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**GUIDELINES REGARDING THE USE OF DISTANCE/ONLINE/CORRESPONDENCE  
TOOLS FOR EDUCATION DURING THE STATE OF EMERGENCY**

**Adopted April 2, 2020**

In light of the State of Emergency declared on March 10, 2020, the Bureau of Pipefitters, Refrigeration Technicians, and Sprinkler Fitters (“Bureau”) has voted to adopt the following guidelines for use by its approved educational providers in moving education to a distance/online/correspondence format to ensure minimal disruption to students.

Per this policy, educational providers may use distance/online/correspondence formats for the provision of education so long as the following conditions are met:

1. The educational provider and curriculum is currently Bureau approved and in good standing.
2. The educational provider has sent an electronic communication to the Bureau office describing the format utilized for distance/online/correspondence education. This notice shall be sent to the following address:  
  

[Cesar.Lastra@mass.gov](mailto:Cesar.Lastra@mass.gov)
3. Any program meeting the requirements of this policy shall be approved by the office, however, the office shall have the right, on demand, to request any materials used by the provider to ensure that provider meets all Bureau educational requirements.

Absent special Bureau action, this policy and any approval associated with it shall expire 90 days after the expiration of the state of emergency.

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