

238 CMR: BOARD OF REGISTRATION OF ELECTROLOGISTS

238 CMR 4.00: CONTINUING EDUCATION

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4.01: Continuing Education Requirements

- (1) Licensed Electrologists are required, as a condition of license renewal, pursuant to M.G.L. c. 112, § 87GGG and M.G.L. c. 112, § 87MMM to complete a minimum of ten units of continuing education activities for the registration period of every two years.
- (2) Licensees who have received their initial registration, as an electrologist, shall not be required to complete the Continuing Education Units (CEU's) for the preliminary renewal cycle, but will be required to obtain CEU's for all subsequent cycles.
- (3) Licensees will not be permitted to carry over any continuing education hours into the next licensing renewal period.
- (4) Licensees shall maintain a record of all continuing education courses or programs she or he has completed for a period of three years.
- (5) A unit of continuing education (a contact hour) shall be a minimum of 50 minutes of organized learning experience. The Board, in its discretion, may approve other programs of continued professional competence that contribute to a licensee's professional growth.
- (6) Six hours shall be in academic courses, in which the licensee must be present. A minimum of three of the required six hours must be earned in the following courses:
 - (a) Infection Control;
 - (b) Blood-borne Diseases;
 - (c) Universal Precautions;
 - (d) HIV/AIDS; and
 - (e) Sanitation and Sterilization.
- (7) The following educational events for continuing education credit shall include:
 - (a) Successful completion of a cardiopulmonary resuscitation (CPR) course given by the American Heart Association or American Red Cross, by a qualified instructor with a maximum of three continuing education units to be granted per licensing renewal period.
 - (b) Hospital sponsored health-related courses and conferences.
 - (c) Post graduate classes at a licensed electrology school.
 - (d) Medical school health related educational offerings
- (8) The following credit-bearing college courses and other post graduate classes will be accepted:
 - (a) Electrology theory;
 - (b) Technical and clinical aspects of electrolysis;
 - (c) Electrology research;
 - (d) Research of new technology utilizing other forms of energy that pertain to hair removal;
 - (e) Ethical or legal aspects of electrolysis; and
 - (f) Health issues of practitioners.

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- (9) The following electrology related individualized and home study educational activities will be accepted by the Board:
- (a) An original presentation of the licensee of paper, essay, or formal lecture relating to electrology to a group of fellow professionals.
 - (b) Home study electrology courses including professional journals which require the successful completion of a written examination.
 - (c) Electrology audio-visual cassette programs which require a successful completion of a written examination
- (10) Electrology correspondence courses which require the successful completion of a written examination.
- (a) Board approved continuing education activities shall include appropriate subject matter relative to the electrology profession listed in 238 CMR 4.03, but are not limited to, the following:
 - 1. Computer data processing
 - 2. Natural sciences;
 - 3. Business administration
 - 4. Massachusetts laws and regulations
 - (b) Successful completion of an educational program, course, lecture, seminar, or workshop, sponsored by an approved organization, as described in 238 CMR 4.03(2).
 - (c) Authorship of published books, chapters of published books, articles in refereed journals, research projects, and/or other such publications approved by the Board related to the science or practice of electrology. A maximum of three units may be credited for each book chapter, article or project.
 - (d) Instruction or presentation of an academic course, workshop, seminar, lecture or poster session, or seminar for the first time. Credit for two units of continuing education will be given for each unit taught or presented.
 - (e) Successful completion of an academic course related to contemporary electrology practice and offered by an educational institution or program recognized by the United States Department of Education. Each semester hour shall equate to 15 continuing education units; trimester hours shall equate to 12 units; quarter hours shall equate to ten units.

4.02: Verification/Approval of Licensee's Continuing Education Activities

- (1) The licensee shall maintain adequate documentation of continuing education activities as part of his or her application for renewal of his or her registration. Upon written request by the Board, an electrologist shall furnish to the Board such information as the Board may reasonably require about any or all continuing education courses or programs completed by said registrant.
- (a) An electrologist requested to submit such verification of each of his or her continuing education units earned by participation in a continuing education program, must be able to provide certificates and documentation of evidence of the following:
 - 1. The title of the course or program in question;
 - 2. The number of hours spent in the program or course
 - 3. The name of the Board-recognized entity or the academic institution or organization that sponsored the course or program in question
 - 4. The date(s) and location that the program or course was given
 - 5. The name of the individual authorizing the award of continuing education credit for the course or program in question
- For each continuing education activity unit earned from publication, the Board may require the licensee to provide a copy of the book, chapter, research project or article. The licensee must be able to provide complete bibliographic documentation including: the date of publication; the title of the book, chapter, research project or article and, in the case of a chapter or article, the title of the book or name of the journal in which it appears.
- (b) For each continuing education activity unit earned by the teaching or presentation of courses, workshops, poster sessions or seminars, the licensee must be able to document the following information:
 - 1. the title of the course or poster session;
 - 2. date(s) of participation;

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3. institution or sponsoring agency; and
 4. the number of hours the licensee spent teaching or presenting.
- (c) For each academic course completed, the licensee must be able to provide a transcript showing successful course completion, as indicated by a passing grade or formal course-audit status.

The Board may conduct random surveys for compliance of the documentation of any licensee's continuing education. Upon request, the licensee shall provide the documentation described in 238 CMR 4.02(1). Failure to provide proof of required documentation or to complete the continuing education requirements for renewal, may result in non-renewal of a license or other disciplinary action by the Board.

4.03: Verification/Approval of Provider Continuing Education Programs and Activities

- (1) For a program to be eligible for approval for continuing education hours, it shall contribute to the growth of an applicant in professional competence in the practice of electrology.
- (2) Course work meeting the requirements of 238 CMR 4.03(1) and endorsed or sponsored by the following organization shall be deemed approved for continuing education hours:
 - (a) Boards of Licensure of other states
 - (b) Courses offered by governmental agencies;
 - (c) Academic courses or continuing education programs offered by accredited academic institutions offering degrees related to professional practice; and
 - (d) Organizations so designated by the Board.
- (3) A sponsor of a continuing education course or program shall be recognized and approved by the Board upon submission of a completed application for approval of said course or program, provided that said sponsor meets all of the following requirements:
 - (a) The sponsor establishes and maintains an accurate record of course attendance showing the date of the program or course, the location at which the program or course was given, the name of each person who attended, and the license or registration number of each person who attended;
 - (b) The sponsor issues certificates or other written evidence of completion of
 - (c) the course or program to each person who attends the entire course or program;
 - (d) The sponsor does not issue certificates or other written evidence of completion of the course or program until the course or program is completed;
 - (e) The course or program meets all applicable requirements of 238 CMR 4.03; and
 - (f) The sponsor maintains a copy of the course or program outline, and all records required by 238 CMR 4.03 and 238 CMR 4.02(1)(a) for a period of at least three years from the date on which the course or program is presented.
- (4) The Board may grant approval to sponsors and/or individual continuing education courses or programs by resolution, and may likewise withdraw or rescind such approval for good cause shown.

4.04: Waivers of Continuing Education Requirements

The Board may, at its discretion, fully waive or extend the deadline of the continuing education requirements for any licensee who, for reasons of health, disability, out of state military service, or undue hardship, cannot meet the requirements. Licensees shall submit such requests to the Board in writing.

4.05: Appeal Process

It is the responsibility of each licensee to maintain an accurate record of all continuing education documentation completed, and if audited, to submit those documents to the Board with the required renewal and fee. The Board will determine if the CEU documentation submitted is acceptable. All events, seminars, home study activities, individualized study and courses submitted for continuing education credit are subject to the approval of the State Board of Electrology. If the documents are approved for credit, the licenses will then be released. In the event that an application for approval of a specific continuing education course or program, or for approval as a sponsor of continuing education courses or programs, is denied by the Board, the applicant shall have the right, upon written request, to have the Board's decision reviewed and reconsidered. As part of said review process, the applicant may appear personally before the Board and shall have the right to present any additional information which may reasonably have a bearing on the issue of whether the application for approval should be approved.

4.06: Active/Expired Status

- (1) An expired electrologist who wishes to reopen a practice in the Commonwealth of Massachusetts and renew their license is responsible for earning ten CEU's during that two year registration period and all registration periods thereafter.
- (2) Return of License from Expired to Active Status: If an electrologist wishes to renew his/her license, he/she must pay any required fees and if expired for:
 - (a) Five years or more, he/she must pass the Massachusetts State Board Examination
 - (b) Four years or more, he/she must complete a minimum continuing education requirement of 20 hours and of this requirement ten hours must be obtained in clinical participatory courses.
 - (c) Three years, he/she must complete a minimum continuing education requirement of 15 hours and of this requirement eight hours must be obtained in clinical participatory courses.
 - (d) Two years, he/she must complete a minimum continuing education requirement of ten hours and of this requirement six hours must be obtained in clinical participatory courses.
 - (e) One year, he/she must complete a minimum continuing education requirement of six hours and of this requirement three hours must be obtained in clinical participatory courses.
- (3) The appropriate number of hours stated in 238 CMR 4.06(2)(a) through (e) must be completed before the license may become renewed.
- (4) If an electrologist has been in active practice in another state for at least three months during the immediately preceding year and has not fulfilled the continuing education requirement, but wishes to return his/her expired Massachusetts license to an active status, he/she must submit the following:
 - (a) Certification from the Board of Registration of Electrology of the licensed state in which he/she has been practicing that his/her license is in good standing.
 - (b) Written verification of such practice from three electrologists who are licensed in that state.
- (5) Once the Massachusetts license has been renewed, the licensee must, from that date on, fulfill the continuing education requirement for each licensing period.
- (6) Retirement. Electrologists who wish to retire from the profession are not required to notify the Board, they simply need not renew their license. However, an electrologist with a current license shall be eligible for a written "retirement in good standing notification."
 - (a) Requirements for the retirement in good standing notification:
 1. The electrologist must notify the Board in writing of their impending retirement while their license is in a current status (not expired, suspended, or revoked).
 2. The electrologist must also certify to the Board in a form approved by the Board that after retirement, there can be no further practice of electrology.
 3. The electrologist must pay any fees required for said notification

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(b) Retirement in good standing notification:

1. Shall state that the individual was validly licensed as an electrologist; and
2. Shall state that the individual retired in good standing.

(c) Reinstatement. While retired, a licensee's license status is deemed to be expired. Such a license may only be renewed with the completion of all requirements required to reinstate an expired license.

4.07: Board Responsibilities

It shall be the responsibility of the Board to:

- (1) Establish a system for verifying continuing education information submitted by applicants for renewal of registration;
- (2) Establish deadlines for the submission of documentation of completion of continuing education hours;
- (3) Establish and maintain a record of current registrants;
- (4) Review, and approve or deny, applications for approval of continuing education courses, programs and sponsors;
- (5) Review and decide upon any and all appeals filed pursuant to 238 CMR 4.05;
- (6) Conduct ongoing evaluations of the continuing education process; and
- (7) Supervise related continuing education activities as necessary and appropriate.

REGULATORY AUTHORITY:

238 CMR 4.00: M.G.L. c. 13, § 58 and M.G.L. c. 112, §§ 87EEE through 87OOO.

NON-TEXT PAGE