

237 CMR 13.00: Eligibility Criteria for Initial Licensure

Section

- 13.01: Master Electrician License Exam Application Eligibility Criteria
- 13.02: Systems Contractor License Exam Application Eligibility Criteria
- 13.03: Journeyman Electrician License Exam Application Eligibility Criteria
- 13.04: Systems Technician License Exam Application Eligibility Criteria
- 13.05: Continuing Education and Education Expiration for all Applicants
- 13.06: Rules Governing Applicant Education
- 13.07: Education Documentation Requirements for Out of State Applicants Who do not Hold a License in Another Jurisdiction and all Out of Country Applicants
- 13.08: Work Experience Documentation Requirements for Out of State Applicants Who do not Hold a License in Another Jurisdiction and all Out of Country Applicants
- 13.09: Education and Work Experience Requirements for Applicants Licensed in a State without Reciprocity with Massachusetts
- 13.10: Military Education and Work Experience.
- 13.11: Aircraft or Shipboard Electricians and Merchant Marines Strikers.
- 13.12: Military Construction or Base Maintenance Electricians.
- 13.13: Corporate License
- 13.14: Partnership License
- 13.15: LLC and LLP

13.01: Master Electrician License Exam Application Eligibility Criteria

A licensed Journeyman Electrician applying for a Master Electrician license exam shall meet the following eligibility criteria for licensure:

- (a) furnish documentary proof satisfactory to the Board of having completed at least one year of experience as the holder of a Massachusetts Journeyman Electrician license and having been actively engaged in electrical work.
- (b) furnish documentary proof satisfactory to the Board of having successfully completed without substantial interruption 150 clock hours of classroom instruction, as described in 237 CMR 22.02: *150 Hours of Education Required as a Prerequisite for Master Electrician Examination.*

13.02: Systems Contractor License Exam Application Eligibility Criteria

A licensed Systems Technician applying for a Systems Contractor license exam shall meet the following eligibility criteria for licensure:

- (a) furnish documentary proof satisfactory to the Board of having completed at least one year of experience as the holder of a Massachusetts Systems Technician license and having been actively engaged in or working at the business of systems work.

(b) furnish documentary proof satisfactory to the Board of having successfully completed without substantial interruption 75 clock hours of classroom instruction, as described in 237 CMR 22.04: *75 Hours of Education Required as a Prerequisite for Systems Contractor Examination*.

13.03: Journeyman Electrician License Exam Application Eligibility Criteria

(1) An apprentice applying for a Journeyman electrician license exam shall meet the following eligibility criteria for licensure:

(a) furnish documentary proof satisfactory to the Board of having completed electrical work experience totaling a minimum of 8000 clock hours in no less than four years before making an application for examination.

Such work experience, as an apprentice, shall have been under the direct supervision of a Massachusetts licensed Journeyman electrician in accordance with M.G.L. c. 141, § 8.

(1) Applicants may receive credit for electrical shop experience obtained in a public vocational school program approved by the Department of Elementary and Secondary Education under M.G.L. c. 74, All programs are subject to approval by the Board.

(2) Applicants with systems work experience supervised by a Systems Technician may receive a maximum of 4000 clock hours in not less than 2 years.

(3) Apprentices shall not be given credit for work experience obtained more than twenty years prior to the date of application.

(b) furnish documentary proof satisfactory to the Board of having successfully completed without substantial interruption 600 clock hours of classroom instruction as described in 237 CMR 22.01: *600 Hours of Education Required as a Prerequisite to Sit for Journeyman Examination (as Applicable Modular and Non-modular)* and obtained in a public vocational school program approved by the Department of Elementary and Secondary Education under M.G.L. c. 74, a private occupational school program licensed by the Division of Professional Licensure under M.G.L. c. 112, a college/university program, or other trade organization, approved by the Board. For purposes of this requirement, a maximum of 300 hours of education shall be granted for education completed in a public vocational school program approved by the Department of Elementary and Secondary Education under M.G.L. c. 74.

(c) furnish documentary proof satisfactory to the Board of having obtained a high school diploma or equivalent.

(2) Applicants with education in a systems program as described in 237 CMR 22.03: *300 Hours of Education Required as a Prerequisite for Systems Technician Examination* will receive that credit towards the education requirement for the Journeyman's examination.

13.04: Systems Technician License Exam Application Eligibility Criteria

An apprentice applying for a Systems Technician license exam shall meet the following eligibility criteria for licensure:

(a) furnish documentary proof satisfactory to the Board of having completed systems work experience totaling a minimum of 4000 clock hours in no less than two years before making an application for examination. Such work experience, shall have been under the direct supervision of a Massachusetts Systems Technician or Journeyman in accordance with M.G.L. c. 141, § 8.

(1) Applicants may receive credit for shop experience obtained in a public vocational school program approved by the Department of Elementary and Secondary Education under M.G.L. c. 74, in a private occupational school program licensed by the Division of Professional Licensure under M.G.L. c. 112, or in a college/university program approved by the Board.

(2) Applicants with electrical work experience may receive a maximum of 2000 clock hours in not less than 1 year towards the experience requirement for the Systems Technician examination.

(3) Apprentices shall not be given credit for systems work experience obtained more than twenty years prior to the date of application.

(b) furnish documentary proof satisfactory to the Board of having successfully completed without substantial interruption 300 clock hours of education as described in 237 CMR 22.00: *Required Electrical Education* obtained in a public vocational school program approved by the Department of Elementary and Secondary Education under M.G.L. c. 74, or in a private occupational school program licensed by the Division of Professional Licensure under M.G.L. c. 112, or in a college/university program approved by the Board.

(c) furnish documentary proof satisfactory to the Board of having obtained a high school diploma or equivalent.

(1) Applicants with education in electrical may apply 25% of that education, up to a maximum of 75 clock hours, towards the education requirement for the Systems Technician examination.

13.05: Continuing Education and Education Expiration for all Applicants

(1) Continuing Education.

Applicants must complete, in addition to the required education, a 15 hour Continuing Education Program as provided in 237 CMR 17: *Mandatory Continuing Education (MCE)*. This continuing education must be based on 527 CMR 12.00: *Massachusetts Electrical Code (Amendments)* in effect at the time of application.

(2) Education Expiration.

Education shall be deemed to expire and cannot be utilized for licensure purposes twenty years from when the applicant commences the program.

13.06: Rules Governing Applicant Education

(1) Successful Completion.

(a) Students are required to successfully complete without duplicating an objective(s) to meet the required clock hours for examination. If a student feels this would create a hardship, he or she shall submit such requests in writing to the Board, prior to enrolling in such objective(s), documenting the hardship and requesting waiver of this requirement to receive credit for such clock hours.

(b) Students shall successfully complete the clock hours for each objective(s) provided in their agreement and as provided in 237 CMR 13.00 to receive credit for such clock hours.

(c) Students who do not successfully complete an objective shall not receive any clock hours of education for that objective.

(d) Students who successfully complete an objective(s) shall receive the clock hours of education for that objective(s) as provided in 237 CMR 22.00: *Required Electrical Education*.

(e) Students shall successfully complete the clock hours of education as established in 237 CMR 13.00 before making an application for examination.

(2) Students are not allowed to sit in any objective(s) prior to the signing of an Agreement with their provider.

(3) Students are required to purchase, for classroom instruction, 527 CMR 12.00: *Massachusetts Electrical Code (Amendments)*, (available at the State Bookstore, State House, Room 117, Boston, MA 02133), Documents and Standards intended to be used as an aid in instruction for each learning objective listed in 237 CMR 22.00: *Table 22.01*, unless provided by others.

(4) Certificates of Completion.

(a) Students are responsible for maintaining their Certificates of Completion for any objective(s) completed by them until they have passed their applicable examination and received a license.

(b) Students shall not receive credit from the Board for any objective(s) without a Certificate of Completion. Students are not allowed to sit for any objective(s) prior to obtaining the required books, documents and standards, calculators *etc.* applicable to their selected learning objective(s).

(c) Students who fail to comply with this requirement may be subject to the forfeiture of registration fees and attendance clock hours.

(5) Hardship.

(a) Students are required to submit a written request of hardship to their provider as provided in 237 CMR 18.00: *Rules Governing Practice*, with regards to their intention of withdrawal or being absent from any learning objective(s). Failure to submit such a request may cause the student to forfeit their right for a hardship.

(b) Hardship agreements shall be submitted to the Board upon request.

13.07: Education Documentation Requirements for Out of State Applicants Who do not Hold a License in Another Jurisdiction and all Out of Country Applicants

(1) An applicant who has received his or her qualifying education either in another state or in another country shall, at the time of application, petition the Board for review and approval of those classroom instruction clock hours. Such petition shall be accompanied by the following documentation, in the English language:

(a) A certificate of completion for each learning objective successfully completed documenting the clock hours, with commencement and the completion dates of such instruction.

(b) A letter of accreditation from the institution, recognized by a Department of Education or the equivalent, providing such instruction.

(c) Documentation describing whether such instruction was based on the National Electrical Code, the International Electrical Code, a County regulation or regulations or codes promulgated by some other regulatory body and the code year.

(d) The Board may request additional information regarding out of state education. In its discretion, the Board may determine that such education is not substantially equivalent to the requirements in Massachusetts and may deny credit for part, or all, of the education submitted.

(2) In no case shall an applicant for licensure receive credit for the education or experience unless such education and experience was based on the National Electrical Code then in effect, an International Electrical Code then in effect, or related adopted standards acceptable to the Board.

13.08: Work Experience Documentation Requirements for Out of State Applicants Who do not Hold a License in Another Jurisdiction and all Out of Country Applicants

(1) An applicant for licensure who has received his or her qualifying experience either in another state or in another country shall, at the time of application, petition the Board for review and approval of those experience clock hours. The petition shall be accompanied by a certified statement from the employer with the following information:

- (a) The name of the applicant.
 - (b) The employer's name and supervising electrician's name, with the supervising electrician's license number and a description of the class and/or type of license held by that supervising electrician, education and work experience requirements.
 - (c) The beginning date of employment, a statement describing the employment as full time or part time, the number of clock hours worked on a weekly basis during the period of employment, and the termination date of employment.
 - (d) The type of work experience supervised by the licensed supervising electrician and the total number of clock hours of work experience during the period of employment.
 - (e) A statement that the work experience was based upon the national or an international electrical code as well the cycle year for that code(s).
- (2) In no case shall an applicant for licensure receive credit for the education or experience unless such education and experience was based on the National Electrical Code then in effect, an International Electrical Code then in effect, or related adopted standards acceptable to the Board.

13.09: Education and Work Experience Requirements for Applicants Licensed in a State Without Reciprocity with Massachusetts

(1) An Applicant who holds a current license issued by examination in another state may apply for the equivalent license in Massachusetts provided the applicant held his or her license for a period of not less than one year and has been actively engaged in licensed work. The applicant's education and work experience required by the jurisdiction of originating license must be documented and equivalent to the education and experience requirements provided in 237 CMR 13.00. Said examination application must include the following:

Required Education documentation:

- (a) Program overview and course description
- (b) Transcripts showing commencement and the completion dates, completion of each learning objective, accumulated clock hours and code standard.
- (c) A letter of accreditation from the institution recognized by the state's Department of Education or similar authority.
- (d) Documentation describing whether such instruction was based on the National Electrical Code, the International Electrical Code, a County regulation or regulations or codes promulgated by some other regulatory body and the code year.

Work Experience documentation:

- (a) Most recent years of work experience actively engaged in licensed work.

- (b) Letter(s) of present or recent employment on letterhead including the applicant's name, qualifying officer's name and license number, the beginning date of employment, indication of employment as full time or part time, capacity, description of work, the number of clock hours worked on a weekly basis during the period of employment, and the termination date of employment.
- (c) A statement should indicate whether the work experience was performed to the specifications of the national or an international electrical code as well the effective year.
- (d) Self- employed individuals with a non-apprentice level license shall document work with as much information as possible, including references.

License documentation

- (a) Applicants shall present a certified statement signed by the Keeper of Records for the originating jurisdiction of license issuance indicating whether the license is current and in good standing and any disciplinary actions taken by the license authority.
 - (b) The Board may request additional information regarding out of state education and work experience. In its discretion, the Board may determine that such education and/or experience is not substantially equivalent to the requirements in Massachusetts and may deny credit for part or all of the education and experience submitted.
- (2) An applicant for licensure may receive credit for the education or experience if such education and experience was based on the National Electrical Code then in effect, an International Electrical Code then in effect, or related adopted standards acceptable to the Board.

13.10: Military Education and Work Experience

- (1) Applicants for licensure as an electrician or systems person who qualify as a veteran as defined in M.G.L. c. 4, § 7, clause forty-third and have obtained education instruction and work experience while serving in the armed services shall submit a breakdown of such instruction and experience on discharge papers (currently forms DD214 and DD215).
- (2) Documentation of experience or instruction obtained while serving in the armed services shall be submitted on military stationary. Such documentation shall include a statement that states that "This certifies that the subject individual has worked as (indicating the title of the position) performing (indicate the specific work performed) in accordance with the provisions of the (National Electrical Code or International Electrical Code) for the period (date of commencement) to (date of completion).

13.11: Aircraft or Shipboard Electricians and Merchant Marines Strikers

(1) Education instruction and work experience gained while acting in the capacity of an aircraft or shipboard electrician or as a Merchant Marine Striker may be considered by the Board, and may receive the following maximum credit clock hours of work and education required by 237 CMR 13.00:

- (a) Work Experience: No more than 2,000 clock hours of work experience credit.

(b) Education: No more than 150 clock hours of education credit.

13.12: Military Construction or Base Maintenance Electricians

(1) Education instruction and work experience gained while supervised in military construction work or base maintenance such instruction and experience may be considered by the Board, and may receive the following maximum credit clock hours of instruction and work experience required by 237 CMR 13.00:

(a) Work Experience: No more than 50% credit of total work experience clock hours up to a maximum of two years or 4000 clock hours of experience.

(b) Education Clock Hours: No more than 300 clock hours of education.

13.13: Corporate License

(1) Applicants for a Class A (Master's) or Class C (Systems Contractor) Corporation Certificate shall be holders of a Massachusetts Class A (Master's) or Class C (Systems Contractor) license in order to be the holder of a corporate license and shall provide to the Board the following:

(a) a completed application form together with the fee set by the Secretary of Administration and Finance;

(b) a list of all officers of such corporation and the qualifying officer certified by the Clerk of the corporation as a true copy of its records;

(c) a copy of its Articles of Organization;

(d) a copy of the bylaws or if applicable agreement naming the Qualifying Officer and his or her responsibilities;

(e) the name of the individual holding the Class A (Master's) or Class C (System Contractor) license who will serve as the Qualifying Officer who may be a current employee; and

(f) a letter from the Qualifying Officer requesting that the Board grant the corporation a certificate based on the examination previously passed by him or her.

13.14: Partnership License

(1) Applicants for a Partnership license shall provide to the Board the following:

(a) a completed application form together with the fee set by the Secretary of Administration and Finance;

(b) the name of the individual holding the Class A (Master's) or Class C (System Contractor) license who will serve as the Qualifying Officer of the partnership and may be a current partner in the partnership;

(c) a letter from the Qualifying Officer of the partnership requesting that the Board grant the partnership a license based on the examination previously passed by him or her; and

(d) a fully completed Partnership Agreement Form obtained from the Board and signed by all partners listing the Qualifying Officer with his or her responsibilities.

13.15: LLC and LLP

(1) Applicants for LLC and LLP license shall provide to the Board the following:

(a) a completed application form together with the fee set by the Secretary of Administration and Finance;

(b) the name of the individual holding the Class A (Master's) or Class C (System Contractor) license who will serve as the Qualifying Officer;

(c) a letter from the Qualifying Officer requesting that the Board grant the LLC or as the case may be LLP a license based on the examination previously passed by him or her; and

(d) a fully completed LLC or as the case may be LLP Agreement Form listing the Qualifying Officer with his or her responsibilities.

REGULATORY AUTHORITY: 237 CMR 13.00: M.G.L. c. 141, §§ 2 and 3.