



# *The Commonwealth of Massachusetts*

## **Division of Professional Licensure**

**Office of Public Safety and Inspections**

**1000 Washington Street, Suite 710**

**Boston, Massachusetts 02118**

Phone (617) 727-3200

Fax (617) 727-1944

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### **APPLYING FOR A NEW CONSTRUCTION SUPERVISOR LICENSE (CSL)**

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Please review the *CSL Candidates Bulletin of Information* thoroughly and follow steps identified below. The candidates bulletin may be viewed @

[https://www.mass.gov/files/documents/2019/04/25/Construction%20Supervisor%20Candidates%20Bulletin%202019\\_1.pdf](https://www.mass.gov/files/documents/2019/04/25/Construction%20Supervisor%20Candidates%20Bulletin%202019_1.pdf)

1. Determine the type of license you wish to pursue.
2. Verify your work experience.
3. Download and submit the exam registration form to *Prometric*.
4. Call *Prometric* to schedule an exam date following submittal of application. Please allow at least 10 days before calling so that *Prometric* staff may process application information.
5. Prepare for and take exam.
6. Following successful completion, submit your passing *Score Report* to the Board of Building Regulations and Standards (BBRS) for license by mail.

*Please forward completed application packages to:*

**Office of Public Safety and Inspections**

**CSL License Application**

1000 Washington Street, Suite 710

Boston, MA 02118

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### **EXAM INFORMATION**

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- Exams are intended to test a candidate's knowledge of the Commonwealth's Building Code (780 CMR) and general construction practices.
- Exams are administered for the Office of Public Safety & Inspections (OPSI) by *Prometric*, a private contractor. Exams are computer-based and may be scheduled at one of the many convenient *Prometric* locations across the state.
- Candidates are informed of results immediately following completion of exam.
- After receiving a passing *Score Report* from *Prometric* at the exam location, the candidate shall complete the *Score Report Form* and mail it, along with the license fee, to OPSI @ the address listed above.

- A license card will be issued to the candidate within approximately 30 days of receipt of application.

Please visit the *Prometric* website @ <https://www.prometric.com/test-takers/search/maceprod> for additional information.

## **EXAM PREPARATION INFORMATION**

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All exams are based on contents of the Commonwealth's Building Code (780 CMR) and associated materials, depending on exam type, as identified in the *CSL Candidates Bulletin of Information* (see link above). The current, Ninth Edition Code is based on the following 2015 codes as published by the International Code Council (ICC).

- The International Building Code (IBC);
- International Residential Code (IRC);
- International Existing Building Code (IEBC);
- International Mechanical Code (IMC);
- International Energy Conservation Code (IECC);
- International Swimming Pool and Spa Code (ISPSC); and
- Portions of the International Fire Code (IFC).

Please see additional information @ <https://www.mass.gov/handbook/ninth-edition-of-the-ma-state-building-code-780> and please remember that the Commonwealth modifies these codes fairly extensively. Candidates may purchase the 2015 codes on-line @ ICCSafe.org, Massachusetts code amendments may be purchased on-line @ the Secretary of State's Bookstore @ <https://www.sec.state.ma.us/spr/sprcat/catidx.htm>. Please see the candidates bulletin for additional information.

The Commonwealth *does not offer* exam preparation courses and a prep course *is not required* to take the exam, however, many candidates find them helpful. Preparatory courses are available through private sector organizations. The Commonwealth does not endorse any particular course, but interested candidates may find available courses by searching the web using the term *Massachusetts Construction Supervisor License Prep Courses*. Candidates should thoroughly research which course, if any, would be most beneficial.

## **WORK EXPERIENCE**

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Candidates must demonstrate 3 years of experience in building construction or design to be eligible for the exam. Work experience need not be continuous but must be full-time (40 hours per week) within the past ten years.

### **Exceptions:**

- Successful completion of a three- or four-year vocational high school or other vocational school program in the field of building construction shall be deemed as satisfying one year of work experience.
- Completion of a bachelor's degree from an accredited college or university shall be deemed as satisfying one year of work experience.

- Successful completion of a bachelor's degree from an accredited college or university in architecture or science, engineering, or technology in a related field shall be deemed as satisfying two years' work experience.
- Active construction related military experience may be considered full time experience.

**Note:**

- Education cannot account for more than two years of experience, and, union affiliation only is not acceptable as work experience.

### **DOCUMENTATION OF WORK EXPERIENCE**

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Provide either tax forms or a letter of attestation, but not both, as follows:

- **Tax forms.** W-2, or IRS Schedule C or 1099 forms are acceptable. Submit forms for the equivalent of three years full time experience. If education is used for experience then submit a copy of the diploma and/or degree that you acquired.
- **Letter of Attestation.** In lieu of tax records a notarized letter of attestation from an individual (e.g. engineer, architect, employer, military supervisor, licensed contractor, or other) stating that you have at least three years of construction and/or design experience.