



## **1. Introduction**

The Master Electrician certificate of competency is established in the *Certification and Permit Regulation* (Regulation). The Master Electrician Program (Program) is established to ensure the competency and accountability of these individuals.

## **2. Purpose**

The intent of this policy is to set the parameters for the operation of the Program, and to inform prospective and current Master Electricians of the requirements for obtaining and maintaining certification.

## **3. Policy**

- 3.1. The Administrator of Certification (Administrator) will assess the qualifications of applicants to the program and will issue certificates of competency to applicants who meet the requirements set out in the Act, the Regulation and this policy.
- 3.2. All Master Electricians will sign and will be held accountable to the Master Electrician Code of Ethics, which is attached as Appendix A.
- 3.3. The Administrator will take disciplinary action, as required and as they deem necessary, where a Master Electrician has contravened this policy or the Code of Ethics.
- 3.4. Inactive Master Electricians will not be allowed to return to active status until training, including code update training, prescribed by the Administrator, has been successfully completed and evidence provided to the Council.

## **4. Procedures**

### **4.1. Application Process**

- a. An applicant must submit the following to the Council to determine whether they are eligible to write the exam:
  - i a completed application form and the applicable fee;
  - ii a copy of their journeyman electrician certificate recognized in Alberta; and
  - iii a summary of their work experience in the electrical industry.



- b. The Administrator will review the application and supporting documentation to determine whether an applicant meets the requirements of the regulation and is eligible to write the exam.
- c. Program applicants are eligible to write the exam up to six (6) months before they will satisfy the experience required by the regulation. If the applicant passes the exam, they will receive a Master Electrician certificate of competency after satisfying all other requirements of the regulation.

#### **4.2. Exam Administration**

- a. The Council will hold three (3) exam sittings annually in both of the Calgary and Edmonton areas in the fall and spring.
- b. Organizations may apply to the Council to host an exam sitting.
  - i. Costs associated with hosting such exams are the responsibility of the hosting organization.
  - ii. The Council, dependent upon resource availability, will endeavor to provide the examinations and an examination auditor.
- c. To pass the exam, an applicant must obtain a mark of at least:
  - i. 60% on each part of the exam; and
  - ii. 75% overall average on the exam.

#### **4.3. Exam Results**

- a. Exam results will be released in the following manner:
  - i. An applicant who has passed the exam will be notified that they have passed but will not be provided with their exam marks.
  - ii. An applicant who did not pass the exam will be notified of the mark on each part of the exam and the overall average mark.

#### **4.4. Re-Mark of an Exam**

- a. Only applicants who achieve a mark of at least 70% overall on the exam are eligible to have an exam re-marked.
- b. An applicant may request a re-mark of the exam within ninety (90) days of receiving written notification of the exam mark. The applicant shall make this request by submitting the required form and paying the applicable fee.



- c. An applicant shall only be allowed one (1) re-mark per exam.

#### **4.5. Exam Re-Writes**

- a. An applicant who fails the exam shall not be eligible to re-write the exam for a period of thirty (30) days from the date of the failed exam.
- b. If within that thirty (30) day period a new electrical code takes effect and a new exam replaces the exam the applicant failed, the applicant may re-write the exam based on the code used for the failed exam.
- c. An applicant will have up to ninety (90) days from the date of the first writing of the exam to re-write and pass the exam.
- d. An applicant will only be allowed two (2) exam re-writes on the previous code.
- e. An applicant may register to re-write the whole exam, or, only one part of the exam.
- f. The highest mark obtained by an applicant on each part of the original and re-written exam(s) may be used for the purposes of determining the overall final mark on the exam.

#### **4.6. Out-of-Province Examinations**

- a. An applicant may apply to write the exam outside Alberta.
- b. In such cases, the applicant must arrange for the exam to be proctored by an individual and at a location acceptable to the Administrator.
- c. The applicant is responsible for all costs associated with having the exam proctored and written outside of Alberta.

#### **4.7. Out-of-Province Equivalencies**

- a. The Administrator may issue a Master Electrician certificate of competency to an applicant who holds a substantively equivalent certificate of competency that is issued by a regulatory authority in another Canadian jurisdiction.
- b. An applicant applying for a Master Electrician certificate of competency based on an equivalency must meet the requirements of the regulation and submit the following:
  - i a completed application form and the applicable fee; and
  - ii a copy of the certificate of competency issued by the regulatory authority



in another Canadian jurisdiction and evidence that the certificate is in good standing.

#### **4.8. Code Update Training**

- a. The Administrator may require that Master Electricians obtain recognized code update training by an established deadline.
- b. The Administrator shall determine which code update courses are recognized for the purposes of allowing Master Electricians to satisfy the requirements of this policy.
- c. Master Electricians who do not successfully complete the required code update training prior to the specified deadline will not be allowed to renew their Master Electrician certificate of competency
- d. The Council shall ensure that recognized code update training is available to a Master Electrician who has had their certificate of competency suspended for failure to successfully complete code update training by the specified deadline.

#### **4.9. Disciplinary Action**

- a. The Administrator will review reported issues regarding the conduct of a Master Electrician and will determine the appropriate disciplinary action to be applied.
- b. Grounds for taking disciplinary action against a Master Electrician may include but are not limited to:
  - i failing to meet or adhere to requirements in legislation or Council policy;
  - ii criminal activity;
  - iii bad faith in the role of Master Electrician;
  - iv poor performance or practices;
  - v unethical or unprofessional behavior or practice;
  - vi bringing disrepute to the safety codes system;
  - vii failing to cooperate with a Council investigation or comply with a request for information from the Administrator;
  - viii submitting false credentials or claims regarding education or work experience;



- ix using an expired, cancelled or inactive Master Electrician number to obtain electrical permits;
  - x exceeding limits set on a certificate of competency; or
  - xi failing to complete certification requirements by the specified deadline.
- c. Disciplinary action may include but is not limited to:
- i a meeting with the Administrator;
  - ii a letter of reprimand;
  - iii successful completion of training identified by the Administrator;
  - iv issuance of short-term suspension (up to 30 days);
  - v issuance of long-term suspension (2-6 months); or
  - vi cancellation of certificate of competency.
- d. A Master Electrician whose certificate of competency is subject to disciplinary action shall be notified in writing. The written notice shall identify the:
- i ground(s) for the disciplinary action;
  - ii disciplinary action that will be taken; and
  - iii right of appeal, if the disciplinary action results in a suspension or cancellation of their certificate of competency, should the affected parties wish to challenge the disciplinary action.
- e. The Administrator may reinstate a suspended or cancelled certificate of competency if:
- i the holder of the suspended or cancelled certificate of competency applies for reinstatement; and
  - ii the issue(s) that resulted in the suspension or cancellation have been addressed to the satisfaction of the Administrator.

## **5. Authority**

This policy is established by the Board of Directors (Board) of the Safety Codes Council (Council) under the authority of Section 19 of the Act and Article 8 of the Council's Bylaws.



**6. Scope**

This policy applies to Master Electricians, prospective Master Electricians, the Board, members of Council and Council staff.

**7. Version History**

Date	Notes
September 16, 2016	Changes and enhancements to: clarify requirements to be certified; add additional information related to the administration of exams; further define and enhance the criteria around triggering disciplinary action; and to implement a Code of Ethics.
October 26, 2012	Policy established



**Appendix A**



**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.