Frequently Asked Questions
Regarding
Continuing Education Requirements

A Licensed Site Professional ("LSP") must renew his or her license every three years. As part of the license renewal process, an LSP must submit evidence that he or she has fulfilled the continuing education requirements set forth in the Board's regulations at 309 CMR 3.09. The continuing education requirements are summarized below.

- Every three years an LSP must earn a minimum of 36 continuing education credits. These credits can only be earned by attending Board-approved courses, conferences, conference workshops, live webinars, or on-demand courses.

- 9 of the 36 credits must be earned by taking Massachusetts Department of Environmental Protection courses that are approved for DEP credits. The complete definition of "DEP Course" is set forth in the Board's regulations at 309 CMR 3.09(1). A DEP Course is designed for LSPs taught "in whole or in substantial part by department personnel." The Board must approve a course as a "DEP Course." Depending on its content, the Board will approve a DEP Course with all or a portion of DEP Credits.

Frequently Asked Questions

Q: Can I carry over credits from one renewal period into the next if I earn more than 36 credits in a three-year renewal period?

A: Yes, with certain limitations. The Board's regulations at 309 CMR 3.09(2)(b) state that an LSP "may apply up to six continuing education credits earned during the last six months of a license renewal period toward their next license renewal, provided those credits were not applied toward the previous renewal." The Board's regulations at 309 CMR 3.09(2)(d) state that "LSPs who renew their licenses pursuant to 309 CMR 3.06(4)(a) after their licenses have lapsed may utilize at their next license renewal up to 12 credits earned during their lapse period so long as the credits were not used for the renewal that ended the lapse period." The Board regulations at 309 CMR 3.09(2)(e) state: "LSPs who have qualified for a 90-day extension pursuant to 309 CMR 3.06(5) may apply credits earned during their 90-day extension period to their next license renewal so long as those credits were not used toward the renewal period for which they received the 90-day extension." Please also note that, pursuant to 309 CMR 3.09(2)(f), credits earned from any individual course may not be split between an earlier and later license renewal.

Q: 309 CMR 3.09 (2)(b) allows LSPs to apply up to 6 continuing education credits earned during the last 6 months of a license renewal period toward their next license renewal, provided those credits were not applied toward the previous renewal. How does this policy affect my renewal application?

A: If you earn course credits during the last six months of your renewal period that you do not need to renew, you should **NOT** enter the excess credits on your current renewal application. You should hold these credits and enter them on your next renewal application. Please also note that, pursuant to 309 CMR 3.09(2)(f), credits earned from any individual course may not be split between an earlier and later license renewal.

Q: The regulation at 309 CMR 3.09 (2)(b) that allows LSPs to apply up to 6 continuing education credits earned during the last 6 months of a license renewal period became effective on January 30, 2026. If I last renewed my license prior to that date, can I take advantage of this regulation when I next renew?

A: Yes. The regulation includes no time limitations regarding when an LSP last renewed their license.

Q: Can I earn all my credits in the last year of the three-year renewal period?

A: Yes, but it is not wise to wait until your third year to begin earning credits. Sufficient approved courses, particularly DEP Courses, may not be available. MassDEP sponsors courses when new chapter 21E regulations are promulgated or when the Department has another good reason to offer LSP training. For these reasons, LSPs are strongly advised to take DEP Courses whenever they become available.

Q: What should I do if, at the end of the three-year renewal period, I do not have enough credits to renew?

A: Unless you are eligible and apply for a 90-day extension, your license will lapse at the close of business on the date of expiration of your license. If your license lapses, you are prohibited from acting as, advertising as, or otherwise holding yourself out to be an LSP. You have one year after your expiration date to obtain the credits you need and renew your license. *See* 309 CMR 3.06(4).

Q: Can I obtain an extension to obtain the credits I need to renew my license?

A. Yes, but not every LSP qualifies for a 90-day extension. Extensions are designed to provide additional time to LSPs who only need a few credits in order to renew their license. In fact, the Board's regulations at 309 CMR 3.06(5), require an LSP to earn a minimum of 27 continuing education credits to qualify for a 90-day extension. If that requirement is met, a LSP can apply for a 90-day extension. Significantly, an application for an extension must be submitted before the license expires.

Q: How does a course become "approved" by the LSP Board for credit?

A: Either an LSP or the provider of a potentially qualifying course can seek approval by submitting a written request. In brief, a request for course approval must include a

course outline or syllabus; a resume or curriculum vitae; and any other information described in the Board's regulations at 309 CMR 3.09(6). Additionally, the provider must maintain a record of attendance for all courses, a record whether attendees of on-demand courses passed an assessment of learning, and a record whether attendees of live webinars completed polling questions.

Q: How can I find the list of Board-approved courses, conferences, conference workshops, live webinars and on-demand courses?

A: Information regarding approved courses can be found at *"Current List of Board Approved Continuing Education Courses" or "News and Updates--Upcoming Board Approved Courses"* using the following link: APPROVED CONTINUING EDUCATION COURSES AS OF MAR., 1997

Q: I was recently approved to take the LSP exam. Before passing the exam, may I earn continuing education credits that I can use towards my first license renewal?

A: Yes, with some limitations. The Board's regulations at 309 CMR 3.09(2)(c) allow approved applicants who become LSPs to utilize at their first license renewal up to 12 continuing education credits earned within six months prior to passing the LSP exam.

Q: How does the Board interpret the requirement in 309 CMR 3.09(5) that a course attendee answer all the polling questions presented while the attendee is in attendance? If an LSP fails to answer some polling questions during the time allotted by the course provider, does the LSP forfeit credit for the course?

A: Since a live webinar is offered over the internet, the course provider is unable to readily discern whether the LSP is engaged with the course. The intent of the polling questions is to ensure that the LSP is paying attention. The course provider must utilize software that allows attendees at live webinars to answer each polling question electronically within a certain allotted time after the question is presented. Each live webinar must also allow attendees to chat with the course provider during the course. The Board understands that on occasion an LSP may be engaged with the course but may not answer polling questions in the time allotted or a technical issue may arise that prevents the LSP from answering polling questions using the course software. In the event that an LSP does not answer polling questions in the allotted time, the Board considers it acceptable for the LSP to answer the questions or communicate with the course provider about the issue by using the webinar chat function or emailing the course provider **prior to the end of the course**. If the LSP answers the polling questions or communicates with the course provider about the issue by one of these alternate methods prior to the end of the course, the course provider may issue the LSP an attendance form. If a course provider has a question about any specific situations regarding polling questions, the course provider should feel free to contact the Board's Continuing Education Coordinator, Matthew J. Lyne, at (617) 894-7572 or Matthew.Lyne@mass.gov.

Q: 309 CMR 3.09 (5) requires an LSP to take and eventually pass (with a score of at least 70%) an assessment of learning offered during all on-demand courses. What does the Board consider an acceptable assessment of learning?

A: The purpose of the assessment of learning is to ensure that a course attendee pays attention during the on-demand course. Considering an on-demand course has no live component, the Board believes the assessment is the best method to gauge that an attendee was engaged with the course material. The Board did not include specific content requirements for an assessment of learning in the Board's regulations but can offer some general guidelines regarding what the Board thinks an assessment of learning should include. Typically, assessment of learning questions are multiple choice with four possible answers. The questions should focus on substantive issues presented in the course. The number of questions should be based on course length. For example, for courses 1 to 3 hours long, the Board considers a total of 3 to 5 questions to be sufficient. For a course 4 to 8 hours long, a total of 7-10 questions are sufficient.

Q: Who should I contact if I have further questions about Continuing Education Requirements?

A: You should contact the Board's Continuing Education Coordinator, Matthew J. Lyne, at (617) 894-7572 or Matthew.Lyne@mass.gov.