

# CSL Continuing Education Application

## Filing Instructions January 2018

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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 as well as the Special Regulations you remain unclear as to any part of the process, please feel free to contact Kimberly Spencer @ [Kimberly.Spencer@state.ma.us](mailto:Kimberly.Spencer@state.ma.us) or Robert Anderson [Robert.Anderson@state.ma.us](mailto:Robert.Anderson@state.ma.us) for further assistance.

- 1. Question:** Who must file for approval?

**Answer:** Only the Course Coordinator must submit an application for approval. The Course Coordinator is defined by the regulation as the person who is registered with the BBRS and who is responsible for supervising the program and ensuring compliance with all relevant laws and regulations.
- 2. Question:** Does the Course Coordinator need to meet any particular qualifications?

**Answer:** The regulation does not define qualifications for Course Coordinators. Instead, it defines responsibilities (see Special Regulation Section 5.4.9). A Course Coordinator may be a person or an institution or organization. For instance, sole proprietor, John Smith may apply for approval, so too may Wentworth Institute, Springfield Technical Community College, or any of the varied building official or building contractor associations. In short, the process is available to any person or organization that can provide quality education to licensees as intended by the regulation. Course Coordinators will be issued an identification number that will be referenced in all materials and course offerings provided by that coordinator.
- 3. Question:** What about the program instructor, does he\she need to file an application for approval under the program?

**Answer:** No. The Course Coordinator is responsible for ensuring that only qualified individuals are used to deliver approved course materials. Special Regulation Section 5.4.10 specifies definitive qualifications for course instructors. Course Coordinators are expressly responsible for confirming qualifications prior to course offerings.
- 4. Question:** What about courses, do they need to be approved prior to offering?

**Answer:** Yes. The regulation expressly requires courses to be approved prior to offering. Courses will also be identified by a specific approval number. Course approval numbers must be clearly identified on all materials relating to the course.
- 5. Question:** Are there specific, mandated courses for which a licensee must attend?

**Answer:** Yes, see Special Regulation Section 5.4.3.
- 6. Questions:** Are there courses that will not be considered for approval?

**Answer:** Yes, see Special Regulation Section 5.4.6.

7. **Question:** Each application (Course Coordinator and Course Approval Form) establishes a fee structure. Are these fees paid by the applicant or the licensee?

**Answer:** The application fees as identified on the referenced applications are payable to the commonwealth by the applicant for administrative services rendered to process the applications, issue approvals and maintain programmatic information. The fees *do not* relate in any way to how much a licensee will pay to attend a particular course. Course fees for attendees (licensees) will be established by Course Coordinators. Fees should be reasonably established to reflect and be commensurate with the level of education provided.

8. **Question:** How much does it cost to be approved in the system?

**Answer:** Costs will vary somewhat depending on the length of course or courses offered.

**Example:** Jane Doe applies for approval as a course coordinator. Jane pays an initial Course Coordinator Approval fee of \$400. Jane will offer two (2) different courses to licensees. The first is a two (2) hour course titled *Building Code Administration*. The second is a four (4) hour course titled *Means of Egress Requirements*. Jane files two separate applications. The first is accompanied by a fee of \$150 (\$100 application fee plus \$50 for the course length), the second by a fee of \$200 (\$100 application fee plus \$100 for course length). A separate check is required for *each* application.

In summary, Jane will submit three (3) applications:

A Course Coordinator Application with a fee of \$400

A Course Approval Application for Building Code Administration with a fee of \$150

A Course Approval Application for Means of Egress Requirements with a fee of \$200

Total fees paid by Jane for approval in the system are \$750.

9. **Question:** What happens if a licensee fails to comply with continuing education requirements as defined by this schedule?

**Answer:** The license will be considered null and void and will be so noted in the agency's license data base and internet search engine. The licensee will be required to take and pass the requisite level exam in order to regain licensure in the system.

10. **Question:** Continuing education requirements have been in effect since December, 2013. When do the new regulations go into effect?

**Answer:** January 1, 2018

11. **Question:** What are some of the changes?

**Answer:** 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.

12. **Question:** Are ON-LINE courses still available?

**Answer:** Yes. On-line courses as well as classroom are available. Check the Office of Public Safety website by clicking on 'Construction Supervisor License' then click on 'CSL Continuing Education Courses'.

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

**Answer:** 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.

- 14. Question:** Can all required CEU's be completed on-line?  
**Answer:** 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.
- 15. Question:** Is there a specific date when licensees can no longer submit a 10 or 12 hour, all on-line course?  
**Answer:** 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 1<sup>st</sup> will be subject to on-line\in-class requirements
- 16. Question:** Are there specific topics that I am obligated to take?  
**Answer:** 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)
- 17. Question:** How should I submit courses that have already been approved?  
**Answer:** Mail the entire course on a thumb drive clearly marked with the approved course number.
- 18. Question:** How should new courses be submitted for approval?  
**Answer:** Mail the completed application, appropriate fee and thumb drive for approval.
- 19. Question:** Are there specific code topics or areas of study that are recommended?  
**Answer:** Some of the topics that are important for a licensee to understand are:
- Duties and responsibilities under Chapter 1 for both residential and commercial codes (permit requirements, inspections, etc.);
  - Massachusetts amendments to each of the I-Codes;
  - The existing buildings portions of the IRC and the International Existing Building Code (IEBC) in general for other building types;
  - Radon remediation requirements and energy conservation;
  - Reading span tables, attachment schedules and manufacturer requirements; and
  - Differing requirements for manufactured (modular) building vs. conventionally framed structures.

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#### Revisions to Continuing Education Requirements – Effective January 1, 2018

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### 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.

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| 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:

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| 1. Code Review | four hours |
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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.

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| 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:

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| 1. Code Review | two hours |
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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.

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| 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.