



Commonwealth of Massachusetts

Construction Supervisors License Continuing Education

New Course Application ~ Classroom

Mail to: Office of Public Safety · Attn: CSL Continuing Education · 1000 Washington Street - Suite 710 · Boston, MA 02118

R5.4.7 Course approval. Courses must be approved by the BBRS in advance and will be approved on the basis of the applicant's compliance with the provisions of this section relating to continuing education in the regulated industries. The BBRS shall make the final determination as to the approval and assignment of credit hours for courses. Courses must be at least one hour in length.

Date of Application: _____ Coordinator ID#: CS-CD-_____

Coordinator Name: _____

Coordinator Email Address: _____

Phone Number for Applicants to call for questions: _____

Course Information:

Course Number: _____

Course Title (as it will appear on the certificate): _____

Required Continuing Education Topics:

- Code Review....._____ hrs
- Workplace Safety....._____ hrs
- Business Practices / Workers Compensation..._____ hrs
- Energy....._____ hrs
- Lead Safety....._____ hrs
- Elective_____ hrs

Course approval fees: New Course Approval fee: \$100.00 + \$25.00 for each hour or fraction of one hour, not to exceed \$150.00 per course (\$250.00 for New Course). If course is denied all fees will be refunded except \$25.00 for administrative costs.

New Course ~ Total Fee enclosed \$ _____
Classroom (New Course Fee \$100 + Course Fee)

** make checks payable to Commonwealth of Massachusetts ~ check shall only include course fees only; do not include Coordinator fees

Course Fee:

- 1 hour = **\$25 fee**
- 1 1/4 to 2 hrs = **\$50 fee**
- 2 1/4 to 3 hrs = **\$75 fee**
- 3 1/4 to 4 hrs = **\$100 fee**
- 4 1/4 to 5 hrs = **\$125 fee**
- 5 1/4 to 6 hrs = **\$150 fee**

Length of Course _____ hrs

Instructions:

1. Sign and date completed form
2. The following items must be provided along with the application for NEW courses:
 - Copies of all course materials
 - Detailed syllabus, identifying instruction and break times
 - Required Fee
3. Complete application package must be submitted no less than 30 days prior to the initial offering date
4. Mail to: Office of Public Safety · **Attn: CSL Continuing Education** · 1000 Washington Street - Suite 710 · Boston, MA 02118

I do solemnly swear that the answers given by me on this application including all attachments are true and complete to the best of my knowledge under the penalties of perjury.

Signature of Coordinator

Date

Office Use Only

Denied _____ Approved _____ By: _____ Date: _____

Course Number: _____ Number of Hours: _____ Expiration Date: _____

Transaction Number: _____ Check Number: _____ Refund Date and Amount: _____

MLO _____ Email _____

This page is for your reference ~ not required to be returned with application

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- Continuing education consists of courses that impart knowledge that is appropriate to the contractor field.
- The burden of demonstrating that courses impart appropriate contractor knowledge is upon the person seeking approval of credit.
- All course offerings must be open to any interested individuals. Attendance cannot be restricted to any particular group of people and is permitted to be restricted only on the basis of class size.

Continuing education credit will not be approved for the following:

- ✗ courses designed solely to prepare students for a license examination in a discipline other than CSL
- ✗ courses in mechanical office skills, including typing, speed reading, or other machines or equipment. Computer or business skills courses are allowed, if appropriate and related to the regulated industry of the licensee
- ✗ courses in motivation, psychology, or any other course not related to the building industry
- ✗ courses that are primarily intended to impart knowledge of specific products of specific companies, if the use of the product or products relates to the sales promotion or marketing of one or more of the products discussed.
- ✗ time spent on meals or other related activities

Coordinator are responsible for

- I certify I am the approved coordinator and I am responsible for compliance with Massachusetts education laws and regulations.
- I understand courses may not be advertised before approval, unless this application has already been submitted to the Board of Building Regulations and Standards and the course is described in the advertising as "approval pending".
- I understand the number of approved hours must be accurately displayed on any advertisement for the course and if course offering is longer than the number approved continuing education hours, and advertisement must be clear that continuing education credits not earned for the entire course.
- I understand failure to have only qualified instructors teach an approved course offering will result in loss of course approval.
- I certify all of the information submitted in this application is true and complete and that this document has not been changed in any manner from the form adopted by the Office of Public Safety and Inspections.
- I understand each course of study must be conducted in a classroom or other appropriate facility that is accessible and adequate to comfortably accommodate the instructors and the number of students enrolled according to R5.4.13

Course Completion Certificates:

Required verbiage on Course Completion Certificate shall include, but not limited to:

Attendees Name and CSL Number

BBRS/CSL Continuing Education Course approval number along with the name of the course submitted to this office

Code Review ___ hrs Energy ___ hrs

Work Place Safety ___ hrs Lead Safety ___ hrs

Business Practices/Workers Comp ___ hrs Elective ___ hrs

Coordinator name and Coordinator number

Course Completion Date