



# Commonwealth of Massachusetts

## Construction Supervisors License Continuing Education Coordinator Registration Application

Mail To: Office of Public Safety · CSL Continuing Education · 1000 Washington Street – Suite 710 · Boston MA · 02118

**R5.4.8 Course coordinator.** Each course of study shall have at least one coordinator, which is a person who is registered with the BBRS, who is responsible for supervising the program and ensuring compliance with all relevant law. Each Coordinator shall oversee no more than twelve (12) courses of study.

**COORDINATOR INFORMATION:**

*Office Use Only ~ Coordinator ID#: CS-CD-* \_\_\_\_\_

Name and Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Organization Website : \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

**APPLICATION FEE and ATTACHMENTS:**

New Coordinator Registration fee \$400\* (make checks payable to Commonwealth of Massachusetts)

Copy of Certificate of Completion \*Please do not include course fee on the same check as the registration fee.

Mail To: Office of Public Safety · **CSL Continuing Education** · 1000 Washington Street – Suite 710 · Boston MA · 02118

**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

**Coordinator Responsibilities:**

- I understand a coordinator is responsible for ensuring compliance with all laws and rules relating to continuing educational offerings governed by the BBRS including inherence to paragraph 13 facilities, ensuring instructors are qualified, including signing and issuing course completion certificates, maintaining student attendance records, being available to instructors and students throughout course offerings, etc.
- I certify I will notify the Board of Building Regulations and Standards in writing within 10 days of any change in the information in an application for approval on file with BBRS
- 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 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 APPLICANT(mandatory)	DATE
-----------------------------------------------	------

<b>Office Use Only</b>	Coordinator ID Number: _____
------------------------	------------------------------

Denied \_\_\_\_\_ Approved \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

Transaction Number: \_\_\_\_\_ Check Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_