



**MSCA License Renewal Course (LRC)**  
Massachusetts Systems Contractors Association, Inc.

*"Representing and Educating the Electronic Systems Industry since 1978"*

1 Merchant Street, Suite 112 - Sharon MA 02067

(T) 781-784-2102 - (F) 781-784-2909

Email: [office@msca-systems.org](mailto:office@msca-systems.org) ~ Website: [www.msca-systems.org](http://www.msca-systems.org)

**LRC Registration Instructions**  
**2016 – 2019 Renewal Cycle**

Thank you for registering with the MSCA to attend our License Renewal Course.

Please follow the below steps to complete your registration process:

**APPLICATION AND ENROLLMENT FORMS:** Please complete and return **ALL 5 PAGES** included in this packet. (LRC Registration Instructions Form; Application Form: 2 Pages and Enrollment Agreement: 2 Pages).

The OFFICE OF PRIVATE OCCUPATIONAL SCHOOL EDUCATION, DIVISION OF PROFESSIONAL LICENSURE **requires** that MSCA have all **five** pages on file to maintain as a provider. Please note: some pages may look duplicative, however the information on these documents are slightly different.

**TUITION FEES:** We offer member rates and non-member rates. You may pay for each module separately or receive a discount for payment of the complete 15 Hours at the time of registration. Please indicate on the form below.

**Payment of LRC must be made prior to the start date of the program.**

**BOOKS:** Attendees are required to bring the NEC 2017 and NFPA 72 2013 to class. MSCA has copies available for purchase at \$105.95 each. Please indicate on the form below if you would like to purchase these books from MSCA.

**Books must be purchased in advance.**

**PAYMENT:** You may pay by check or credit card. Please fill in your payment information on the front page of your application form.

**RETURN COMPLETED FORMS:** Make sure **ALL FIVE PAGES** of the registration packet are filled out completely and returned to the MSCA Office. There are 3 ways to return your completed forms:

- **Fax:** 1-781-784-2909
- **Email:** [office@msca-systems.org](mailto:office@msca-systems.org)
- **Mail:** MSCA ~ 1 Merchant Street, Suite 112, Sharon, MA 02067.

**Please retain a copy of these forms for your records.**

Sincerely,

*Massachusetts Systems Contractors Association, Inc.*

<b>Name:</b>	_____		
<b>Tuition:</b>	Member 5hr Module	\$85	
	Member 15 Hour	\$225	
	Non Member 5hr Module	\$105	
	Non Member 15 Hour	\$285	\$ _____
<b>Books:</b>	NEC 2017	\$105.95 x _____	= \$ _____
	NFPA 72 2013	\$105.95 x _____	= \$ _____
	<b>TOTAL AMOUNT DUE</b>		\$ _____



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**PROGRAM OR COURSE NAME: MSCA License Renewal Course**  
**COURSE ID: License Renewal Course-101**

STUDENT NAME: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

EMAIL (REQUIRED): \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

**ENTRANCE REQUIREMENTS: C AND/OR D LICENSE**

**REGISTRATION DEADLINE: TWO WEEKS BEFORE CLASS BEGINS**

**CLOCK HOURS: 15 HOURS TOTAL**

C LICENSE NUMBER: \_\_\_\_\_ D LICENSE NUMBER: \_\_\_\_\_

**PROGRAM LOCATIONS AND STARTING DATES:**  
**(PLEASE CHOOSE ALL THAT APPLY)**

	DATE / START TIME	LOCATION	
MODULE I: 17/101	April 12, 2017 / 5:00pm-10:00pm	Northeast Security Solutions ~ W. Springfield MA	<input type="radio"/>
MODULE II:			<input type="radio"/>
MODULE III:			<input type="radio"/>
MODULE 15HR:			<input type="radio"/>

**CHART OF COSTS AND PAYMENT METHODS PER YEAR – Prices Subject to Change**

*MSCA or NSCA Membership Status	Total Cost Per Module	Total Cost for 15 Hour	Method of Payment	Enrollment Fee	Other	Tuition per Year	Total Due with Enrollment	Discounts	Adjusted total Charges	Payment Method (Check One)
MEMBER	\$85	\$225	PAID IN FULL	\$0	\$0	\$225	\$225	NONE	\$225	
NON-MEMBER	\$105	\$285	PAID IN FULL	\$0	\$0	\$285	\$285	NONE	\$285	

Estimate of additional expenses to be incurred by student: NONE

\*MSCA – Massachusetts Systems Contractors Association, NSCA – National Systems Contractors Association

**Course Materials & Policies:**

**REQUIRED: NEC 2017 & NFPA 72 2013** (The State Board of Examiners of Electricians requires attendees to bring NEC 2017 to the course). MSCA has copies available for \$105.95 each (our books contain the Massachusetts Amendments). Copies must be ordered in **ADVANCE**.

**Recommended but not required:** 780 CMR 8th Edition and NFPA 720 2009

Total Amount Enclosed: \_\_\_\_\_

Payment Method: \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_ Credit Card (Please complete information below - PLEASE PRINT CLEARLY)

**CREDIT CARD INFORMATION:**

Credit Card Type: \_\_\_\_\_ MasterCard \_\_\_\_\_ Visa \_\_\_\_\_ American Express

Credit Card Number: \_\_\_\_\_ Security Code: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_ Billing Zip (REQUIRED): \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Total Amount Charged: \_\_\_\_\_

Signature: \_\_\_\_\_



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## CLASS CANCELLATION POLICY

We reserve the right to cancel a class if the minimum enrollment of 20 students is not met. In that event a full refund will be issued to all enrollees.

## REFUND POLICY: (AS PER M.G.L. CHAPTER 255, SECTION 13K)

1. You may terminate this agreement at any time.
  2. If you terminate this agreement within five days you will receive a refund of all monies paid, provided that you have not commenced the program.
  3. If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs described in paragraph 7.
  4. If you terminate this agreement during the first quarter of the program, you will receive a refund of at least seventy- five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
  5. If you terminate this agreement during the second quarter of the program, you will receive a refund of at least fifty per cent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
  6. If you terminate this agreement during the third quarter of the program, you will receive a refund of at least twenty- five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
  7. If you terminate this agreement after the initial five day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars or five percent of the contract price, whichever is less. A list of such administrative costs is attached hereto and made a part of this agreement.
  8. If you wish to terminate this agreement, you must inform the school in writing of your termination, which will become effective on the day, such writing is mailed.
  9. The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program. This section shall not apply to public and nonprofit schools and shall not affect the provisions of section forty-eight of chapter ninety-three or section fourteen of chapter two hundred and fifty-five D, which provides a right of cancellation for certain contracts.
- Whoever fails to comply with this section shall be deemed to have committed an unfair and deceptive practice under section two of chapter ninety-three A.
- Whoever violates the provisions of this section shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than six months, or both.

## ADMINISTRATIVE COSTS EQUAL \$ 0.00

This School is licensed by the Office of Private Occupational School Education, Division of Professional Licensure.

PHONE: 617-727-5811    EMAIL: [occupational.schools@state.ma.us](mailto:occupational.schools@state.ma.us)

STUDENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

SCHOOL OFFICIAL'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: Jessica A. Donovan

I, the student, have received a completed and signed copy of this agreement on date: \_\_\_\_\_

\_\_\_\_\_ (student's initials)



# MSCA License Renewal Course (LRC) Enrollment Agreement

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## ADMINISTRATIVE COSTS EQUAL \$ 0.00

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PHONE: 617-727-5811 EMAIL: [occupational.schools@state.ma.us](mailto:occupational.schools@state.ma.us)

I have been provided a copy of the School's Catalog and Policies in a manner of my choosing and I am initialing my choice:

hard copy     send via fax     send via mail  
 I will download the catalog and policies from school's website at: [www.msca-systems.org](http://www.msca-systems.org)

Student's Initials:

- I understand this contract will not be in force and effect until signed by both myself and a school representative.
- I have received a copy of the school's complaint procedures policy.
- I understand the refund policy as stated above.
- I understand that coursework and/or credit from this school may not be transferable to other An institution of education and acceptance is at the discretion of the receiving institution.

STUDENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

SCHOOL OFFICIAL'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: Jessica A. Donovan

I, the student, have received a completed and signed copy of this agreement on date: \_\_\_\_\_

\_\_\_\_\_ (student's initials)