

**COMMONWEALTH OF MASSACHUSETTS  
BOARD OF REGISTRATION IN PERFUSIONISTS**

**Staff Action Policy 15 – 01**

<b>Title</b>	<b>AUTHORIZED STAFF ACTION FOR ISSUANCE OF LICENSES</b>
<b>Purpose</b>	The Board of Registration (“Board”) in adopts this policy to authorize the issuance licenses to qualified applicants.
<b>Date Adopted</b>	March 3, 2015, revised December 1, 2015
<b>Authorization</b>	The Board authorizes the Board’s Executive Director to issue licenses to qualified applicants as specified in this policy. The Board further authorizes the Executive Director to direct Division Staff, agents of the Board, or both, to perform actions required to issue licenses to qualified applicants as specified in this policy.
<b>Provisional Licensure</b>	<ol style="list-style-type: none"> <li>1. The Executive Director may issue a provisional license to practice as a perfusionist pursuant to 267 CMR 3.06 provided that the following criteria have been met: <ol style="list-style-type: none"> <li>a. The applicant has submitted a Board approved Provisional Perfusionist License application form that is complete, signed and notarized, with a 2 x 2 photograph of the applicant attached;</li> <li>b. The applicant is at least 18 years of age;</li> <li>c. The application is accompanied by an official transcript for the applicant that: <ol style="list-style-type: none"> <li>i. confirms that the applicant is a graduate of a perfusion education program that meets the educational standards established by the Accreditation Committee for Perfusion Education (ACPE) and has been approved by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), and</li> <li>ii. was mailed to the Board in a signed, sealed envelope directly from the perfusion education program;</li> </ol> </li> <li>d. The application is accompanied by official documentation submitted to the Board directly from the American Board of Cardiovascular Perfusion (ABCP) confirming that the applicant is registered for the next available administration of the ABCP examination;</li> <li>e. The Supervisor Information portion of the application has been completed and signed by a supervising perfusionist who holds a current, valid full license issued by the Board that is current and in good standing;</li> <li>f. The applicant has submitted a Board approved Criminal Offender Record Information (CORI) Acknowledgement form that is complete, signed and verified;</li> </ol> </li> </ol>

<p><b>Provisional Licensure, continued</b></p>	<ul style="list-style-type: none"> <li>g. A request for Massachusetts CORI has been submitted to the Department of Criminal Justice Information Systems (DCJIS) and DCJIS has returned its results;</li> <li>h. A Good Moral Character evaluation by the full Board is not required per the terms of the Board's <i>Licensure Policy 14-02, Staff Action to Identify Individual Registration Applications requiring Good Moral Character evaluation</i>; and</li> <li>i. The applicant has submitted valid payment of the provisional license application fee.</li> </ul>
<p><b>Full Licensure</b></p>	<ul style="list-style-type: none"> <li>2. The Executive Director may issue a full license to practice as a perfusionist pursuant to 267 CMR 3.04 provided that the following criteria have been met: <ul style="list-style-type: none"> <li>a. The applicant has submitted a Board approved Perfusionist License application form that is complete, signed and notarized, with a 2 x 2 photograph of the applicant attached;</li> <li>b. The applicant is at least 18 years of age;</li> <li>c. The application is accompanied by an official transcript for the applicant that: <ul style="list-style-type: none"> <li>i. confirms that the applicant is a graduate of a perfusion education program that meets the educational standards established by the Accreditation Committee for Perfusion Education (ACPE) and has been approved by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), and</li> <li>ii. was mailed to the Board in a signed, sealed envelope directly from the perfusion education program;</li> </ul> </li> <li>d. The application is accompanied by official documentation submitted to the Board directly from the American Board of Cardiovascular Perfusion (ABCP) confirming that the applicant holds a certificate as a certified clinical perfusionist;</li> <li>e. The applicant has submitted a Board approved Criminal Offender Record Information (CORI) Acknowledgement form that is complete, signed and verified;</li> <li>f. A request for Massachusetts CORI has been submitted to the Department of Criminal Justice Information Systems (DCJIS) and DCJIS has returned its results.</li> <li>g. A Good Moral Character evaluation by the full Board is not required per the terms of the Board's <i>Licensure Policy 14-02, Staff Action to Identify Individual Registration Applications requiring Good Moral Character evaluation</i>; and</li> </ul> </li> </ul>

<b>Full Licensure, continued</b>	h. The applicant has submitted valid payment of the full license application fee.
<b>Consultation with the Board Chair</b>	3. The Executive Director may consult with the Board Chair to determine whether the criteria for issuing a license pursuant to this policy have been met.
<b>Report to Board</b>	Board staff shall submit to the Board a written report at each regularly scheduled meeting of the Board. The report shall list all actions taken on the Board's behalf pursuant to this policy since the previous meeting of the Board.