

Board of Building Regulations and Standards
Construction Supervisor License
Continuing Education Requirements
July_2017

The Board of Building Regulations and Standards (BBRS) approved certain changes to construction supervisor license continuing education requirements as part of the Ninth Edition of the State Building Code (780 CMR). The changes, which are appended to the end of this document, go into effect on January 1, 2018. This document is issued in order to answer general questions about the continuing education process as well as questions specific to the ninth edition changes. The major changes have to do with:

- Acquiring credit on-line; and
- Required educational content.

If, after reading the questions and answers below, you remain unclear as to any part of the process, please feel free to contact Kimberly Spencer @ Kimberly.Spencer@state.ma.us or Robert Anderson Robert.Anderson@state.ma.us for further assistance.

1. *How do I know how many CEU's I need?*

I have an Unrestricted License (CS-xxxxxx) 12 CEU's

I have a Restricted License (CSFA-xxxxxx) 10 CEU's

I have a Specialty License (CSSL-xxxxxx) 6 CEU's regardless of how many specialties (Masonry; Roofing; Window/Siding; Demolition; Solid Fuel; Insulation)

2. *Have these requirements changed in the Ninth Edition?*

No, the requisite *number* of education hours remain the same in the Ninth Edition. However, required course content has changed. Previously, only one hours of code review content was required. This requirement is increased to 4 hours for a CS (Unrestricted License) and CSFA (Restricted) license and is increased to 2 hours for and CSSL (Specialty) licenses.

3. *Will I be required to pass an exam to complete an on-line course?*

Yes. You will be required to complete a final exam plus periodic exams throughout the on-line course. This is a change with the Ninth Edition that will become effective January 1, 2018.

4. *Can all required CEU's be completed on-line?*

No. You may complete up to a *maximum of 6 hours via on-line training*. The remaining hours must be completed through in-person, classroom training. This is a change with the Ninth Edition that will become effective January 1, 2018.

5. *Are there specific topics that I am obligated to take?*

In addition to the code review requirements, of 4 hours for CS and CSFA and 2 hours of for CSSL, licensees must also take at least 1 hour in each of the following topics.

- Workplace Safety
- Business Practices / Workplace Safety
- Energy (except Demolition Specialty License)
- Lead Safe Practices (only first renewal cycle)

6. *I have a CSSL license do I have to take in-person, classroom training?*

No. You may complete up to a maximum of 6 hours via on-line training.

7. *When do the new topics go into effect?*

New R5.4.3 Topics will be effective January 1, 2018 for all Coordinators.

8. *Is there a specific date when licensees can no longer submit a 10 or 12 hour, all on-line course?*

Anyone who registers for a 12 hour or 10 hour course by December 31, 2017 will have **6 months** to complete the course and submit a certificate of attendance. All courses must be completed by June 30, 2018. Courses taken on or after January 1st will be subject to on-line\in-class requirements

Revisions to Continuing Education Requirements – Effective January 1, 2018

5.4 CONTINUING EDUCATION

110.R5.4.1 Standards. The BBRS may by rule adopt standards for continuing education requirements and course and instructor approval. The standards must include requirements for continuing education as applicable to buildings and building codes and referenced standards.

110.R5.4.2 Hours. A qualifying licensee must provide proof of completion of required hours of continuing education per two year license cycle in the appropriate category in which the licensee is licensed. Credit may not be earned if the licensee has previously obtained credit for the same course as either a student or instructor during the same licensing period.

1. Construction Supervisors License	12 Hours
2. Construction Supervisors License (One- and Two-Family Dwellings)	10 Hours
3. Construction Supervisors Specialty License	6 Hours

Exception. Building officials who are certified and in good standing in accordance with 780 CMR 110. R7 are exempt from 780 CMR 110.R5.4.

110.R5.4.3 Education Topics. Construction Supervisor License holders are required to complete the appropriate minimum number of continuing education hours each two-year renewal cycle as described in 780 CMR 110.R5.4.2. The following hour(s) of continuing education topics are required for twelve and ten hour trainings as identified above:

1. Code Review	four hours
Code review courses shall include specific concentration to requirements of the license category. For instance, One- and Two-Family license courses shall focus, but not be limited to, residential code requirements.	
2. Workplace Safety	one hour
3. Business Practices / Workers' Compensation	one hour
4. Energy (except Demolition Specialty License)	one hour
5. Lead Safe Practices (only first renewal cycle)	one hour

The remainder credit hours to be completed by approved electives.

Specialty Construction Supervisor Licensees holders are required to complete the appropriate number of continuing education each two-year renewal cycle as described in 780 CMR 110.R5.4.2. The following hour(s) of continuing education topics are required for six hour trainings as identified above:

1. Code Review	two hours
Code review courses shall include a specific concentration to requirements of the license category. For instance, Residential Roof Covering license courses shall focus, but not be limited to, roof covering, underlayment and similar code requirements.	
2. Workplace Safety	one hour
3. Business Practices / Workers' Compensation	one hour
4. Energy (except Demolition Specialty License)	one hour
5. Lead Safe Practices (only first renewal cycle)	one hour

Qualified licensees may acquire up to a maximum of six hours of continuing education via on-line training. Remaining hours shall be acquired through in-person, classroom training.

Those offering on-line courses in accordance with 780 CMR 110.R5.4.1 shall take measures to ensure a meaningful learning experience for the licensee, including, at a minimum:

- At the start of each on-line training, a licensee shall be required to affirm to the statement:
Under the pains and penalties of perjury, I attest that, as the licensed construction supervisor requiring continuing education credit, I will personally view all portions of this on-line educational session and will personally answer all questions required of this training.
- A licensee shall be required to answer a minimum of 5 questions relating to the material covered each 30 minute period (or more frequently if determined appropriate on-line education provider).
- A candidate must answer all questions correctly at the end of each session.
- If the licensee answers all questions correctly, he\she may advance to the next section.
- If the licensee answers a question or questions incorrectly, he\she shall be so notified and directed back to the portion of the presentation from which the question is derived.
- The licensee shall be afforded an opportunity to, again, review the section and answer a similar question\questions as appropriate.
- Once the licensee answers all questions correctly, he\she shall be allowed to advance to the next portion of the training.
- In no case may a licensee be allowed to advance through a section without successfully answering questions relevant to material covered.
- At the conclusion of a complete on-line training session, a licensee shall be required to successfully complete a final examination comprised of 20 questions, answering at least 16 correctly, and shall again affirm to the statement:

Under the pains and penalties of perjury, I attest that, as the licensed construction supervisor requiring continuing education credit, I have personally viewed all portions and answered all questions required of this training.

Additionally, providers of on-line educational sessions shall take measures to ensure a meaningful learning experience for the licensee by:

- Allowing the student to log-out of the session (and back in) without penalty.
- Providing closed-captioning assistance.
- Revising on-line training subject matter to reflect changes in code requirements each renewal period.
- Issuing certificates to students reflecting successful completion of the on-line training, including successful completion of training review questions as herein described.