

110.R5: continued

**110.R5.4.13 Facilities.** Each course of study must be conducted in a classroom or other appropriate facility that is accessible and adequate to comfortably accommodate the instructors and the number of students enrolled.

**110.R5.4.14 Supplementary Materials.** An adequate supply of supplementary materials to be used or distributed in connection with an approved course must be available at the time and place of the course offering in order to ensure that each student receives all of the necessary materials. Outlines and any other materials that are reproduced must be of readable quality.

**110.R5.4.15 Advertisement.** 780 CMR 110.R.4.15 governs the advertising of continuing education courses.

1. Advertising must be truthful and not deceptive or misleading. Courses may not be advertised in any manner as approved unless approval has been granted in writing by the BBRS.
2. No advertisement, pamphlet, circular, or other similar materials pertaining to an approved offering may be circulated or distributed in this state, unless the following statement is prominently displayed: *"This course has been approved by the Massachusetts Board of Building Regulations and Standards for ..... (approved number of hours) hours for continuing ..... (relevant industry) education."*
3. Advertising of approved courses must be clearly distinguishable from the advertisement of other non-approved courses and services.
4. The number of hours for which a course has been approved must be prominently displayed on an advertisement for the course. If the course offering is longer than the number of hours of credit to be given, it must be clear that credit is not earned for the entire course.
5. Advertising shall comply with the MA regulation for advertisement of private occupational schools, 603 CMR 3.14: *Advertisements* and all advertising, including but not limited to 'false advertising' is governed by (940 CMR 3.10: *Private Home Study, Business, Technological Social Skills and Career Schools -- Correspondence and Other* (repealed and replaced by 940 CMR 31.00: *For-profit and Occupational Schools*), violations of which are enforceable under the provisions of M.G.L. c. 93A, the Consumer Protection Act.

**110.R5.4.16 Notice to Students.** At the beginning of each approved offering, the following notice must be handed out in printed form or must be read to students:

*"This educational offering is recognized by the Massachusetts Board of Building Regulations and Standards as satisfying ..... (insert number of hours approved) hours of credit toward continuing ..... (insert appropriate industry) education requirements."*

**110.R5.4.17 Audits.** The BBRS reserves the right to audit subject offerings with or without notice to the coordinator.

**110.R5.4.18 Falsification of Reports.** Anyone found to have falsified an education report to the BBRS shall be subject to limitation, condition, suspension of the license, course coordinator approval or instructor approval can be revoked and/or fined up to \$1,000.00. The BBRS reserves the right to audit a licensee's continuing education records.

**110.R5.4.19 Waivers and Extensions:** (Reserved).

**110.R5.4.20 Reporting Requirements.** Required continuing education must be reported in a manner prescribed by the BBRS. Licensees are responsible for maintaining copies of course completion certificates.

**110.R5.4.21 Continuing Education Fees.** See 801 CMR 4.02: *Fees of Licenses, Permits, and Services to Be Charged by State Agencies* for the following fees:

1. Course Approval:
  - a. initial course application fee for each continuing education course approval sought;
  - b. initial course approval fee for each hour or fraction of one hour. Initial course approval expires on the last day of the 24<sup>th</sup> month after the course is approved;
  - c. renewal of course approval fee for each hour or fraction of one hour. Renewal of course approval expires on the last day of the 24<sup>th</sup> month after the course is renewed.
2. Course Coordinator:
  - a. initial coordinator approval fee. Coordinator may only oversee 12 courses. Initial coordinator approval expires on the last day of the 24<sup>th</sup> month after the coordinator is approved; and
  - b. renewal of coordinator approval fee. Renewal of coordinator approval expires on the last day of the 24<sup>th</sup> month after the coordinator is renewed.

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