

## Request for Interpreter Instructions

To have an interpreter for your Master Electrician (ME) Exam, you must send in two forms together:

1. This ME Exam Interpreter Form, and
2. The [Master Electrician \(ME\) Exam Application Form](#).

### Important Information About Interpreters for the ME Exam:

- You must find your own interpreter. The Electrical Safety Authority (ESA) will **not** provide one.
- You must pay for your interpreter. ESA will **not** pay for the interpreter.
- ESA does **not** recommend specific interpreters. You must choose your interpreter.
- Send your completed forms at least **15 business days** before your requested exam date.
- Follow the steps below to choose an approved interpreter.

### Step 1: Find an Approved Interpreter

You must choose an interpreter from one of these two groups:

1. **Ontario Coalition for Community Interpreters (OCCI)**
  - Interpreters accredited by OCCI can be found [here](#).
2. **Association of Translators and Interpreters of Ontario (ATIO)**
  - Interpreters certified by ATIO can be found [here](#).
  - **Important:** For ATIO, choose interpreters who are listed as "Certified". Interpreters listed as "Candidate" are not allowed.

### Step 2: Check Your Interpreter is Approved

Make sure your interpreter meets these requirements:

- **Valid Certification:** They have a current (not expired) certification or accreditation from either OCCI or ATIO. They must be able to show proof of this to ESA.
- **No Conflict of Interest:** They do not have any relationships with you that could make the exam unfair.

### Step 3: Send Your Two Completed Forms

- Fill out the ME Exam Interpreter Form (this form - page 2).
- Fill out the [Master Electrician \(ME\) Exam Application Form](#).
- Send both forms together at the same time.
- Send your completed forms to: [masters.exam@electricalsafety.on.ca](mailto:masters.exam@electricalsafety.on.ca).

## Section 1: Applicant Information

First Name: \_\_\_\_\_ Middle Initial(s): \_\_\_\_\_ Last Name: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Language Needed for Interpreter: \_\_\_\_\_

## Section 2: Interpreter Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Accreditation/Certification Body: OCCI ATIO

Accreditation/Certification Number: \_\_\_\_\_

## Section 3: Requested Exam Dates

Please give us three date options for your ME Exam:

- Dates must be at least 15 business days away.
- Exams are only on business days (Monday to Friday).
- Exam times are 8:30am to 1:00pm.
- Requested dates are not guaranteed.

Choice	Date
#1	
#2	
#3	

## What Happens Next

After you submit your completed ME Exam Interpreter Form (this form) and your [Master Electrician \(ME\) Exam Application Form](#):

- ESA will email you to schedule an exam date.
- ESA will work with you and your interpreter to find a date that works for everyone.

BY SUBMITTING PERSONAL INFORMATION TO THE ELECTRICAL SAFETY AUTHORITY, OR ITS AGENTS AND SERVICE PROVIDERS, YOU AGREE THAT ESA MAY COLLECT, USE AND DISCLOSE SUCH PERSONAL INFORMATION IN ACCORDANCE WITH ITS PRIVACY POLICY, APPLICABLE LAWS OR PURSUANT TO OUR ADMINISTRATIVE AGREEMENT WITH THE PROVINCE OF ONTARIO. If you provide us with the personal information on behalf of another individual, you represent that you have all necessary authority and/or have obtained all necessary consents from such individual to enable us to collect, use and disclose such personal information for the purposes set forth in our Privacy Policy. A copy of our policy is located on our website at [www.esasafe.com](http://www.esasafe.com)