



# Continuing Education Provider [CEP] Guidelines

Board of State Examiners of Electricians

2023 Massachusetts Electrical Code

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# TO: All CEPs (Continuing Ed Providers)

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*Topic: CEP Program info*

Provider programs need to be evaluated and re-approved prior to each Code cycle. All new Providers will be required to present their delivery and instruction before the Education subcommittee. This handbook is designed as an aid in the process, outlining expectations using the requirements in the Board's regulations for both new and existing providers. The Mandatory Continuing Education (MCE) program is established as a means of ensuring that with each new code, licensees remain informed and are taught by knowledgeable and qualified individuals in a setting respective of their professional standing and the Board's requirements. For each of the Boards professions namely Electricians and Systems, licensees attend classes specific to their needs. The two are never to be combined and CEPs must compose a program and application package and apply for each program separately. As the Board meets virtually, all applications must be submitted comprehensively and completely to the Board office via email in pdf format. Preferably submitted as not more than one or two pdf documents.

The NEC and MEC are usually adopted simultaneously in MA during the first few weeks in January of that code year. The current code year ends when the Board adopts the new code release. As you will be teaching the new code, lesson plans and handout materials should be tailored to present the objectives of the new NEC integrating the MA amendments into your training program. If you use pre-made or modified PowerPoint presentations, a separate file attachment may also be included. Provider approval is contingent upon meeting the requirements of the program and the application packet. Incomplete submittals will not be approved. Read and understand the application and program expectations before signing and submitting an application.

*Existing Providers who have submitted complete packages and received approval for their programs may commence conducting classes after January 1, 2023 or Board adoption of the code (whichever comes first). Any advertisement of classes prior to subcommittee approval must explicitly indicate "tentative" or "subject to Board approval". New Providers must be completely approved by the subcommittee before advertising and conducting classes. The Board's education subcommittee will begin issuing Provider approvals no earlier than December 2022.*

*If you have any questions, please contact the Board office via email [electricians.board@mass.gov](mailto:electricians.board@mass.gov)*

*We look forward to working with you for the new code cycle.*

Sincerely,

Board of State Examiners of Electricians  
1000 Washington St. Ste. 710  
Boston, MA 02118 | phone 617-727-9931 | fax 617-727-9932

## B. Application Process

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### **Defined Providers**

For the purpose of the Board's Continuing Education program there are several types of providers but all instructors of a Providership must be Massachusetts licensed whether in-state or out-of-state. The applications for Continuing Education Provider (CEP) both first time and renewal are included in this booklet and addresses each type. The following are descriptions regarding each type:

#### *Individual/Private Provider (in-state or out-of-state)*

- A person or business who offers Continuing Ed seminars through contract with a MA licensed instructor or Provider. Together they are responsible for the preparation and running of the program, records maintenance and data uploads. The licensee must sign an agreement form with the entity.

#### *Occupational School Provider*

- A private occupational school applying for Providership through its' instructors by hire or assignment of existing instructors to prepare and run the MCE program. The individual may be responsible for running of the program, records maintenance and data uploads but ultimately the school and program director is responsible and beholden to the Board.

#### *Vocational School Provider*

- A Vocational school evening program applying for Providership by and through licensed instructor(s) by hire or assignment to run the MCE program. The individual may be responsible for running of the program, records maintenance and data uploads but ultimately the school and program director is responsible and beholden to the Board.

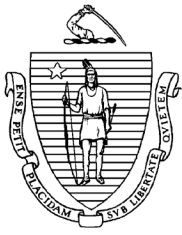
#### *Trade Association/ Employment organization Provider*

- A Trade association or employer trade organization applying for Providership to provide MCE for its members only. The organization is assigned a provider number and cannot transfer the providership to another individual or entity.

When a completed application is submitted to the board office it is reviewed by the Education Subcommittee. The subcommittee will consider any administrative reports of the Provider's history, any failures to comply with the program requirements or negligent occurrences and determine whether the Provider may be reapproved for the cycle.

Following the review process of all documentation and background checks, the Board office will notify the provider of the decision or any additional requirements or actions to be taken.

*Pursuant to 237 CMR 17.02 (5) Renewal of application for providership shall be submitted on a prescribed form or other medium acceptable to the Board for its review and approval not later than 90 days prior to the adoption of a promulgated Electrical Code.*



**The Commonwealth of Massachusetts**  
**Division of Occupational Licensure**  
 1 Federal Street Suite 0600 • Boston, Massachusetts 02110-2012  
**Board of State Examiners of Electricians**  
[www.mass.gov/dpl/boards/el](http://www.mass.gov/dpl/boards/el)  
**(617)727-9931**

## CEP RENEWAL APPLICATION

1. Type of Provider application (check as applicable and attach listed documents):

<input type="checkbox"/> <b>Individual Provider</b> Program specific requirement: ✓ \$10,000 bond	<input type="checkbox"/> A& B program	<input type="checkbox"/> C&D program
<input type="checkbox"/> <b>Proprietary School Provider</b> Program specific requirements: ✓ Bond ( based on annual earnings and secretary of finance) ✓ Provider Agreement Nb: Providership remains with the school	<input type="checkbox"/> A& B program	<input type="checkbox"/> C&D program
<input type="checkbox"/> <b>Trade or Employer institution provider</b> Program specific requirements: ✓ Provider Agreement Nb: Providership remains with the institution	<input type="checkbox"/> A& B program	<input type="checkbox"/> C&D program
<input type="checkbox"/> <b>Evening School Provider</b> Program specific requirements: ✓ Provider Agreement ✓ \$10,000 bond Nb: Providership remains with the school	<input type="checkbox"/> A& B program	<input type="checkbox"/> C&D program

Institution		Individual/rep. Provider Name	
Provider No.		Street Address	
City		State	Zip Code
Day time Phone Number (     )	Evening Phone Number (     )	Email Address to be used for all submittals	
MA A&B License nos.		MA C&D License nos.	
Out-of-State License nos.		Out-of-State License nos.	

Entities who are partnered with a MA licensee or Provider should complete this agreement:

In connection with an application to renew MCE provider status in furtherance of the Massachusetts Board of State Examiners of Electricians' (hereinafter 'the Board') Mandatory Continuing Education (MCE) requirements as established in 237 CMR 17.01 and 17.02

I. This Agreement is by and between \_\_\_\_\_ and  
(Print Name of Licensee)

\_\_\_\_\_ to act in accordance with the requirements of an  
application for (Name of entity/School) Continuing Education Provider(CEP).

As the partnered providership we agree to undertake the following obligations in furtherance of the Board's Mandatory Continuing Education (MCE) as established in Chapter 237 CMR 17.00 and we further agree to the following:

- II. To maintain current license(s) in good standing with the MA Board.
- III. To maintain accurate records of MCE completion for the duration required by regulation.
- IV. To issue certificates only to persons who have completed the MCE requirement.
- V. To issue a certificate of completion to all individuals who have completed the MCE requirement.
- VI. To maintain current Provider information and course materials with the Board.
- VII. Misuse of Provider status may be grounds for the Massachusetts Board of State Examiners of Electricians to initiate formal disciplinary action against the providership and if deemed necessary associated license(s) and associated privileges. Per M.G.L.c.112§61.
- VIII. To attend any Provider seminar or meeting called by the Board.
- IX. To notify the Board of all instructors associated with this Providership and hold their licenses in good standing.
- X. To maintain the security of records kept in association with the Providership.
- XI. That the Commonwealth may recover and be compensated for any expenses as a result of errors and omissions made by the entity or on behalf of the entity.
- XII. That failure to meet the aforementioned requirements and standards will result in the removal of Providership approval status.

\_\_\_\_\_  
Signature of MA licensee/instructor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of entity representative

\_\_\_\_\_  
Date



Commonwealth of Massachusetts  
**Division of Occupational Licensure**  
1 Federal Street, Suite 0600 • Boston, MA 02110-2012  
[www.mass.gov/dpl/boards/el](http://www.mass.gov/dpl/boards/el)

**Board of State Examiners of Electricians**  
**(617)727-9931**

**NEW CEP APPLICATION**

1. Provider application Type:

<input type="checkbox"/> <b>Individual Provider</b> Program specific requirements: ✓ \$10,000 bond	<input type="checkbox"/> A& B program	<input type="checkbox"/> C&D program
<input type="checkbox"/> <b>Proprietary School Provider</b> Program specific requirements: ✓ Bond ( based on annual earnings and secretary of finance) ✓ Provider Agreement Nb: Providership remains with the school	<input type="checkbox"/> A& B program	<input type="checkbox"/> C&D program
<input type="checkbox"/> <b>Trade or Employer institution provider</b> Program specific requirements: ✓ \$10,000 bond ✓ Provider Agreement Nb: Providership remains with the institution	<input type="checkbox"/> A& B program	<input type="checkbox"/> C&D program
<input type="checkbox"/> <b>Evening School Provider</b> Program specific requirements: ✓ Provider Agreement ✓ \$10,000 bond Nb: Providership remains with the school	<input type="checkbox"/> A& B program	<input type="checkbox"/> C&D program

School/Institution/Company		Individual/rep. provider Name	
Street Address			
City		State	Zip Code
Day time Phone Number (     )	Evening Phone Number (     )	Email Address (used for all file submissions)	
MA Master or Systems Cont. License no. (required)		MA Journeyman or Systems Tech License no. (required)	
Other State License(s)		Other State License(s)	
MA Office of Private Occupational School education license No.		Other certification(s)	

2. Were you ever a MA MCE provider in the past? ☐ Yes ☐ No

If yes explain reason for prior removal

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3. List\* all instructors under this Provider approval (resumes should show qualifications, related education, license numbers, employment history, experience teaching subject)



Name	Primary phone number	Last issued MA license No.

Pursuant to 237 CMR 17.02 I hereby apply for approval from the Board of State Examiners of Electricians to offer courses and training to students in accordance with the requirements for MCE pursuant to 237 CMR 17.01. I fully understand that failure to abide by the above requirements, failure to comply with 237 CMR, and failure to abide by any other Board requirements shall be grounds for the Board to initiate formal adjudicatory proceedings which may result in the suspension or revocation of any licenses held by involved individuals, and rights and privileges associated with this approval as a provider, along with any other discipline allowed by law. This Providership agrees to abide by all Board Regulations and attest that all statements made herein are accurate and true. This application is signed under the pains and penalties of perjury.

\_\_\_\_\_  
 Representative/applicant Signature

\_\_\_\_\_  
 Date

## C. Signed Agreement

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### *a. Operating Agreement*

An agreement between the MA licensee and the entity for which the application is being submitted is also an agreement with the Board. It establishes an understanding that for the life of the partnership there is a shared responsibility to conduct CE and comply with all record and data accounting requirements and Board regulations. Upon severance of the contract the Providership is expired.

By signing the application for Providership and the agreement, the parties recognize that any failure to comply with requirements may result in formal adjudicatory proceedings resulting in disciplinary sanctions.



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**Board of State Examiners of Electricians**  
**(617)727-9931**

**AGREEMENT**

I. This Agreement is by and between \_\_\_\_\_ and  
(Print Name of Licensee)

\_\_\_\_\_ to act in accordance with the requirements of an application for  
(Name of entity/School) Continuing Education Provider(CEP).

As the partnered providership we agree to undertake the following obligations in furtherance of the Board's Mandatory Continuing Education (MCE) as established in Chapter 237 CMR 17.00 and we further agree to the following:

- II. To maintain current license(s) in good standing with the MA Board.
- III. To maintain accurate records of MCE completion for the duration required by regulation.
- IV. To issue certificates only to persons who have completed the MCE requirement.
- V. To issue a certificate of completion to all individuals who have completed the MCE requirement.
- VI. To maintain current Provider information and course materials with the Board.
- VII. Misuse of Provider status may be grounds for the Massachusetts Board of State Examiners of Electricians to initiate formal disciplinary action against the providership and if deemed necessary associated license(s) and associated privileges. Per M.G.L.c.112§61.
- VIII. To attend any Provider seminar or meeting called by the Board.
- IX. To notify the Board of all instructors associated with this Providership and hold their licenses in good standing.
- X. To maintain the security of records kept in association with the Providership.
- XI. That the Commonwealth may recover and be compensated for any expenses as a result of errors and omissions made by the entity or on behalf of the entity.
- XII. That failure to meet the aforementioned requirements and standards will result in the removal of Providership approval status.

\_\_\_\_\_  
Signature of MA licensee/instructor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of entity representative

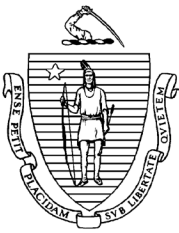
\_\_\_\_\_  
Date

## D. Surety or Performance Bond

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Providers who charge attendees for courses are required to have a performance bond. It is for the protection of these attendees who enroll in their program to provide compensation where the provider failed to present, deliver, or otherwise provide an approved program for the required duration. This bond requirement; which is currently set at \$10,000 is payable to the commonwealth to cover any and all persons or entities wronged by negligent, purposeful, or accidental omission, cancelation, failure to provide, or other action or process that adversely affected the licensee or student, including physical access related incidents.

Existing programs should have a bond in place and proof of the Bond shall be submitted at the time of renewal. The form provided on the page following is an example and may be used by your insurance agent. The Bond must be acquired at the outset and proof of the Bond submitted at the time of application.



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SURETY BOND FORM  
CONTINUING EDUCATION PROVIDER

Policy/Bond number: \_\_\_\_\_

Know all persons by these presents: that, \_\_\_\_\_ (Provider)  
of \_\_\_\_\_ (city) in the state of \_\_\_\_\_ Principal, and  
\_\_\_\_\_ (surety/bond/insurance company) of \_\_\_\_\_  
(city) in the state of \_\_\_\_\_ a institution existing under the laws of the state of  
\_\_\_\_\_ and duly authorized to transact the business of Surety in the Commonwealth of Massachusetts, as  
Surety, are held and firmly bond unto the Commonwealth of Massachusetts, as Obligee, the sum of ten thousand dollars **\$10,000** for  
payment to the Treasurer of the Commonwealth or to the Director of the Division of Professional Licensure or his designee, of which  
sum said principal and surety do jointly and severally bind themselves, their heirs, executors, administrators, successors, and assigns  
and each and every one of them firmly by these presents.

The condition of this obligation is such that whereas, if the said organization shall satisfy all claims or judgments against them as  
determined by the Division of Professional Licensure or a court of competent jurisdiction, in both actions by the Division and actions  
by students to recover damages resulting from fraud or misrepresentation used in procuring enrollments in a Board approved  
continuing education program or from a breach of contract, then this obligation shall be void, provided, however, that the aggregate  
liability of the surety under this bond for all breaches of the conditions of the bond shall, in no event, exceed the sum of this bond; and  
provided further that the liability of the surety under this bond shall be limited to indemnifying the claimant only for the actual  
damages. This bond shall not limit or impair any right to recovery otherwise available pursuant to law, nor shall the amount of the  
bond be relevant in determining the amount of damages or other relief to which any plaintiff may be entitled.

The surety may cancel this bond by giving 90 days notice in writing to the oblige Director of the Division of Professional Licensure,  
by certified mail, thereafter surety shall be relieved of any liability for any breach of condition occurring after the effective date of  
such cancellation. However, this bond is continuous until cancelled by said surety

In witness whereof, the said Surety has signed and sealed this instrument this \_\_\_\_\_ day of \_\_\_\_\_ Year \_\_\_\_\_

\_\_\_\_\_  
Name of Authorized Agent of Surety (bond/insurance Company)

\_\_\_\_\_  
Signature of Authorized Agent of Surety

\_\_\_\_\_  
Address of Authorized Agent of Surety

\_\_\_\_\_  
Address of School

\_\_\_\_\_  
Effective Date of Bond

# E. Instructor Qualifications

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Instructors are required to be MA licensed electricians by examination and in good standing per 237 CMR 17.02(2)(a). If licensed in another state that might be interested in having reciprocal continuing education the state must contact the MA Board. As for the Professional Development portion, instructors should be qualified and certified to teach the topics being offered, however courses need not receive prior Board approval.

A resume or other similar document must be submitted with the CEP application for each instructor containing the following minimum data:

- Full name
- Mailing Address
- email and phone
- MA License number
- Relevant work history
- Relevant education history
- Demonstrated qualifications

*15 hr MCE Providers must comply with the following regulations:*

## **17.02: Requirements for Continuing Education Providers and Seminars/Courses**

*(1) CEPs must be Board approved. The Board may withdraw its approval of any provider or course for good cause shown.*

*(2) CEPs shall notify the Board in writing of any change of his or her instructors within ten days of the change.*

*(a) All course instructors, whether teaching independently or employed by an approved provider, shall be Massachusetts licensed electricians.*

*(b) CEPs shall attend any Board-sponsored seminars/courses on the proper content, administrative procedures, and data transfer.*

*(3) Seminar/Course Sponsors Records.*

*(a) CEPs shall maintain for a period of ten years complete and accurate records on each licensee who has completed continuing education;*

*(b) Certificate of completion of Continuing Education Seminar/Course*

*CEPs shall provide attendees certificates of completion which contain the following:*

- 1. CEP number*
- 2. CEP name and Massachusetts license number*
- 3. Instructor signature signed under pains and penalties of perjury*
- 4. Date of course and hours completed*
- 5. CEP contact phone number*

6. Name of attendee and license number(s)

*(c) Certificate of completion of Professional Development Seminar/Course*

*As the Board generally does not approve Professional Development sponsors, Licensees shall be solely responsible for obtaining certificates of completion from their sponsor for any Professional Development seminars/courses taken. Such certificates of completion must contain the following:*

- 1. Subject matter*
- 2. Date of course and hours completed*
- 3. Course Sponsor's name*
- 4. Speaker's name*
- 5. Name of attendee*

*(d) CEPs shall maintain in electronic medium the names, license number(s), of all licensees attending the continuing education seminar(s). A copy of such shall be submitted to the Board within ten (10) working days of the completion date of such seminar.*

*(4) Falsification of any information relating to the requirements of 237 CMR 17.00 by a CEP shall be grounds for the withdrawal of Board approval of the CEP and, where Board licensee(s) are found to be involved, the initiation of formal disciplinary proceedings against such licensee(s).*

*(5) Renewal of application for providership shall be submitted on a prescribed form or other medium acceptable to the Board for its review and approval not later than 90 days prior to the adoption of a promulgated Electrical Code.*

## F. Expected Outcome

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The purpose of mandatory continuing education (MCE) is to keep licensees familiar with code requirements and amendments, but it also affords the individual other opportunities to enhance their practice with additional subject matter that might be incidental to their specialty.

Individuals revise material, as well as learn new requirements as technology changes and safe practices improve. They are able to participate in discussions that facilitate application of the code, subsequently improving skill, knowledge, or ability upon completion.

The MCE requirement consists of two parts for licensees and three for Inspectors of Wires. As covered in 237 CMR 17 and 18 the parts are: a 15-hr continuing education component which covers code update information; a 6-hr professional development seminar or lesson for all licensees; and a 6-hr inspector only professional development seminar or lesson which is specifically developed to be relevant to inspectors.

The purpose of the 15-hr CE class is to convey the changes to the MA electrical code, relate the amendments to the NEC, identify code changes and how they relate to the practice, and to review the board related topics (laws regulations, advisories, bulletins, and inspectional related changes) that may have occurred. It is important that the outcome or terminal objective be consistent amongst the various classes and seminars. The content of the 15-hr course has to be inclusive of the significant changes but the method of instruction and delivery by the instructor can be different. The instruction should be thorough and tailored to the audience, but needs to cover all relevant changes (MA Amendments). The more they are able to involve the licensee, the more effective the class will be. Asking licensees to find something in the code book, or



asking simple questions on which section of the code would apply, can sometimes be very useful learning tools.

The objectives of the 15-hr class should prepare the licensee to:

1. Identify in the current NEC how the changes are indicated.
2. Locate the changes as discussed by the presenter.
3. Use the code book to answer code related questions.
4. Relate the MA amendments to the NEC requirements.
5. Use the code book and the related references to incorporate the changes into the conduct of business as a licensee.
6. Interpret code articles and explain how informational notes are used.
7. Use the appendix to supplement the code sections.

The purpose of the 6-hr professional development class is to teach the licensee a topic that can improve a skill, knowledge, or ability in the trade or keep a licensee current with changes that are occurring in the business or trade. Technical topics can help expound on subjects and concepts that the code does not fully explain. For instance, grounding and bonding takes up a relatively small section of the code, but it is so important for operation and safety of an electrical system that a professional development class can go on for more than 6 hours and only brush the surface of the topic. Non technical topics also help to better the trade. Topics like CPR/First aid, business accounting, invoicing, OSHA, driving safely, and office related topics can help keep licensees safe and productive. The concept is that a licensee is required as part of the criteria for relicensing to attend some “new” or “non code update” seminar every code cycle and learn something that will hopefully help enrich his or her work experience in the trade.

# G- Code of Conduct

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All of the instruction provided as MCE, refresher, exam prep, and the initial training must be done in a way that the trainees have the best and safest possible learning environment. The Instructor should also have a safe and learning conducive opportunity. To help accomplish this, accepted standards of behavior should be stated and posted. Established behavior standards can set the expectation for all to follow. If a student becomes overly disruptive, the instructor should be able to expel the student for the safety and courtesy of the other learners. The student should be given respect and an informative lesson. This environment produces favorable results.

Sample “Code of Conduct” statements have been provided and can be used in conjunction with your refund and application processes. The basic expectations are:

- Punctuality
- Attendance – for entire class
- Non-disruptive behavior – The class should not have to sit through ranting and raving, from the students or the instructor. Respect the rights of others.
- Alert and attentive behavior – sleeping and snoring is disruptive and interferes with the learning of others.
- Silenced Cell phone and electronic devices while class is in session
- Code books and applicable references required.
- Refrain from use of alcohol, dangerous weapons or controlled substances.

# Code of Conduct- Provider

## **As an Approved Provider, I am expected to:**

*Conscientiously strive for excellence in my program.*

- Arrive at class and conducting classes on time
- Encourage active participation in class discussions and other meetings
- Be fully prepared for classes

*Be accountable as an individual for my ethical conduct and for compliance with applicable laws, policies and directives.*

- Provide instruction on required scope of material.
- Provide proper documentation, including certificates.

*Maintain confidentiality when appropriate*

- Protect personal information such as SS, MV driver's license and credit card information.

*Foster an environment in which every member is provided respect.*

- Conduct myself with integrity in my dealings with licensees.
- Abstain from harassing behavior.
- Listen to and respect the opinions of all attendees.
- Focus attention on what is happening in class.
- Avoid and prohibit the creation of distractions.
- Prohibit the use of computers or cell phones during class, events or meetings except when authorized.
- Require and wear appropriate attire.
- Respect the rights and dignity of others.

## Code of Conduct – Attendee

### **As an Attendee, I am expected to:**

#### *Be Respectful of others*

- Arrive on time and return from breaks on time
- Avoid disrupting the instructor and others from participating

#### *Avoid distractions*

- Silence your cell phone or other communication device.
- Limit talking to asking questions at the right time or sharing information.
- Get good sleep the night before to avoid feeling tired.

*Disruptions and unprofessional behavior may result in expulsion from class and forfeiture of payment. They include, but are not limited to:*

- Arguing, fighting, horseplay.
- Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.
- Attempted or actual theft of and/or damage to personal or public property.
- Failure to comply with orders or directions of instructor or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- Violation of federal, state, or local law on premises, including but not limited to the following:
  - Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law; or
  - Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises.
  - Intoxication, use, possession or distribution of alcoholic beverages except as expressly permitted by law.

# H. Recordkeeping Requirements

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## *General:*

Recordkeeping requirements are established for the benefit of providers and licensees. The minimum requirements document attendance, verify that the licensee is who he or she says they are, documents completion of the required class, and maintains a history for at least three code cycles for audit purposes (10 years minimum per 237CMR 17.02(3)).

## *Provider Recordkeeping Duties:*

- Verify licensee governmental photo identification (driver's license, passport, RMV identification card, etc.) and compares to applicable electrical license(s) or to license data.
- Create attendance list(s) with accurate names (including generation-Jr., III, Sr. etc) and signatures (sample form provided)
- Provide written agreement for licensee to sign
- Conduct and record attendance a minimum of three times daily, twice at time intervals that reasonably coincide with formal starts, stops, breaks and lunch periods and once at random.
- Record attendance for attendees only
- Maintain records for 10 years and provides information to Board staff upon request.
- Ensure each attendee is given a certificate of completion.
- Gain familiarity with the Board's file transfer systems and file submission formats.
- Upload CE files in a timely manner for licensee renewal credit

## *Licensee Recordkeeping Duties:*

- Provides proper photo and license information to the provider.
- Follows attendance verification requirements.
- Retains a copy of completion certificates for a minimum of 10 years.

Record tampering and falsification of records will not be tolerated. Improper or fraudulent identification verification, relaxation of the hours of attendance, recording attendance for someone who did not attend, failing to provide records, or other improper breach of recordkeeping shall result in penalties up to and including possible license action (advisory, fine, sanction, suspension, revocation) and loss of the ability to be a provider.

*(237 CMR 17.02 (4) Falsification of any information relating to the requirements of 237 CMR 17.00 by a CEP shall be grounds for the withdrawal of Board approval of the CEP and, where Board licensee(s) are found to be involved, the initiation of formal disciplinary proceedings against such licensee(s).*

# H. Recordkeeping Requirements

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## *a. Data File Records:*

Providers are required to document licensee completion of continuing education and to upload the data to the Board license records via a csv file. The file is created using an Excel Spreadsheet with the required fields and saving the file with the correct name and csv extension. The state uses a web based file transfer point called **MOVEit**.

When the Board approves you as a CEP, you are notified of your assigned Provider number sometimes referred to as a Provider Code. Your email is set as your username in MOVEit and in preparation for submitting files you will receive email notification from [mft@mass.gov](mailto:mft@mass.gov) which includes a link to set your password.

Licensees are required to retain copies of their certificates of attendance for at least 3 code cycles (hence, approx. 10 years). In case of an audit, the licensee shall provide evidence of having attended required MCE classes for renewal of licensure. If for some reason the licensee cannot locate or produce the paper record of attendance, licensure status may be affected. For these reasons it is extremely important and required by regulation to issue certificates to licensees.

The next page provides a sample of the Excel file format with the required fields and the file naming convention. There are columns with info that changes each cycle and there are columns with info that does not change.

The key is indicated as follows

Changes according to license and type

Changes with the code (next change will be in 2023)

The info in these columns never changes such as Provider number etc.

CE\_intake\_file\_ddmmyyyy.csv

Board Code	License Number	Type Class	Provider Code	DPL Pin	Course Date	Course Name	Course Number	Course Hours	Code Cycle
EL	12345	B	300	549	1/1/2020	2020-NEC-C2025	N/A	15	C2025
EL	6789	A	300	549	1/1/2020	2020-NEC-C2025		15	C2025

FA submittals should be submitted in a separate file as noted below not mixed in with EL

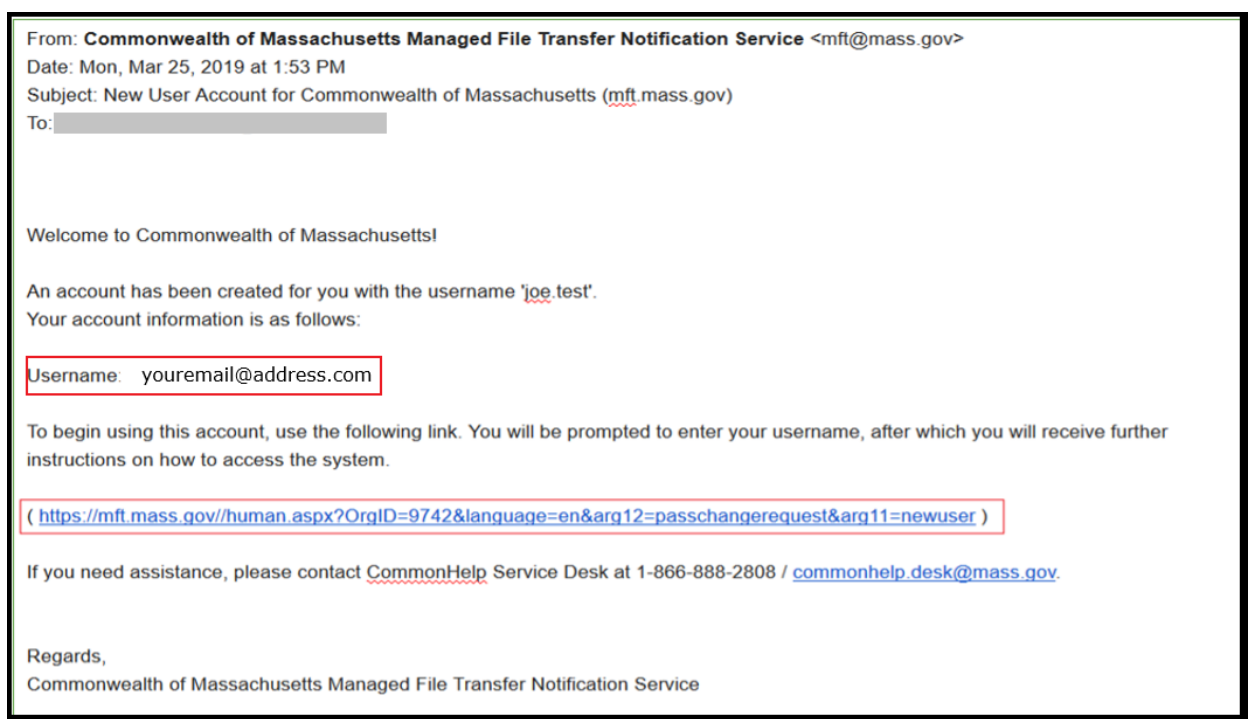
Board Code	License Number	Type Class	Provider Code	DPL Pin	Course Date	Course Name	Course Number	Course Hours	Code Cycle
FA	1234	D	300	549	1/1/2020	2020-NEC-C2025	N/A	15	C2025
FA	567	C	300	549	1/1/2020	2020-NEC-C2025		15	C2025

Note: the Course number column is not applicable so may remain blank.

Guide to login to MoveIT and submitting Continuing Education (csv) Files to the DPL:

Now that you have been approved to provide CE to MA licensees you have been setup to securely transmit CE to the license database via MoveIT.

1. You will receive an email from MoveIT (The Commonwealth of Massachusetts Secure File Delivery System). The email will come from [mft@mass.gov](mailto:mft@mass.gov) If you do not receive the login email you can contact [EOTSS-DL-ePLACEInterfaceNotice@MassMail.State.MA.US](mailto:EOTSS-DL-ePLACEInterfaceNotice@MassMail.State.MA.US)
2. Follow the instructions within the email to set up your account. Verify your username matches the email address you want to use, then follow the link to set a password.



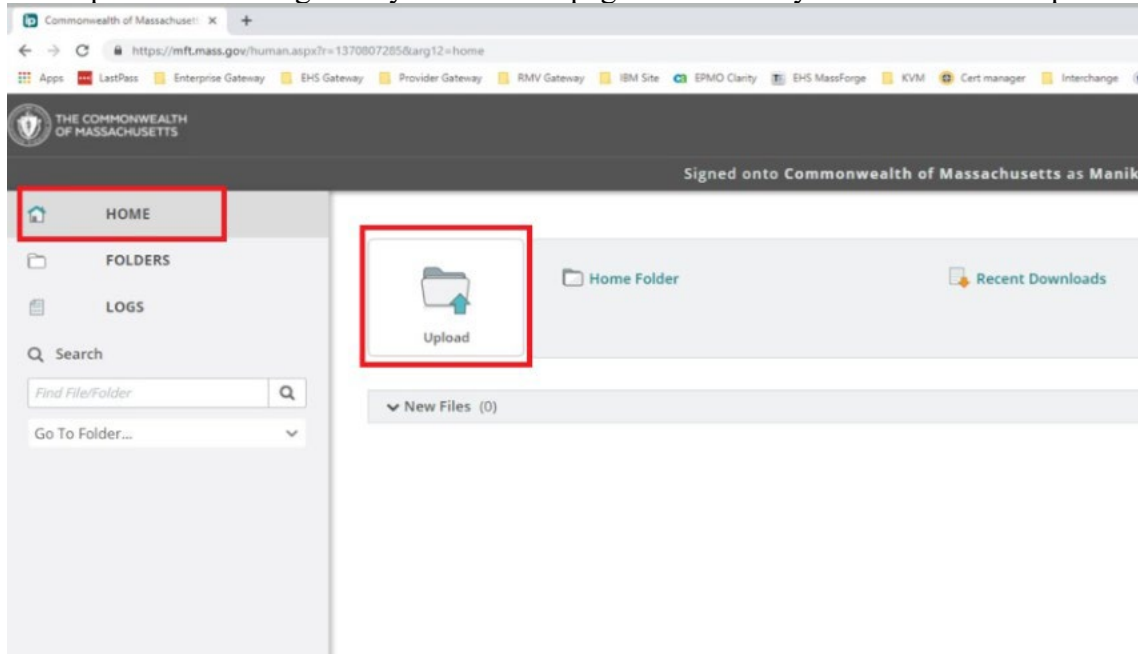
3. Proceed to [mft.mass.gov](https://mft.mass.gov)
4. Enter your username (email address) and newly set password and Click Sign On

The screenshot shows the login page for the Commonwealth of Massachusetts Managed File Transfer Notification Service. It features a 'Username' field with a placeholder 'Username', a 'Password' field with a placeholder 'Password', and a 'Forgot Password?' link. Below the password field is a 'Security Notice' section stating: 'You are about to access a secured resource. Commonwealth of Massachusetts reserves the right to monitor and/or limit access to this'. At the bottom is a blue 'Sign On' button.

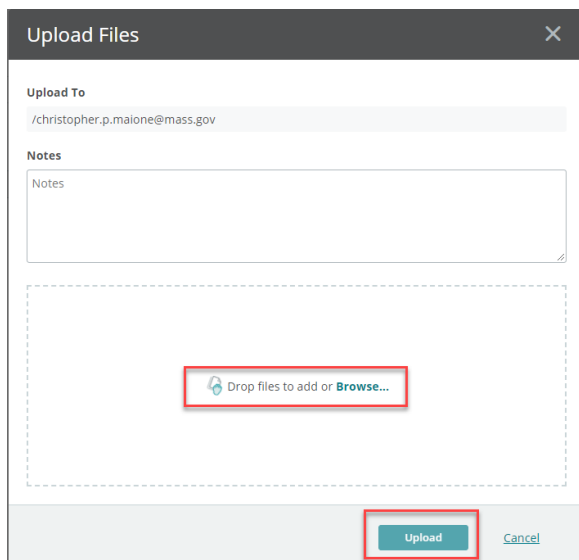


- Before uploading files BE SURE YOU ARE UPLOADING .csv FILE TYPES! Excel spreadsheets will not be processed. To create a .csv file simply chose this as the file type when you save your document on your computer.
- Also Ensure you have named the file as required “CE\_Intake\_File\_MMDDYYYY” (the date noted in the file can be the end of the course date but we suggest the date you are sending the file)

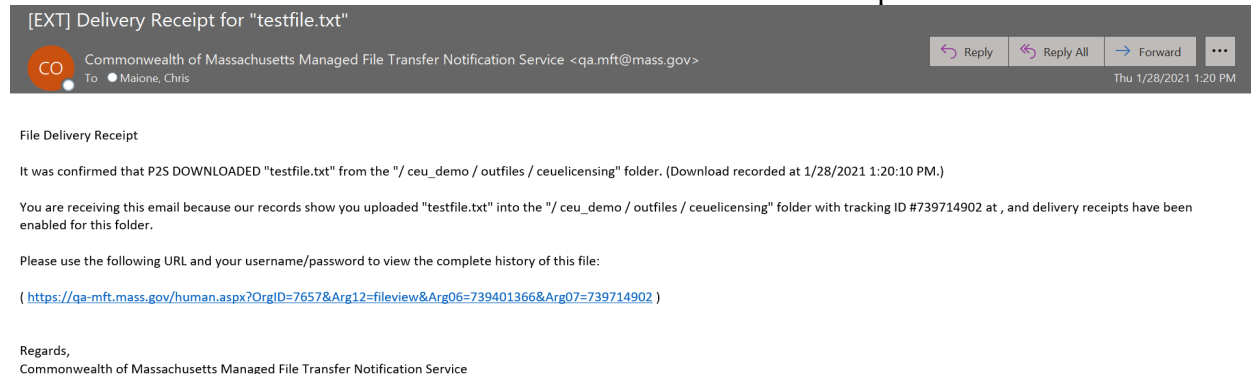
5. To upload files Navigate to your “Home” page if not already there and click “Upload”



6. You can drag and drop file(s) to upload inside the box Or select “Browse” to find the file(s) on your computer.
7. When you have added your file(s) click “Upload”



## You will receive a validation email like this one after a successful upload



If you have any additional questions or issues please contact the MOVEit Migration Support Team ([EOTSS-DL-MOVEitMigrationSupport@MassMail.State.MA.US](mailto:EOTSS-DL-MOVEitMigrationSupport@MassMail.State.MA.US)) or Division of Professional Licensure ([EOTSS-DL-ePLACEInterfaceNotice@MassMail.State.MA.US](mailto:EOTSS-DL-ePLACEInterfaceNotice@MassMail.State.MA.US))

# H. Recordkeeping Requirements

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## *b. Certificates*

A certificate of completion is to be given to the licensee for their record.

Per 237 CMR 17.02 (3):

Seminar/Course Sponsors Records.

(a) CEP's shall maintain for a period of 10 years complete and accurate records on each licensee who has completed continuing education;

(b) Certificate of completion of Continuing Education Seminar/Course

CEP's shall provide attendees certificates of completion which contain the following:

1. CEP number
2. CEP name and Massachusetts license number
3. Instructor signature signed under pains and penalties of perjury
4. Date of course and hours completed
5. CEP contact phone number
6. Name of attendee and license number(s)

The next page demonstrates the standard expected of a Certificate of Completion and an example of the content the certificate should have. If you'd like an electronic version of this certificate for your use. Board staff will be able to email you a copy.

# The Commonwealth of Massachusetts

## DIVISION OF PROFESSIONAL LICENSURE STATE EXAMINERS OF ELECTRICIANS



### Continuing Education Certificate

*This certifies that \_\_\_\_\_*

**License type:** \_\_\_\_ **Lic number:** \_\_\_\_

**License type:** \_\_\_\_ **Lic number:** \_\_\_\_

*has successfully completed 15 hours of Board approved Continuing  
Education for the 2016 - 2019 License renewal with*

**CEP Name/Institution:** \_\_\_\_\_

*in accordance with the General Laws of the Commonwealth of Massachusetts and Mass  
Regulations 237 CMR.*

**17.01 (3) Failure to complete Continuing Education Requirement.**

Any licensee who does not complete the required hours of continuing education  
shall not be eligible for license renewal. A licensee who misrepresents completion  
of continuing education in a license renewal shall be subject to disciplinary action  
which could include fines and/or license suspension or revocation.

**Certificate date:** \_\_\_\_\_ **CEP No.** \_\_\_\_\_

\_\_\_\_\_  
**CEP Signature**

**Certificate No.**

# H. Recordkeeping Requirements

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## *c. Attendance, Roster/Sign in*

Any attendee is required to show positive identification upon request at registration. A licensee is also required to show his/her license if they are to receive credit for renewal eligibility. Providers are obligated to ensure utmost accuracy in recording the licensee name, license number and type. The form of identification allows the provider to verify that the attendee matches the license record to which the credit is applied. Address changes are managed via the licensee's ePlace portal account so providers should not collect address changes from licensees.

Complete attendance is mandatory and the responsibility of the Provider for maintaining the record of attendance. Falsification of information by the attendee is grounds for expulsion from the class and forfeiture of credit for the course. The Provider's posted attendance policy should state clearly all penalties. Falsification of information by the Provider is grounds for non-renewal of providership and may include sanctions against their license.

*237 CMR 17.02: Requirements for All Providers and Seminars/Courses*

*(4) Falsification of any information relating to the requirements of 237 CMR 17.00 by a CEP shall be grounds for the withdrawal of Board approval of the CEP and, where Board licensee(s) are found to be involved, the initiation of formal disciplinary proceedings against such licensee(s).*

As a provider, you are required to observe and report abuses, control distractions, electronic device use etc. The integrity of the program is reliant upon cooperation of the licensee with the provider to ensure that the objectives are met.

**Nb. (A sample attendance form is provided.)**



# I. Class Resources and Materials

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Each licensee attending the MCE class shall be required to have a current version of the NEC and MEC for use in the class, regardless of when the next code is scheduled to be disseminated. It may be a published version of NFPA-70, NEC Code Handbook, NEC electronic version or any media available non-audio version. The following resources are required to be available in the classroom:

- MEC current version
- NEC (NFPA -70) current version
- Reports of Proposals (ref.: 237CMR 18.02(3)(b))
- Reports of Comments (ref.: 237CMR 18.02(3)(b))
- NFPA -70E (ref.: 237CMR 18.02(3)(b))
- NFPA -72 (ref.: 237CMR 18.02(3)(b))
- Board Policies and Guidelines (ref.: 237CMR 18.02(3)(b))
- Applicable Building Code References (ref.: 237CMR 18.02(3)(b))
- Refund policy
- Attendance policy (including make-up policy)
- Applicable and relevant references as needed (ref.: 237CMR 18.02(3)(b))

# J. Facility Requirements

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- Facilities used for MCE shall afford reasonable accessibility. Stairs and other impediments should be avoided.
- Seating should be available for all attendees. Seating should be safe and appropriate.
- Fire code compliant facilities shall be used.
- Maximum allowable (posted) shall not be exceeded.
- Exits shall be properly marked and pointed out to the students. Unobstructed egress routes are required.
- The room shall be free from distractions. Noise in room, travel routes, and adjacent noises shall be eliminated or minimized.
- Climate temperature, lighting, and air quality shall all be acceptable.
- Parking and access should be adequate.
- No alcohol is allowed or served in the room used for instruction.
- No smoking or tobacco products are allowed in the classroom.
- Housekeeping and trash should be acceptable.
- Toilet facilities shall be available in sufficient numbers and be clean and functional, including adequate hand wash access.
- Potable drinking water shall be available.
- Emergency contact information and means shall be available and posted.



# K. Policies

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## *a. Refund Policy*

The policy regarding refunds must be defined and posted so that the attendee knows prior to enrolling in what instances and the method of fee recovery. It goes without saying that in addition the policy has to be clear and legally enforceable.

It should also state if a deposit is required, when it is due and any events that will cause forfeiture. Otherwise you should disclose all costs (materials, supplies, food, parking, etc.) and describe if any of the costs are reimbursable and by what method (cash, check, debit, credit to account, etc.).

The policy should disclose if there is to be reimbursement upon failure to attend, late arrival, partial completion or early departure that is voluntary or involuntary. Make up classes for excusable absences, that are deemed valid by the provider, shall be conducted to cover the approximate material that the licensee missed prior to awarding a certificate and data transmission.

*Note that MGL c 255 section 13K covers legal requirements for “Every written contract between a trade school, business school, vocational schools, technical schools, correspondence schools, dance studio, professional or proprietary school,... and any person who is to receive physical, mental, or emotional benefit there from...” Your contract may have to comply with this law,*

# K. Policies

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## *b. Attendance Policy*

As mentioned prior, attendance for the entire seminar or class is mandatory for all attendees.

Documentation and demonstration of a thorough method of recording attendance shall be required as a condition of provider approval. Clock hours are used in the determination of completion and breaks in excess of 5 minutes or in entirety of 15 minutes total for the 15 – hr or 6 – hr class presentation shall be excluded from the instructional time.

Attendance records shall be made available to the Board within a 10 days upon request. Failure to maintain, retain or provide records per 237 shall be grounds for removal as provider and disciplinary action against the license(s) held by the provider and/or the instructor(s).

Make up classes for excusable absences (to be evaluated by the provider) shall be conducted to cover the approximate material that the licensee missed prior to certificate presentation and data transmission. Each provider is required to post the attendance policy including make-up policy in a conspicuous manner.

Per 237 CMR 17.01(b):

*“(b) **Exemption of 15/6 Hour Programs.** Instructors and or providers who teach two 15 clock hour seminars/courses per cycle on the Massachusetts Electrical Code and related rules, regulations and topics are exempt of the continuing education requirements.”*

Credit will require the instructor or provider to request the exemption in writing providing name, provider number, and the dates of said courses upon which the exemption is reliant.

# K. Policies

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## *c. Fees and Rates*

The Board of Electricians does not currently set rates or fees for MCE courses. Providers are responsible for setting fees and rates. Providers are required to publish or post the fee rate, the payment methods, and the refund policies. Refunds shall be made in accordance with the policy and in a reasonable time.

The fees structure is required to be complete and all inclusive. If fees are charged beyond attendance fees, then they shall be disclosed prior to enrollment. A good place to document this would be at the time of registration and by ensuring whatever you use for an application to attend is signed. Charges for duplicate certificates, late enrollment, cancellation, make-up, refreshments, handouts, books, or other materials shall be posted or disclosed.

For performance related deficiencies, the Board may utilize the performance bond to refund costs or payments made by the attendee, licensee, or Division.

# L. Program Evaluations

---

Providers should establish course critique forms as a feedback mechanism that would allow attendees to provide critical comments and evaluations of the entire class in an anonymous format. Providers should review the comments supplied as it will indicate any areas the Provider may need to pay special attention to or improve. A sample form has been provided for use, but Providers may formulate a different form or format as long as the same type of evaluative content is used.

Each attendee shall be provided an evaluation form or directed to where they may submit their feedback and the records of evaluations shall be maintained in accordance with records retention requirements. Evaluations are subject to audit by the Board.



# MA BOARD OF ELECTRICIANS CEP EVALUATION FORM

<b>Class Date:</b>	<b>Provider:</b>	<b>Instructor(s):</b>

**Please circle the number to indicate your level of agreement/disagreement with each of the aspects of the course**

	<u>Disagree</u>				<u>Agree</u>
1. The program content met my needs.	1	2	3	4	5
2. Length of the course was adequate	1	2	3	4	5
3. What did you like most about the course? _____					
4. What specific things did you like least about the course? _____					
	<u>Disagree</u>				<u>Agree</u>
5. Changes to the code were identified and discussed.	1	2	3	4	5
6. Regulations and laws pertaining to the trade were reviewed.	1	2	3	4	5
7. Current issues with policies, guidelines and general changes were reviewed.	1	2	3	4	5
8. Safety related issues relating to the electrical trade were discussed.	1	2	3	4	5
9. Content was presented completely and in an understandable manner.	1	2	3	4	5
10. The instructor(s) was (were) knowledgeable.	1	2	3	4	5
Comment: _____					
11. The rules for attendance, make up, and refund policies and the code of conduct were posted or explained.	1	2	3	4	5
12. I will use what I learned in my job.	1	2	3	4	5

Disagree

Agree

13. Instructor was responsive to questions/comments 1 2 3 4 5

14. Teaching aids/audiovisuals were used effectively 1 2 3 4 5

15. Content presented was applicable to my job 1 2 3 4 5

Comment: \_\_\_\_\_

\_\_\_\_\_

16. Handout material was complete and legible 1 2 3 4 5

17. As a result of attending this course (check all that apply):

☐ I gained one or more specific ideas that I can implement.

☐ It may help me do a better job.

☐ I do not see the impact of this course on my job.

☐ Other \_\_\_\_\_

18. **Facilities/Arrangements** (Circle the appropriate number to indicate your level of satisfaction or circle NA if the item is not applicable to you.)

	Unsatisfactory		Satisfactory	
	1	2	3	NA
A. Lodging	1	2	3	NA
B. Food Services (if applicable)	1	2	3	NA
C. Meeting rooms and facilities	1	2	3	NA
D. Restrooms	1	2	3	NA
E. Day of week	1	2	3	NA
F. Time of day	1	2	3	NA
G. Location	1	2	3	NA
H. Access to facility	1	2	3	NA
I. Available parking	1	2	3	NA

Comments:

Overall I would rate this training as: \_\_\_Excellent, \_\_\_Good, \_\_\_Average, \_\_\_Poor

Other learning needs: (List any other topics you would be interested in for the future)

Name (optional): \_\_\_\_\_ Contact info: \_\_\_\_\_

# M. Limits of Scope

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## *a. Objectives Overview-*

Objective based training (often called performance based) has long been the expected training process for licensees in the regulations because it provides consistency and assures that the subject matter prescribed for MCE (and for that matter: Apprentice training) is addressed in full. For this renewal cycle, providers will be asked to implement objective based training.

Objective based training provides a systematic approach to the established repetitive teaching curricula that is based on the job and task sets that the trainee must be able to accomplish at the conclusion of their training. Once properly stated objectives are written for a task or job, the knowledge, skills or abilities can guide the learning to the expected outcome in a measurable way that is easily repeated. Objective based training allows for presentation at many different venues with different methods (large group, small group, lecture, didactic, Socratic, lab, etc.) and still provides the desired outcome. Online, correspondence, or other “non-face” teaching methods are currently not approved for CE for several reasons including accountability, security, interaction for clarity of understanding and content and such courses will not be accepted for credit towards the MCE requirement.

Objectives describe the criteria that the licensee attains. Two levels of objectives usually can describe the training process. The high level objective (the terminal objective, and there may only be one) gives an easy to understand conclusion of what the training is meant to convey. The lower level objectives (the enabling objectives, which may be many) describe the activities necessary to attain the terminal objective. Terminal and enabling objectives establish a hierarchy for the lesson. Terminal means what a licensee can do when the instruction is completed and enabling objectives describe the path to get to the terminal objective. Anything can be taught this way and it is easy to implement. The instructional method can dictate the objective action. An objective is simply a verb, a subject and criteria. An example: “Upon completion of the MCE class, the licensee will be able to use the 2014 MEC to answer questions relating to electrical installations.” This terminal objective can be made more specific by stating “answering ten questions on...” or many more modifiers that establish criteria. One of the many enabling objectives could be “Using the 2014 MEC, locate the new changes in article 250 and explain with references to article and section, how the grounding of a service may have changed from the 2011 MEC.”

The submittal can have as many or as few objectives that you want, but the long range goal is to define the program with enough objectives so the training will be repeatable and be assured of covering all topics.

The expected outcome of the MCE 15-hr Continuing Education is that everyone can use the current versions of all of the required references to do their jobs safely, in conformance with the requirements, and within the legally require parameters of licensing. An example (the wording can be changed to suit your style) of the terminal objective with criteria, conditions, and action(s):

*Upon completion of the 15-hr CE portion of the MCE, the licensee shall be able to use the references (2014 approved MEC, 2014 approved NEC, MA general laws, applicable MA Regulations, BSEE policies and guidelines, applicable fire and security references, and other relevant materials as approved by the BSEE) to locate and explain existing and newly revised electrical and systems licenses that they hold.*

Because of the licensing hierarchy that allows system work to be done by electricians and prohibits electrical work from being done by the systems licenses, the scope of the CE classes is slightly different and focuses on the license scope responsibilities. Topics for electricians made go into greater depth than a “C” or “D” licensee may need to hear to do their job. This makes it very important for provides to describe the objectives of each program they teach so that the proper content can be provided to the audience. The review and approval process for providers will involve comparing the objectives to the requirements. Providers will only be approved for the licenses that they properly cover with the MCE.

*b. Objectives EL/ FA:*

Enabling objectives should cover the following tasks:

Objectives	Electricians (EL)	Systems (FA)
Changes to the NEC	NFPA-70-2014 NFPA-72-2010	NFPA-70-2014 NFPA-72-2010
Changes to the MEC		
Issues relating to Laws	G.L. c. 143,sections 3L, 3P, G.L. c. 141 G.L. c. 147 sections 57-62	G.L. c. 143, G.L. c. 141 G.L. c. 147 sections 57-62
Issues relating to Regulations 237 CMR and 527 CMR	237 CMR sections (minimum)12, 17,18 527 CMR (all) 527 CMR 4 (section 4.04) 527 CMR sections 24, 31, 32	237 CMR sections (minimum)12, 17,18 527 CMR sections 12 (rules), 527 CMR sections 24, 31, 32
Related Business	Advertising requirements Change of address Renewal requirements including PD entry Permitting requirements Inspection rules Documenting apprentice hours	Advertising requirements Change of address Renewal requirements including PD entry Permitting requirements Inspection rules Documenting apprentice hours



	Subcontract vs. employ Register corporation or dba Area of business identified by Board Board Policies and Guidelines Board FAQ's OSHA and NFPA – 70E “hot items”	Subcontract vs. employ Register corporation or dba Area of business identified by Board Changes relating to systems details Board Policies and Guidelines Board FAQ's OSHA and NFPA – 70E “hot itmes”
Other	Specific complaints Complaint process Inspector MCE requirement	Specific complaints relating to the business of systems Complaint process Inspector MCE requirement

Lesson content shall be supported by reference materials for the licensees.

*c. Regulations:*

237 CMR 1.00-23.00 and 527 CMR 12.00

Additional material and requirements will be provided as needed.

# N. Visuals

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The presentation of the subject matter and the format you choose, is your responsibility but subject to approval by the Board. From time to time, visuals and reference pictures, text materials, and other relevant instructional items will need to be used in your presentation. All materials used by the Board and the providers shall be used in such a manner that is compliant with copyright and licensing laws.

# O. Online CEPs

---

The Board implemented the following policy for online education on June 27, 2016 solely for approval of the CEP programs

- a. Licensees and prospective licensees shall only be allowed to take Board approved online courses provided by authorized educational providers.
- b. No provider may provide an online course unless that course has been preapproved by the Board to meet these and other such requirements deemed by the Board to be necessary for public health, safety, and welfare. No Board online course approvals shall be deemed permanent or grandfathered, courses must always meet the latest Board requirements.
- c. Prior to the beginning of a course, the Board approved outline and orientation shall be provided to the student which shall include, but not be limited to, the following:
  1. How credit will be recorded for later access;
  2. Technology requirements for completion of the course;
  3. Links to school policies, including refund policies;
  4. Description of how much time a student has to complete the course;
  5. Information about access to content and technical support; and
  6. Methods to obtain answers to student questions.
- d. The Board can accept online professional development courses without preapproval so long as the Board can verify the course sponsor otherwise meets these requirements.
- e. Rules for continuing education courses
  1. The Board shall only approve online learning courses provided by educational providers which meet the requirements of 237 CMR 17.00.
  2. The Board may deny the right to take online learning courses to individuals whose licenses have lapsed or have been subject to discipline.
  3. Online continuing education courses must be time-based. This requirement must be met by one of the following means:
    - (i) Instruction is provided by Board approved instructors utilizing a form of communications technology so that during each scheduled class meeting, the Board approved instructor is able to interact with every student in real time;

- (ii) Instruction is provided using technology that ensures that the course may not be completed in less than the number of hours to be credited for the course (for example, if a course is based on a series of slides, a time limit must be set to prohibit bypassing or “click-through” of slides to reach the end of the course without enough time to review each slide); or
- (iii) The course must contain periodic informational multiple choice queries and/or assessments during the course to help the student assess their level of comprehension and ensure understanding. These assessments must be designed to ensure a student could not reasonably complete the assessments without spending the number of hours to be credited for the course reviewing the course content.

f. Student Identity Verification

1. No online course shall be approved unless the education provider has provided to the Board a mechanism for verifying the identity of students.

2. Identities may be verified online by way of the following means:

- (i) Live video interaction where the student has shown an identification;
- (ii) The use of unique usernames and passwords along with randomized challenge questions, which may be required both when starting the course and during the progression of the course;
- (iii) Technology which records and verifies biometric information;
- (iv) Proctoring or other such monitoring software; OR
- (v) Such other means of identity verification accepted by the Board.
- (vi) In order to ensure students are properly trained, the Board shall have the right to impose additional requirements on any Board approved distance or online courses. These requirements may include successfully passing an examination (approved by the Board but administered by the provider) in order to receive course credit. The Board also reserves the right to require providers to give students confidential evaluations to be sent directly to the Board.
- (vii) The Board reserves the right to withdraw approval of any online courses for any of the following reasons:
  - a. Failure to comply with these or other Board guidelines;
  - b. Inadequate or unprofessional coverage of materials included in the course materials; or
  - c. Unsatisfactory evaluations of the course by instructors or licensees which reasonably calls into question the educational value of the course.

## **CEP Application Review Checklist**

New Program <input type="checkbox"/> Renewal <input type="checkbox"/>		Review Method: Documentation <input type="checkbox"/>	
<b><u>Provider Name</u></b>	<b><u>Provider Number</u></b> (if applicable):	<b><u>Program:</u></b> Electrical 15 hr Systems 15 hr	<input type="checkbox"/> <input type="checkbox"/>
<b><u>Code Cycle</u></b>	<b><u>Notes</u></b>		
<b><u>Submittal items:</u></b>			
Application <input type="checkbox"/>	Refund policy <input type="checkbox"/>	Media Presentation <input type="checkbox"/>	
Provider Agreement (if applicable) <input type="checkbox"/>	Attendance policy <input type="checkbox"/>	Course curriculum <input type="checkbox"/>	
Surety Bond <input type="checkbox"/>	Recordkeeping Plan <input type="checkbox"/>	Schedule Proposal (if available) <input type="checkbox"/>	
Provider Resume (if applicable) <input type="checkbox"/>	Sample CEU Certificate <input type="checkbox"/>	Instructor Resumes <input type="checkbox"/>	
Provider evaluation Comment form <input type="checkbox"/>	Course Reference list <input type="checkbox"/>		

Please be advised: Continued approval depends on compliance with Board procedures, policies, rules and regulations and accuracy. Failure to remain in compliance will result in removal of providership.

Providers are required to maintain accurate and complete records of attendance and obtain preapproval of content and process prior to the new code cycle.

# Q. 6hr PD Policy

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The Board of Examiners of Electricians voted on May 19, 2014 to adopt the following policy in order to provide guidance to licensees and providers/sponsors regarding requirements for six hour Professional Development courses. The purpose of this policy is to ensure the Professional Development requirement is enforceable, easy to adhere to, and ensures each licensee obtains real educational benefits.

The following provisions apply with respect to the professional development requirement:

1. All licensees of the Board must complete a total of six hours of professional development as a condition for license renewal. 237 CMR 17.01(1)(c) *Of the required 21 clock hours, six clock hours shall be in areas chosen by the licensee for professional development in the subjects of Electrical Code, business, law, first aid, safety, Building Code, and related topics. Said instruction need not be offered by a Board approved Provider.*
2. Per Board regulations, Providers or Sponsors may offer professional development courses in hourly increments (i.e. 1 hour, 2 hours, 3 hours, etc.). For purposes of the regulations and this policy, said terms shall mean the following:
  - A. “Providers” – Individuals/organizations that have been approved to provide 15 hour Board approved continuing education and have been given access to the database and a Provider number. (see 237 CMR 12.00)
  - B. “Sponsors” – Any non-Board approved individual/organization that offers educational classes, seminars, or other relevant courses. (see 237 CMR 17.00)
3. Pre-approval by the Board of professional development classes and the hosting Provider or Sponsor is optional. However, the Board may deny credit from certain Providers/Sponsors if there is evidence that the Provider/Sponsor’s course or program does not meet the requirements of the Board’s regulations or policies or has otherwise violated a local, state, or federal ordinance, regulation, or law in a manner that would impact the educational quality of Professional Development Courses provided by that Provider/Sponsor.
4. Pre-Approvals
  - A. Pre-approval by the Board is required IF:
    - (1) The Sponsor wishes to advertise or otherwise guarantee to licensees that a course meets the Board’s professional development requirements;

- (2) The Sponsor wishes to advertise that it or its class is Board approved;  
AND/OR
  - (3) The Sponsor wishes to obtain access to the Board's database, thus being able to electronically submit class information directly to the Board.
- B. Providers approved for the 15 hour continuing education requirement are pre-approved to provide relevant professional development classes without further Board approval so long as prior to holding the course, the provider sends to the Board the course name, content (brief description), duration, what the certificate of completion looks like, and who the instructor is.
- C. Any Board pre-approvals shall only be granted for one three year Massachusetts Electrical Code cycle and thereafter must be renewed.
- 5. Professional Development courses must be from one of the following subjects: electrical code, business, law, first aid, safety and building code and related topics. See 237 CMR 17.01(1)(a), (b), and (c).
- 6. Sponsors and Providers of Professional Development Courses must issue certificates of completion which complies with all other aspects of the Board's regulations. See 237 CMR 17.02(3)(b)
- 7. The Board will require proof of Professional Development as a condition of license renewal, and may seek this proof of compliance for the last three license renewal cycles. Licensees should be on notice that unless otherwise indicated by their Provider/Sponsor, they will be responsible for sending certificates of completion to the Board.
- 8. A Licensee may not get credit for a Professional Development Course if:
  - A. He/she does not have a certificate of completion from the Sponsor/Provider meeting the requirements of the Board's regulations;
  - B. The topics do not relate to the requirements in 237 CMR 17.01(1)(a), (b), and (c);
  - C. The Board has previously determined that it will not accept courses from a Provider/Sponsor for good cause (such as for violating this policy), or
  - D. The Board has good cause to believe that the course, provider, or sponsor has violated a local, state, or federal ordinance, regulation, or law in a manner that would impact the educational quality of the Professional Development Course taken by the licensee.
- 9. For purposes of enforcement, a licensee denied credit for a Professional Development course because he/she does not have a certificate of completion meeting the requirements of the Board's regulations shall be subject to the same sanctions as those licensees who

failed to take a Professional Development course. Licensees who have been denied credit for a Professional Development Course for reasons 8(B), (C), or (D), above, shall be notified in writing and shall be provided a 30 day grace period to obtain compliant Professional Development.

10. The Board reserves the right to amend or rescind this policy in order to meet the needs of the public and the electrical/systems professions. Board approval and/or acceptance of Professional Development Courses/Providers/Sponsors is explicitly conditioned on meeting the requirements of the Board's regulations as well as this or any successor policies.



## R. CE agreements with other states

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A continuing education agreement with another state is established when both states set parameters and agree to accept CE credits for its licensees when completed with their state's approved CE Providers. Each state may have unique specific requirements for the Providers to meet. The agreement is then accepted and signed by each authority.

Massachusetts requires dissemination of the MA amendments to the code (527 CMR 12) and the state agreements do not include online CE programs or CE conducted outside the geographical boundaries of the state. Copies of current in effect state agreements are provided in this handbook for convenience.

## CONTINUING EDUCATION RECIPROCITY AGREEMENT BETWEEN THE STATES OF MAINE AND MASSACHUSETTS

Subject to the terms of this Agreement, the Maine Electricians Examining Board and the Massachusetts Board of State Examiners of Electricians, agree to provide reciprocal credit towards continuing education requirements required for journeyman and master electricians. The provisions of this agreement are as follows:

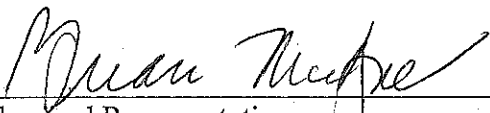
1. The scope of this agreement is limited to 15 hour continuing education classes focused on NFPA 70, the National Electric Code, as well as certain state specific requirements outlined below. This agreement does not pertain to all continuing education classes, but only those classes whose providers wish to offer for credit valid in both states.
2. This agreement does not pertain to:
  - A. Online/distance continuing education courses; or
  - B. Classes physically offered outside of Massachusetts or Maine, even if offered by approved providers.
3. Continuing education providers must continue to be approved and meet all standard requirements imposed by the state which had initially approved them (hereinafter "Home State"). This agreement does not require either state to accept any topic, provider, or instructor that is not eligible for approval under that state's laws and regulations.
4. To qualify under this reciprocity agreement, continuing education providers must teach state specific information as follows:
  - A. Massachusetts – Provide a copy of, and instruction in, amendments made to NFPA 70, which are promulgated in the Massachusetts Code of Regulations at 521 CMR 12.00.
  - B. Maine – Instruction in amendments made to NFPA 70 as well as a list of common code and laws violations as identified in a document prepared by Maine's Senior State Electrical Inspector.
5. Continuing Education providers from both states must continue issuing paper certificates to licensees who have completed a course qualifying under this Agreement. In addition to any standard requirements providers must meet for their Home State, these certificates must indicate the course was provided for credit for both states. This Agreement shall not be deemed to prohibit a provider from additionally submitting course information electronically if required by their Home State.
6. Each state will remain responsible for regulating its approved providers and enforcing their adherence to this Agreement. In the event a state suspends or revokes an education

provider who offers courses under this Agreement, it will notify the other state as soon as practical.

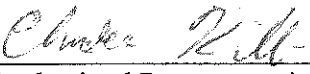
7. At this time, it is the intent of Maine and Massachusetts to adopt, with state specific amendments, the latest version of NFPA 70 within one year of a new edition. In the event a state decides not to continue adopting the latest edition of NFPA 70 or wishes to adopt a different electrical code, the state agrees to notify the other in writing.
8. The duration of the agreement will be indefinite, with either state able to withdraw at any time with written notice to the other.

This agreement is effective 4/21/17.

By the Maine Electricians' Examining Board

  
\_\_\_\_\_  
Authorized Representative

By the Massachusetts Board of State Examiners of Electricians:

  
\_\_\_\_\_  
Authorized Representative

OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION

STATE OF NEW HAMPSHIRE

DIVISION OF TECHNICAL PROFESSIONS

121 South Fruit Street

Concord, N.H. 03301-2412

Telephone 603-271-2219 · Fax 603-271-6990

PETER DANLES  
Executive Director

LINDA CAPUCHINO  
Division Director



**Continuing Education Reciprocity Agreement**

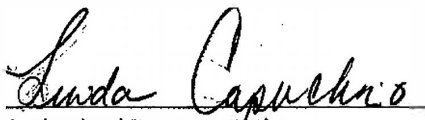
The New Hampshire Electricians' Board (Board) as established by RSA 319-C, the New Hampshire Licensing Law, agrees to recognize continuing education providers approved by the Massachusetts Board of State Examiners of Electricians (MBSEE) for National Electrical Code (NEC) 15 hour continuing education update. The Massachusetts Board will in turn will recognize providers approved by the New Hampshire Electricians' Board for 15 hours of continuing education. The terms of the agreement are as follows:

1. Both states must adopt the same edition of NFPA 70, The National Electrical Code. Both states must also require at least 15 hours of continuing education courses for license renewal.
2. Education providers in your state instructing licensees for the required 15 hours of continuing education seeking credit in New Hampshire will agree provide some level of instruction on New Hampshire requirements for their approved providers under RSA 319-C:6-c. The MBSEE will not mandate the amount of instruction needed to allow providers discretion in structuring their course. The MBSEE will agree to enforce this requirement on their approved education providers. In exchange, the Board will enforce that the MBSEE adopted code amendments will be taught by New Hampshire approved education providers who give courses attended by licensees from Massachusetts.
3. This Agreement shall only pertain to live, non-distance classroom based courses. Any provider seeking to offer other than live classroom courses must seek provider approval from Massachusetts.
4. Education providers in your state will not need to be approved New Hampshire providers but will need to provide a certified statement that they are approved by the MBSEE along with a limited application (see attached instructions) in order to receive a provider ID number. The provider ID number will allow the provider to enter any licensee from New Hampshire, into our database, to receive credit for attending their course. MBSEE will be responsible for regulating your approved providers and enforcing their compliance with this Agreement. In the event a provider you've approved is suspended or revoked from offering courses under this Agreement you must notify the Board and the Board will do the same.
5. This Agreement shall be indefinite provided either state is able to withdraw at any time upon written notice to the other.

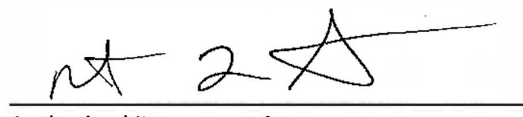
If the Commonwealth of Massachusetts is willing to enter into this agreement as stated please have the responsible person or persons sign and return a copy to the Board.

State of New Hampshire Electricians' Board

Massachusetts Board of State of Examiners of Electricians

  
Authorized Representative

Date 2.22.17

  
Authorized Representative

Date 05-03-17