Master Electrician Examination Procedure

1. **Introduction**

   Master electricians examine and interpret the Canadian Electrical Code and ensure that electrical installations are safe. The Safety Codes Council (Council) reviews applications for the certification of individuals as master electricians and administers master electrician examinations.

   The program requirements of the master electrician program and the procedure for granting master electrician certification are described in the Certification and Permit Regulation (Regulation).

2. **Purpose**

   The purpose of this procedure is to describe the actions required to write the master electrician examination.

3. **Definitions**

   n/a

4. **Procedure**

   4.1. A prospective master electrician may apply to the Administrator of Certification (Administrator) to write the master electrician examination if they meet the education and work experience requirements of the Regulation and pay the applicable fee.

   4.2. The Administrator may permit the applicant to write the examination up to six months prior to satisfying the work history experience requirement in the Regulation but a certificate of competency will not be issued until the work requirement is met.

   Master Electrician Exam Administration

   4.3. The Council will arrange for exam sittings to be held in both the Calgary and Edmonton areas in the fall and spring. Alberta post–secondary institutions will host additional master electrician sittings.

   4.4. If an applicant needs to write the master electrician exam outside Alberta, they must arrange for the exam to be proctored by an individual and at a location acceptable to the Administrator. The applicant is responsible for all costs associated with having the exam proctored and written outside of Alberta.

4.5. The Council will ensure that all examinations it administers are appropriately supervised and proctored.

4.6. The Administrator will notify individuals of the results of their examination. Exam marks will not be disclosed to a third party without the consent of the individual.

4.7. To pass the exam, the applicant must obtain a mark of at least 75% on the exam.

Exam Re-Marking and Re-Writing

4.8. When an applicant has received an overall mark of at least 70% on the exam, they may request the exam to be reviewed within 60 days of receiving written notification of the exam mark.

4.9. The request to review the exam must be made in writing by submitting the applicable application form and fee. Only one re-mark per exam is permitted.

4.10. An applicant who has not successfully passed the exam may request to re-write an exam and must re-write and pass the exam within 90 days from the date of first writing the exam.

4.10.1. An applicant cannot re-write the exam unless 30 days have elapsed from the time of writing the failed exam.

4.10.2. If within that 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.

4.11. An applicant may register to re-write the whole exam or only one part of the exam.

4.12. 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.

4.13. An applicant will only be allowed two exam re-writes on the previous code.

5. Authority

This procedure is established under the authority of Corporate Governance Policy 1.4 which delegates authority to the President and Chief Executive Officer (CEO) to establish policies and procedures for the management and operation of the Council regarding appeals, corporate operations, and operating programs and Policy 1.7 which delegates responsibility for program and services planning and activities to the President and CEO.

6. Scope

This policy applies to all Council employees and current and prospective master electricians.

7. Related Policies and Procedures

- 2.1.3 Master Electrician Certification Policy

8. Version History

Date	Notes
January / 1 / 2020	New procedure