



DEVAL L. PATRICK
GOVERNOR

TIMOTHY P. MURRAY
LIEUTENANT GOVERNOR

GREGORY BIALECKI
SECRETARY OF HOUSING
AND ECONOMIC DEVELOPMENT

Commonwealth of Massachusetts
Division of Professional Licensure
Office of Private Occupational School Education
1000 Washington Street • Boston • Massachusetts • 02118

BARBARA ANTHONY
UNDERSECRETARY OF OFFICE
OF CONSUMER AFFAIRS AND
BUSINESS REGULATION

MARK R. KMETZ
DIRECTOR, DIVISION OF
PROFESSIONAL LICENSURE

NOTICE OF MEETING

Pursuant to [G.L. c. 112, § 263](#), the Division of Professional Licensure (DPL) has assumed responsibility for the licensing and regulation of private occupational schools and private occupational schools sales representatives operating in Massachusetts. To facilitate the development and implementation of new regulations under this statute, DPL invites all interested parties to attend a public meeting. The meeting is intended to serve as a forum for interested parties and stakeholders to provide information that will be helpful to DPL in drafting regulations governing private occupational schools and their sales representatives.

The date, time, and location of this meeting are as follows:

Date: Friday, March 22, 2013
Time: 10 AM – Noon
Location: 1000 Washington Street, Boston, Massachusetts¹

In addition, DPL welcomes the submission of written comments, which can be submitted by first-class mail or by e-mail to Occupational.Schools@state.ma.us. Submissions should be received by DPL by 5 PM on Thursday, March 21, 2013.

Previously, occupational schools and sales representatives were licensed and regulated by the Department of Elementary and Secondary Education (DESE). [G.L. c. 112, § 263](#) provides that regulations promulgated by DESE ([603 CMR 3.00](#)) will remain in effect unless and until they are superseded, revised, rescinded, or canceled by DPL. Likewise, DPL has determined that DESE policies and procedures will remain in effect until they are modified by DPL. DPL will also solicit input from and work with the Advisory Council created by [G.L. c. 112, § 263](#), throughout the rulemaking process.

Please note that this meeting is in addition to the public hearings required by the formal rulemaking process, which will be held at a later date. At this meeting, DPL is seeking input from interested parties and stakeholders on topics including but not limited to the following:

¹ Please note that all visitors must check in with security in the first floor lobby and present a photo ID in order to receive a visitor's badge allowing access to the building. Parking is available at the building entrance located on 321 Harrison Avenue. If you are travelling via the MBTA ("T"), the closest stop is the Tufts Medical Center Station on the Orange and Silver lines. For more detailed directions, please visit DPL's "[Agency Office Locator](#)" page on our website, www.mass.gov/dpl.



- (1) What schools and programs should be exempt from licensure pursuant to G.L. c. 112 § 263(c)(x);
- (2) Approval of instructors and curriculum;
- (3) The use of substitute instructors;
- (4) Record keeping practices and whether to require schools to keep both a paper and electronic copy of all student records;
- (5) The enrollment contract and student refunds;
- (6) Disclosures and advertisements to prospective students; and
- (7) Requirements relating to school closures.

Specific questions about this process or the nature of the meeting should be directed to Rachael Phinney, Board Counsel for the Office of Private Occupational Schools at Rachael.Phinney@state.ma.us or by calling 617-727-9715.