



ELECTRICAL WIRING CERTIFICATION EXAMINATION

**APPLICATION FORM AND GUIDELINES FOR INSTITUTIONS SEEKING TO REGISTER
WITH THE ENERGY COMMISSION TO PROVIDE TRAINING FOR ELECTRICAL
WIRING PROFESSIONALS**

1.0 BACKGROUND

In fulfillment of its mandate under section 56 of the Energy Commission Act 1997 (Act 541) and the requirements of the Electrical Wiring Regulation, 2011 (L.I. 2008), the Energy Commission has developed and launched the Ghana Electrical Wiring Certification Guideline which outlines the framework for certifying qualified electrical wiring practitioners. This is part of a national programme to regulate electrical wiring in Ghana to ensure safety of persons, property and livestock in the use of electricity.

In accordance with the Ghana Electrical Wiring Certification Guidelines, the certification process requires that, candidates must pass the following examinations:

- i. Written examination;
- ii. Oral examination; and
- iii. Practical examination.

Successful performance in the above examinations may lead to a candidate qualifying as a:

1. Certified Electrical Wiring Professional (CEWP, in any of the following classes;
 - Domestic Electrical Wiring;
 - Commercial Electrical Wiring; and
 - Industrial a Electrical Wiring

or

2. Certified Electrical Wiring Inspector (CEWI).

A transitional arrangement has been made to enable a seamless transition into full scale implementation of the law. In the period of transition ending 24th February 2015, practitioners who acquired the Electricity Company of Ghana's internal installation licence before 2007 are exempted from the written and practical examinations. They will however have to pass the oral examination.

This certification regime is new and even though an academic syllabus has been developed to guide candidates to adequately prepare to take this examination, a well-structured training may be required for candidates to be adequately equipped with the technical knowhow to undertake the examination and subsequently apply the knowledge gained in practice, upon success in the examination.

The examination is conducted twice in a year; May/June and November/December each year. Training should therefore be available throughout the year.

The Energy Commission is offering opportunities for individuals, private and public institutions with the requisite qualified and experienced staff as well as adequate training facilities capable of effectively training candidates and practitioners in accordance with the Ghana Standards (GS1009) and the syllabus designed for the examination, to register with the Energy Commission as a training institution to train candidates for the electrical wiring certification examinations.

2.0 REQUIREMENTS AND CONDITIONS OF REGISTRATION

An applicant who registers with the Energy Commission to train electrical wiring practitioners shall:

1. be a legally registered private or public institution;
2. prepare qualified candidates to take the electrical wiring certification examination and charge the applicants the appropriate fee for the training;
3. throughout the validity period of the registration, demonstrate capacity and ability to carry out effective training for candidates in accordance with the Electrical Wiring Regulations 2011, LI.2008 and the syllabus designed for the purpose;
4. show evidence of availability of qualified staff and training facilities (classrooms, well equipped laboratories, workshops, etc);
5. avail its facility for inspection by officers of the Energy Commission and the examination body entrusted with the conduct of the examination at all times during normal working hours;
6. provide the Commission with data and information in relation to its operations bi-annually and upon request;
7. comply with all provisions of the Electrical Wiring Regulations 2011 (L.I. 2008) as well as guidelines for its implementation and effectively collaborate with the Energy Commission to ensure sanctity of the electrical wiring industry; and
8. renew its registration annually to continue operating as a training institution.

3.0 APPLICATION PROCEDURE

All persons who wish to register with the Energy Commission to train and prepare electricians shall;

- complete the application form in 4.0 below, provide all the details requested and attach separate documentation if necessary (the form can be downloaded from www.energycom.gov.gh);
- attach a signed letter addressed to the Executive Secretary of the Energy Commission and all required documents;
- Pay appropriate registration nonrefundable processing fee of GHS2,000 to GCB Account No. 1011130039212, High Street Branch and attach proof of payment;
- Submit the completed application form and all required documents at the office of the Energy Commission, Ghana Airways Avenue, Airport Residential Area, in person or by courier.

4.0 APPLICATION FORM

A. Background

1. Name of Institution.....
2. Date of Establishment.....
3. Date of Registration (attach copy of company or school registration document).....
4. City/Town/Village.....
5. District.....
6. Region.....
7. Postal Address.....
8. Street Address
9. Telephone Number(s).....
10. Fax Number(s).....
11. E-mail address.....
12. Website (if any).....

B. Administrators and Tutors

13. Name of Proprietor.....
14. Qualification of Proprietor
15. List of technical instructors (attach CVs)
16. List of Non-technical staff (attach CVs)

C. Facilities and Equipment

17. Number of classrooms
18. Capacity of Classrooms (number of trainees per room).....
19. Number of Workshops or laboratories
20. Capacity of workshops and laboratories (Number of trainees per shop).....

21. List of tools, equipment, machines and training materials (attach separate sheet if necessary)

#	Tool/Equipment/Machine/Material	Quantity	Remark
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

NB: Find in appendix I and II minimum tools requirement for Domestic, Commercial and Industrial wiring as a guide

D. Proposed Structure of Training

22. Specify area(s) in which you can offer effective training

- Domestic Wiring
- Commercial Wiring
- Industrial Wiring
- Inspection of Wiring Installations

23. Any special reason for your choice(s)? Yes No ... (Give brief explanation)

24. Brief description of training format (Classroom sessions, practical, on the job training, field trips, video clips, etc)

E. Timelines

25. Propose a date when inspectors from the Energy Commission can visit and inspect the facility

26. Proposed commencement date of training.....

APPENDIX I: MINIMUM TOOLS AND EQUIPMENT REQUIREMENTS FOR DOMESTIC WIRING

1. Pliers
2. Needle Nose Pliers
3. Side Cutters
4. Knife
5. Flat Screwdriver (All Sizes)
6. Star Screwdriver (All Sizes)
7. Alan Key (All Sizes)
8. Gimlet
9. Hammer
10. Measuring Tape
11. Wood Chisel
12. Cold Chisel
13. Floorboard Chisel
14. Tenon Saw
15. Trowel
16. Hacksaw
17. Conduit Reamer
18. Electrical Hand Drill
19. Jigsaw
20. Crimping Tool
21. Conduit Bending Machine
22. Ammeter
23. Voltmeter

APPENDIX II: MINIMUM TOOLS AND EQUIPMENT REQUIREMENTS FOR COMMERCIAL AND INDUSTRIAL WIRING

In addition to the Domestic tools and equipment, the following are required

1. Crimping Tool
2. Conduit Bending Machine with Accessories
3. Angle Grinder
4. Pillar Drilling Machine
5. Frequency Meter
6. Tachometer
7. Stock and Dice
8. Power Factor Meter
9. Phase Meter
10. Single Phase Motor
11. Three Phase Motor
12. Starters (Single Phase And Three Phase)
13. Box Spanner
14. Flat Spanner Ring Spanner
15. Tank Cutter
16. Tri-Square
17. Hole Saw
18. Stillson Wrench
19. Footprint Wrench