

# Master Electrician Certification Policy

## 1. Introduction

A master electrician is a person with recognized education and experience who has been designated a master electrician by the Safety Codes Council (Council). Certification as a master electrician demonstrates an advanced level of knowledge and skill in the field and allows the master electrician to obtain electrical permits.

The Council administers the master electrician examination and certifies master electricians as per the Certification and Permit Regulation (Regulation).

## 2. Purpose

The purpose of this policy is to describe the Council's role in the certification of master electricians.

## 3. Definitions

n/a

## 4. Policy

4.1. The Administrator of Certification (Administrator) will assess the qualifications of applicants to the master electrician program and will issue certificates of competency to applicants who meet the requirements set out in the *Safety Codes Act* (Act) and Regulation. The Administrator may renew a master electrician certificate of competency if applicants meet the requirements specified in the Regulation.

4.2. A master electrician may be subject to corrective action for non-adherence to the Act and Regulation. Corrective action may include a meeting with the Administrator, a letter of reprimand, successful completion of training identified by the Administrator, a short term suspension (up to 30 days), a long term suspension (up to six months), or cancellation of the certificate of competency.

4.3. The Administrator may reinstate a certificate of competency that has been suspended or cancelled where:

4.3.1. the holder of the certificate of competency applies for reinstatement; and

4.3.2. the issue(s) that resulted in the suspension or cancellation have been corrected to the satisfaction of the Administrator.

4.4. The Council will establish procedures for the administration of the master electrician examination.

**5. Authority**

This policy 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**

- 2.1.3.1 Master Electrician Examination Procedure

**8. Version History**

Date	Notes
January / 1 / 2020	New policy; replaces policy 4.130 Master Electrician Program

**VERSION 1**

**Effective Date:** January / 1 / 2020  
**Approved Date:** December / 3 / 2019