

240 CMR 11.00: CONTINUING EDUCATION FOR ELECTROLYSIS

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11.01: Continuing Education Requirements

- (1) Licensed Electrologists are required, as a condition of license renewal, 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) Each Licensee 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) A minimum of three continuing education 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) Courses for continuing education credit may 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; and
 - (e) Ethical or legal aspects of electrolysis.
- (9) The following electrology related 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.

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- (c) Electrology programs online or in other electronic format which require a successful completion of a written examination.
- (d) 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.
- (e) 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.
- (f) 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.

11.02: 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 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; and
 - 5. The name of the individual authorizing the award of continuing education credit for the course or program in question.
 - (b) 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.
 - (c) 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;
 - 3. institution or sponsoring agency; and
 - 4. the number of hours the licensee spent teaching or presenting.
 - (d) 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.
 - (e) 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 240 CMR 11.02. 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.

11.03: 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 240 CMR 11.03(1) and endorsed or sponsored by the following organizations 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 academic institutions offering degrees related to electrolysis practice; and
 - (d) Organizations approved by the Board.

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(3) A sponsor of a continuing education course or program shall submit to the Board a completed application for approval of the course or program showing that the 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 the course or program only to each person who attends the entire course or program; and
- (c) The sponsor maintains a copy of the course or program outline, and all records required by 240 CMR 11.02(1)(a) and 240 CMR 11.03 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.

11.04: 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.

11.05: Appeal Process

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 within 14 days of receipt, to have the Board review and reconsider its decision.

11.06: Active/Expired Status

(1) An electrologist whose license has expired 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 whose license has expired wishes to renew his or her license, he or she must pay up to two renewal fees plus a late fee, and if expired for:

- (a) Five years or more, he or she must first pass the Massachusetts State Board Examination.
- (b) Four years or more, he or she must first 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 or she must first 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 or she must first 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 or she must first complete a minimum continuing education requirement of six hours and of this requirement three hours must be obtained in clinical participatory courses.

(3) 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 or her expired Massachusetts license to an active status, he or she must submit certification from the Board of Registration of Electrology of the licensed state in which he or she has been practicing that his or her license is in good standing.

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- (4) Once the Massachusetts license has been renewed, the licensee must, from that date on, fulfill the continuing education requirement for each licensing period.

11.07: 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 240 CMR 11.05;
- (6) Conduct ongoing evaluations of the continuing education process; and
- (7) Supervise related continuing education activities as necessary and appropriate.

REGULATORY AUTHORITY

240 CMR 11.00: M.G.L. c. 13, § 42; M.G.L. c. 112, §§ 87T through 87KK.