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## Register for a Master Electrician Exam

This tutorial walks you through the steps to search, register, and pay for a master electrician exam.

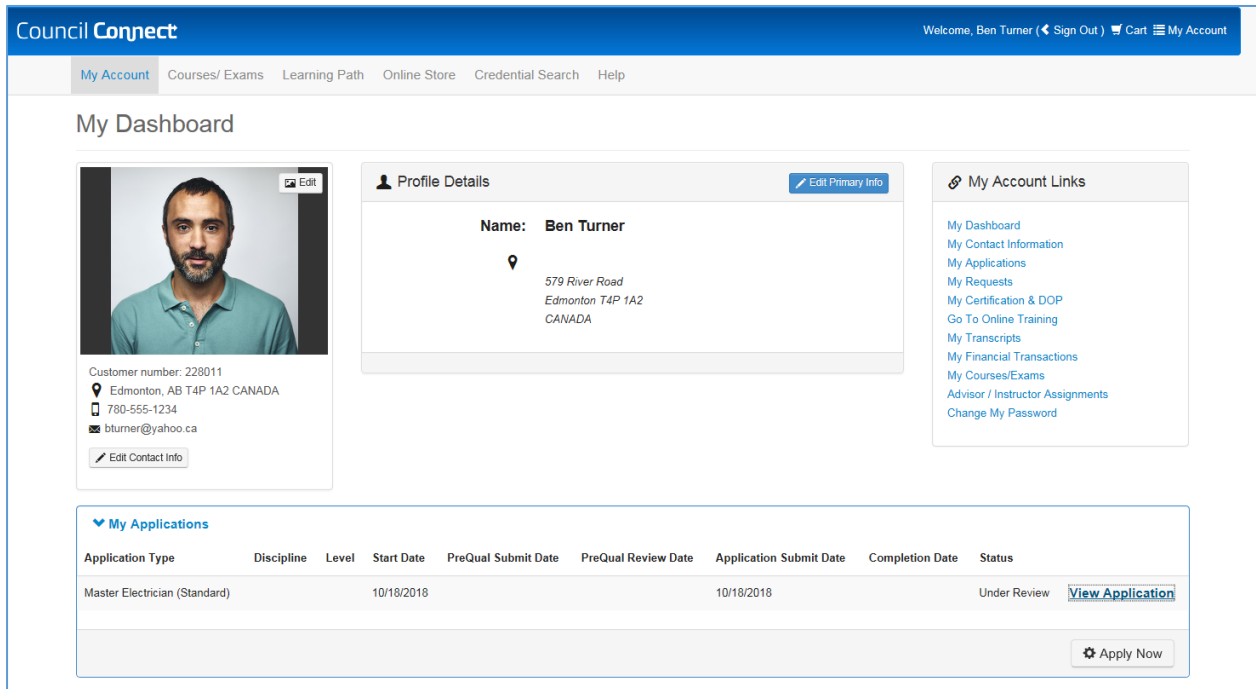
The Master Electrician Exam is available to be taken online only.

You can register for the Master Electrician Exam from different locations

- The **Learning Path**
- **My Applications** section of the dashboard
- **Courses/Exams** tab on the **dashboard**

In this example we will be applying from the My applications section of the dashboard.

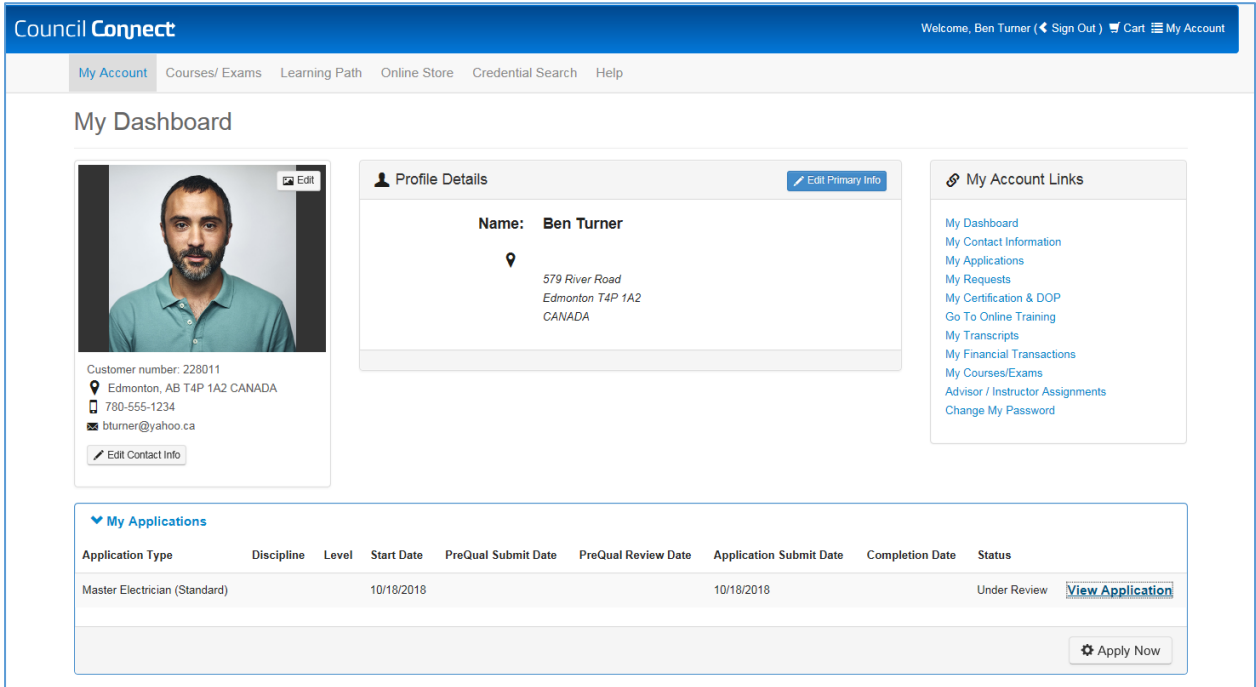
## Register for Exam



The screenshot shows the 'My Dashboard' page in the Council Connect system. The page is titled 'My Dashboard' and features several sections:

- Profile Details:** Displays the user's name as 'Ben Turner' and their address: '579 River Road, Edmonton T4P 1A2, CANADA'. There is an 'Edit Primary Info' button.
- My Account Links:** A list of links including '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', and 'Change My Password'.
- My Applications:** A table with columns for Application Type, Discipline, Level, Start Date, PreQual Submit Date, PreQual Review Date, Application Submit Date, Completion Date, and Status. One application is listed: 'Master Electrician (Standard)' with a start date of 10/18/2018 and a status of 'Under Review'. A 'View Application' button is present next to the application.
- Apply Now:** A button at the bottom right of the My Applications section.

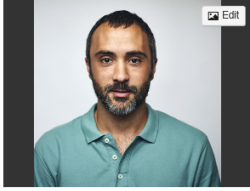
1. From the **My Applications** section on the lower part of the **My Dashboard** page:
  - a. Click the **View Application** button to register for the Master Electrician Exam



**Council Connect** Welcome, Ben Turner (Sign Out) Cart My Account

My Account Courses/ Exams Learning Path Online Store Credential Search Help

### My Dashboard



**Profile Details** [Edit Primary Info](#)

**Name:** Ben Turner

579 River Road  
Edmonton T4P 1A2  
CANADA

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Customer number: 228011  
Edmonton, AB T4P 1A2 CANADA  
780-555-1234  
bturner@yahoo.ca  
[Edit Contact Info](#)

**My Account Links**

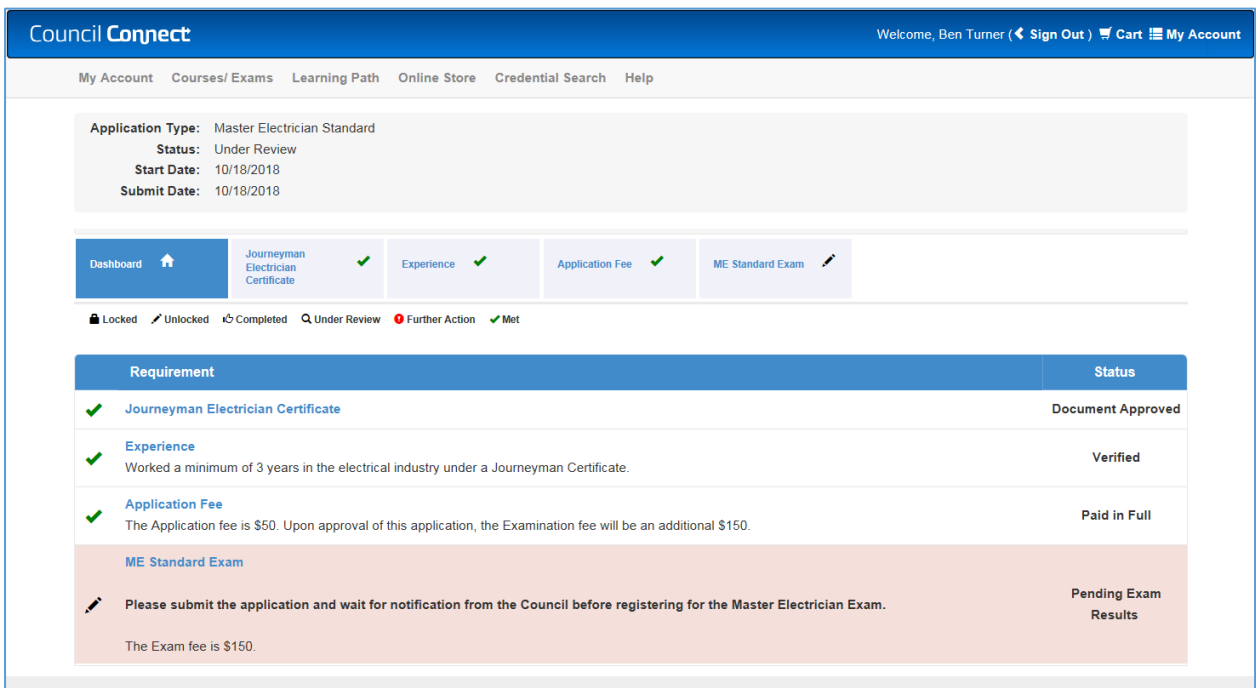
- [My Dashboard](#)
- [My Contact Information](#)
- [My Applications](#)
- [My Requests](#)
- [My Certification & DOP](#)
- [Go To Online Training](#)
- [My Transcripts](#)
- [My Financial Transactions](#)
- [My Courses/Exams](#)
- [Advisor / Instructor Assignments](#)
- [Change My Password](#)

**My Applications**

| Application Type              | Discipline | Level | Start Date | PreQual Submit Date | PreQual Review Date | Application Submit Date | Completion Date | Status  |
|-------------------------------|------------|-------|------------|---------------------|---------------------|-------------------------|-----------------|---|
| Master Electrician (Standard) |            |       | 10/18/2018 |                     |                     | 10/18/2018              |                 | Under Review <a href="#">View Application</a> |

[Apply Now](#)

2. From the **My Applications** section on the lower part of the **My Dashboard** page:
  - a. Click the **View Application** button to register for the Master Electrician Exam



**Council Connect** Welcome, Ben Turner (Sign Out) Cart My Account

My Account Courses/ Exams Learning Path Online Store Credential Search Help

**Application Type:** Master Electrician Standard  
**Status:** Under Review  
**Start Date:** 10/18/2018  
**Submit Date:** 10/18/2018

[Dashboard](#)

[Journeyman Electrician Certificate](#) ✓

[Experience](#) ✓

[Application Fee](#) ✓

[ME Standard Exam](#) ✎

Locked Unlocked Completed Under Review Further Action Met

| Requirement  | Status               |
|--|----------------------|
| ✓ <a href="#">Journeyman Electrician Certificate</a>   | Document Approved    |
| ✓ <a href="#">Experience</a><br>Worked a minimum of 3 years in the electrical industry under a Journeyman Certificate.   | Verified             |
| ✓ <a href="#">Application Fee</a><br>The Application fee is \$50. Upon approval of this application, the Examination fee will be an additional \$150.                    | Paid in Full         |
| <a href="#">ME Standard Exam</a>   |                      |
| ✎ <a href="#">Please submit the application and wait for notification from the Council before registering for the Master Electrician Exam.</a><br>The Exam fee is \$150. | Pending Exam Results |

3. From the **Dashboard**:
  - a. Select the **ME Standard Exam** tab

**Council Connect** Welcome, Ben Turner (← Sign Out) 🛒 Cart 📄 My Account

[My Account](#) [Courses/ Exams](#) [Learning Path](#) [Online Store](#) [Credential Search](#) [Help](#)

**Application Type:** Master Electrician Standard  
**Status:** Under Review  
**Start Date:** 10/18/2018  
**Submit Date:** 10/18/2018

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[Dashboard](#) [Journeyman Electrician Certificate](#) ✓ [Experience](#) ✓ [Application Fee](#) ✓ [ME Standard Exam](#) ✎

🔒 Locked   🔓 Unlocked   ✅ Completed   🔍 Under Review   🚫 Further Action   ✓ Met

**ME Standard Exam** [Exam](#)

Please submit the application and wait for notification from the Council before registering for the Master Electrician Exam.

The Exam fee is \$150.

**Status:** Pending Exam Results

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▼ [Exam Registrations](#)

| Exam | Date Taken | Score | Result |
|------|------------|-------|--------|
|------|------------|-------|--------|

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▼ [Course Registrations](#)

| Event Name | Event Type | Registration Date | Event Date |
|------------|------------|-------------------|------------|
|------------|------------|-------------------|------------|

4. Click on the exam button.

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[My Account](#) [Courses/ Exams](#) [Learning Path](#) [Online Store](#) [Credential Search](#) [Help](#)

Event Type:

Course/Exam Code:

Course/Exam Name:

Discipline:

Location:

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5. The search criteria will be prefilled
  - a. **Event Type:** Exam Offering
  - b. **Course/Exam Code:** ME
  - c. **Course/Exam Name:** do not enter anything
  - d. **Discipline:** do not enter anything
  
6. Click the **Search** button

My Account Courses/ Exams Learning Path Online Store Credential Search Help

Search Results Search Again

|                   |   |   |
|-------------------|---|---|
| Continuous Intake | <b>Master Electrician Exam 2021 (Interprovincial)</b><br>Type: Exam Offering<br>Category: Master Electrician Exam<br>📍 Your location<br><br>This exam is specifically for Master's Electrician from Ontario or British Columbia...        | <a href="#">Individual Registration</a> |
| Continuous Intake | <b>Master Electrician Exam 2021 (Standard)</b><br>Type: Exam Offering<br>Category: Master Electrician Exam<br>📍 N/A<br><br>This exam is for students who want to become Master's Electrician with no credentials from another province... | <a href="#">Individual Registration</a> |
| Continuous Intake | <b>Master Electrician Exam 2021 Retake (Part 1)</b><br>Type: Exam Offering<br>Category: Master Electrician Exam<br>📍 Your location  | <a href="#">Individual Registration</a> |
| Continuous Intake | <b>Master Electrician Exam 2021 Retake (Part 2)</b><br>Type: Exam Offering<br>Category: Master Electrician Exam<br>📍 TBD  | <a href="#">Individual Registration</a> |

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- The Master Electrician Exam events will appear. Click on 'individual registration' for Master Electrician Exam (Standard)

## Registrant Information

Course / Exam Registration | [Event Registration](#)

### Event Information


Event: **100118: Building, Introduction to the Alberta Building Co (3/31/18)**

Start Date: 3/31/2018 10:00am

End Date: 3/31/2018 12:00pm

Event Category: Classroom

### Registrant Information




Registrant type:    
Required

Registrant name: **Carlton Carol**

Organization name:

Phone: 7808888888

Email: carol.carlton@safetycodes.ab.ca

Address:      
Required

Carol Carlton  
Safety Codes Council  
4321 66 Street NW  
Edmonton, AB  
T6C 0L7

8. Review the Event and Registration Information and make the following address changes if required:
  - a. Click the **arrow** icon to select a different address
  - b. Click the **pencil** icon to edit the address if it is incorrect
  - c. Click the **plus sign** icon to add a new address if you have multiple addresses
  - d. Scroll down

## Special Requests and Comments

Comment:

Characters remaining: 800

## Event Fees

| Product   | Price  | Member Type | Category |
|---|--------|-------------|----------|
| <input checked="" type="checkbox"/> Master Electrician Exam 2021 (Standard) | 150.00 | [Any]       |          |

150.00  [Calculate Total Amount to Pay](#)

All Amounts are in Canadian Dollars

9. In Special Requests and **Comments** text box:
  - a. Type any special requests or comments
  - b. Click the **Add to Cart** button



## Pay for Course

Shopping Cart [View](#)[Return to dashboard](#) [Continue to Shop](#) [Check-Out](#)

| Line Items  |          |          |        |          |           |             |             | <a href="#">✕</a> |
|---|----------|----------|--------|----------|-----------|-------------|-------------|-------------------|
| Item  | Quantity | Price    | Tax    | Shipping | Net Total | Paid Amount | Balance Due |                   |
| <a href="#">Master Electrician Exam 2021 (Standard)</a> | 1.00     | \$150.00 | \$0.00 | \$0.00   | \$150.00  | \$0.00      | \$150.00    |                   |

### Cart Total

Subtotal: 150.00  
Total tax: 0.00  
Total shipping: 0.00  
Net Total: 150.00  
Total Paid: 0.00  
Balance Due: 150.00

[Return to dashboard](#) [Continue to Shop](#) [Check-Out](#)

7. From the **Online Store Shopping Cart**:
  - a. Review the shopping cart details to ensure they are correct
  - b. Complete the payment information
  - c. Click the **Continue** button
  - d. Review the shopping cart details
  - e. Click the **Submit Order** button

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