

# Apply for Master Electrician Certification

This tutorial walks you through the steps to apply for the standard master electrician (ME) certification.

**Note:** Once your ME application has undergone a pre-qualification review you will be notified by Council whether or not you are eligible to write the ME exam. You will not be able to register for the ME exam until the pre-qualification step has been completed.

## **Begin Application**



- 1. From the My Applications section on the lower part of the My Dashboard page:
  - a. Click the Apply Now button to apply for a new certification



# **Disciplines and Levels**

Council Connect Welcome, Ben Turner	( <b>&lt;</b> Sign Out ) 🛒 Cart 🗮 My Account
My Account Courses/ Exams Learning Path Online Store Credential Search Help	
Disciplines	
Master Electrician	Master Electrician
The Alberta Master Electrician's Program is the only required certification to be eligible to take out electrical permits in the Province of Alberta. A Master Electrician is a person who of competency issued pursuant to the Safety Codes Act.	o holds a Master Electrician Certificate
Amusement Rides	Amusement Rides
Inspection of Amusement Rides and Devices	
Building	Building
Building certification for Residential, Part 9, Part 3, HVAC Residential, HVAC All, Medical Gas and Hydronic Heating	
Electrical	Electrical
Electrical installations and utilities.	
Elevators	Elevators
Elevators, stair lifts for persons with physical disabilities, power-type manlifts, dumbwaiters, personnel hoists, and moving walkways.	
Fire	Fire
Fire inspector and investigator	
Gas	Gas

#### 2. From the **Disciplines** page:

a. Click on the Master Electrician button to make your selection

Note: All Disciplines (except those that you have previously applied for or are certified in) display here.



12	Safety
5	Codes
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My Account Courses/ Exams Learning Path Online Store Credential Search Help         Credentials         Master Electrician (Standard)         You must have the following as an entry qualification for taking the Master Electrician exam:         • A journeyman electrician certificate recognized by Apprenticeship and Industry Training and have worked as a journeyman electrician for at least three of the past five years.         Master Electrician (Out-of-Province)       Learn More         An Alberta Master Electrician certificate of competency may be granted to an applicant who:       Earn More         • Class B will be limited to 750 Volts or less.       • Class B will be limited to 750 Volts or less.         • Ontario Master Electrician Certification       The Administrator may recognize other equivalent credentials based on submission of satisfactory evidence and other documentation.	Council Connect Welcome, Ben Turner (< Sig	gn Out) 🛒 Cart 🔚 My Account
Credentials       Learn More         You must have the following as an entry qualification for taking the Master Electrician exam: <ul> <li>A journeyman electrician certificate recognized by Apprenticeship and Industry Training and have worked as a journeyman electrician for at least three of the past five years.</li> </ul> Master Electrician (Out-of-Province)       Learn More         An Alberta Master Electrician certificate of competency may be granted to an applicant who: <ul> <li>British Columbia Electricial Field safety Representative Class A.</li> <li>Class B will be limited to 750 Volts or less.</li> <li>Ontario Master Electrician Certification</li> </ul> The Administrator may recognize other equivalent credentials based on submission of satisfactory evidence and other documentation.	My Account Courses/ Exams Learning Path Online Store Credential Search Help	
Master Electrician (Standard)       Learn More         You must have the following as an entry qualification for taking the Master Electrician exam:       .         . A journeyman electrician certificate recognized by Apprenticeship and Industry Training and have worked as a journeyman electrician for at least three of the past five years.       Learn More         Master Electrician (Out-of-Province)       Learn More         An Alberta Master Electrician certificate of competency may be granted to an applicant who:       .         . British Columbia Electrician Field safety Representative Class A.       .         . Class B will be limited to 750 Volts or less.       .         . Ontario Master Electrician Certification       The Administrator may recognize other equivalent credentials based on submission of satisfactory evidence and other documentation.	Credentials	
You must have the following as an entry qualification for taking the Master Electrician exam:     A journeyman electrician certificate recognized by Apprenticeship and Industry Training and have worked as a journeyman electrician for at least three of the past five years.  Master Electrician (Out-of-Province)  An Alberta Master Electrician certificate of competency may be granted to an applicant who:     British Columbia Electrical Field safety Representative Class A.     Class B will be limited to 750 Volts or less.     Ontario Master Electrician Certification  The Administrator may recognize other equivalent credentials based on submission of satisfactory evidence and other documentation.	Master Electrician (Standard)	Learn More
A journeyman electrician certificate recognized by Apprenticeship and Industry Training and have worked as a journeyman electrician for at least three of the past five years.      Master Electrician (Out-of-Province)      Learn More      An Alberta Master Electrician certificate of competency may be granted to an applicant who:      British Columbia Electrician Field safety Representative Class A.     Class B will be limited to 750 Volts or less.     Ontario Master Electrician Certification      The Administrator may recognize other equivalent credentials based on submission of satisfactory evidence and other documentation.	You must have the following as an entry qualification for taking the Master Electrician exam:	
Master Electrician (Out-of-Province)       Learn More         An Alberta Master Electrician certificate of competency may be granted to an applicant who: <ul> <li>British Columbia Electrical Field safety Representative Class A.</li> <li>Class B will be limited to 750 Volts or less.</li> <li>Ontario Master Electrician Certification</li> <li>The Administrator may recognize other equivalent credentials based on submission of satisfactory evidence and other documentation.</li> </ul>	• A journeyman electrician certificate recognized by Apprenticeship and Industry Training and have worked as a journeyman electrician for at least three of the past five years.	
An Alberta Master Electrician certificate of competency may be granted to an applicant who:  British Columbia Electrical Field safety Representative Class A.  Class B will be limited to 750 Volts or less.  Ontario Master Electrician Certification  The Administrator may recognize other equivalent credentials based on submission of satisfactory evidence and other documentation.	Master Electrician (Out-of-Province)	Learn More
British Columbia Electrical Field safety Representative Class A.     Class B will be limited to 750 Volts or less.     Ontario Master Electrician Certification The Administrator may recognize other equivalent credentials based on submission of satisfactory evidence and other documentation.	An Alberta Master Electrician certificate of competency may be granted to an applicant who:	
Class B will be limited to 750 Volts or less.     Ontario Master Electrician Certification The Administrator may recognize other equivalent credentials based on submission of satisfactory evidence and other documentation.	British Columbia Electrical Field safety Representative Class A.	
Ontario Master Electrician Certification The Administrator may recognize other equivalent credentials based on submission of satisfactory evidence and other documentation.	Class B will be limited to 750 Volts or less.	
The Administrator may recognize other equivalent credentials based on submission of satisfactory evidence and other documentation.	Ontario Master Electrician Certification	
	The Administrator may recognize other equivalent credentials based on submission of satisfactory evidence and other documentation.	

From the Credentials page, to the right of the Master Electrician (Standard) discipline level:
 a. Click the Learn More button to apply

Council <b>Co</b>	nnect	Welcome, Ben Turner (≮ Sign Out) 🛒 Cart 🗮 My Account
	My Account Courses/ Exams Learning Path Online Store Credential Search Help	
	Applications	
	Master Electrician Standard	Apply Now
	You must have the following as an entry qualification for taking the Master Electrician exam:	
	A journeyman electrician certificate recognized by Apprenticeship and Industry Training and have worked as a journeyman electrician for at least three of the past five years.	

- 4. From the Applications screen
  - a. Click the **Apply Now** button



Council <b>Connect</b>	Welcome, Ben Turner ( <b>&lt; Sign Out</b> ) 🛒 Cart 🧮 My Acco
My Account Courses/ Exams Learning Path Online Store Credential Search Help	
Application Type: Master Electrician Standard Status: Pending Info Start Date: 10/18/2018 Submit Date:	
Deshboard 📅 Journeyman 🖍 Experience 🖍 Application Fee 🖍 ME Standard Exam	
Locked 🖍 Unlocked 🖒 Completed Q Under Review \varTheta Further Action 🖌 Met	
Requirement	Status
Journeyman Electrician Certificate	Pending Document Upload
Experience     Worked a minimum of 3 years in the electrical industry under a Journeyman Certificate.	Pending Experience
Application Fee The Application fee is \$50. Upon approval of this application, the Examination fee will be an additional \$150.	Pending Payment
ME Standard Exam	
Please submit the application and wait for notification from the Council before registering for the Master Electrician Exam.	Pending PreQual
The Exam fee is \$150.	

- 5. Your application has now been created and your **Applications Dashboard** displays with:
  - a. The requirement tabs across the top of the **Dashboard**, where you access and complete information for each requirement.
  - b. The requirements list (below the dashboard) displays:
    - i. A summary of each requirement
    - ii. The current status of the requirement
    - iii. The pencil icon which you can use to edit the requirements
  - c. The Status icons for each requirement:
    - i. Locked: lock icon cannot be completed until a later stage in the application. Example: the **Application Fee** is locked until all the requirements are completed
    - ii. Unlocked: pencil icon additional information is required
    - iii. Completed: thumbs up icon all required information has been completed for the requirement
    - iv. **Under Review:** magnifying glass icon requirements have been submitted and are under review by Council
    - v. Further Action: stop sign icon Council requires additional information
    - vi. Met: checkmark icon requirements have been approved by Council

Note: There are three requirements you need to complete in order to qualify for the ME Certification.

- i. Journeyman Electrician Certificate upload a copy of your Journeyman Electrician Certificate
- ii. Experience enter in the details of your work experience be as exact as possible
- iii. ME Standard Exam write the examNote: the exam will have to be taken online.



### Requirements

#### **Requirements for Master Electrician: Standard**

4(1) The Administrator may issue or renew a Master Electrician certificate to a person who

- (a) holds a trade certificate as an electrician under the Apprenticeship and Industry Training Act,
- (b) has, in the 5 years preceding the application,
  - (i) worked a minimum of 3 years in the electrical industry under a trade certificate referred to

in clause (a), or

(ii) been actively engaged in electrical contracting for a minimum of 3 years under a restricted master electrician certificate,

## Journeyman Certification

Council <b>Connect</b>	Welcome, Ben Turner ( <b>≮ Sign Out</b> ) <b>ヺ Cart ≣ My</b> ,
My Account Courses/ Exams Learning Pa	re Credential Search Help
Application Type: Master Electrician Standau Status: Pending Info Start Date: 10/18/2018 Submit Date:	
Dashboard n Journeyman Electrician Certificate	Application Fee 🖌 ME Standard Exam
Locked 🖍 Unlocked 🖒 Completed Q Under Revi Requirement	on ✔Met Status
Journeyman Electrician Certificate	Pending Document Upload
Worked a minimum of 3 years in the elect	er a Journeyman Certificate. Pending Experience
Application Fee The Application fee is \$50. Upon approva	In, the Examination fee will be an additional \$150.
ME Standard Exam	
Please submit the application and wait	from the Council before registering for the Master Electrician Exam. Pending PreQual
The Exam fee is \$150.	

- 6. From the **Dashboard**:
  - a. Select the Journeyman Electrician Certificate tab

. . . . . . .



My Account Courses/ Exams Learning Path Online Store Credential Search Help     Application Type:   Master Electrician Standard   Status:   Pending Info   Statu :   Dashboard   Image: Completed Quinder Review   Image: Complete Completed Quinder Review   Image: Complete Completed Quinder Review   Image: Complete Complete Complete Completed Quinder Review   Image: Complete C	puncil <b>Connect</b>		Welcome, Ben Turner ( <b>&lt; Sign Out</b> ) 🛒 Cart 🧮 My Acco
Application Type: Master Electrician Standard   Statu: Pending Info   Start Date: 10/18/2018   Submit Date: Image: Certificate in the Certif	My Account Courses/ Exams Learning Path	Online Store Credential Search Help	
Dashbaard     Dashbaard        Dashbaard        Dashbaard        Dashbaard        Dashbaard        Dashbaard        Dashbaard           Dashbaard              Mestandard Exam  Mestandard Exam       Document Upload    Mestandard Exam            Documents   Document <b>Uploaded</b>	Application Type: Master Electrician Standard Status: Pending Info Start Date: 10/18/2018 Submit Date:		
Locked   Unlocked    Output  Output	Dashboard 🟫 Journeyman Electrican Certificate	Experience 🖍 Application Fee 🖍 ME Standard Exam 🖨	
Status: Pending Document Upload       +Add Document         * Documents       Uploaded	Locked Vullocked & Completed Q Under Review	● Further Action ✓ Met	
♥ Documents           Document         Uploaded	Status: Pending Document Upload		+Add Document
	♥ Documents Document	Uploaded	

- 7. From the **ME Journeyman Electrician Certification** page:
  - a. Click the Add Document button



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ouncil <b>Connect</b>	Welcome, Ben Turner ( <b>&lt; Sign Out</b> ) 🛒 Cart 🧮 My Account
My Account Courses/ Exams Learning Path Online Store	Add - Customer Document X
Application Type:         Master Electrician Standard           Status:         Pending Info           Start Date:         10/18/2018           Submit Date:	Add Document
	Browse
Dashboard 👚 Journeyman Electrician Certificate	Required Exam
🔒 Locked 🖍 Unlocked 🌿 Completed 🔍 Under Review 🧕 Further Action	Save Cancel
Journeyman Electrician Certificate	
Status: Pending Document Upload	+Add Document
♥ Documents	
Document	

- 8. From the Add Document Upload page:
  - a. Click the Browse button and search for and select your document
  - b. Click on your document
  - c. Click Open
  - d. Click Save
  - e. Click the **Upload** button

Note: Refer to the tutorial in HELP for detailed instructions on how to upload a document.



Council <b>Connect</b>	Welcome, Ben Turner ( <b>&lt; Sign Out</b> ) 🛒 Cart 🗮 My Account
My Account Courses/ Exams Learning Path Online Store Credential Search Help	
Application Type:       Master Electrician Standard         Status:       Pending Info         Start Date:       10/18/2018	
Dashboard 🏫 Journeyman Electrician Certificate	•
ੇ Locked ✓ Unlocked tô Completed Q Under Review 9 Further Action ✔ Met	
Journeyman Electrician Certificate	
Status: Document Uploaded	+Add Document
▼ Documents	
Document Uploaded	
228011-MEJrn-3 Oct 18 2018 1:53PM	

9. The document now displays as uploaded in the documents section.

Your Journeyman tab now has a thumbs up icon indicating that the requirement is now complete.



# Experience

Council <b>Connect</b>	Welcome, Ben Turner ( <b>≮ Sign Out</b> ) 🛒 Cart i≣ My Account
My Account Courses/ Exams Learning Path Online Store Credential Search Help	
Application Type:       Master Electrician Standard         Status:       Pending Info         Start Date:       10/18/2018         Submit Date:       10/18/2018	
Dashboard 🖈 Journeyman Electrician Certificate K Experience Application Fee K KE Sta Exam	ndard 🔒
🛍 Locked 🖍 Unlocked 🖄 Completed 🔍 Under Review 🥹 Further Action 🖌 Met	
ME 3 Years Experience Trade Certificate Worked a minimum of 3 years in the electrical industry under a Journeyman Certificate.	
Status: Pending Experience	Add Experience
♥ Summary	
Minimum Years Required Years Reported	Remaining Balance
2.50 0.00	2.50

- 10. From the Dashboard:
  - a. Click on the Experience tab
  - b. Click the Add Experience button



Council <b>Connect</b>	Add - Experience Detail		×	Welcome, Ben Turner ( <b>&lt; Sign Out</b> ) 🛒 Cart 🧮 My Account
My Account Courses/ Exams	Emplover Name:	Hours Per Week:		
Application Type: Master Ele Status: Pending In				
Start Date: 10/18/2018 Submit Date:	Required	Required Job Title:		
Journe	Current Employer?	Poquired		
Dashboard T Electric Certific	Street Address:	Employed From:		•
🚔 Locked 🖍 Unlocked 🖒 Complete	Required	Required	i	
ME 3 Years Experience Trade C Worked a minimum of 3 years in t	City:	Employed To:		
Status: Pending Experience	Required	Required		Add Experience

- 11. From the Add Experience Detail screen enter the required fields:
  - a. Employer Name: full name of company
  - b. Current Employer?: click if you are currently employed by this employer
  - c. Street Address: enter address using one of the formats below
    - i. 500 10405 Jasper Ave NW
    - ii. PO Box 2 STN A
    - iii. RR 6 STN MAIN
  - d. City: city, town or village
  - e. Hours per week: number of hours worked per week
  - f. Job Title: your job title

Note: If Current Employer is checked, the Employed from will disappear.

- g. **Employed from**: start date for this employer (only actual time spent performing those direct skills are allowable)
- h. Employed to: date you left that job or quit performing directly relevant skills



	State/Province:			
✓ Summary		Job Description:		
Minimum Volum Domained	Required	Previde a detailed list of the tasks you	Banada in Balance	
Minimum Years Required	Country:	commonly performed in this role. Be specific.	Remaining Balance	
2.50		opcono.	2.50	
	Required			
✓ Details	Supervisor Email:			
Employer			Veero	Statua
Employer	Supervisor Name:		rears	Status
		Required		
	Required			
	Supervisor Phone:			
	Supervisor Title:			
		Save Cancel		

- i. State/Province: province or territory
- j. Country: select country that is associated with the address
- k. Supervisor Email: company email address
- I. Supervisor Name: full name of your supervisor while employed under the job title you listed
- m. Supervisors Phone: best number for contact
- n. Supervisors Title: supervisors job title
- o. Job Description: explanation of your job duties (be specific and provide as much detail as possible)
- p. Click the **Save** button

Click the **Add Experience** button to continue adding additional experience from additional employers if necessary.



Connect										W	elcome, Ben Ja	x Turner ( <b>&lt; S</b>	ign Out) 🖫
Му Ассои	int Course	es/ Exams Learn	ing Path	Online Store	Creder	ntial Search H	elp						
Applica Sul	tion Type: Status: Start Date: bmit Date:	Master Electrician S Pending Info 11/01/2019	Standard									N	ext
Dashboard	d 🕈	Journeyman Electrician Certificate	ıĊ	Experience	ራ	Application Fee	1	ME Standa	d Exam 🔒				
ME 3 Yea Worked a	rs Experient	ce Trade Certification	der Review e ical industry	• Further Action	Met	ertificate.							
Status: P	ending Subm	iission										Add Experien	ice
✓ Sumi	mary												
Minimum	n Years Requ	iired				Years Reported				Remaining Balance			
2.50						8.80				0.00			

Your **Experience** tab now has a **thumbs up** icon indicating that the requirement is complete. **Note**: You are allowed to apply to write the exam if you have 2 ½ years of experience, but if you successfully complete the exam, your certification will be held until you meet the required three years of experience.

The **Next** button now appears since you have completed the application requirements.

- 12. From the **Application Dashboard** page:
  - a. Click the **Next** button submit to your application



# **Refund Policy**

Council <b>Connect</b>	Welcome, Ben Turner ( <b>≮</b> Sign Out ) 🛒 Cart 🗮 My Account
My Account Courses/ Exams Learning Path Online Store Credential Search Help	
Submit Application	
SCC Submit Application   Refund Policy Please review the Safety Codes Council's Refund Policy. I agree to the Terms and Conditions.	Cancel

- 13. From the **Refund Policy** page:
  - a. Click the I agree to the Terms and Conditions box to accept the Terms and Conditions for refunds
  - b. Click the **Next** button

## FOIP

Council <b>Connect</b> Welcome, Ben Turner ( <b>4</b>	Sign Out) 🛒 Cart 📕	My Account
My Account Courses/ Exams Learning Path Online Store Credential Search Help		
Submit Application		
SCC Submit Application   FOIP Statement		
FOIP Disclosure		
The collection of personal information on this system is authorized under section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. This personal information support the administration and delivery of certification, accreditation, and training programs, and for program evaluation and planning purposes. Please direct questions concerning i information to the Manager, Policy and Legislation at the Safety Codes Council, Suite 500, 10405 Jasper Ave. NW, Edmonton, Alberta, T5J 3N4, Telephone: 780.413.0099 or Toll fr	ı will be used to the collection of this ee 1.888.413.0099.	
	Next	Cancel

#### 14. From the FOIP Disclosure page:

- a. Review the FOIP Statement
- b. Click the **Next** button

Last update: 16-May-24



## **Code of Ethics**

Council <b>Conne</b>	ct	Welcome, Ben Turner ( <b>≮</b> Sign Out ) 🛒 Cart 🗮 My Account
My Account Courses/ E	ams Learning Path Online Store Credential Search Help	
Submit Applica	tion	
SCC Submit Ap Ethics Statement:	Dication   Ethics Agreement I further acknowledge that I have read the Master Electrician Code of Ethics and agree to abide by it. Master Electrician Code of Ethics	
Anything to Disclose:	Please selec  Required	
Agreement Statement:	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 certificate granted.	r suspension of any
Do You Agree:	Please selec	
		Next Cancel

#### 15. From the Ethics Agreement page:

#### a. Anything to disclose:

- i. Select **Yes** and enter your disclosure in the **Ethics Summary** text box Or
- ii. Select No
- b. Do you agree:
  - i. Select Yes
    - Or
  - ii. Select No
- c. Click the Next button



#### Payment

Council <b>Connect</b>	Welcome, Ben Turner ( <b>&lt;</b> Sign Out ) 🛒 Cart 🗮 My Account
My Account Courses/ Exams Learning Path Online Store Credential Search Help	
Submit Application	
Add to Cart	
Price: 50.00	
Quantity:  1.00 Required	
	Add To Cart

16. From the Add to Cart page

- a. Review the shopping cart details to ensure they are correct
- b. Click the Add To Cart button



Payment Informati	ion
Payment amount:	50.00
Payment method:	Visa
	Required
Cardholder's name:	Required
Credit card number:	
	Required
Expiration date:	Please select
CVV:	Required
Invoice total:	50.00
	I warrant the truthfulness of the information provided in this application.
	'''
First Manual	r understand dat by entering my mot and not name constitutes a regal signature committing that racknowledge and agree to the above remis or receptance.
First Name.	Ben
	Required
Last Name:	Turner
	Reminer
Date:	
	Required
	Make Payment

- c. Complete the payment information
- d. Click the Make Payment button
- e. Click the **Done** button

Note: Refer to the tutorial in HELP for detailed instructions on how to make a payment.



Council <b>Connect</b>	Welcome, B	en Turner ( <b>&lt;</b> Sign Out ) 🛒 Cart 🔚 My Account		
My Account Courses/ Exams Learning Path	Online Store Credential Search Help			
My Dashboard				
Edit	Profile Details	✓ Edit Primary Info My Account Links My Dashboard My Contact Information My Applications My Requests My Certification & DOP Go To Online Training My Transcripts My Financial Transactions My Courses/Exams Advisor / Instructor Assignments Change My Password		
Customer number: 228011 edmonton, AB T4P 1A2 CANADA T80-555-1234 blurner@yahoo.ca telti Contact Info	Name: Ben Turner \$\frac{\frac{579 River Road}{Edmonton T4P 1A2}} \$\frac{CANADA}{CANADA}\$			
✓ My Applications     Application Type Discipline Level S	tart Date PreQual Submit Date PreQual Review Date Application Submit Date Complet	ion Date Status		
Master Electrician (Standard) 10	0/18/2018 10/18/2018	Under Review View Application		
		Apply Now		

Your application will be submitted for review by the Council. Please allow two to three days from the date of your final submission of documentation for application pre-approval. You can monitor the status of the application from your Council Connect dashboard (after logging on).

You will receive an email advising whether you have met the necessary requirements to be approved for the next step, registering for the ME exam. If approved you may register for the exam (\$150) through Council Connect.