submit a renewal payment of \$150 and a copy of government issued photo ID.

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) The Administrator may utilize the Safety Codes Council Certification Subcommittee in determining appropriate disciplinary action. Members of the Subcommittee shall maintain complete confidentiality regarding any discussion or consultation with the Administrator about a disciplinary matter and shall not sit on an appeal panel considering that same matter.
- 4) 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.
- 5) 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.
- 6) 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 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.



Appendix 1 - Application Form

Application for Writing the Master Electrician Examination

Exams may be written at the Safety Codes Council office in Edmonton or at another pre scheduled location.

A minimum of one week's notice is required

Ms. Mrs. Mr. M F Date of Birth (yyyy/mm/dd) _____

Name: _____
(In full) Last Name First Name Middle Name

Mailing Address: _____
Address City/Town Province Postal Code

Business Address: _____
(If different) Address City/Town Province Postal Code

Work Phone: () _____ Home Phone: () _____

Fax: () _____ Cell Phone: () _____

Email address: _____

*The personal information requested on this form is being collected for the purpose of managing the Safety Codes Council client database to ensure contact information is accurate and complete. The personal information is being collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be managed in accordance with the privacy provisions under that Act. Some personal information may be disclosed to contracted service providers for SCC research purposes. No personally identifying information will be published. If you have questions concerning the collection of this information, please contact the Manager of Policy and Communications at the Safety Codes Council, 1000, 10665 Jasper Avenue NW, Edmonton, AB T5J 3S9, (780) 413-0099, Toll-Free 1-888-413-0099, for further information on the collection.

Examination Information

A COPY OF YOUR CANADIAN ISSUED JOURNEYMAN ELECTRICIAN CERTIFICATION AND A CURRENT RESUME DETAILING YOUR ELECTRICAL EXPERIENCE IN THE ELECTRICAL INDUSTRY MUST ACCOMPANY APPLICATION.

Applications that are not submitted with a Journeyman Certification and Resume will not be processed.

Date requested to write your examination _____

You must apply to write at a pre scheduled exam sitting or at the Council's office during business hours.

Location requested to write the examination _____

Do you want your application on a waiting list if the requested session is full? If yes, please indicate location: _____

Please indicate: Writing for the first time Re Writing both parts Re writing Part I Re Writing Part II

Payment Information: Examination fee \$200.00
Out of Province Certificate Evaluation \$75.00

Office Use Only: Receipt# _____

**Please note fees increased effective January 1st 2014. The Council Fee Policy 8.20 can be found under the Council section of the Safety Codes Council Website.*

Payment Method:

MASTERCARD VISA CHEQUE payable to Safety Codes Council DEBIT in person only CASH

Card Number: _____ Expiry Date: _____

Cardholder Name: _____ Cardholder _____

Signature: _____

**** Please ensure the credit card number is correct or there will be a delay in processing time****

DECLARATION

I hereby certify that all the necessary documentation is complete and accurate. I acknowledge that any misrepresentation or false claim made as part of this application may result in rejection of this application or cancellation or suspension of any certificate granted. I further acknowledge that I have read the Master Electrician Code of Ethics and agree to abide by it.

Signature: _____ Date: _____

Office use only. (Revised 03/2017) Application Approved By: _____ Date Approved _____
Administrator Signature: _____ Date Approved _____



Appendix 2 – Resume Template

1000, 10665 Jasper Avenue, Edmonton AB T5J 3S9
 Tel: (403) 413-0099 Fax: (403) 424-5134
 Toll Free: 1-888-413-0099
www.safetycodes.ab.ca

MASTER ELECTRICIAN RESUME TEMPLATE			<i>If you don't have a professional resume, please complete and enclose this with your Application.</i>
<small>PURSUANT TO SECTION 4, CERTIFICATION AND PERMIT REGULATION AR 295/2009</small>			
Section 1 – Contact Information			
Last Name	First Name	Initial	
Mailing Address:			
Telephone:			
Email address			
SECTION 2 – JOURNEYMAN CERTIFICATE			
Journeyman Certificate is attached.		<input type="checkbox"/> Yes	<i>Enclose a copy of your certificate with your application.</i>
SECTION 3 – CURRENT EMPLOYMENT			
Current Job Title:			
Employer:			
Employer's Address:			
Employed from _____ to _____			<i>Start and end date of employment</i>
List the tasks you perform most frequently.			

SECTION 4 - EXPERIENCE - PAST EMPLOYMENT
(Start with most recent)

*List hands on
journeyman experience
adding up to at least 3
years out of the last 5
years.*

1. Job Title:			
Name of Employer			
Employer's Address			
Employed from _____ to _____			<i>Start and end date of employment</i>
Work Supervisor:	<i>Name</i>	<i>Phone Number</i>	
List the tasks you performed most.			

2. Job Title:			
Name of Employer			
Employer's Address			
Employed from _____ to _____			<i>Start and end date of employment</i>
Work Supervisor:	<i>Name</i>	<i>Phone Number</i>	
List the tasks you performed most.			

3. Job Title:			
Name of Employer			
Employer's Address			
Employed from _____ to _____			<i>Start and end date of employment</i>
Work Supervisor:	<i>Name</i>	<i>Phone Number</i>	
List the tasks you performed most.			

4. Job Title:			
Name of Employer			
Employer's Address			
Employed from _____ to _____			<i>Start and end date of employment</i>
Work Supervisor:	<i>Name</i>	<i>Phone Number</i>	
List the tasks you performed most.			

5. Job Title:			
Name of Employer			
Employer's Address			
Employed from _____ to _____			<i>Start and end date of employment</i>
Work Supervisor:	<i>Name</i>	<i>Phone Number</i>	
List the tasks you performed most.			

6. Job Title:			
Name of Employer			
Employer's Address			
Employed from _____ to _____			<i>Start and end date of employment</i>
Work Supervisor:	<i>Name</i>	<i>Phone Number</i>	
List the tasks you performed most.			

ADD ADDITIONAL PAGES IF NECESSARY.

I acknowledge that any misrepresentation or false claim made as part of this application may result in rejection of this application or cancellation or suspension of any certificate granted.	
Signature: _____	_____ Date

Appendix 3 – Code of Ethics



MASTER ELECTRICIAN CODE OF ETHICS

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 SCOs 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.

C. Acknowledgement

I acknowledge that I have read the Master Electrician Code of Ethics and agree to abide by it.

Signature: _____ Date: _____

Name: _____

(Please print)

The personal information requested on this form is being collected for the purpose of managing the Safety Codes Council client database to ensure contact information is accurate and complete. The personal information is being collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act and will be managed in accordance with the privacy provisions under that Act. Some personal information may be disclosed to contracted service providers for SCC research purposes. No personally identifying information will be published. If you have questions concerning the collection of this information, please contact the Manager of Policy and Legislation at the Safety Codes Council, Toll-Free 1-888-413-0099 or at Suite 1000, 10665 Jasper Avenue, Edmonton, AB T5J 3S9.

Contact Us

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