

237 CMR 17.00: Mandatory Continuing Education (MCE)

17.01: Requirements for Licensees

(1) Continuing Education Requirement.

- ~~(a)~~ ~~a)~~—Except as otherwise provided in 237 CMR 17.01, each licensee of the Board, as a condition for license renewal, shall present evidence satisfactory to the Board that, in the three-year period before license renewal, he or she has completed 21 clock hours of continuing education.
- ~~(b)~~ —Of the required 21 clock hours, 15 clock hours shall be on topics related to the Massachusetts Electrical Code, business, law, and related topics with a ~~p~~Provider in ~~an~~ area of study approved by the Board. Courses offered for Master Electricians and Journeyman Electricians shall focus on 527 CMR 12.00, the Massachusetts Electrical Code, and other laws and regulations as they pertain to Electrical Work. Courses for Systems Contractors and Systems Technicians shall focus on the applicable chapters of 527 CMR 12.00, the Massachusetts Electrical Code, the adopted version of NFPA 72, and other laws and regulations as they pertain to Systems Work. The Board may require specific content to be contained in any approved courses. It shall be the licensee's responsibility to ensure that their Provider has been approved by the Board.
- ~~(c)~~ Of the required 21 clock hours, six clock hours and six may shall be in a areas chosen by the licensee for professional development in the subjects of Electrical Code, business, law, first aid, ~~S~~safety, ~~and~~ Building Code, and related topics. Said instruction need not be offered by a Board approved Provider.
- ~~(d)~~ Notwithstanding the previous provisions of 237 CMR 17.01, Inspectors of Wires, appointed pursuant to M.G.L. c. 166, § 32, electrical inspectors/ investigators employed by the Division of Professional Licensure, and licensed members of the Board, shall complete the required 15 hours of mandatory continuing education within the first year of the release of the updated edition of the Massachusetts Electrical Code, 527 CMR 12.00 as a condition of license renewal.
- ~~(e)~~ Effective for all licenses expiring on or after July 31, 2010, Iin addition to the ~~21~~required hours for renewal as provided above, each Inspector of Wires appointed pursuant to the provisions of M.G.L. c. 166, s. 32 shall complete in each license cycle ~~12~~six hours of continuing education in courses approved by the Board ~~(for a total of 27 clock hours)~~. The Board may designate one or more associations of Inspectors of Wires or other Providers to offer these courses. For purposes of the immediately preceding sentence, the required 12 hours of continuing education shall be

~~completed in a continuing education program sponsored by an association of Inspectors of Wires recognized by the Board and instructed by Board approved providers of continuing education.~~

~~(b) — Class A and B Licensees engaging in electrical work within Massachusetts shall complete a course of study which shall consist of 15 clock hours of instruction given by Board approved providers focusing on the then in effect edition of the Massachusetts Electrical Code, 527 CMR 12.00, as adopted by the Board, and other rules, regulations and topics. Class A and B Licensees who reside outside Massachusetts shall complete 15 clock hours focusing on the electrical code then in effect and adopted by the jurisdiction in which they reside. In addition to the 15 clock hours of instruction noted above, six additional hours shall be completed and may be in a areas chosen by the licensee for professional development in the subjects of electrical code, business, law, first aid, safety and building code and related topics. It shall be the licensee's responsibility to ensure that their provider has been approved by the Board.~~

~~(c) — Class C and D Licensees engaging in systems work and security systems work within Massachusetts shall complete a course of study which shall consist of 15 clock hours of instruction given by Board approved providers focusing on the then in effect applicable chapters of the edition of the Massachusetts Electrical Code, 527 CMR 12.00, as adopted by the Board, the edition of the 72 NFPA Code of Fire Alarm Systems that is then in effect, these Rules and Regulations, M.G.L. c. 147 and related rules, regulations and statutes. Class C and D Licensees who reside outside Massachusetts shall complete 15 clock hours focusing on the then in effect electrical code adopted by the jurisdiction in which they reside, the edition of the 72 NFPA Code of Fire Alarm Systems that is then in effect M.G.L. c. 147 and related rules, regulations and statutes. In addition to the 15 clock hours of instruction noted above, six additional hours shall be completed and may be in a areas chosen by the licensee for professional development in the subjects of electrical code, business, law, first aid, safety and building code and related topics. It shall be the licensee's responsibility to ensure that their provider has been approved by the Board.~~

(2) ~~Waiver/Exemption~~Extensions and exemptions from Continuing Education Requirement. The Board may, at its discretion, consider a written request for an extension or exemption ~~waiver~~ from the deadlines for the continuing education requirement under the following circumstances:

(a) Illness or Disability. A request for an waiver-extension based on illness, disability, or other medically-related condition, shall be in writing, under oath, and accompanied by a letter addressed to the Board, written and signed by a licensed medical doctor, stating the nature of the licensee's

medical condition and the correlation between that condition and the licensee's inability to work in any trade capacity, as well as to complete the required continuing education within the required period.

- (b) Exemption of 15/6 Hour Programs. Instructors ~~and or providers~~ who teach two 15 clock-hour seminars/courses and/or two six-hour professional development courses per cycle ~~on the Massachusetts Electrical Code and related rules, regulations and topics are exempt of~~ shall be deemed to have met the continuing education requirements.
  - (c) Issuance of License Ninety (90) Days Preceding Renewal Date. Any holder of a **Journeyman Electrician or Systems Technician** license issued by the Board following examination or by reciprocity during the ninety (90) days preceding the license renewal date shall be exempt from ~~may, at the discretion of the Board, be given a waiver of such~~ the continuing education requirement for the license renewal cycle in effect at the time of licensure.
  - ~~(d) — Other Good Cause. The Board may consider the granting of a waiver of the continuing education requirement for other good cause shown. Such request must be in writing under oath, and shall be accompanied by any supporting materials the licensee wishes the Board to consider in ruling on the waiver request~~
- (3) Failure to complete Continuing Education Requirement. ~~Any licensee who does not complete the required 21 clock hours of continuing education by the license renewal deadline shall complete one additional 21 clock hour course for each renewal cycle for which the licensee is delinquent. Each such course shall be provided by a different instructor. If a licensee fails to complete continuing education requirements for three consecutive renewal cycles, any subsequent renewal shall be subject to Board review and approval and licensee may elect to be re-examined. Any licensee who does not complete the required hours of continuing education shall not be eligible for license renewal. A licensee who misrepresents completion of continuing education in a license renewal shall be subject to disciplinary action which could include fines and/or license suspension or revocation.~~
- (4) Reinstatement of lapsed licenses. A licensee who allows their license to lapse beyond ninety (90) days, who did not complete their continuing education prior to their license expiration, shall not be eligible to reinstate their license until they complete the latest Board approved version of the 15 hour continuing education course and a six hour professional development course. In addition to the above requirements, if a license has been expired for more than three years (one license cycle), even if originally obtained by reciprocity, the former licensee shall be required to pass the Massachusetts examination for the license they previously held in order to reinstate their license.

~~(4) — Completion of MCE with Same Provider. Licensees residing within Massachusetts shall complete the 15 clock hours of required continuing education with the same provider whether or not the provider conducts the course at different locations. Licensees residing outside Massachusetts may acquire the required 15 clock hours of continuing education from one or more providers.~~

(5) Certificate/Documentation.

(a) Upon successful completion ~~and documentation~~ of the 15 clock hours of continuing education, each licensee shall receive from their ~~P~~provider~~CEP~~ a certificate of completion ~~as covered in section 17.02 (5)(a)~~. Each licensee shall retain such documentation for ~~three renewal cycles~~10 years, and shall furnish it to the Board for verification of completion of the required continuing education if so requested. This requirement shall not be deemed to waive the requirement that CEP's also maintain records as required in these regulations.

(b) Upon successful completion ~~and documentation~~ of the six clock hours of professional development ~~continuing education~~, each licensee shall receive from the ~~seminar course~~ sponsor ~~or provider~~ a certificate of completion as covered in section 17.02 (~~53~~)(b). Each licensee shall retain such documentation for ~~three 10 years renewal cycles~~ and shall furnish it to the Board for verification of completion of the professional development ~~continuing education~~ if so requested.

(c) ~~Upon successful completion and documentation of the required twenty seven (27) clock hours of mandatory continuing education and certification programs as required by the Board pursuant to 237 CMR 17.01(1)(a), each licensee a~~Appointed as an ~~Inspectors~~ of Wires pursuant to M.G.L. c. 166, s. 32 shall ~~receive from the provide to the Board successful completion and documentation a Certificate of the required twenty seven (27) clock hours of mandatory continuing education and certification programs as required by the Board pursuant to 237 CMR 17.01(1)(a)~~these regulations indicating qualification for initial or continuing appointment as an Inspector of Wires.

~~Falsification of Information; Illegal Transfer. The falsification of any information relating to the requirements of 237 CMR 17.00 and/or the transfer of a certificate of completion of continuing education and or a certificate of completion of professional development to any individual for purposes of license renewal application shall be grounds for the initiation of formal disciplinary proceedings to revoke or suspend the license(s) of the licensee(s) involved in such misconduct.~~17.02: Requirements for All ProvidersContinuing Education Providers (CEPs) and Seminars/Courses

- (1) ~~Out of State and Massachusetts CEP's Seminars/Courses Providers and Courses. Individuals and entities seeking approval must be Board approved, to provide continuing education seminars/courses shall include, but not be limited to: vocational schools, association sponsored programs, labor training programs, employer training programs, and private instructors. All individuals and entities seeking Board approval to conduct seminars/courses within Massachusetts shall complete a Massachusetts provider seminars/courses and shall submit to the Board for its review and approval a completed original application and agreement form provided by the Board accompanied by the appropriate application fee, a detailed outline of the course of study offered, and, if applicable, the names and license numbers of all instructors employed by the provider. Out of state providers seeking approval to conduct seminars/courses outside of Massachusetts shall complete a Massachusetts provider seminar and complete and submit for approval an agreement form provided by the Board. The Board may withdraw its approval of any provider or course for good cause shown.~~
  
- (2) ~~Instructors/MCE Seminars. Each provider CEP's shall notify the Board in writing of any change of his or her instructors within ten days of the change.~~
  - (a) ~~Instructor Qualifications and Requirements. All course instructors, whether teaching independently or employed by an approved provider, shall be Massachusetts licensed electricians.~~
  
  - (b) ~~MCE Seminar. Each provider CEP's shall attend any Board-sponsored seminars/courses on the proper content, administrative procedures and data transfer. MCE Seminar. As a prerequisite in conducting of continuing education seminars/courses license holders shall attend Board-sponsored seminars on the proper subject content, the laws of the Commonwealth and Board Rules and Regulations.~~
  
- (3) ~~Provider/CEP Seminar/Course Sponsors –Records. All Providers~~
  - (a) ~~CEP's shall maintain for a period of three-10 years license renewal cycles complete and accurate records on each licensee to whom the provider has issued a certificate of completion of who has completed continuing education; as in the case of professional development all providers and or sponsors shall maintain for a period of three license renewal cycles complete and accurate records on each licensee to whom the provider and or sponsor has issued a certificate of professional development. Such records shall include the following information:~~
    - (a) — (b) Certificate of completion of Continuing Education Seminar/Course  
CEP's shall provide attendees certificates of completion which contain the following:

1. ~~Three digit Providers~~CEP number
2. ~~The Providers~~CEP name and Massachusetts license number
3. ~~Providers~~ Instructor signature signed under pains and penalties of perjury
4. Date of course and hours completed
5. ~~Classroom clock hours of instruction and subject matter~~Providers CEP contact phone number
6. Name of attendee and ~~his or her~~ license number(s)

- (bc)          Certificate of completion of Professional Development  
         Seminar/Course

As the Board generally does not approve Professional Development sponsors, Licensees shall be solely responsible for obtaining certificates of completion from their sponsor for any Professional Development seminars/courses taken. Such certificates of completion must contain the following:

1. ~~Classroom clock hours of instruction and subject~~ Subject matter
2. Date of course and hours completed
3. Course Sponsor's name
4. Speakers name
5. ~~Signature of the course provider signed under pains and penalties of perjury~~ 65. Name of attendee

- (ed) ~~All providers shall be a current holder of a certificate A, B, C, or D each certificate, in good standing with the board or other licensing agency. All providers~~CEP's shall maintain in electronic medium ~~acceptable to the board~~ the names, license number(s), of all licensees attending the continuing education seminar(s). A copy of such shall be submitted to the Board within ten (10) working days of the completion date of such seminar ~~in an electronic medium format acceptable to the Board by email and/or diskette. All records maintained by the provider shall be made available to the Board or its agents within ten (10) days upon request.~~

- (4) ~~Falsification of Information by Provider. The f~~Falsification of any information relating to the requirements of 237 CMR 17.00 by ~~the a CEP~~provider shall be grounds for the withdrawal of Board approval of the ~~provider~~CEP and, where Board licensee(s) are found to be involved, ~~for~~ the initiation of formal disciplinary proceedings against such licensee(s).