



THE COMMONWEALTH OF MASSACHUSETTS
William Francis Galvin
Secretary of the Commonwealth

Regulation Filing *To be completed by filing agency*

CHAPTER NUMBER: 237 CMR 13.00

CHAPTER TITLE: Eligibility Criteria for Initial Licensure

AGENCY: Board of State Examiners of Electricians and Board of Electricians' Appeals

SUMMARY OF REGULATION: *State the general requirements and purposes of this regulation.*

The purpose of 237 CMR 13.00 is to provide the educational and work experience prerequisites for obtaining personal licenses issued by the Board of State Examiners of Electricians.

REGULATORY AUTHORITY: M.G.L. c. 13, §§ 32 and 32A; M.G.L. c. 141, §§ 1 through 10

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Compliance with M.G.L. c. 30A

EMERGENCY ADOPTION - *if this regulation is adopted as an emergency, state the nature of the emergency.*

PRIOR NOTIFICATION AND/OR APPROVAL - *If prior notification to and/or approval of the Governor, Legislature or others was required, list each notification, and/or approval and date, including notice to the Local Government Advisory Commission.*

- Local Government Advisory Counsel - October 18, 2019**
- Massachusetts Register Publication - November 19, 2019**
- Boston Globe and Springfield Republican - November 25, 2019**

PUBLIC REVIEW - *M.G.L. c. 30A sections 2 and/or 3 requires notice of the hearing or comment period, including a small business impact statement, be filed with the Secretary of the Commonwealth, published in appropriate newspapers, and sent to persons to whom specific notice must be given at least 21 days prior to such hearing or comment period.*

Date of public hearing or comment period: December 16, 2019

FISCAL EFFECT - *Estimate the fiscal effect of the public and private sectors.*

For the first and second year: No fiscal effect anticipated

For the first five years: No fiscal effect anticipated

No fiscal effect: No fiscal effect anticipated

SMALL BUSINESS IMPACT - *M.G.L. c. 30A section 5 requires each agency to file an amended small business impact statement with the Secretary of the Commonwealth prior to the adoption of a proposed regulation. If the purpose of this regulation is to set rates for the state, this section does not apply.*

Date amended small business impact statement was filed: January 23, 2020

CODE OF MASSACHUSETTS REGULATIONS INDEX - *List key subjects that are relevant to this regulation:*
Education, Electrician, Systems, Work Experience

PROMULGATION - *State the action taken by this regulation and its effect on existing provisions of the Code of Massachusetts Regulations (CMR) or repeal, replace or amend. List by CMR number:*

237 CMR 13.00 (amend)

ATTESTATION - *The regulation described herein and attached hereto is a true copy of the regulation adopted by this agency.* ATTEST:

SIGNATURE: SIGNATURE ON FILE DATE: Jan 24 2020

Publication - *To be completed by the Regulations Division*

MASSACHUSETTS REGISTER NUMBER: 1410 DATE: 02/07/2020

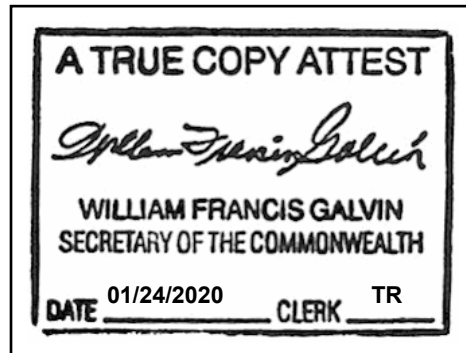
EFFECTIVE DATE: 02/07/2020

CODE OF MASSACHUSETTS REGULATIONS

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9-12

9-12



237 CMR: BOARD OF STATE EXAMINERS OF ELECTRICIANS
AND BOARD OF ELECTRICIANS APPEALS

237 CMR 13.00: ELIGIBILITY CRITERIA FOR INITIAL LICENSURE

Section

- 13.01: Master Electrician License Exam Application Eligibility Criteria
- 13.02: Systems Contractor License Exam Application Eligibility Criteria
- 13.03: Journeyman Electrician License Exam Application Eligibility Criteria
- 13.04: Systems Technician License Exam Application Eligibility Criteria
- 13.05: Continuing Education and Education Expiration for All Applicants
- 13.06: Rules Governing Applicant Education
- 13.07: Education Documentation Requirements for Out of State Applicants Who Do Not Hold a License in Another Jurisdiction and All Out of Country Applicants
- 13.08: Work Experience Documentation Requirements for Out of State Applicants Who Do Not Hold a License in Another Jurisdiction and All Out of Country Applicants
- 13.09: Education and Work Experience Requirements for Applicants Licensed in a State without Reciprocity with Massachusetts
- 13.10: Military Education and Work Experience
- 13.11: Aircraft or Shipboard Electricians and Merchant Marines Strikers
- 13.12: Military Construction or Base Maintenance Electricians
- 13.13: Corporate License
- 13.14: Partnership License
- 13.15: LLC and LLP

13.01: Master Electrician License Exam Application Eligibility Criteria

A licensed Journeyman Electrician applying for a Master Electrician license exam shall meet the following eligibility criteria for licensure:

- (a) furnish documentary proof satisfactory to the Board of having completed at least one year of experience as the holder of a Massachusetts Journeyman Electrician license and having been actively engaged in electrical work.
- (b) furnish documentary proof satisfactory to the Board of having successfully completed without substantial interruption 150 clock hours of classroom instruction, as described in 237 CMR 22.02: *150 Hours of Education Required as a Prerequisite for Master Electrician Examination.*

13.02: Systems Contractor License Exam Application Eligibility Criteria

A licensed Systems Technician applying for a Systems Contractor license exam shall meet the following eligibility criteria for licensure:

- (a) furnish documentary proof satisfactory to the Board of having completed at least one year of experience as the holder of a Massachusetts Systems Technician license and having been actively engaged in or working at the business of systems work.
- (b) furnish documentary proof satisfactory to the Board of having successfully completed without substantial interruption 75 clock hours of classroom instruction, as described in 237 CMR 22.04: *75 Hours of Education Required as a Prerequisite for Systems Contractor Examination.*

13.03: Journeyman Electrician License Exam Application Eligibility Criteria

(1) An apprentice applying for a Journeyman electrician license exam shall meet the following eligibility criteria for licensure:

- (a) furnish documentary proof satisfactory to the Board of having completed electrical work experience totaling a minimum of 8,000 clock hours in no less than four years before making an application for examination.

Such work experience, as an apprentice, shall have been under the direct supervision of a Massachusetts licensed Journeyman electrician in accordance with M.G.L. c. 141, § 8.

- 1. Applicants may receive credit for electrical shop experience obtained in a public vocational school program approved by the Department of Elementary and Secondary Education under M.G.L. c. 74. All programs are subject to approval by the Board.

237 CMR: BOARD OF STATE EXAMINERS OF ELECTRICIANS
AND BOARD OF ELECTRICIANS APPEALS

13.03: continued

2. Applicants with systems work experience supervised by a Systems Technician may receive a maximum of 4,000 clock hours in not less than two years.
 3. Apprentices shall not be given credit for work experience obtained more than twenty years prior to the date of application.
- (b) furnish documentary proof satisfactory to the Board of having successfully completed without substantial interruption 600 clock hours of classroom instruction as described in 237 CMR 22.01: *600 Hours of Education Required as a Prerequisite to Sit for Journeyman Examination (as Applicable Modular and Non-modular)* and obtained in a public vocational school program approved by the Department of Elementary and Secondary Education under M.G.L. c. 74, a private occupational school program licensed by the Division of Professional Licensure under M.G.L. c. 112, a college/university program, or other trade organization, approved by the Board. For purposes of this requirement, a maximum of 300 hours of education shall be granted for education completed in a public vocational school program approved by the Department of Elementary and Secondary Education under M.G.L. c. 74.
- (c) furnish documentary proof satisfactory to the Board of having obtained a high school diploma or equivalent.
- (2) Applicants with education in a systems program as described in 237 CMR 22.03: *300 Hours of Education Required as a Prerequisite for Systems Technician Examination* will receive that credit towards the education requirement for the Journeyman's examination.

13.04: Systems Technician License Exam Application Eligibility Criteria

An apprentice applying for a Systems Technician license exam shall meet the following eligibility criteria for licensure:

- (a) furnish documentary proof satisfactory to the Board of having completed systems work experience totaling a minimum of 4,000 clock hours in no less than two years before making an application for examination. Such work experience, shall have been under the direct supervision of a Massachusetts Systems Technician or Journeyman in accordance with M.G.L. c. 141, § 8.
 1. Applicants may receive credit for shop experience obtained in a public vocational school program approved by the Department of Elementary and Secondary Education under M.G.L. c. 74, in a private occupational school program licensed by the Division of Professional Licensure under M.G.L. c. 112, or in a college/university program approved by the Board.
 2. Applicants with electrical work experience may receive a maximum of 2,000 clock hours in not less than one year towards the experience requirement for the Systems Technician examination.
 3. Apprentices shall not be given credit for systems work experience obtained more than twenty years prior to the date of application.
- (b) furnish documentary proof satisfactory to the Board of having successfully completed without substantial interruption 300 clock hours of education as described in 237 CMR 22.00: *Required Electrical Education* obtained in a public vocational school program approved by the Department of Elementary and Secondary Education under M.G.L. c. 74, or in a private occupational school program licensed by the Division of Professional Licensure under M.G.L. c. 112, or in a college/university program approved by the Board.
- (c) furnish documentary proof satisfactory to the Board of having obtained a high school diploma or equivalent.

Applicants with education in electrical may apply 25% of that education, up to a maximum of 75 clock hours, towards the education requirement for the Systems Technician examination.

237 CMR: BOARD OF STATE EXAMINERS OF ELECTRICIANS
AND BOARD OF ELECTRICIANS APPEALS

13.05: Continuing Education Credit and Education Expiration for All Applicants

- (1) Continuing Education. Applicants must complete, in addition to the required education, a 15-hour Continuing Education Program as provided in 237 CMR 17.00: *Mandatory Continuing Education (MCE)*. This continuing education must be based on 527 CMR 12.00: *Massachusetts Electrical Code (Amendments)* in effect at the time of application.
- (2) Education Expiration. Education shall be deemed to expire and cannot be utilized for licensure purposes 20 years from when the applicant commences the program.

13.06: Rules Governing Applicant Education

- (1) Successful Completion.
 - (a) Students are required to successfully complete without duplicating an objective(s) to meet the required clock hours for examination. If a student feels this would create a hardship, he or she shall submit such requests in writing to the Board, prior to enrolling in such objective(s), documenting the hardship and requesting waiver of this requirement to receive credit for such clock hours.
 - (b) Students shall successfully complete the clock hours for each objective(s) provided in their agreement and as provided in 237 CMR 13.00 to receive credit for such clock hours.
 - (c) Students who do not successfully complete an objective shall not receive any clock hours of education for that objective.
 - (d) Students who successfully complete an objective(s) shall receive the clock hours of education for that objective(s) as provided in 237 CMR 22.00: *Required Electrical Education*.
 - (e) Students shall successfully complete the clock hours of education as established in 237 CMR 13.00 before making an application for examination.
- (2) Students are not allowed to sit in any objective(s) prior to the signing of an Agreement with their provider.
- (3) Students are required to purchase, for classroom instruction, 527 CMR 12.00 *Massachusetts Electrical Code (Amendments)*, (available at the State Bookstore, State House, Room 117, Boston, MA 02133), documents and Standards intended to be used as an aid in instruction for each learning objective listed in 237 CMR 22.00: *Table 22.01*, unless provided by others.

237 CMR: BOARD OF STATE EXAMINERS OF ELECTRICIANS
AND BOARD OF ELECTRICIANS APPEALS

13.06: continued

- (4) Certificates of Completion.
 - (a) Students are responsible for maintaining their Certificates of Completion for any objective(s) completed by them until they have passed their applicable examination and received a license.
 - (b) Students shall not receive credit from the Board for any objective(s) without a Certificate of Completion. Students are not allowed to sit for any objective(s) prior to obtaining the required books, documents and standards, calculators *etc.* applicable to their selected learning objective(s).
 - (c) Students who fail to comply with this requirement may be subject to the forfeiture of registration fees and attendance clock hours.

- (5) Hardship.
 - (a) Students are required to submit a written request of hardship to their provider as provided in 237 CMR 18.00: *Rules Governing Practice*, with regards to their intention of withdrawal or being absent from any learning objective(s). Failure to submit such a request may cause the student to forfeit their right for a hardship.
 - (b) Hardship agreements shall be submitted to the Board upon request.

13.07: Education Documentation Requirements for out of State Applicants Who Do Not Hold a License in Another Jurisdiction and All out of Country Applicants

- (1) An applicant who has received his or her qualifying education either in another state or in another country shall, at the time of application, petition the Board for review and approval of those classroom instruction clock hours. Such petition shall be accompanied by the following documentation, in the English language:
 - (a) A certificate of completion for each learning objective successfully completed documenting the clock hours, with commencement and the completion dates of such instruction.
 - (b) A letter of accreditation from the institution, recognized by a Department of Education or the equivalent, providing such instruction.
 - (c) Documentation describing whether such instruction was based on the National Electrical Code, the International Electrical Code, a County regulation or regulations or codes promulgated by some other regulatory body and the code year.
 - (d) The Board may request additional information regarding out of state education. In its discretion, the Board may determine that such education is not substantially equivalent to the requirements in Massachusetts and may deny credit for part, or all, of the education submitted.

- (2) In no case shall an applicant for licensure receive credit for the education or experience unless such education and experience was based on the National Electrical Code then in effect, an International Electrical Code then in effect, or related adopted standards acceptable to the Board.

13.08: Work Experience Documentation Requirements for out of State Applicants Who Do Not Hold a License in Another Jurisdiction and All out of Country Applicants

- (1) An applicant for licensure who has received his or her qualifying experience either in another state or in another country shall, at the time of application, petition the Board for review and approval of those experience clock hours. The petition shall be accompanied by a certified statement from the employer with the following information:
 - (a) The name of the applicant.
 - (b) The employer's name and supervising electrician's name, with the supervising electrician's license number and a description of the class and/or type of license held by that supervising electrician, education and work experience requirements.
 - (c) The beginning date of employment, a statement describing the employment as full time or part time, the number of clock hours worked on a weekly basis during the period of employment, and the termination date of employment.