



## Office of the Fire Commissioner

Inspection and Technical Services  
508-401 York Avenue  
Winnipeg Manitoba Canada R3C 0P8  
Phone: (204) 945-3373  
Fax: (204) 948-2089

## Application for Limited Special Trade Electrical Exam

EXAM SCHEDULE AVAILABLE AT:

[www.firecomm.gov.mb.ca/itsm\\_main.html](http://www.firecomm.gov.mb.ca/itsm_main.html)

FOR OFFICE USE:

I. Personal Information – Please Print Clearly				
FIRST NAME		MIDDLE INITIAL		
SURNAME		DATE OF BIRTH (YYYY/MM/DD)		
SOCIAL INSURANCE NUMBER				
MAILING ADDRESS				
CITY/TOWN/PROVINCE				
POSTAL CODE				
HOME ADDRESS (IF DIFFERENT FROM ABOVE)				
PRIMARY PHONE		SECONDARY PHONE		
E-MAIL ADDRESS				
II. Employment Information				
CURRENT JOB TITLE		NAME OF EMPLOYER		
ADDRESS OF EMPLOYER			EMPLOYER PHONE	
III. Exam				
<input type="checkbox"/> M-A Limited Elevator	<input type="checkbox"/> M-B Limited Electric Sign	<input type="checkbox"/> M-C Limited Deep Well Pump	<input type="checkbox"/> M-D Limited Generator	<input type="checkbox"/> M-E Limited Recreational Vehicles
<input type="checkbox"/> M-F Limited Alarm Installer	<input type="checkbox"/> M-H Limited Electronic	<input type="checkbox"/> M-L Limited Appliance Repair	<input type="checkbox"/> M-M Limited Motor Winder	<input type="checkbox"/> M-V Limited Voice Data Video
Is this your first request to write the exam? <input type="checkbox"/> Yes <input type="checkbox"/> No				
IV. Exam Fee		V. Requested Exam Location and Date		
The Exam fee is \$60.00. Payment method:  <input type="checkbox"/> Cash/Debt(in person only) <input type="checkbox"/> *Cheque / Money Order  <input type="checkbox"/> **Credit Card  <small>*Cheques and Money Orders payable to the <b>MINISTER OF FINANCE</b> **Attach Credit Card Authorization Payment Form if paying by Credit Card</small>		Select preferred location of exam:  <input type="checkbox"/> Winnipeg <input type="checkbox"/> Brandon  <input type="checkbox"/> Other: _____  Requested exam dates: _____ (YYYY/MM/DD)		
IV. Verification of Education and Experience				
<input type="checkbox"/> Employment reference letter verifying at least <b>2 years</b> of experience under an appropriately licensed individual.				
Date of Application: YYYY/MM/DD		Signature of Applicant:		
OFFICE USE ONLY				
<input type="checkbox"/> Approved <input type="checkbox"/> Declined	Trades Examination Clerk Initials		Date (YYYY/MM/DD)	

**Examination eligibility, examination rewrite waiting periods and licensing information** are found within the Regulations of the specific acts. Online versions of the laws of Manitoba can be accessed from the OFC's [Acts and Regulations](#) webpage.

**All applications must be complete**, pre-requisites met, required documentation submitted and fees paid in order to be eligible to write an exam. The deadline for application submission is a minimum of 4 weeks (20 working days) prior to the scheduled examination date. Late applications may be processed for the next available examination sitting.

**The examination fee is \$60.** Payment methods are as follows:

- Cash/Debt (in person)
- Cheque/Money Order made payable to the Minister of Finance
- Credit Card (either in person or by mailing in a Credit Card Authorization {CCA} form with application). Payment will not be processed if CCA is emailed or faxed. Mail only.

Proof of further education and/or hours logged under a licensed employer must accompany an application for a re-write at the 4th and 7th attempts, for exams in each program area. There is a 90 day waiting period between examination re-writes.

**Rescheduling an examination more than once** may result in an automatic refund of the examination fee. You may however re-apply with applicable fee.

**To reschedule an examination**, the Office of the Fire Commissioner requires a written request, 5 business days prior to your confirmed scheduled date. All requests should be forwarded to [Firecomm@gov.mb.ca](mailto:Firecomm@gov.mb.ca) or mailed to the address below.

**In order to receive a full refund for a cancelled examination**, once you've received confirmation, a written request at least 10 business days before the exam date is required.

If you **do not show up** to a confirmed sitting and have not rescheduled or cancelled within the deadlines your application fee will be forfeited.

If you require further information contact the Office of the Fire Commissioner:

**Office of the Fire Commissioner**

508-401 York Avenue  
Winnipeg MB R3C 0P8  
Telephone: (204) 945-3373  
Fax: (204) 948-2089  
Toll Free: 1-800-282-8069  
Email: [firecomm@gov.mb.ca](mailto:firecomm@gov.mb.ca)

Or visit us online @ [http://www.firecomm.gov.mb.ca/itsm\\_exam.html](http://www.firecomm.gov.mb.ca/itsm_exam.html)