



## Massachusetts Construction Supervisors Continuing Education Program

### Frequently Asked Questions

#### General

##### **Q. Why is Continuing Education required?**

A. Continuing Education (CE) is required to assure the public that licensees maintain their knowledge on a current basis. The requirements for the program are specified in [add proper legal citation 780 CMR R5 Rules and Regulations for the Licensing of Construction Supervisors.]

##### **Q. Who is Thomson Prometric? What is their role?**

A. The Department of Public Safety has contracted with Thomson Prometric for program administrative services including course reviews, recording credits, calculation of compliance and communications with providers and licensees. Thomson Prometric also provides license testing services for the Department.

##### **Q. How can I contact Thomson Prometric?**

A.     Mail:                 **Massachusetts Construction Supervisors CE Program**  
                                  **Thomson Prometric**  
                                  **1260 Energy Lane**  
                                  **St. Paul, MN 55108**

           Phone:             **800.xxx.xxxx**

           Web site:          **[www.experioronline.com](http://www.experioronline.com)**

           E-mail:             **CE-Services@experioronline.com**

#### Requirements for Compliance

##### **Q. Who is required to take continuing education courses?**

A. All licensees are subject to the CE requirement in each three-year renewal period. There is no exception or reduction for age or years of licensure ("grandfathering").

##### **Q. When must CE be completed?**

A. Required CE must be completed before a license can be renewed. CE must be taken before the expiration date of the license. For example, if your license expiration date is May 20, courses must be completed on or before May 19.

##### **Q. Will I receive a notice when my requirement is due?**

A. Yes. Thomson Prometric will send warning notices to non-compliant licensees approximately 90 days before their renewal date.

**Q. How many CE credits are required for renewal?**

A. Licensees with issue dates on or after July 1, 2006 must earn a total of 18 CE credit hours. Those currently licensed will have pro-rated requirements as follows:

<u>License Expiration Dates</u>	<u>Credits Required</u>
July 1, 2006 through June 30, 2007	None
July 1, 2007 through June 30, 2008	6
July 1, 2008 and later	12

**Q. I only recently became licensed. Do I have to take CE for renewal?**

A. Yes. Refer to the table above for your requirement.

**Q. Are there requirements or limits as to the subject matter of the required CE courses?**

A. Yes. Courses are designated as Category A (specific to building codes and standards) or Category B (business practices). Licensees must earn at least 12 of their credits from courses designated as Category A. The remaining 6 credits may come from Category B courses or other Category A courses. Where the credit requirement is pro-rated, the limits are pro-rated appropriately. For example, a licensee with a six-credit requirement could use only two credits from Category B courses.

**Q. Can I carry over excess credits from one renewal period to another?**

A. No. Excess credits do not carry over.

**Course Availability**

**Q. Where can I obtain a list of CE providers and courses?**

A. A list of approved courses may be found on the Web at [www.experioronline.com](http://www.experioronline.com). Lists may be tailored by course method and number and type of credits.

**Q. How can I determine whether a course has been approved?**

A. Generally the provider of the course will be able to advise you. You can also call Thomson Prometric at **800.xxx.xxxx** or e-mail **CE-Services@experioronline.com**.

**Credit Reporting**

**Q. How are credits reported?**

A. Providers must report course completions to Thomson Prometric on a roster within 30 calendar days of the completion of the course. Licensees do not need to submit course completion certificates.

**Q. How can I verify that my credits were submitted by the provider?**

A. You can see your transcript on the Web at [www.experioronline.com](http://www.experioronline.com). Allow 30-45 days after the course completion for processing. If credits do not appear, contact the provide to confirm that the roster was submitted.

**Q. Can I take the same CE courses more than once?**

A. Yes, but you will not receive credit if the course is repeated within the same renewal period.

**Q. Do I need to file a completion certification with my renewal application?**

A. No. Since providers report credit hours directly to Thomson Prometric, no submission is required by licensees. Licensees do not have to provide CE course completion certificates with their renewal notices. You should retain copies of the completion certificates in case a question arose.

**Q. Do instructors receive credit for teaching courses?**

A. Yes. Instructors who are licensees may be added to rosters by the provider.

**Self Study Courses**

**Q. Can correspondence (self-study) courses be used for credit?**

A. Yes. The program permits self-study courses.

**Waivers and Extensions**

**Q. Can I get an extension of time to complete my CE credits?**

A. No. The program does not provide for extensions.

**Q. Can the CE requirement be waived?**

A. Yes, but only on a case by case basis. Requests must be in writing and contain detailed documentation of medical, disability or military service situations. Mail waiver requests to:

**Construction Supervisors Licensing -CE  
Massachusetts Department of Public Safety  
One Ashburton Place, Room 1301  
Boston, MA 02108**

**Non-Compliance**

**Q. What are the consequences of failing to meet my CE requirement?**

A. Your license will not be renewed and ultimately may be terminated.