



# Continuing Education Provider [CEP] Guidelines

Board of State Examiners of Electricians

2026 Massachusetts Electrical Code

## **CEP Guidelines Table of Contents**

A. Cover Letter	A-1,2
B. Application Process	B-1
a. CEP Renewal Application	Form
b. New CEP Application	Form
C. Signed Agreement	C-1
a. Agreement	Form
D. Bond (Surety or Performance Bond)	D-1
a. Bond	Form
E. Instructor Qualification	E-1
F. Outcome	F-1,2
G. Code of Conduct	G-1
a. Provider	G-a-1
b. Attendee	G-b-1
H. Recordkeeping requirements	H-1
a. CSV data file and transmission	H-a-1,2,3,4,5
b. Certificates	H-b-1,2
c. Attendance, Roster/Sign in	H-c-1,2
d. Attendance Roster (Sample)	Form
I. Resources and Materials Required	I-1
J. Facility Requirements	J-1
K. Policies	
a. Refund	K-a-1
b. Attendance	K-b-1
c. Fees and rates	K-c-1
L. Program Evaluations	L-1
a. Sample Evaluation	Form
M. Objectives and Limits of scope	M-1,2,3
N. Visuals	N-1
O. Online CEPs	O-1,2
P. Professional Development Board Policy	P-1,2,3
Q. CEP review checklist	Form
R. Out of State CE agreements	R-1
a. Rhode Island Agreement	
b. Maine Agreement	
c. New Hampshire Agreement	

# TO: All Continuing Ed Providers (CEPs)

---

*Topic: CEP Program info*

Provider programs are evaluated and re-approved prior to each Code cycle. This cycle existing Providers will only be required to submit a renewal form with their instructors and certificate of Bond. All new Providers must submit a complete packet and if online present their delivery and instruction before the Education subcommittee. This guidebook is designed as an aid in the process, outlining expectations using the requirements in the Board's regulations.

The Mandatory Continuing Education (MCE) program is established to ensure that with each code year, licensees are informed of code changes by qualified Continuing Education Providers (CEPs). For the Board's two license categories, Electricians and Systems, licensees attend classes specific to their needs. The two cannot be combined and CEPs must submit a curriculum outline for each program separately. All applications must be submitted via email in one or a few pdf files.

The NEC and MEC are usually adopted simultaneously in MA during the first weeks of the code year. The current code year ends when the Board adopts the new code release. As Providers 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. Providers are expected to read and understand the application and program requirements before signing and applying.

*Existing Providers who receive approval for their programs may commence conducting classes after January 1, 2026, 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 2025.*

**Beginning this Cycle (2026-2028), Providers should note new directives relative to class size and instructor to student ratio, as well as issuance of standardized certificates:**

- The Board has determined that any Continuing Education Provider must maintain the following ratios with respect to classrooms: Classes shall be limited to a maximum of one hundred (100) students. Where a class is conducted virtually but synchronously, attendance shall also be limited to a maximum of one hundred (100) students, however, there must be one additional instructor or administrator present for classes exceeding fifty

(50) students. To summarize, one additional instructor or administrator must be present for any class containing more than fifty (50) students, up to an absolute maximum of (100) students.

- All certificates of completion issued to students, must be the standard Board approved design as provided in this packet. The standard certificate must be completed and digitally signed via Adobe, by an instructor or authorized administrator.

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  
One Federal St. Ste. 600  
Boston, MA 02110 | phone 617-701-8786 | fax 617-701-8652

## B. Application Process

---

*Pursuant to 237 CMR 17.02 (5) Renewal of application for provider-ship 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.*

Complete submittals to the board office are reviewed by the Education Subcommittee. The subcommittee considers administrative reports as well as the Provider's history of adhering to the program requirements and determines whether the Provider is reapproved for the cycle. Following the review process, the provider will be notified by the Board office of the decision or any additional requirements.

### **Providers Defined**

For the Board's MCE program, there are different types of providers. However, all instructors—whether from Massachusetts or another state—must hold a valid MA electrician license. This guide includes CEP applications for both new and renewal submissions, covering each provider type. Below are descriptions of each type.

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

- A person or entity who offers continuing education. The licensee signs an agreement with the entity.

#### *Occupational School Provider*

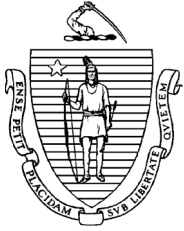
- A private occupational institution licensed by the Office of Private Occupational School Education and offers Continuing Education.

#### *Vocational School Provider*

- A DESE approved Vocational school that offers continuing education through an evening program. The licensee signs an agreement with the school.

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

- A Trade association or employer trade organization offering continuing education for its members.



**Commonwealth of Massachusetts**  
**Division of Occupational Licensure**  
 1 Federal Street, Suite 600 • Boston, MA 02110-2012  
[www.mass.gov/orgs/board-of-state-examiners-of-electricians](http://www.mass.gov/orgs/board-of-state-examiners-of-electricians)

**Board of State Examiners of Electricians**

**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	<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	<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	<input type="checkbox"/> A/B program	<input type="checkbox"/> C/D program

2. Are there changes to this program such as in curriculum (apart from 2026 NEC & MEC 527 CMR 12 updates), instructors, delivery method, or policies since being previously approved as CEP?  
☐ Yes (Do not proceed. You must complete a NEW CEP Application) ☐ No (Continue to next question)

3. Has any of the instructors of the program had any subsequent discipline taken against their license(s)?  
☐ Yes ☐ No

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.	

4. List existing instructors

Name	Primary phone number	MA license type and No.




Pursuant to 237 CMR 17.02, inclusive, I hereby apply for approval from the Board of State Examiners of Electricians to offer courses in accordance with the requirements for licensure renewal pursuant to 237 CMR 17.00. I fully understand that failure to abide by the above requirements, failure to comply with 237 CMR, and 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 institution 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



**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  
(Name of entity/School)

of an application for 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 Board standard certificates only to attendees who have completed the MCE requirement.
- V. To issue a Board standard 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 because of errors and omissions made by the entity or on behalf of the entity.
- XII. That failure to meet the requirements and standards will result in the removal of Providership approval status.

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

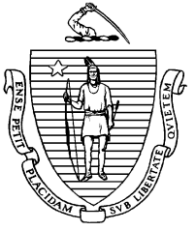
\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date







Commonwealth of Massachusetts  
**Division of Occupational Licensure**  
1 Federal Street, Suite 600 • Boston, MA 02110-2012  
[www.mass.gov/orgs/board-of-state-examiners-of-electricians](http://www.mass.gov/orgs/board-of-state-examiners-of-electricians)

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

**NEW CEP APPLICATION**

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

<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 (If yes briefly explain reason for prior removal) ☐ No

3. List all instructors under the Providership (Attach resumes including qualifications, related education, license numbers, employment history, experience teaching subject)

Name	Primary phone number	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

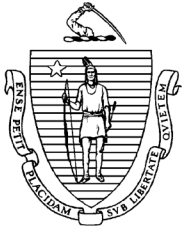
## C. Signed Agreement

---

### *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.



Commonwealth of Massachusetts  
**Division of Occupational Licensure**  
1 Federal Street, Suite 600 • Boston, MA 02110-2012  
[www.mass.gov/orgs/board-of-state-examiners-of-electricians](http://www.mass.gov/orgs/board-of-state-examiners-of-electricians)

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

## AGREEMENT

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

and \_\_\_\_\_ to act in accordance with the requirements of  
(Name of entity/School)

an application for 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:

2. To maintain current license(s) in good standing with the MA Board.
3. To maintain accurate records of MCE completion for the duration required by regulation.
4. To issue Board standard certificates only to attendees who have completed the MCE requirement.
5. To issue a Board standard certificate of completion to all individuals who have completed the MCE requirement.
6. To maintain current Provider information and course materials with the Board.
7. 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.
8. To attend any Provider seminar or meeting called by the Board.
9. To notify the Board of all instructors associated with this Providership and hold their licenses in good standing.
10. To maintain the security of records kept in association with the Providership.
11. 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.
12. 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

---

## Performance Bond Requirement for Course Providers

Any provider that charges attendees for participation in educational programs is required to obtain a **performance bond** in the amount of **\$10,000**. This bond is intended to protect enrolled students and licensees by ensuring compensation in cases where the provider fails to deliver the approved program for its full duration.

The bond is payable to the **Commonwealth** and may be used to compensate individuals or entities affected by any of the following:

- Negligent, intentional, or accidental cancellation or omission of the program
- Failure to provide the approved course as promised
- Any action or circumstance that negatively impacts the student or licensee, including issues related to physical access

## Bond Submission Requirements

- **New Applicants:** Must secure the bond prior to submitting their application. Proof of the bond must be included with the application materials.
- **Renewing Providers:** Must maintain an active bond and submit proof at the time of renewal.

A sample bond form is provided on the following page and may be used by your insurance agent to complete the requirement.



Commonwealth of Massachusetts  
**Division of Occupational Licensure**  
1 Federal Street, Suite 600 • Boston, MA 02110-2012  
[www.mass.gov/orgs/board-of-state-examiners-of-electricians](http://www.mass.gov/orgs/board-of-state-examiners-of-electricians)

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

**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 obligee 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

\_\_\_\_\_  
CEP Address

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

## E. Instructor Qualifications

---

Instructors of each program 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 237 CMR:*

### **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

---

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 requirements for all licensees and a third requirement 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 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 MA electrical code amendments, or other amendments to the NEC, identify where code changes are applicable and review Board related topics (laws regulations, advisories, bulletins, and inspectional requirements). It is important that the outcome or terminal objective be consistent amongst the various seminars. The content of the 15-hr course must include 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. The more licensees are engaged, the more effective and successful the class is. Posing thought provoking questions and activities that involve the code book, can 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 is to enhance skill, knowledge, or ability in their trade. A licensee may well use it as an opportunity to branch out into a specific niche or specialty or simply become more proficient in running a business. Sometimes deeper understanding of topics may be explored such as grounding and bonding. Whereas safety and emergency response skills are also crucial subjects. The concept is that a licensee is required as part of the criteria for relicensing to attend “new” or “non-code related” content every code cycle that will hopefully help enrich their experience and knowledge base.

# G- Code of Conduct

---

All instruction provided as MCE, refresher, exam prep or initial training should be conducted in a way that the trainees have the best and safest possible learning environment. The instructor should also experience a safe and distraction-free environment. To help accomplish this, an accepted standard of behavior should be outlined and posted. If a student becomes overly disruptive, the instructor should be able to respectfully and fairly implement the policy. Such an environment encourages fair expectations.

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

- Punctuality
- Attendance – for entire class
- Non-disruptive behavior or distraction from the lesson.
- Alertness and attention.
- Electronic devices set to mute or vibrate
- Code books and applicable references required.
- No alcohol, dangerous weapons or non-prescription 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

*Practice accountability and ethical conduct in compliance with applicable laws, policies and directives.*

- Adhere to Board regulations and teach students to do so.
- Provide instruction on required scope of material.
- Maintain accurate records and issue Board standard certificates in accordance with requirements.

*Implement good data security and integrity*

- Maintain current and efficient hardware and software technology
- Explore and implement best cyber security practices
- Avoid collection of and purge unnecessary data; maintain data in accordance with Board requirements.

*Foster a respectful environment.*

- Practice good conduct and encourage others to do so.
- Prohibit boisterous and lewd conduct and speech, as well as harassment and violence of any kind.
- Listen to and respect the opinions of all attendees.
- Avoid and prohibit distractions.
- 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

---

## *General:*

Recordkeeping requirements are established for the benefit of all parties. The minimum requirements document attendance, verify that the licensee's identity, 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:*

- Maintain licensee registration for the seminar.
- Verify attendees with government issued 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 sign in (sample form provided)
- Conduct and record attendance at intervals. (online seminars may require several verifications during the seminar)
- Ensure each attendee is issued a standard certificate of completion.
- Follow the Board's file submission format and upload process.
- Upload CE files within 10 days of seminar completion

## *Licensee Recordkeeping Duties:*

- Provides proper photo identification and accurate 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

---

## *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 for 10 years. In case of an audit, the licensee shall provide a copy of the certificate to Board staff.

**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.**

Board Code	License Number	Type Class	Provider Identification Number	DPL PIN	Course Date	Course Name	Course Number	Course Hours	Code Cycle
EL	12345	B	300	549	2/1/2026	2026-NEC-C2031	N/A	15	C2031
EL	6789	A	300	549	2/1/2026	2026-NEC-C2031		15	C2031

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

Board Code	License Number	Type Class	Provider Identification Number	DPL PIN	Course Date	Course Name	Course Number	Course Hours	Code Cycle
FA	1234	D	300	549	3/1/2026	2026-NEC-C2031	N/A	15	C2031
FA	567	C	300	549	3/1/2026	2026-NEC-C2031		15	C2031

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

Color coded Key and their meanings as follows:

Changes according to license and type

Changes with the code (next change will be in 2026)

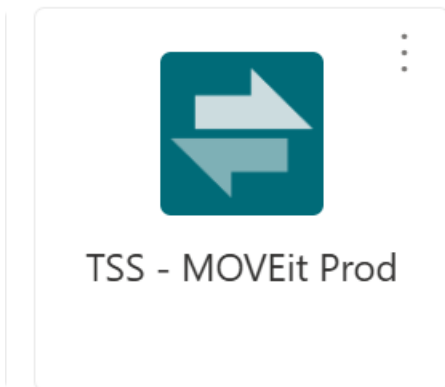
The info in these columns never changes such as Provider number etc.



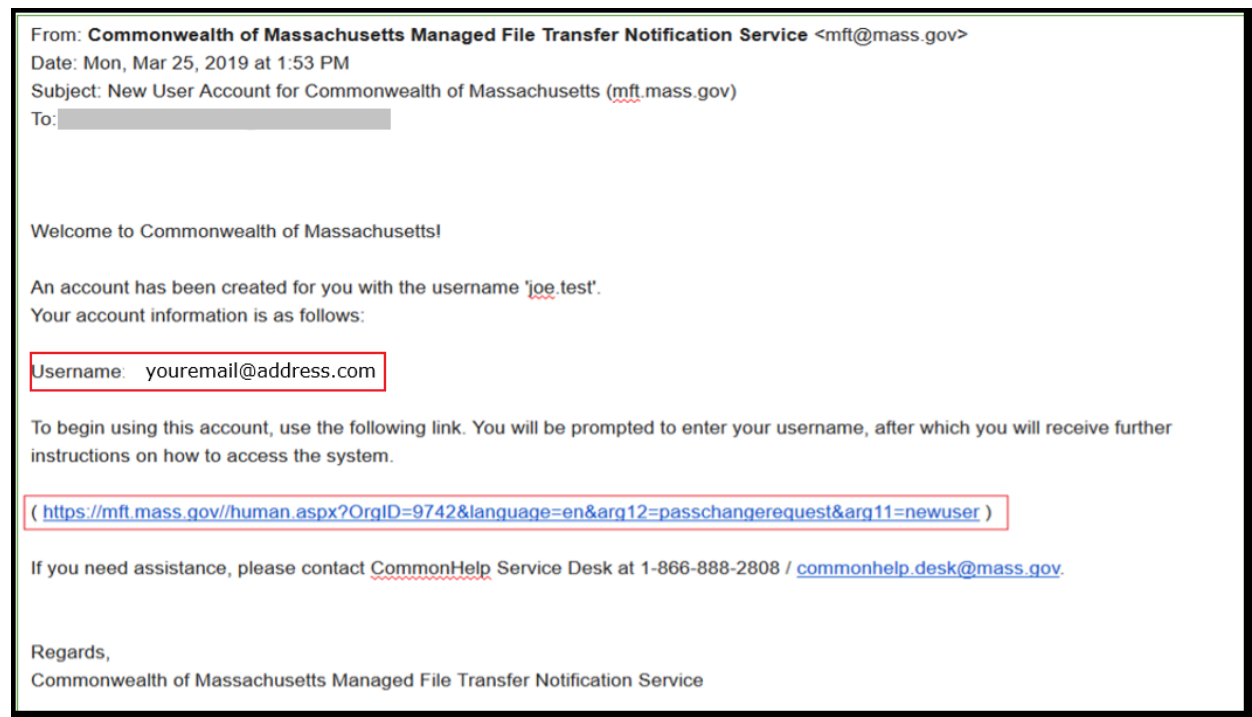
Guide to login to MoveIT and submitting Continuing Education (csv) Files to the DPL:

Now that you have been approved to provide CE to MA licensees you are setup to securely transmit CE to the license database via MoveIT. To begin this process a ticket is submitted to add the main email contact as the login for the account.

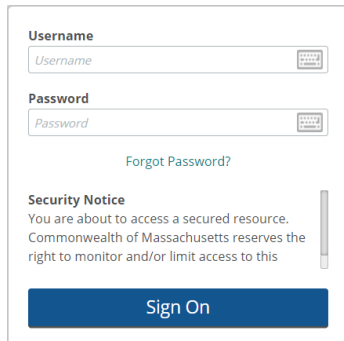
1. You will receive an email from [invites@microsoft.com](mailto:invites@microsoft.com) on behalf of The Commonwealth of Massachusetts. Complete the Microsoft Authenticator requirement and Click the invitation link to <https://myapplications.microsoft.com/> and select the TSS-MOVEit Prod app from the list



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.



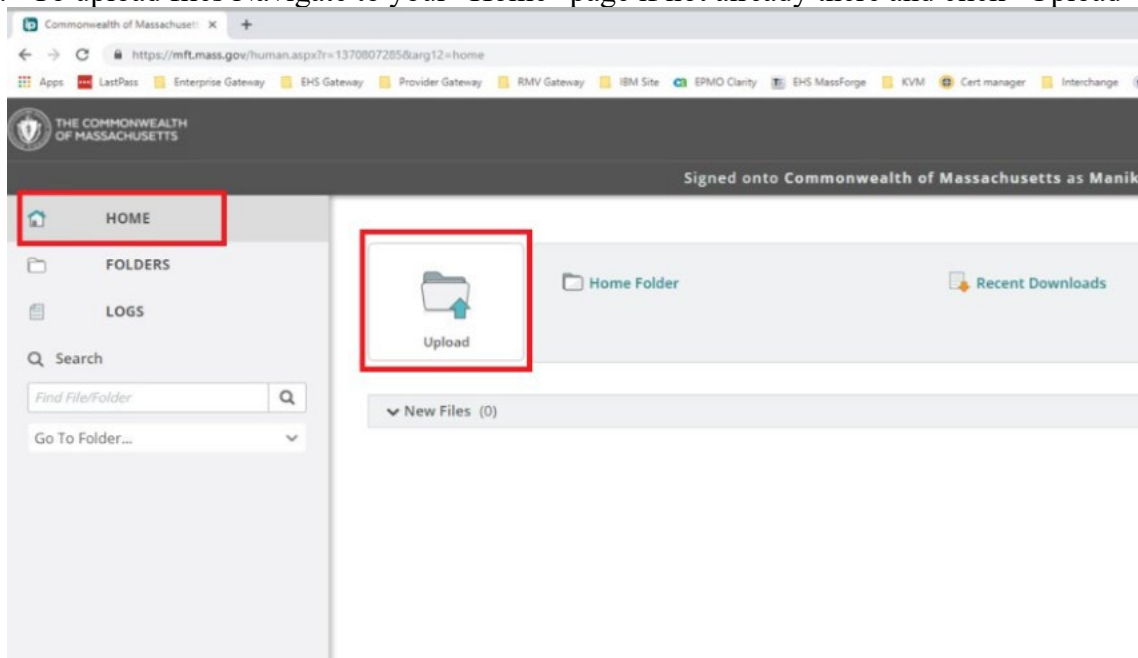
3. Proceed to mft.mass.gov
4. Enter your username (email address) and newly set password and Click Sign On



The image shows a sign-on form for mft.mass.gov. It includes a 'Username' field with a placeholder 'Username', a 'Password' field with a placeholder 'Password', and a 'Forgot Password?' link. Below these is a 'Security Notice' 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”

Upload Files

Upload To

/christopher.p.malone@mass.gov

Notes

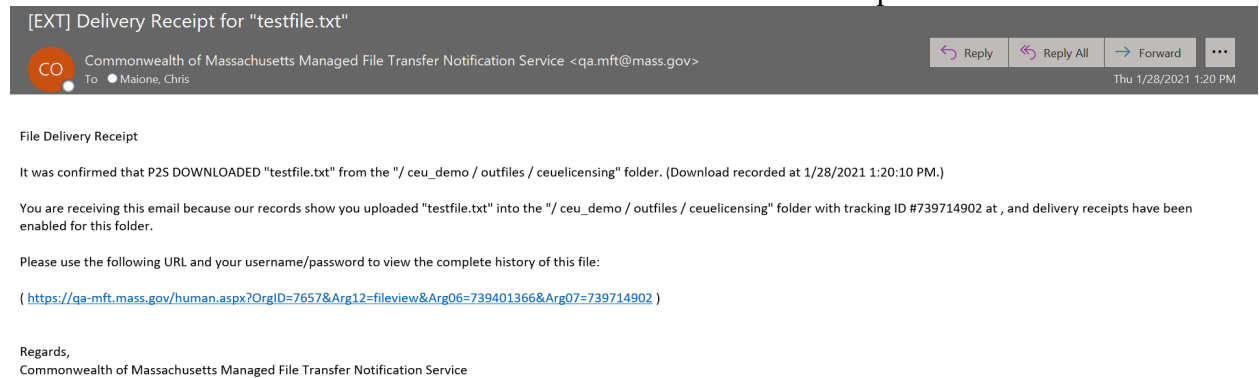
Notes

Drop files to add or Browse...

Upload

Cancel

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

---

## *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



License \_\_\_\_\_

State \_\_\_\_\_

License \_\_\_\_\_

State \_\_\_\_\_

**DIVISION OF OCCUPATIONAL LICENSURE  
BOARD OF STATE EXAMINERS OF ELECTRICIANS**  
**Continuing Education Certificate**

License \_\_\_\_\_

State \_\_\_\_\_

License \_\_\_\_\_

State \_\_\_\_\_

*This certifies that the herein named individual has successfully attended the 15-hour (2026NEC) MA Board approved Continuing Education for 2025-2028 License renewal with the following Provider.*

\_\_\_\_\_

**MA License number / type \_\_\_\_\_ MA License number / type \_\_\_\_\_**

*Held at location \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_  
in accordance with the General Laws and Regulations 237 CMR of the Commonwealth of Massachusetts.*

**Instructor (Adobe Digital) Signature**

*I certify, under the pains and penalties of perjury, that the information provided pursuant to 237 CMR 17.02 (3)(b) is truthful and accurate. I understand that failure to provide accurate information may be grounds for disciplinary action and loss of Providership approval.*

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

**CEP Provider No.** \_\_\_\_\_

**MA License Nos.** \_\_\_\_\_

**Phone #** \_\_\_\_\_

**Certificate No.**

# H. Recordkeeping Requirements

---

## *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 licensees 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

---

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

---

- Facilities used for MCE must be handicap accessible.
- Seating should be available for all attendees.
- Facilities must be Fire code compliant.
- Post and adhere to maximum allowable capacity restrictions.
- Exits must be properly marked without obstruction (demonstrate emergency exit procedures at the beginning of all seminars).
- Classroom settings must be clean, odor free, uncluttered, climate temperate, adequately lit, free from distraction and noise.
- Parking and access should be adequate.
- Smoking or alcohol is prohibited
- Functional, clean and sufficient toilet and washroom facilities for the capacity must be available.
- Potable drinking water must be provided.
- Emergency contact information and means must be posted.

# K. Policies

---

## *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

---

## *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 upon request. Failure to maintain, retain or provide records per 237 shall be grounds for removal as a provider and disciplinary action against the license(s) held by the provider and/or the instructor(s).

Each provider is required to post their attendance policy including make-up policy in a conspicuous manner.

# K. Policies

---

## *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.

Any extra fees beyond attendance fees, then they must be disclosed prior to enrollment. A good place to document this would be at the time of registration so registrants are fully aware when signing. Charges for duplicate certificates, late enrollment, cancellation, make-up, refreshments, handouts, books, or other materials must be fully posted and disclosed.

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

---

## *a. Objectives Overview-*

Objective based training (often called performance based) has been a long-standing method for licensed individuals as it provides consistency and assures that the learning objectives for MCE are addressed in full.

Objective-based training is a systematic and results-driven approach to workforce development. It replaces traditional, repetitive teaching methods with a curriculum that is directly aligned with the tasks and responsibilities trainees must perform in their roles.

This training model begins by identifying the specific job functions and task sets required for success. Each learning module is then designed to target those objectives, ensuring that trainees acquire the exact skills and knowledge needed to perform their duties effectively. By the end of the training, participants should be able to demonstrate competencies in all identified tasks.

### **Key Features:**

- **Task-Oriented Design:** Training content is built around real-world job tasks, not abstract theory.
- **Measurable Outcomes:** Each objective is clearly defined and tied to observable performance standards.
- **Efficient Learning:** Time and resources are focused on what matters most — job readiness.
- **Consistency:** All trainees receive the same high-quality instruction aligned with operational goals.
- **Accountability:** Progress can be tracked and assessed against specific benchmarks.

### **Benefits:**

- Improves job performance and confidence
- Reduces training time and redundancy
- Enhances retention and application of skills
- Aligns training with organizational needs

Objective-based training ensures that every minute spent learning contributes directly to workplace success. It's not just about teaching — it's about preparing people to perform.



## Summary: Objective-Based Training

Objective-based training is a structured approach that aligns instruction with the specific tasks and responsibilities a trainee must perform on the job. By defining clear objectives, training becomes focused, measurable, and repeatable.

There are two levels of objectives:

- **Terminal Objectives:** Describe the overall goal of the training — what the licensee should be able to do upon completion.
- **Enabling Objectives:** Outline the steps and activities needed to achieve the terminal objective.

This hierarchy ensures that training is both purposeful and easy to implement. Objectives consist of a verb, subject, and criteria, and can be tailored to suit various instructional methods, including lectures, labs, and group discussions. Ultimately, the goal is to define enough objectives to ensure comprehensive coverage of the subject matter and consistent training outcomes.

## Expected Outcome of the MCE 15-Hour Continuing Education

The goal of the Massachusetts Continuing Education (MCE) 15-hour program is to ensure that all licensees are proficient in using the most current versions of all required reference materials. Upon completion of the course, participants should be able to perform their professional duties:

- **Safely** — applying best practices and minimizing risk
- **In compliance** — adhering to all applicable codes, standards, and regulations
- **Legally** — operating within the parameters of their licensing requirements

This outcome supports consistent, high-quality workmanship and reinforces the importance of regulatory knowledge in maintaining public safety and professional accountability.

## Program Differentiation and Provider Approval

Due to the scope limitations of Systems licenses, training programs for these licensees will differ from those designed for journeyman or master electricians. Instruction for electricians will cover topics in greater depth, while “C” and “D” licensees will receive content tailored to their specific responsibilities.

This distinction underscores the importance of clearly defined training objectives. Providers must accurately describe the goals and content of each program they offer to ensure that trainees receive instruction appropriate to their license type.

*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 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”	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 Changes relating to systems details Board Policies and Guidelines Board FAQ's OSHA and NFPA – 70E “hot items”
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.

*c. Regulations: 237 CMR 1.00-23.00 and 527 CMR 12.00*

# N. Visuals

---

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>  Kenneth Ferreira	<b><u>Provider Number</u></b> <u>(if applicable):</u>	<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"/>	Official 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 Professional Development Policy

---

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

---

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.



DEVAL L. PATRICK  
GOVERNOR

TIMOTHY P. MURRAY  
LIEUTENANT GOVERNOR

GREGORY BIALECKI  
SECRETARY OF HOUSING  
AND ECONOMIC DEVELOPMENT

Commonwealth of Massachusetts  
**Division of Professional Licensure**  
BOARD OF STATE EXAMINERS OF ELECTRICIANS  
1000 Washington Street • Boston • Massachusetts • 02118

BARBARA ANTHONY  
UNDERSECRETARY OF OFFICE OF  
CONSUMER AFFAIRS AND  
BUSINESS REGULATION

MARK R. KMETZ  
DIRECTOR, DIVISION OF  
PROFESSIONAL LICENSURE

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE  
MASSACHUSETTS BOARD OF STATE EXAMINERS OF ELECTRICIANS  
AND THE  
RHODE ISLAND BOARD OF EXAMINERS FOR ELECTRICIANS**

Memorandum of Understanding: Acceptance of Continuing Education between Rhode Island (RI) and Massachusetts (MA) licensed electricians and alarm contractors and technicians.

This memorandum establishes the criteria under which continuing education (CE) programs administered in Rhode Island and Massachusetts will be accepted by the respective licensing authorities as having met the requirement for CE. This agreement is contingent on the following conditions remaining true.

1. Both RI and MA accept the same NEC-70 (National Electrical Code) edition.
2. Continuing education seminars are 15 hours in duration minimum and attendance is required for recognition of completion. Certificates are to be provided and attendance record/sign in sheet is required to be maintained. Attendance record to include Name, address, license number(s), phone number, and signature of the instructor or provider and Name, signature, and license number of the attendees. An instruction sheet will be provided outlining the specific requirements for the submittal.
3. RI, pursuant to R.I.G.L. § 5-6-20.1 (e), will accept certificates of completion and a roster of attendance from MA providers as proof of attendance, supplied by the instructor or Provider. The MA Provider is not required to be a licensed RI master electrician.
4. MA, via this memorandum, will accept certificates of completion and a roster of attendance from RI instructors as proof of attendance, supplied from the instructor or Provider. (Note: a MA Approved Provider-with provider number- will continue to record electronically )
5. RI and MA will identify and hand out material that will be required for attendees so that the respective state rules, electrical code amendments and advisories will be covered.
6. MA licensees will continue to be required to attend a Professional Development training seminar as a condition of license renewal in addition to the CE requirement. (ref 237 CMR 17.01).



7. MA providers and RI providers may be required to participate in meetings to explain the rules and format for CE presentation.

This agreement is in effect as of the date of this memorandum and may be revoked without prior notice by mutual agreement. Either State may revoke this agreement unilaterally with thirty (30) days advance notice. As referenced above, RI has a statute that authorizes it to accept the MA certificates so therefore, no action is required by RI on this memorandum.

7/17/12  
Date:

*Donald Jansen*  
On behalf of the  
Massachusetts Board of State Examiners of Electricians  
Donald Jansen  
Executive Director

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:

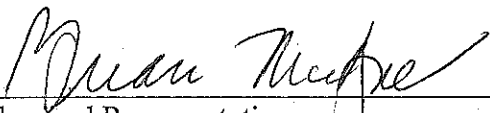
1. The scope of this agreement is limited to 15 hour continuing education classes focused on NFPA 70, the National Electric Code, as well as certain state specific requirements outlined below. This agreement does not pertain to all continuing education classes, but only those classes whose providers 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.

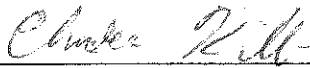
7. At this time, it is the intent of Maine and Massachusetts to adopt, with state specific amendments, the latest version of NFPA 70 within one year of a new edition. In the event a state decides not to continue adopting the latest edition of NFPA 70 or wishes to adopt a different electrical code, the 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 Examiners of Electricians

Linda Capuchino  
Authorized Representative

Date

2.22.17

nt 25  
Authorized Representative

Date

05-03-17