

237 CMR: BOARD OF STATE EXAMINERS OF ELECTRICIANS
AND BOARD OF ELECTRICIANS' APPEALS

Table of Contents
Page

(237 CMR 1.00 through 11.00: RESERVED)	3
237 CMR 12.00: DEFINITIONS	5
Section 12.01: Definitions	5
237 CMR 13.00: ELIGIBILITY CRITERIA FOR INITIAL LICENSURE	9
Section 13.01: Master Electrician License Exam Application Eligibility Criteria	9
Section 13.02: Systems Contractor License Exam Application Eligibility Criteria	9
Section 13.03: Journeyman Electrician License Exam Application Eligibility Criteria	9
Section 13.04: Systems Technician License Exam Application Eligibility Criteria	10
Section 13.05: Continuing Education Credit and Education Expiration for All Applicants	11
Section 13.06: Rules Governing Applicant Education	11
Section 13.07: Education Documentation Requirements for out of State Applicants Who Do Not Hold a License in Another Jurisdiction and All out of Country Applicants	12
Section 13.08: Work Experience Documentation Requirements for out of State Applicants Who Do Not Hold a License in Another Jurisdiction and All out of Country Applicants	12
Section 13.09: Education and Work Experience Requirements for Applicants Licensed in a State without Reciprocity with Massachusetts	12.1
Section 13.10: Military Education and Work Experience	12.2
Section 13.11: Aircraft or Shipboard Electricians and Merchant Marines Strikers	12.2
Section 13.12: Military Construction or Base Maintenance Electricians	12.2
Section 13.13: Corporate License	12.2
Section 13.14: Partnership License	12.2
Section 13.15: LLC and LLP	12.3
237 CMR 14.00: EXAMINATIONS FOR LICENSURE	12.5
Section 14.01: Applications	12.5
Section 14.02: Examination Administration, Passing Requirements and Reexamination Requirements for All Class/Type of Licenses	12.5
Section 14.03: Examination Review	12.6
237 CMR 15.00: LICENSURE WITHOUT EXAMINATION	13
Section 15.01: Standards	13
Section 15.02: Application for Licensure Without Examination (by Reciprocity)	14
237 CMR 16.00: BUSINESS AND OTHER LICENSE PROCEDURES	15
Section 16.01: License Renewal	15
Section 16.02: Changes in License Information	15
Section 16.03: Business Entities	15
Section 16.04: Duplicate Licenses	16.2
Section 16.05: Record of Standing	16.3
Section 16.06: Transfer, Assignment, and Return of Licenses	16.3
237 CMR 17.00: MANDATORY CONTINUING EDUCATION (MCE)	17
Section 17.01: Requirements for Licensees	17
Section 17.02: Requirements for Continuing Education Providers and Seminars/Courses	18

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237 CMR: BOARD OF STATE EXAMINERS OF ELECTRICIANS
AND BOARD OF ELECTRICIANS' APPEALS

<u>Table of Contents</u>		<u>Page</u>
237 CMR 18.00:	RULES GOVERNING PRACTICE	21
Section 18.01:	Rules Governing Practice	21
Section 18.02:	Submittals, Renewals, Minimum Requirements, Audits and Sanctions for Providers Conducting Learning Objective(s) for All Classes/Types of Licenses	22
(237 CMR 19.00 THROUGH 21.00: RESERVED)		23
237 CMR 22.00:	REQUIRED ELECTRICAL EDUCATION	29
Section 22.01:	600 Hours of Education Required as a Prerequisite to Sit for Journeyman Examination (as Applicable Modular and Non-modular)	29
Section 22.02:	150 Hours of Education Required as a Prerequisite for Master Electrician Examination	30
Section 22.03:	300 Hours of Education Required as a Prerequisite for Systems Technician Examination	30.1
Section 22.04:	75 Hours of Education Required as a Prerequisite for Systems Contractor Examination	30.1
237 CMR 23.00:	INSURANCE REQUIREMENTS FOR LIMITED LIABILITY CORPORATIONS AND LIMITED LIABILITY PARTNERSHIPS	31
Section 23.01:	Liability Insurance Requirements for Limited Liability Corporations and Limited Liability Partnerships	31
Section 23.02:	Cancellation of Insurance	31
Section 23.03:	Verification of Insurance	31

237 CMR: BOARD OF STATE EXAMINERS OF ELECTRICIANS
AND BOARD OF ELECTRICIANS APPEALS

237 CMR 12.00: DEFINITIONS

Section

12.01: Definitions

12.01: Definitions

For the purpose of 237 CMR 12.00, the terms listed below shall have the following meanings, however, none of these terms shall be construed beyond the scope of the provisions of M.G.L. c. 141, nor shall they be construed to restrict those provisions.

Apprentice shall mean a person who, not having been licensed under the provisions of M.G.L. c. 141, is learning to properly perform electrical and systems work under the direct supervision of an appropriately licensed person.

Agreement shall mean a written contract between the provider and the enrolling student.

Board means the Board of State Examiners of Electricians except as otherwise defined.

Business Entity means a corporation, LLC, LLP, partnership, or any other business organization authorized by the Secretary of the Commonwealth. Business Entity shall not include an individual practicing under their own name or a DBA.

Candidate Information Bulletin (CIB) shall mean a written Board approved Policy and Procedure detailing the requirements as well as the process for achieving licensure.

Certificate of Completion shall mean an 8½ inches by 11 inches Board approved certificate describing the objective(s), or in the case of course describing such course with the date of commencement and completion, the name of the student, in addition the electrical code year of the objective or course and providers signature and provider number or other means acceptable to the board.

Classroom Instruction shall mean a learning objective(s) taught by licensed electricians, contractors or technicians in a classroom style and such room meeting the definition of a place of assembly.

Clock Hour means a 60-minute hour.

Code shall mean the Massachusetts Electrical Code as currently promulgated in 527 CMR 12.00: *Massachusetts Electrical Code (Amendments)*.

Completed Application shall mean an application for licensure approved by the Board which consists of all required work experience forms, a certificate of completion of education, and all required fees.

Continuing Education Provider (CEP) means a provider of continuing education approved by the Board.

Course shall mean more than one learning objective taught consecutively without substantial interruption.

Current Code shall mean the currently in effect version of the Code.

Direct Supervision means direct, personal on-site supervision.

237 CMR: BOARD OF STATE EXAMINERS OF ELECTRICIANS
AND BOARD OF ELECTRICIANS APPEALS

12.01: continued

Electrical Work shall mean the installation, testing, repair, or maintenance of conductors, cables, raceways, apparatus, devices, fixtures, or other appliances used for heat, light, or power functions, or for fire warning, security, or signaling, or comparable power limited functions where such wiring is permanently connected to a source of electricity or that is permanently controlled through the use of electrical signals, including optical fiber cables.

Fire Warning System means an inherently power-limited system of wires, conduits, apparatus, devices, fixtures or other appliances installed and interconnected electrically or electronically for the detection of heat, smoke, or products of combustion, or for the transmission of signals or audible alarms.

Hardships shall mean, but are not limited to, serious illness, disability, transfer of employment or other good cause shown.

Inherently Power-limited System means a system requiring no overcurrent protection due to design and construction.

Initial Education Provider (IEP) means a provider approved by the Board that provides education required to obtain a Board issued license.

Journeyman Electrician means a holder of a Class B license and a person qualified to do the work of installing, repairing, or maintaining wires, conduits, apparatus, devices, fixtures, or other appliances used for heat, light, power, fire warning or security system purposes.

Learning Objective shall mean an individual Electrical, Security, fire alarm, or other systems subject as provided in 237 CMR 22.01: *600 Hours of Education Required as a Prerequisite to Sit for Journeyman Examination (as Applicable Modular and Non-modular)*.

License Renewal Year shall mean July 31st every third year, commencing July 31, 1989.

Licensee means holder of a license issued by the Board.

Licensee of Record shall mean a licensed Master Electrician or Systems Contractor who holds a qualifying officer or manager position with a business entity who has been approved by the Board to authorize and be responsible for all electrical or systems work undertaken by that business entity.

M.G.L. means Massachusetts General Laws.

Master Electrician means a holder of a Class A license and a person, firm, or corporation having a regular place of business who, by the employment of journeymen or apprentices, performs the work of installing, repairing or maintaining wires, conduits, apparatus, devices, fixtures or other appliances used for light, heat, power, fire warning or security system purposes; provided, however, that no journeyman electrician so employed shall have more than one apprentice under his supervision; and provided, further, that not more than one such apprentice shall be employed for each journeyman electrician purposes.

NFPA means the National Fire Protection Association.

Provider means a provider of continuing education approved by the Board.

Related Classroom means instruction consisting of a curriculum approved by the Board relating to electrical and systems installation.

237 CMR: BOARD OF STATE EXAMINERS OF ELECTRICIANS
AND BOARD OF ELECTRICIANS APPEALS

12.01: continued

Score Report shall mean written documentation indicating an over all score and the number of questions answered correctly or incorrectly on each major section of the examination.

Security System means an inherently power-limited system of wires, conduits, apparatus, devices, fixtures, or other appliances installed and interconnected electrically or electronically to permit access control, proprietary signalling, surveillance and the detection of burglary, intrusion, holdup, or other conditions requiring response or the transmission of signals or audible alarms.

Substantial Interruption shall mean an unacceptable absence as determined by the Board on a case by case basis from a regularly scheduled objective or course in which the applicant has entered into an agreement with the provider.

Successful Completion shall mean completion of the clock hours as established for each learning objective(s) as provided in 237 CMR 22.01: *600 Hours of Education Required as a Prerequisite to Sit for Journeyman Examination (as Applicable Modular and Non-modular)*. Provided further the enrolling student is in compliance of all terms and conditions set in a contractual agreement between the provider and the enrolling student.

System means a fire warning, security or other inherently power-limited system, wire, conduit or device which conducts or consumes electricity and is electrically or electronically activated.

Systems Contractor means a holder of a Class C license and a person, firm, or corporation having a regular place of business who, by the employment of systems technicians or apprentices, performs the work of installing, repairing or maintaining wires, conduits, apparatus, devices, fixtures or other appliances used for systems; provided, however, that no systems technician so employed shall have more than one apprentice under his or her supervision; and provided, further, that not more than one such apprentice shall be employed for each systems technician.

Systems Technician means a holder of a Class D license and a person qualified to do the work of installing, repairing or maintaining wires, conduits, apparatus, devices, fixtures or other appliances used for systems.

Systems Work shall mean the installation, testing, repair, or maintenance of conductors, cables, raceways, apparatus, devices, fixtures, or other appliances used for fire warning, security, or signaling, or comparable power limited functions where such wiring is permanently connected to a source of electricity or that is permanently controlled through the use of electrical signals.

REGULATORY AUTHORITY

237 CMR 12.00: M.G.L. c. 13, § 32A; c. 112, § 61; c. 141; c. 13, § 32; c. 30A, § 9.

237 CMR: BOARD OF STATE EXAMINERS OF ELECTRICIANS
AND BOARD OF ELECTRICIANS APPEALS

NON-TEXT PAGE

237 CMR: BOARD OF STATE EXAMINERS OF ELECTRICIANS
AND BOARD OF ELECTRICIANS APPEALS

237 CMR 13.00: ELIGIBILITY CRITERIA FOR INITIAL LICENSURE

Section

- 13.01: Master Electrician License Exam Application Eligibility Criteria
- 13.02: Systems Contractor License Exam Application Eligibility Criteria
- 13.03: Journeyman Electrician License Exam Application Eligibility Criteria
- 13.04: Systems Technician License Exam Application Eligibility Criteria
- 13.05: Continuing Education and Education Expiration for All Applicants
- 13.06: Rules Governing Applicant Education
- 13.07: Education Documentation Requirements for Out of State Applicants Who Do Not Hold a License in Another Jurisdiction and All Out of Country Applicants
- 13.08: Work Experience Documentation Requirements for Out of State Applicants Who Do Not Hold a License in Another Jurisdiction and All Out of Country Applicants
- 13.09: Education and Work Experience Requirements for Applicants Licensed in a State without Reciprocity with Massachusetts
- 13.10: Military Education and Work Experience
- 13.11: Aircraft or Shipboard Electricians and Merchant Marines Strikers
- 13.12: Military Construction or Base Maintenance Electricians
- 13.13: Corporate License
- 13.14: Partnership License
- 13.15: LLC and LLP

13.01 : Master Electrician License Exam Application Eligibility Criteria

A licensed Journeyman Electrician applying for a Master Electrician license exam shall meet the following eligibility criteria for licensure:

- (a) furnish documentary proof satisfactory to the Board of having completed at least one year of experience as the holder of a Massachusetts Journeyman Electrician license and having been actively engaged in electrical work.
- (b) furnish documentary proof satisfactory to the Board of having successfully completed without substantial interruption 150 clock hours of classroom instruction, as described in 237 CMR 22.02: *150 Hours of Education Required as a Prerequisite for Master Electrician Examination.*

13.02 : Systems Contractor License Exam Application Eligibility Criteria

A licensed Systems Technician applying for a Systems Contractor license exam shall meet the following eligibility criteria for licensure:

- (a) furnish documentary proof satisfactory to the Board of having completed at least one year of experience as the holder of a Massachusetts Systems Technician license and having been actively engaged in or working at the business of systems work.
- (b) furnish documentary proof satisfactory to the Board of having successfully completed without substantial interruption 75 clock hours of classroom instruction, as described in 237 CMR 22.04: *75 Hours of Education Required as a Prerequisite for Systems Contractor Examination.*

13.03 : Journeyman Electrician License Exam Application Eligibility Criteria

(1) An apprentice applying for a Journeyman electrician license exam shall meet the following eligibility criteria for licensure:

- (a) furnish documentary proof satisfactory to the Board of having completed electrical work experience totaling a minimum of 8,000 clock hours in no less than four years before making an application for examination.

Such work experience, as an apprentice, shall have been under the direct supervision of a Massachusetts licensed Journeyman electrician in accordance with M.G.L. c. 141, § 8.

- 1. Applicants may receive credit for electrical shop experience obtained in a public vocational school program approved by the Department of Elementary and Secondary Education under M.G.L. c. 74. All programs are subject to approval by the Board.

237 CMR: BOARD OF STATE EXAMINERS OF ELECTRICIANS
AND BOARD OF ELECTRICIANS APPEALS

13.03 : continued

2. Applicants with systems work experience supervised by a Systems Technician may receive a maximum of 4,000 clock hours in not less than two years.
 3. Apprentices shall not be given credit for work experience obtained more than twenty years prior to the date of application.
 - (b) furnish documentary proof satisfactory to the Board of having successfully completed without substantial interruption 600 clock hours of classroom instruction as described in 237 CMR 22.01: *600 Hours of Education Required as a Prerequisite to Sit for Journeyman Examination (as Applicable Modular and Non-modular)* and obtained in a public vocational school program approved by the Department of Elementary and Secondary Education under M.G.L. c. 74, a private occupational school program licensed by the Division of Professional Licensure under M.G.L. c. 112, a college/university program, or other trade organization, approved by the Board. For purposes of this requirement, a maximum of 300 hours of education shall be granted for education completed in a public vocational school program approved by the Department of Elementary and Secondary Education under M.G.L. c. 74.
 - (c) furnish documentary proof satisfactory to the Board of having obtained a high school diploma or equivalent.
- (2) Applicants with education in a systems program as described in 237 CMR 22.03: *300 Hours of Education Required as a Prerequisite for Systems Technician Examination* will receive that credit towards the education requirement for the Journeyman's examination.

13.04 : Systems Technician License Exam Application Eligibility Criteria

An apprentice applying for a Systems Technician license exam shall meet the following eligibility criteria for licensure:

- (a) furnish documentary proof satisfactory to the Board of having completed systems work experience totaling a minimum of 4,000 clock hours in no less than two years before making an application for examination. Such work experience, shall have been under the direct supervision of a Massachusetts Systems Technician or Journeyman in accordance with M.G.L. c. 141, § 8.
 1. Applicants may receive credit for shop experience obtained in a public vocational school program approved by the Department of Elementary and Secondary Education under M.G.L. c. 74, in a private occupational school program licensed by the Division of Professional Licensure under M.G.L. c. 112, or in a college/university program approved by the Board.
 2. Applicants with electrical work experience may receive a maximum of 2,000 clock hours in not less than one year towards the experience requirement for the Systems Technician examination.
 3. Apprentices shall not be given credit for systems work experience obtained more than twenty years prior to the date of application.
 - (b) furnish documentary proof satisfactory to the Board of having successfully completed without substantial interruption 300 clock hours of education as described in 237 CMR 22.00: *Required Electrical Education* obtained in a public vocational school program approved by the Department of Elementary and Secondary Education under M.G.L. c. 74, or in a private occupational school program licensed by the Division of Professional Licensure under M.G.L. c. 112, or in a college/university program approved by the Board.
 - (c) furnish documentary proof satisfactory to the Board of having obtained a high school diploma or equivalent.
- Applicants with education in electrical may apply 25% of that education, up to a maximum of 75 clock hours, towards the education requirement for the Systems Technician examination.

237 CMR: BOARD OF STATE EXAMINERS OF ELECTRICIANS
AND BOARD OF ELECTRICIANS APPEALS

13.05 : Continuing Education Credit and Education Expiration for All Applicants

- (1) Continuing Education. Applicants must complete, in addition to the required education, a 15-hour Continuing Education Program as provided in 237 CMR 17.00: *Mandatory Continuing Education (MCE)*. This continuing education must be based on 527 CMR 12.00: *Massachusetts Electrical Code (Amendments)* in effect at the time of application.
- (2) Education Expiration. Education shall be deemed to expire and cannot be utilized for licensure purposes 20 years from when the applicant commences the program.

13.06 : Rules Governing Applicant Education

- (1) Successful Completion.
- (a) Students are required to successfully complete without duplicating an objective(s) to meet the required clock hours for examination. If a student feels this would create a hardship, he or she shall submit such requests in writing to the Board, prior to enrolling in such objective(s), documenting the hardship and requesting waiver of this requirement to receive credit for such clock hours.
 - (b) Students shall successfully complete the clock hours for each objective(s) provided in their agreement and as provided in 237 CMR 13.00 to receive credit for such clock hours.
 - (c) Students who do not successfully complete an objective shall not receive any clock hours of education for that objective.
 - (d) Students who successfully complete an objective(s) shall receive the clock hours of education for that objective(s) as provided in 237 CMR 22.00: *Required Electrical Education*.
 - (e) Students shall successfully complete the clock hours of education as established in 237 CMR 13.00 before making an application for examination.
- (2) Students are not allowed to sit in any objective(s) prior to the signing of an Agreement with their provider.
- (3) Students are required to purchase, for classroom instruction, 527 CMR 12.00 *Massachusetts Electrical Code (Amendments)*, (available at the State Bookstore, State House, Room 117, Boston, MA 02133), documents and Standards intended to be used as an aid in instruction for each learning objective listed in 237 CMR 22.00: *Table 22.01*, unless provided by others.

237 CMR: BOARD OF STATE EXAMINERS OF ELECTRICIANS
AND BOARD OF ELECTRICIANS APPEALS

13.06 : continued

(4) Certificates of Completion.

- (a) Students are responsible for maintaining their Certificates of Completion for any objective(s) completed by them until they have passed their applicable examination and received a license.
- (b) Students shall not receive credit from the Board for any objective(s) without a Certificate of Completion. Students are not allowed to sit for any objective(s) prior to obtaining the required books, documents and standards, calculators *etc.* applicable to their selected learning objective(s).
- (c) Students who fail to comply with this requirement may be subject to the forfeiture of registration fees and attendance clock hours.

(5) Hardship.

- (a) Students are required to submit a written request of hardship to their provider as provided in 237 CMR 18.00: *Rules Governing Practice*, with regards to their intention of withdrawal or being absent from any learning objective(s). Failure to submit such a request may cause the student to forfeit their right for a hardship.
- (b) Hardship agreements shall be submitted to the Board upon request.

13.07 : Education Documentation Requirements for out of State Applicants Who Do Not Hold a License in Another Jurisdiction and All out of Country Applicants

(1) An applicant who has received his or her qualifying education either in another state or in another country shall, at the time of application, petition the Board for review and approval of those classroom instruction clock hours. Such petition shall be accompanied by the following documentation, in the English language:

- (a) A certificate of completion for each learning objective successfully completed documenting the clock hours, with commencement and the completion dates of such instruction.
- (b) A letter of accreditation from the institution, recognized by a Department of Education or the equivalent, providing such instruction.
- (c) Documentation describing whether such instruction was based on the National Electrical Code, the International Electrical Code, a County regulation or regulations or codes promulgated by some other regulatory body and the code year.
- (d) The Board may request additional information regarding out of state education. In its discretion, the Board may determine that such education is not substantially equivalent to the requirements in Massachusetts and may deny credit for part, or all, of the education submitted.

(2) In no case shall an applicant for licensure receive credit for the education or experience unless such education and experience was based on the National Electrical Code then in effect, an International Electrical Code then in effect, or related adopted standards acceptable to the Board.

13.08 : Work Experience Documentation Requirements for out of State Applicants Who Do Not Hold a License in Another Jurisdiction and All out of Country Applicants

(1) An applicant for licensure who has received his or her qualifying experience either in another state or in another country shall, at the time of application, petition the Board for review and approval of those experience clock hours. The petition shall be accompanied by a certified statement from the employer with the following information:

- (a) The name of the applicant.
- (b) The employer's name and supervising electrician's name, with the supervising electrician's license number and a description of the class and/or type of license held by that supervising electrician, education and work experience requirements.
- (c) The beginning date of employment, a statement describing the employment as full time or part time, the number of clock hours worked on a weekly basis during the period of employment, and the termination date of employment.

237 CMR: BOARD OF STATE EXAMINERS OF ELECTRICIANS
AND BOARD OF ELECTRICIANS APPEALS

13.08: continued

- (d) The type of work experience supervised by the licensed supervising electrician and the total number of clock hours of work experience during the period of employment.
 - (e) A statement that the work experience was based upon the national or an international electrical code as well the cycle year for that code(s).
- (2) In no case shall an applicant for licensure receive credit for the education or experience unless such education and experience was based on the National Electrical Code then in effect, an International Electrical Code then in effect, or related adopted standards acceptable to the Board.

13.09: Education and Work Experience Requirements for Applicants Licensed in a State without Reciprocity with Massachusetts

(1) An Applicant who holds a current license issued by examination in another state may apply for the equivalent license in Massachusetts provided the applicant held his or her license for a period of not less than one year and has been actively engaged in licensed work. The applicant's education and work experience required by the jurisdiction of originating license must be documented and to the education and experience requirements provided in 237 CMR

13.00. Said examination application must include the following:

- (a) Required Education Documentation:
 - 1. Program overview and course description.
 - 2. Transcripts showing commencement and the completion dates, completion of each learning objective, accumulated clock hours and code standard.
 - 3. A letter of accreditation from the institution recognized by the state's Department of Education or similar authority.
 - 4. Documentation describing whether such instruction was based on the National Electrical Code, the International Electrical Code, a County regulation or regulations or codes promulgated by some other regulatory body and the code year.
- (b) Work Experience Documentation:
 - 1. Most recent years of work experience actively engaged in licensed work.
 - 2. Letter(s) of present or recent employment on letterhead including the applicant's name, qualifying officer's name and license number, the beginning date of employment, indication of employment as full time or part time, capacity, description of work, the number of clock hours worked on a weekly basis during the period of employment, and the termination date of employment.
 - 3. A statement should indicate whether the work experience was performed to the specifications of the national or an international electrical code as well the effective year.
 - 4. Self- employed individuals with a non-apprentice level license shall document work with as much information as possible, including references.
- (c) License Documentation:
 - 1. Applicants shall present a certified statement signed by the Keeper of Records for the originating jurisdiction of license issuance indicating whether the license is current and in good standing and any disciplinary actions taken by the license authority.
 - 2. The Board may request additional information regarding out of state education and work experience. In its discretion, the Board may determine that such education and/or experience is not substantially equivalent to the requirements in Massachusetts and may deny credit for part or all of the education and experience submitted.

(2) An applicant for licensure may receive credit for the education or experience if such education and experience was based on the National Electrical Code then in effect, an International Electrical Code then in effect, or related adopted standards acceptable to the Board.

237 CMR: BOARD OF STATE EXAMINERS OF ELECTRICIANS
AND BOARD OF ELECTRICIANS APPEALS

13.10 : Military Education and Work Experience

(1) Applicants for licensure as an electrician or systems person who qualify as a veteran as defined in M.G.L. c. 4, § 7, clause forty-third and have obtained education instruction and work experience while serving in the armed services shall submit a breakdown of such instruction and experience on discharge papers (currently forms DD214 and DD215).

(2) Documentation of experience or instruction obtained while serving in the armed services shall be submitted on military stationary. Such documentation shall include a statement that states that "This certifies that the subject individual has worked as (indicating the title of the position) performing (indicate the specific work performed) in accordance with the provisions of the (National Electrical Code or International Electrical Code) for the period (date of commencement) to (date of completion).

13.11 : Aircraft or Shipboard Electricians and Merchant Marines Strikers

Education instruction and work experience gained while acting in the capacity of an aircraft or shipboard electrician or as a Merchant Marine Striker may be considered by the Board, and may receive the following maximum credit clock hours of work and education required by 237 CMR 13.00:

- (a) Work Experience: No more than 2,000 clock hours of work experience credit.
- (b) Education: No more than 150 clock hours of education credit.

13.12 : Military Construction or Base Maintenance Electricians

Education instruction and work experience gained while supervised in military construction work or base maintenance such instruction and experience may be considered by the Board, and may receive the following maximum credit clock hours of instruction and work experience required by 237 CMR 13.00:

- (a) Work Experience: No more than 50% credit of total work experience clock hours up to a maximum of two years or 4000 clock hours of experience.
- (b) Education Clock Hours: No more than 300 clock hours of education.

13.13 : Corporate License

Applicants for a Class A (Master's) or Class C (Systems Contractor) Corporation Certificate shall be holders of a Massachusetts Class A (Master's) or Class C (Systems Contractor) license in order to be the holder of a corporate license and shall provide to the Board the following:

- (a) a completed application form together with the fee set by the Secretary of Administration and Finance;
- (b) a list of all officers of such corporation and the qualifying officer certified by the Clerk of the corporation as a true copy of its records;
- (c) a copy of its Articles of Organization;
- (d) a copy of the bylaws or if applicable agreement naming the Qualifying Officer and his or her responsibilities;
- (e) the name of the individual holding the Class A (Master's) or Class C (System Contractor) license who will serve as the Qualifying Officer who may be a current employee; and
- (f) a letter from the Qualifying Officer requesting that the Board grant the corporation a certificate based on the examination previously passed by him or her.

13.14 : Partnership License

Applicants for a Partnership license shall provide to the Board the following:

- (a) a completed application form together with the fee set by the Secretary of Administration and Finance;
- (b) the name of the individual holding the Class A (Master's) or Class C (System Contractor) license who will serve as the Qualifying Officer of the partnership and may be a current partner in the partnership;

237 CMR: BOARD OF STATE EXAMINERS OF ELECTRICIANS
AND BOARD OF ELECTRICIANS APPEALS

13.14 : continued

- (c) a letter from the Qualifying Officer of the partnership requesting that the Board grant the partnership a license based on the examination previously passed by him or her; and
- (d) a fully completed Partnership Agreement Form obtained from the Board and signed by all partners listing the Qualifying Officer with his or her responsibilities.

13.15 : LLC and LLP

- Applicants for LLC and LLP license shall provide to the Board the following:
- (a) a completed application form together with the fee set by the Secretary of Administration and Finance;
 - (b) the name of the individual holding the Class A (Master's) or Class C (System Contractor) license who will serve as the Qualifying Officer;
 - (c) a letter from the Qualifying Officer requesting that the Board grant the LLC or as the case may be LLP a license based on the examination previously passed by him or her; and
 - (d) a fully completed LLC or as the case may be LLP Agreement Form listing the Qualifying Officer with his or her responsibilities.

REGULATORY AUTHORITY:

237 CMR 13.00: M.G.L. c. 141, §§ 2 and 3.

237 CMR: BOARD OF STATE EXAMINERS OF ELECTRICIANS
AND BOARD OF ELECTRICIANS APPEALS

NON-TEXT PAGE

237 CMR: BOARD OF STATE EXAMINERS OF ELECTRICIANS
AND BOARD OF ELECTRICIANS APPEALS

237 CMR 14.00: EXAMINATIONS FOR LICENSURE

Section

14.01 : Applications

14.02 : Examination Administration, Passing Requirements and Reexamination Requirements for All
Class/Type of Licenses

14.03 : Examination Review

14.01 : Applications

(1) General Requirements.

- (a) All applicants for licensure shall submit an application for examination to the Board for its approval.
- (b) Applications, which are not complete, not legible, or are not accompanied by the required fee(s) shall not be accepted and shall be returned to the applicant.

(2) Application Deadlines.

- (a) Applications shall remain current for a maximum of one year based on the Board's application approval date after which time such applications will be deemed expired.
- (b) In situations, where applications have expired, candidates will be required to resubmit a completed application form, work experience form and education form, with appropriate fees before he or she will be allowed to proceed with the examination process.

14.02 : Examination Administration, Passing Requirements and Reexamination Requirements for All
Class/Type of Licenses

(1) General Examination Format.

~~(a)~~ Examinations for licensure shall be given in the English language.

~~(b)~~(a) Journeyman and Technician Examinations are given in two parts. One part of the examination questions are derived from apprentices supervised work experience. Part two of the examination questions are derived from the current Code, other Standards and Reference material, as provided in the Candidate Information Bulletin (CIB).

~~(c)~~(b) Master's and System Contractor's Examinations are given in two Parts. One part of the examination questions is derived from Business and related Laws. Part two of the examination questions are derived from the current Code, other Standards and Reference material, as provided in the Candidate Information Bulletin (CIB).

(2) Passage Requirements.

- (a) Candidates shall obtain a grade of at least 70% on each part of the examination to obtain licensure.
- (b) New exam items may be added to the examinations, to reflect the adoption of a current Code, or adoption of other related Regulations or laws seven months from the enforcing date of such Code, Regulation or Law.
- (c) Credit to Veterans. The Board shall grant credit of 5% on each part of the examination standing of each applicant who is a veteran as defined in M.G.L. c. 4, § 7, clause forty-third.

(3) Reexamination Requirements

- (a) Candidates who have failed both or only passed one part of an examination will have 12 months, from the board's application approval date, to pass the part he or she failed otherwise, they will have to resubmit a completed application and take both parts of the examination.
- (b) In no case shall an applicant be allowed to sit for an exam more than three times unless they have complied with the provisions in 237 CMR 14.00 regarding additional education.
- (c) Candidates who have failed to pass an examination shall wait a minimum of 24 clock hours to reschedule and sit for an exam.

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237 CMR: BOARD OF STATE EXAMINERS OF ELECTRICIANS
AND BOARD OF ELECTRICIANS APPEALS

14.02: continued

(d) Candidates who have not successfully passed the examination after three attempts shall furnish documentary proof satisfactory to the Board of having reviewed and addressed their examination deficiencies with a Board approved provider. This requirement may also be met by successfully completing an examination preparation course or Board approved 15 hour continuing education course (if not previously taken).

(e) Candidates who have not successfully passed the examination after a total of six attempts shall be required to repeat the full number of education hours required for licensure as outlined by 237 CMR 13.00: *Eligibility Criteria for Initial Licensure*.

(f) Candidates who were unsuccessful in passing an examination, and the examination item bank changes to reflect a promulgated code, or change in regulation or law shall successfully complete a 15 hour Continuing Education Program as provided in 237 CMR 17.01(1): *Continuing Education Requirement* on the currently adopted Code incorporating the Massachusetts Amendments in order to sit for reexamination. These candidates must submit to the Board their certificate of completion prior to taking the examination in the future.

14.03: Examination Review

(1) Any applicant who fails an examination may apply to the Board in writing for an opportunity to review the examination in accordance with the Board's policy and examination process provided in the Board's Candidate Information Bulletin.

(2) Each applicant seeking review of an examination shall submit the required fee for such review in accordance with the Board's policy and examination process provided in the Board's Candidate Information Bulletin.

(3) Applicants permitted to review an examination may not be accompanied by any individual while engaged in such review in accordance with the Board's policy and examination process provided in the Board's Candidate Information Bulletin.

(4) The Board shall make all final decisions with respect to the validity of examination questions, applicant scores and applicant licensure.

(5) Review Timelines.

(a) Requests for review of an examination shall be accepted in accordance with the Board's policy and examination process provided in the Board's Candidate Information Bulletin. The Board may delegate this authority, as well as authority to review appeals of examination questions/items to its test administration vendor per policies and procedures implemented by the Board.

(b) Requests for review of an examination will not be accepted more than 30 days from the score report date.

(c) Requests for the Board to entertain an appeal of examination questions/items will not be accepted more than 30 days from the date an examination review takes place.

REGULATORY AUTHORITY

237 CMR 14.00: M.G.L. c. 141, §§ 2 and 2A; St. 1997, c. 306.

237 CMR: BOARD OF STATE EXAMINERS OF ELECTRICIANS
AND BOARD OF ELECTRICIANS APPEALS

237 CMR 15.00: LICENSURE WITHOUT EXAMINATION

Section

15.01 : Standards

15.02 : Application for Licensure Without Examination (by Reciprocity)

15.01: Standards

- (1) The Board may license without examination any person who has been licensed as a Master or Journeyman electrician or System contractor or technician in another state under laws which, in the opinion of the Board, maintain standards substantially the same as those of the commonwealth for electricians; [provided, however, that the state which has already granted licensure has entered a written agreement with the commonwealth giving a like privilege to holders of electricians' licenses issued by the commonwealth.](#)
- (2) In determining what constitutes "standards substantially the same as those of the commonwealth" as set forth in 237 CMR 15.01(1), the Board shall require the following of each applicant for licensure without examination:
- (a) Class A (Master) License: An applicant for a Master electrician license shall provide evidence satisfactory to the Board of:
1. completing a minimum of five years of having been actively engaged in, or working at the business of, installing, repairing, or maintaining wires, conduits, apparatus, devices, fixtures or other appliances used for light, heat, power, fire warning or security system purposes; and
 2. holding a current Class B (Journeyman) license issued by the Board (application for a Class B license may be made at the time of application for a Class A license).
- (b) Class B (Journeyman) License: An applicant for a Journeyman electrician license shall provide evidence satisfactory to the Board of having completed an equivalent of [the 600 hour Journeyman's Course as described in 237 CMR 22.01 within ten years of the date of application for the Journeyman's license](#); and practical experience totaling a minimum of 8000 hours obtained in no less than four years as an apprentice working at installing, repairing, or maintaining wires, conduits, apparatus, devices, fixtures or other appliances used for light, heat, power, fire warning or security system purposes. The Board may request further information regarding qualifications.
- (c) Class C (System Contractor) License: An applicant for a System Contractor license shall provide evidence satisfactory to the Board of having completed practical experience totaling a minimum of 8000 hours obtained in no less than four years of installing fire warning or security systems. The Board may request further information regarding qualifications.
- (d) Class D (System Technician) License: An applicant for a System Technician license shall provide evidence satisfactory to the Board of having completed practical experience totaling a minimum of 6000 hours obtained in no less than three years of installing fire warning or security systems. The Board may request further information regarding qualifications.
- (e) Corporation License: An applicant for a Corporation license shall provide to the Board:
1. evidence satisfactory to the Board that one of its corporate officers is a Master electrician or System Contractor licensed by the Board who is currently employed by the corporation;
 2. a copy of the corporation's Articles of Organization or Charter;
 3. a copy of its Foreign Corporation Certificate filed with the Massachusetts Office of the Secretary of State; and
 4. a fully completed Corporation Clerk's Form provided by the Board indicating the names and addresses of the corporate officers.
- (e) Partnership License: An applicant for a Partnership license shall provide satisfactory evidence to the Board that:
1. one of the members of the partnership is a Master electrician or System Contractor licensed by the Board;
 2. a copy of the Partnership Agreement; and
 3. a fully completed Partnership Agreement Form provided by the Board signed by both partners.

237 CMR: BOARD OF STATE EXAMINERS OF ELECTRICIANS
AND BOARD OF ELECTRICIANS APPEALS

15.02: Application for Licensure Without Examination (by Reciprocity)

- (1) Applicants for either a Class A (Master), Class B (Journeyman), Class C (System Contractor) or Class D (System Technician) license shall complete an application form provided by the Board and shall submit the completed, notarized application to the Board for its approval.
- (2) Applications shall be accompanied by payment in full of the required fee in the form of a certified check, postal money order, or express money order; applications not submitted with the required fee shall not be accepted by the Board.
- (3) The fee submitted in connection with an application which is rejected by the Board shall not be returned to the applicant.
- (4) Applicants shall submit with a completed application form a Statement of Registration from the licensing board of the state from which the applicant is applying; the Statement of Registration shall include the applicant's full name, address, license type and number, shall indicate whether the license is current and in good standing, and shall be certified by an appropriate official and bear the board seal.
- (5) All applications, papers and other documents submitted to the Board in connection with an application for licensure without examination shall become the property of the Board.
- (6) Applicants who have been previously examined by the Board for a Master or Journeyman Electrician's license or System Contractor or Technician shall not be issued a license under the provisions of 237 CMR 15.00.
- (7) All persons licensed without examination shall be subject to all Board statutes and regulations.

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REGULATORY AUTHORITY

237 CMR 15.00: M.G.L. c. 141, §§ 2 and 2B.

237 CMR: BOARD OF STATE EXAMINERS OF ELECTRICIANS
AND BOARD OF ELECTRICIANS APPEALS

237 CMR 16.00: BUSINESS AND OTHER LICENSE PROCEDURES

Section

- 16.01 : License Renewal
- 16.02 : Changes in License Information
- 16.03: Business Entities
- 16.04: Duplicate Licenses
- 16.05: Record of Standing
- 16.06: Transfer, Assignment, and Return of Licenses

16.01: License Renewal

- (1) General Requirement. Individual holders of a Master Electrician, Journeyman Electrician, Systems Contractor, or Systems Technician license shall submit to the Board by the established deadline a license renewal application form completed and signed by the individual license holder, along with appropriate evidence of completion of all required continuing education.
- (2) Fees for License Renewal. Renewal application forms shall be accompanied by the appropriate renewal fee.
- (3) Renewal of Expired Licenses. A license holder who fails to renew by the renewal deadline must meet the requirements of 237 CMR 17.00: *Mandatory Continuing Education (MCE)* along with filing any required applications and fees prior to being permitted to renew their licenses.
- (4) Active Military Service. Expiration and renewal of licenses of those who are active in the military shall be managed in accordance with M.G.L. c. 112, § 1B.

16.02: Changes in License Information

- (1) A license holder shall within ten days of a change of name and/or mailing or legal address notify the Board in writing of such change.
- (2) In the case of a name change, the Board shall issue a new license in the new name upon receipt of the appropriate form available from the Board, the surrender of the original license, and payment of the required fee.

16.03: Business Entities

- (1) Licenses Required.
 - (a) Per M.G.L. c. 141, § 3, Certificates A and C shall be issued to any “person, firm, or corporation” engaged in electrical or systems work. For purposes of M.G.L. c. 141, § 3 and 237 CMR 16.00, “firms” and “corporations” shall be referred to as “business entities” and shall include corporations, partnerships, limited liability companies, or other forms of business entities regulated by the Massachusetts Secretary of State. Business entities shall not be deemed to include a licensee conducting business in his or her real name or a master electrician, or systems contractor, practicing via a business certificate issued pursuant to M.G.L. c. 110, § 5 when in compliance with the name requirements of 237 CMR 18.00: *Rules Governing Practice*.
 - (b) All business entities engaged in electrical or systems work for which a license is required shall maintain a license in the name of the business entity. However, any business entity in good standing, that was previously approved by the Board to practice in conjunction with a master electrician or systems contractor, does not need to obtain a business license until November 20, 2017 after which time the Board shall issue licenses in the name of said business entities.
 - (c) 237 CMR 16.03 shall not be deemed to expand or restrict the requirements for licensure contained in M.G.L. c. 141, §§ 1 through 10.

237 CMR: BOARD OF STATE EXAMINERS OF ELECTRICIANS
AND BOARD OF ELECTRICIANS APPEALS

16.03: continued

(2) Applications.

(a) All applications submitted by a business entity must meet the following general criteria to obtain a license:

1. Submission of a properly completed application in the manner prescribed by the Board, attested to under the pains and penalties of perjury by a master electrician or systems contractor, as the case may be, who will be the licensee of record responsible for the business entity's compliance to the laws and regulations in accordance with 237 CMR 12.00 through 22.00 and M.G.L. c. 141, and accompanied by such other information that the Board may require;
2. All principals of the business entity shall be of good moral character as determined by the Board; and
3. Applicants for licensure must pay the non-refundable fee as established by the Secretary of Administration and Finance pursuant to M.G.L. c. 7, § 3B and 801 CMR 4:00: *Rates*.

(b) Corporations. Applications for a business entity practicing as a corporation must include the following:

1. a signed and stamped copy of the Articles of Organization. Out of State Corporations must provide a signed and stamped copy of the filed Foreign Corporation Certificate or such other document as required by the Massachusetts Secretary of State;
2. a list of all officers of such corporation which includes the licensee of record, certified by the clerk of the corporation as a true copy of its records; and
3. a copy of the bylaws or if applicable agreement naming the licensee of record and his or her responsibilities.

(c) Limited Liability Companies (LLC's). Applications for a business entity practicing as an LLC must include the following:

1. a signed and stamped copy of the Certificate of Organization. Out-of-State LLC's must provide a signed and stamped copy of the filed Foreign LLC Certificate or such other document as required by the Massachusetts Secretary of State;
2. a list of all managers of such LLC which includes the licensee of record, certified by the clerk of the LLC as a true copy of its records;
3. a fully completed LLC Agreement Form listing the licensee of record with his or her responsibilities; and
4. a copy of the Operating Agreement, if applicable.

(d) General Partnerships, Limited Partnerships, and Limited Liability Partnerships (LLP's). Applications for a business entity practicing as any kind of partnership must include the following:

1. a fully completed Partnership Agreement Form obtained from the Board and signed by all partners listing the licensee of record with his or her responsibilities;
2. in the case of a general partnership, a notarized written agreement signed by all partners creating the general partnership; and
3. in the case of a Limited Partnership or LLP, a signed and stamped copy of the partnership certificate filed with the Massachusetts Secretary of State.

(e) A licensed master electrician or systems contractor may serve as licensee of record for more than one business entity. However, said licensee shall be required to produce evidence satisfactory to the Board that he or she is capable of ensuring each business entity he or she is affiliated with is fully compliant with the laws, rules, and regulations enforced by the Board.

(3) Routine Changes and Expiration of the Licensee of Record's License

(a) Notification of Withdrawal to the Board. To withdraw as the licensee of record from a business entity, a licensee must notify the Board via a Board approved form. A licensee of record will be responsible for the practice of their affiliated business entity until this form is filed with the Board. The effective date of withdrawal shall be the date the Board receives this form.

(b) Expiration of the License of the Licensee of Record. In the event the licensee of record's license expires, the expiration date shall be considered the equivalent of the date of withdrawal of the licensee of record from the business entity.

237 CMR: BOARD OF STATE EXAMINERS OF ELECTRICIANS
AND BOARD OF ELECTRICIANS APPEALS

16.03: continued

(c) Operation of the Business Entity Prior to Board Approval of a New Licensee of Record. A business entity may continue engaging in the electrical or systems business after the withdrawal of its licensee of record for up to 60 calendar days provided it meets the following requirements:

1. Application Required within 15 Days. The Board must receive a new application to operate a business entity from a licensed master electrician or systems contractor, if applicable, within 15 calendar days of the date of withdrawal of the licensee of record. Unless the Board has granted an extension per 237 CMR 16.03(7), any practice beyond this date without a new application shall be deemed unlicensed practice.
2. Practice While Application Is Pending. After the Board receives a new application per 237 CMR 16.03(3)(c)1., the business entity may continue to operate while the application is pending. Unless the Board has granted an extension per 237 CMR 16.03(7), the business entity may not provide electrical or systems services beyond 60 calendar days from the date the licensee of record withdraws or the date the Board denies the application for a new licensee of record, whichever comes first.
3. Employees of the Business Entity Must Be Licensed. All individuals performing electrical or systems work for a business entity must be validly licensed (other than duly employed and supervised apprentices).
4. Failure to Comply with Deadlines. A business entity may not engage in the electrical or systems industry and shall be considered unlicensed after the expiration of the deadlines provided in 237 CMR 16.03.

(4) Death of the Licensee of Record.

(a) Notification to the Board. In the event its licensee of record dies, a business entity must notify the Board in writing of said death within 15 calendar days.

(b) Operation of a Business Entity Prior to Board Approval of a New Licensee of Record. Provided that the Board has been notified of the death per 237 CMR 16.03(4), a business entity may continue operating in the electrical or systems business after the death of its licensee of record for up to 60 calendar days from the date of the death of the licensee of record provided it meets the following requirements:

- (1) Employees of the Business Entity Must Be Licensed. All individuals performing electrical or systems work for the business entity must be validly licensed (other than duly employed and supervised apprentices).
- (2) Cessation of Business. A business entity which has lost its licensee of record due to death may continue practicing for a maximum of 60 calendar days from the date of death regardless of whether it intends to replace its licensee of record. No application for a new licensee of record need be filed if all business activities are concluded within this 60 day period.
- (3) Continued Operation of the Business. A business entity whose licensee of record has died and intends to continue operating into the future, may continue practicing for a maximum of 60 calendar days from the date of death without a new licensee of record. However, said business entity must take reasonable steps to obtain a new licensee of record. If said business entity is unable to obtain a new licensee of record prior to the expiration of the 60 day period, it may only continue practice with Board approval after good cause is shown. The business entity is responsible for obtaining Board approval of a new licensee of record or an extension prior to the expiration of the 60 day window.
- (4) Failure to Comply with Deadlines. A business entity may not engage in the electrical or systems industry and shall be considered unlicensed after the expiration of the deadlines provided in 237 CMR 16.03.

(5) Disciplinary Actions.

(a) Notice of a disciplinary action against a business entity shall be satisfied by providing notice to the licensee of record.

237 CMR: BOARD OF STATE EXAMINERS OF ELECTRICIANS
AND BOARD OF ELECTRICIANS APPEALS

16.03 : continued

- (b) Discipline applies to both licensee of record and business entity. Should the Board find cause to commence a disciplinary proceeding against a licensee of record, said proceeding shall also be taken against the license of the business entity unless waived by the Board. Notwithstanding this provision, a licensed business entity may petition the Board for a separate disciplinary action apart from the licensee of record for good cause shown. Disciplinary action against either a business entity or licensee of record may be grounds for the Board to deny future licensure applications as it may deem necessary for the protection of the public's health, safety, and welfare.
- (c) Loss of Licensure by the Licensee of Record.
1. Business Must Cease Immediately. Unless waived by the Board, if the licensee of record's personal license is suspended or revoked, the business entity shall not operate in the electrical or systems industry in any capacity until such time as the suspension or revocation is removed or a transfer of the business entity's license is granted by the Board by application of a new licensee of record.
 2. Conditions for New Licensees of Record. The Board may restrict or place conditions on anyone seeking approval from the Board to replace a licensee of record who is unable to practice due to disciplinary reasons.
- (6) Permits and Inspections While a Business Entity Has No Licensee of Record.
- (a) Outstanding Permits for Completed Jobs. A licensee of record withdrawing from a business entity shall make every reasonable effort to ensure all jobs completed prior to the date of withdrawal have obtained final inspections. If the licensee of record has passed away, licensed employees acting on behalf of the business entity must obtain final inspections of all jobs as a condition of future licensure.
 - (b) Outstanding Permits for Incomplete Jobs. The business entity may only complete work on incomplete jobs if it is operating pursuant to the provisions of 237 CMR 16.00. During this period, a licensed employee of the business entity may seek final inspections on behalf of the business entity.
 - (c) New Permits. A business entity that is permitted to operate without a licensee of record pursuant to 237 CMR 16.00 may have a single designated licensed employee submit new applications to perform electrical or systems work on behalf of the business entity pursuant to M.G.L. c. 143, § 3L if the business entity does the following:
 1. provides documentation to any Inspectors that they have notified the Board of the change as well as that it has met the requirements of 237 CMR 16.03;
 2. continues to have valid liability insurance coverage required by M.G.L. c. 141, § 8;
 3. places the business entity's license number on any permits, the license number of the previous licensee of record may not be utilized; and
 4. meets all other requirements set out by 237 CMR 16.00.
 - (d) Responsibility of New Licensees of Record. Once a new master electrician or systems contractor has been approved by the Board to become licensee of record for a business entity, that master electrician or systems contractor must notify the Inspector in each city or town where the business entity has existing open permits of the change in writing within five business days, and must assume responsibility for the existing permits taken out by the entity, along with meeting other such requirements set out by the Inspector.
- (7) Extensions. The Board may extend any time requirements in 237 CMR 16.03 for good cause shown. Only extensions in writing shall be deemed to have been granted.

16.04 : Duplicate Licenses

The Board shall issue a duplicate license upon submission of satisfactory evidence by the licensee that the original license has been lost or destroyed and upon receipt by the Board of the appropriate form and payment of the required fee.

237 CMR: BOARD OF STATE EXAMINERS OF ELECTRICIANS
AND BOARD OF ELECTRICIANS APPEALS

16.05 : Record of Standing

The Board shall issue a Record of Standing stating the licensee's name, address, license number, license expiration date, and license status to any licensee making such a request upon payment of the required fee.

16.06 : Transfer, Assignment and Return of Licenses

Licenses issued by the Board shall not be transferred or assigned. Unless otherwise specified in a consent agreement or final decisions and orders, Licensees who have been suspended or revoked must physically return any licenses issued by the Board which, due to their expiration date, appear current.

REGULATORY AUTHORITY

237 CMR 16.00: M.G.L. c. 141, §§ 2, 3, and 4.

237 CMR: BOARD OF STATE EXAMINERS OF ELECTRICIANS
AND BOARD OF ELECTRICIANS APPEALS

NON-TEXT PAGE

237 CMR: BOARD OF STATE EXAMINERS OF ELECTRICIANS
AND BOARD OF ELECTRICIANS APPEALS

237 CMR 17.00: MANDATORY CONTINUING EDUCATION (MCE)

Section

17.01 : Requirements for Licensees

17.02 : Requirements for Continuing Education Providers and Seminars/Courses

17.01: Requirements for Licensees

(1) Continuing Education Requirement.

(a) Except as otherwise provided in 237 CMR 17.01, each licensee of the Board, as a condition for license renewal, shall present evidence satisfactory to the Board that, in the three-year period before license renewal, he or she has completed 21 clock hours of continuing education.

(b) Of the required 21 clock hours, 15 clock hours shall be on topics related to 527 CMR 12.00: *Massachusetts Electrical Code (Amendments)*, business, law, and related topics with a Provider in an area of study approved by the Board. Courses offered for Master Electricians and Journeyman Electricians shall focus on 527 CMR 12.00 and other laws and regulations as they pertain to Electrical Work. Courses for Systems Contractors and Systems Technicians shall focus on the applicable chapters of 527 CMR 12.00, the adopted version of NFPA 72, and other laws and regulations as they pertain to Systems Work. The Board may require specific content to be contained in any approved courses. It shall be the licensee's responsibility to ensure that their Provider has been approved by the Board.

(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.

(d) Notwithstanding the previous provisions of 237 CMR 17.01, Inspectors of Wires, appointed pursuant to M.G.L. c. 166, § 32, electrical inspectors/ investigators employed by the Division of Professional Licensure, and licensed members of the Board, shall complete the required 15 hours of mandatory continuing education within the first year of the release of the updated edition of 527 CMR 12.00: *Massachusetts Electrical Code (Amendments)* as a condition of license renewal.

(e) In addition to the 21 hours for renewal as provided, each Inspector of Wires appointed pursuant to the provisions of M.G.L. c. 166, § 32 shall complete in each license cycle six hours of continuing education in courses approved by the Board (for a total of 27 clock hours). The Board may designate one or more associations of Inspectors of Wires or other Providers to offer these courses.

(2) Extensions and Exemptions from Continuing Education Requirement. The Board may, at its discretion, consider a written request for an extension or exemption from the deadlines for the continuing education requirement under the following circumstances:

(a) Illness or Disability. A request for an extension based on illness, disability, or other medically-related condition, shall be in writing, under oath, and accompanied by a letter addressed to the Board, written and signed by a licensed medical doctor, stating the nature of the licensee's medical condition and the correlation between that condition and the licensee's inability to work in any trade capacity, as well as to complete the required continuing education within the required period.

(b) Exemption of 15/Six Hour Programs. Instructors who teach two 15 clock-hour seminars/courses and/or two six-hour professional development courses per cycle shall be deemed to have met the continuing education requirements.

(c) Issuance of License 90 Days Preceding Renewal Date. Any holder of a Journeyman Electrician or Systems Technician license issued by the Board following examination or by reciprocity during the 90 days preceding the license renewal date shall be exempt from the continuing education requirement for the license renewal cycle in effect at the time of licensure.

237 CMR: BOARD OF STATE EXAMINERS OF ELECTRICIANS
AND BOARD OF ELECTRICIANS APPEALS

17.01 : continued

(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.

(4) Reinstatement of Lapsed Licenses. A licensee who allows their license to lapse beyond 90 days, who did not complete their continuing education prior to their license expiration, shall not be eligible to reinstate their license until they complete the latest Board approved version of the 15 hour continuing education course and a six hour professional development course. In addition to the above requirements, if a license has been expired for more than three years (one license cycle), even if originally obtained by reciprocity, the former licensee shall be required to pass the Massachusetts examination for the license they previously held in order to reinstate their license.

(5) Certificate/Documentation.

(a) Upon successful completion of the 15 clock hours of continuing education, each licensee shall receive from their CEP a certificate of completion. Each licensee shall retain such documentation for ten years, and shall furnish it to the Board for verification of completion of the required continuing education if so requested. This requirement shall not be deemed to waive the requirement that CEP's also maintain records as required in 237 CMR 17.00.

(b) Upon successful completion of the six clock hours of professional development, each licensee shall receive from the sponsor a certificate of completion as covered in 237 CMR 17.02(3)(b). Each licensee shall retain such documentation for ten years and shall furnish it to the Board for verification of completion of the professional development if so requested.

(c) Appointed Inspectors of Wires pursuant to M.G.L. c. 166, § 32 shall provide to the Board successful completion and documentation of the required 27 clock hours of mandatory continuing education and certification programs as required by the Board pursuant to these regulations indicating qualification for initial or continuing appointment as an Inspector of Wires.

17.02 : Requirements for Continuing Education Providers and Seminars/Courses

(1) CEP's Must Be Board Approved. The Board may withdraw its approval of any provider or course for good cause shown.

(2) CEP's 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) CEP's shall attend any Board-sponsored seminars/courses on the proper content, administrative procedures and data transfer.

(3) Seminar/Course Sponsors Records.

(a) CEP's 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. 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).

(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:

237 CMR: BOARD OF STATE EXAMINERS OF ELECTRICIANS
AND BOARD OF ELECTRICIANS APPEALS

17.02: continued

1. Subject matter;
 2. Date of course and hours completed;
 3. Course Sponsor's name;
 4. Speakers name;
 5. Name of attendee.
- (d) CEP's 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 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 an Electrical Code.

REGULATORY AUTHORITY

237 CMR 17.00: M.G.L. c. 141, § 2.

237 CMR: BOARD OF STATE EXAMINERS OF ELECTRICIANS
AND BOARD OF ELECTRICIANS APPEALS

NON-TEXT PAGE

237 CMR: BOARD OF STATE EXAMINERS OF ELECTRICIANS
AND BOARD OF ELECTRICIANS APPEALS

237 CMR 18.00: RULES GOVERNING PRACTICE

Section

18.01 : Rules Governing Practice

18.02 : Submittals, Renewals, Minimum Requirements, Audits and Sanctions for Providers Conducting Learning Objective(s) for All Classes/Types of Licenses.

18.01 : Rules Governing Practice

(1) Two or more Journeyman electricians shall not associate as partners or otherwise engage in the business or occupation of installing, repairing or maintaining wires, conduits, apparatus, devices, fixtures, or other appliances used for light, heat, power, fire warning or security system purposes without obtaining the necessary Master electrician license.

(2) A licensee shall only engage in the electrical or systems trade or otherwise conduct business in the name printed on his or her license. Any sign, advertisement or other business communication of a Master Electrician Journeyman Electrician or Systems Contractor shall indicate the type of license and the license number. Systems Technicians may only engage in systems work when employed by a Master Electrician or Systems Contractor. A Systems Technician may supervise a single apprentice so long as said apprentice is under the employ of the same Systems Contractor who employs the Systems Technician. Notwithstanding, the foregoing, licensees whose names/businesses are listed in telephone directories need not include their license number so long as said listing is limited to the name and phone number of the licensee/business.

(3) All persons, firms, and corporations engaging in or working at the business of installing wires, conduits, apparatus, devices, fixtures, or other appliances for carrying electricity for light, heat, power, fire warning, systems, or security system purposes and employing learners and apprentices shall keep, or cause to be kept, accurate and detailed records of such employment for no less than nine years and shall permit the Board or its agents to inspect and copy such records upon request.

(4) Any Master Electrician, Journeyman Electrician, or Systems Contractor performing electrical or systems installations shall comply with the uniform state electrical permit application and notification processes as set forth in M.G.L. c. 143, § 3L and 527 CMR 12.00: *Massachusetts Electrical Code (Amendments)*. System Technicians shall not file the uniform electrical permit application on their own behalf; they may only do so on behalf of an employing Master Electrician or Systems Contractor unless otherwise allowed by 237 CMR 16.03: *Business Entities*.

(5) Each licensee shall disclose to the Board any conviction (regardless of whether it is a felony or misdemeanor) or civil finding made against him or her made by a court, other state or federal agency or, where applicable, by a licensing board of another jurisdiction. Said disclosure must occur within 15 days of the finding or conviction.

(6) Each person, firm, or corporation holding a license and entering into, engaging in, or working at the business of installing, testing, repairing, or maintaining wires, conduits, apparatus, devices, fixtures, or other appliances used for carrying or using electricity for light, heat, power, fire warning, systems, or security system purposes shall be governed by the regulations of the Board, all applicable provisions of Massachusetts laws, and any regulations promulgated pursuant to the provisions of such laws; and with respect to all requirements of public safety not therein provided for, such person, firm, or corporation shall be governed by the minimum standards set forth in 527 CMR 12.00: *Massachusetts Electrical Code (Amendments)*.

(7) A Journeyman electrician shall have no more than one apprentice under his or her direct supervision or employ. A systems Technician may only supervise one apprentice so long as said apprentice is employed by the same Systems Contractor or Master Electrician who employs the Systems Technician.

237 CMR: BOARD OF STATE EXAMINERS OF ELECTRICIANS
AND BOARD OF ELECTRICIANS APPEALS

18.01 : continued

(8) A Systems Contractor cannot act as an electrical contractor. A Journeyman electrician employed by a Systems Contractor is limited to performing electrical work for the Systems Contractor, which is directly related to the provision of power to a security system or fire alarm. This does not preclude the electrician from doing work normally done by Systems Technician.

(9) Requirement to Cooperate with the Board.

(a) A licensee or applicant shall respond in the requested timeframe to any written communication from the Board or its designee and shall make available to the Board any requested/relevant records with respect to an inquiry or complaint about the licensee or applicant's professional conduct.

(b) A licensee or applicant shall cooperate with any agent or employee acting on behalf of the Board.

(c) Failure to abide by the provisions of this section shall be grounds for disciplinary action against a licensee and, in the case of an applicant, denial of a license.

18.02 : Submittals, Renewals, Minimum Requirements, Audits and Sanctions for Initial Education Providers Conducting Learning Objective(s) for All Classes/Types of Licenses.

(1) IEP Applications.

(a) IEP's shall submit for review and approval a written application, on a prescribed form, or other medium acceptable to the Board of State Examiners prior to commencing any advertisement for any objective or course.

(b) Such submittal of application must include learning objective(s), reference books used, the site location, commencement date, if such learning objectives are taught daily or as an evening program, with the starting and completion date.

(c) 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 an Electrical Code.

(2) Hardships and Makeup Classes.

(a) IEP's are required to make available to truant students, who have documented their hardships, a make-up class or a written examination on the learning objective for the excused student.

(b) Students are required to provide written documentation, within 30 days of such hardship to their provider.

(c) No consideration for hardship shall be given to a student, unless written documentation is provided by the student to the provider within 30 days of such hardship and such hardship is accepted by the provider.

(d) Students who fail to complete the scheduled make up class, or if applicable, have not obtained a 70% score on the examination, are required to successfully complete the learning objective to receive credit for such clock hours.

(e) No makeup class or examination shall be given for a learning objective where a student is absent for 10% or more in a learning objective. In such situations the student must retake and successfully complete the learning objective to receive credit for such clock hours.

(3) IEP Duties.

(a) IEP's are required to have available for each registered student a written copy of 237 CMR and Candidate Information Bulletin.

(b) Providers are required to have available on location, a copy of the related Reports of Proposals and Reports of Comments for the current Electrical Code and other related Regulations.

(c) Agreements.

1. IEP's shall enter into a written signed agreement for the objective(s) offered with each student.

2. Such signed agreements, upon written request and within 30 days of such request, shall be given to the Board.

237 CMR: BOARD OF STATE EXAMINERS OF ELECTRICIANS
AND BOARD OF ELECTRICIANS APPEALS

18.02: continued

- (d) IEP's shall maintain on a prescribed form or other medium acceptable to the Board 'Student Competency Profiles' (SCP) for each student. SCP's must meet the following requirements:
 - 1. Documents each of the learning objective(s) the student has completed with the student's name, dates of commencement and completion and the clock hours of successful completion.
 - 2. Are updated by the IEP at the end of each semester year.
 - 3. Upon written request and within 30 days of such request, shall be given to the Board. The Board may audit any IEP's educational program for compliance of 237 CMR.
- (e) Certificates of Completion.
 - 1. Certificates of Completion shall be given to each student upon the completion of each learning objective or course and shall be incorporated into the student's Electrical Competency Profile.
 - 2. IEP's shall issue a Certificate of Completion only to those students who have successfully completed the learning objective(s) and have otherwise complied with their agreement.
 - 3. Certificates of Completion shall have the student's name, program, date of commencement and completion, and the signature of the IEP representative.
 - 4. IEP's shall maintain a copy of the Certificate of Completion for each student for 10 years after completion.
 - 5. Certificates of Completion shall be provided to the Board, upon written request and within 30 days of such request.
- (4) Attendance Records.
 - (a) IEP's shall maintain daily attendance records for each student.
 - (b) Attendance records shall be maintained by the IEP for ten years after completion of such program.
 - (c) Attendance records shall be provided to the Board within 30 days of such request.
- (5) IEP Notification to the Board.
 - (a) IEP's shall provide the Board, upon request, a detailed list of all enrolled students by program within 30 days of the commencement date of such program.
 - (b) IEP's are required to immediately notify the Board upon terminating any Agreement with a student.
 - (c) IEP's are required to immediately notify the Board of withdrawal or the termination of their providership.
 - (d) An IEP, who cancels a program, shall immediately notify the Board of such cancellation.
 - (e) IEP's failing to comply with the requirements of these regulations shall be grounds for removal as a Board approved provider.

REGULATORY AUTHORITY

237 CMR 18.00: M.G.L. c. 141, §§ 1, 1A, 2, 2A, and 3.

237 CMR: BOARD OF STATE EXAMINERS OF ELECTRICIANS
AND BOARD OF ELECTRICIANS APPEALS

NON-TEXT PAGE

237 CMR: BOARD OF STATE EXAMINERS OF ELECTRICIANS
AND BOARD OF ELECTRICIANS APPEALS

(237 CMR 19.00 THROUGH 21.00: RESERVED)

237 CMR: BOARD OF STATE EXAMINERS OF ELECTRICIANS
AND BOARD OF ELECTRICIANS APPEALS

(PAGES 25 THROUGH 28 ARE RESERVED FOR FUTURE USE.)

237 CMR: BOARD OF STATE EXAMINERS OF ELECTRICIANS
AND BOARD OF ELECTRICIANS APPEALS

237 CMR 22.00: REQUIRED ELECTRICAL EDUCATION

Section

22.01: 600 Hours of Education Required as a Prerequisite to Sit for Journeyman Examination (as Applicable

Modular and Non-modular)

22.02: 150 Hours of Education Required as a Prerequisite for Master Electrician Examination

22.03: 300 Hours of Education Required as a Prerequisite for Systems Technician Examination

22.04: 75 Hours of Education Required as a Prerequisite for Systems Contractor Examination

22.01: 600 Hours of Education Required as a Prerequisite to Sit for Journeyman Examination (as Applicable Modular and Non-modular)

Candidates may elect to take a 600-hour modular format as listed in 237 CMR 2.01(2) or a non-modular format as listed in 237 CMR 22.01(1) as a Prerequisite to Sit for Journeyman Examination.

(1) The 600 hours of education required for eligibility for examination as a Journeyman Electrician shall include, but not be limited to, the following learning objectives:

- (a) DC Theory
- (b) AC Theory
- (c) National Electrical Code application of AC and DC Theory
- (d) Branch Circuit Calculations and Requirements
- (e) Feeder and Service Calculations and Requirements
- (f) Electrical Bonding and Grounding and Ground Path Theory
- (g) Conductor Selection and Overcurrent Protection
- (h) Wiring Methods
- (i) Motors and Controls
- (j) Transformers
- (k) Low Voltage Systems and Controls
- (l) Fire Warning and Security Systems
- (m) Fiber, Data and Communications Wiring and Systems
- (n) Use of Code book tables and examples
- (o) Massachusetts Electrical Code and Amendments (527 CMR 12.00)
- (p) Massachusetts Laws and Regulations Pertaining to Electrical Wiring
- (q) Conduct of Electricians and Apprentices Including Inspection Requirements
- (r) Job-site and Electrical Safety

(2) Modular Format:

(a) First Tier: The curriculum (300-clock-hours) shall be consecutive clock-hours:

1. Module I:
 - a. Jobsite and Electrical Safety
 - b. Introduction to the National Electrical Code and Process
 - c. DC/Alarm Theory
 - d. Basic Math
2. Module II:
 - a. Electrical Bonding and Grounding
 - b. Low Voltage Systems and Controls
 - c. Fire Warning and Security Systems
 - d. Design and Testing (NFPA 72)
3. Module III:
 - a. National Electrical Code application of DC Theory
 - b. Massachusetts Electrical Code and Amendments (527 CMR 12.00)
 - c. Wiring Methods
4. Module IV:
 - a. Fiber, Data and Communications Wiring and Systems

237 CMR: BOARD OF STATE EXAMINERS OF ELECTRICIANS
AND BOARD OF ELECTRICIANS APPEALS

22.01: continued

- b. Massachusetts Laws and Regulations Pertaining to Electrical Wiring
- c. Conduct of Technicians and Apprentices Including Inspection Requirements
- (b) Second Tier: The Electrical curriculum (300-clock-hours) shall be consecutive clock-hours:
 - 1. Module V:
 - a. Electricians Math and Basic Electrical Formulas
 - b. Electrical Circuit
 - c. AC Theory
 - d. Raceway, Outlet boxes and conductor fill
 - e. Conductor Selection and Overcurrent Protection
 - 2. Module VI:
 - a. Branch Circuit /Feeder/ Service Requirements
 - b. Branch Circuit/Feeder/ Service Calculations and Voltage Drops
 - c. Motors, Controls and Transformers Requirements
 - d. Use of Code book tables and examples
 - e. Swimming Pools, and similar Installations
 - 3. Module VII:
 - a. One Family Dwelling Calculations
 - b. Multi-family Dwelling Calculations
 - c. Commercial Load Calculations
 - d. Use of Code book tables and examples
 - 4. Module VIII:
 - a. Motor Calculations
 - b. Transformer Calculations
 - c. Review of Board rules and Regulations
 - d. Review of Massachusetts General Laws applicable to Electricians
 - e. General Review of all subjects covered

(3) The Board may set additional education requirements by Board policy statements issued periodically as developments in the profession so require.

22.02 : 150 Hours of Education Required as a Prerequisite for Master Electrician Examination

- (1) The 150 hours of education which is required for eligibility for examination as a Master Electrician shall include, but not be limited to, the following learning objectives:
- (a) Plan review and calculations
 - (b) Advanced AC Theory
 - (c) Advanced Code calculations
 - (d) Branch Circuit/Feeder/ Service
 - (e) Emergency Systems
 - (f) Health-care
 - (g) Hazardous Locations
 - (h) Applicable Massachusetts General Laws pertaining to:
 - 1. Licensing Laws
 - 2. Permitting Laws
 - 3. Inspection Laws
 - 4. Appeals Process
 - 5. Board Rules and Regulations
 - 6. 237 CMR 12.00 through 23.00.
 - 7. Good Business Practices/GBP
 - (i) General review of all subjects covered in the 600-Clock-hour Journeyman course, as applicable.
- (2) The Board may set additional education requirements by Board policy statements issued periodically as developments in the profession so require.

237 CMR: BOARD OF STATE EXAMINERS OF ELECTRICIANS
AND BOARD OF ELECTRICIANS APPEALS

22.03 : 300 Hours of Education Required as a Prerequisite for Systems Technician Examination

(1) In order to qualify to sit for the Systems Technician (Class D) examination, each apprentice whose electrical work experience can be properly documented shall complete 300-clock-hours (75-clock-hour/Module) of education as a prerequisite for examination as a Systems Technician. Said education will be divided into 75 hour modules. The 300 hours of education shall include, but not be limited to, the following learning objectives:

- (a) Module I:
 - 1. Jobsite and Electrical Safety
 - 2. Introduction to the National Electrical Code and Process
 - 3. DC/Alarm Theory
 - 4. Basic Math
- (b) Module II:
 - a. Electrical Bonding and Grounding
 - b. Low Voltage Systems and Controls
 - c. Fire Warning and Security Systems
 - d. Design and Testing (NFPA 72)
- (c) Module III:
 - a. National Electrical Code application of DC Theory
 - b. Massachusetts Electrical Code and Amendments (527 CMR 12.00)
 - c. Wiring Methods
- (d) Module IV:
 - a. Fiber, Data and Communications Wiring and Systems
 - b. Massachusetts Laws and Regulations Pertaining to Electrical Wiring
 - c. Conduct of Technicians and Apprentices Including Inspection Requirements
 - d. General Review of all subjects covered

(2) The Board may set additional course requirements by Board-policy statements issued periodically as developments in the profession so require.

22.04 : 75 Hours of Education Required as a Prerequisite for Systems Contractor Examination

(1) The 75 hours of education which is required for eligibility for examination as a Systems Contractor shall include, but not be limited to, the following learning objectives:

- (a) Advanced alarm system theory.
- (b) Applicable Massachusetts General Laws pertaining to:
 - 1. Licensing Laws
 - 2. Permitting Laws
 - 3. Inspection Laws
 - 4. Appeals Process
- (c) Board Rules and Regulations:
 - 1. 237 CMR 12.00 through 23.00
 - 2. Good Business Practices/GBP

(2) The Board may set additional education requirements by Board-policy statements issued periodically as developments in the profession so require

REGULATORY AUTHORITY

237 CMR 22.00: M.G.L. c. 141, § 2.

237 CMR: BOARD OF STATE EXAMINERS OF ELECTRICIANS
AND BOARD OF ELECTRICIANS APPEALS

NON-TEXT PAGE