

Board of State Examiners of Electricians
Guidelines for Board approval of online 6 and 15 hour courses
Issued June 27, 2016

- a. Licensees and prospective licensees shall only be allowed to take Board approved online courses provided by authorized educational providers.
- b. No provider may provide an online course unless that course has been pre-approved by the Board to meet these and other such requirements deemed by the Board to be necessary for public health, safety, and welfare. No Board online course approvals shall be deemed permanent or grandfathered, courses must always meet the latest Board requirements.
- c. Prior to the beginning of a course, the Board approved outline and orientation shall be provided to the student which shall include, but not be limited to, the following:
 1. how credit will be recorded for later access;
 2. technology requirements for completion of the course;
 3. links to school policies, including refund policies;
 4. description of how much time a student has to complete the course;
 5. information about access to content and technical support; and
 6. methods to obtain answers to student questions.
- d. The Board can accept online professional development courses without pre-approval so long as the Board can verify the course sponsor otherwise meets these requirements.
- e. Rules for continuing education courses
 1. The Board shall only approve online learning courses provided by educational providers which meet the requirements of 237 CMR 17.00.
 2. The Board may deny the right to take online learning courses to individuals whose licenses have lapsed or have been subject to discipline.
 3. Online continuing education courses must be time-based. This requirement must be met by one of the following means:
 - a. Instruction is provided by Board approved instructors utilizing a form of communications technology so that during each scheduled class meeting, the Board approved instructor is able to interact with every student in real time;

- b. Instruction is provided using technology that ensures that the course may not be completed in less than the number of hours to be credited for the course (for example, if a course is based on a series of slides, a time limit must be set to prohibit bypassing or “click-through” of slides to reach the end of the course without enough time to review each slide); or
 - c. The course must contain periodic informational multiple choice queries and/or assessments during the course to help the student assess their level of comprehension and ensure understanding. These assessments must be designed to ensure a student could not reasonably complete the assessments without spending the number of hours to be credited for the course reviewing the course content.
- f. Student Identity Verification
- 1. No online course shall be approved unless the education provider has provided to the Board a mechanism for verifying the identity of students.
 - 2. Identities may be verified online by way of the following means:
 - a. Live video interaction where the student has shown an identification;
 - b. The use of unique usernames and passwords along with randomized challenge questions, which may be required both when starting the course and during the progression of the course;
 - c. Technology which records and verifies biometric information;
 - d. Proctoring or other such monitoring software; OR
 - e. Such other means of identity verification accepted by the Board.
- g. In order to ensure students are properly trained, the Board shall have the right to impose additional requirements on any Board approved distance or online courses. These requirements may include successfully passing an examination (approved by the Board but administered by the provider) in order to receive course credit. The Board also reserves the right to require providers to give students confidential evaluations to be sent directly to the Board.
- h. The Board reserves the right to withdraw approval of any online courses for any of the following reasons:
- 1. Failure to comply with these or other Board guidelines;

2. Inadequate or unprofessional coverage of materials included in the course materials; or
3. Unsatisfactory evaluations of the course by instructors or licensees which reasonably calls into question the educational value of the course.