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March 1, 2025

Hon. Aaron Michlewitz, Chair  
House Committee on Ways and Means  
State House, Room 243  
Boston, MA 02133

Hon. Michael J. Rodrigues, Chair  
Senate Committee on Ways and Means  
State House, Room 212  
Boston, MA 02133

Dear Chairman Michlewitz and Chairman Rodrigues:

Pursuant to Section 35V of Chapter 10 of the General Laws, the Division of Occupational Licensure ("DOL") hereby submits its Agency Trust Fund report to the House and Senate Committees Ways and Means.

If you have any questions regarding this report, please feel free to contact our agency for information or assistance.

Respectfully Submitted,

Sarah R. Wilkinson,  
Commissioner



**REPORT OF THE DIVISION OF OCCUPATIONAL LICENSURE  
TO THE HOUSE AND SENATE COMMITTEES ON WAYS AND MEANS  
March 1, 2025**

This report to the House and Senate Committees on Ways and Means is submitted by the Division of Occupational Licensure (“DOL”) pursuant to section 35V of Chapter 10 of the General Laws.

Section 35V established the Division of Professional Licensure Trust Fund (“the DPL Trust”), now referred to as (“the DOL Trust”). The DOL Trust is funded by revenue from licensure fees, and expenditures from the DOL Trust are used for the administrative costs of operations and programs administered by the Agency.

Section 35V calls for the DOL Commissioner, to submit to the House and Senate Committees on Ways and Means an annual report on the following: the revenue credited to the DOL Trust; the of DOL Trust expenditures that are attributable to the shared administrative costs of DOL; and an explanation of why such administrative costs are necessary; an itemized list of the amount of trust funds expended by board or unit; and an analysis of the services provided based on trust fund expenditures by board or unit, including the manner in which trust fund expenditures assist DOL in meeting its regulatory mandates.

**I. DOL BACKGROUND**

The Division of Occupational Licensure, formerly known as the Division of Professional Licensure, is located in the Office of Consumer Affairs and Business Regulation. Pursuant to the authorities in Chapters 13 and 112 of the General Laws, for half of FY24 DOL supervises and supports the operations of 15 boards that license and regulate a wide range of trades and professions, including barbers and cosmetologists, electricians and plumbers, and architects and accountants. DOL also oversees the Office of Public Safety and Inspections, the Office of Private Occupational School Education, as well as an additional ten public safety boards of registration. In Fiscal Year 23 DOL went through an Article 87 where 13 health boards transferred over to the Department of Health and was finalized on January 1, 2023, which leaves DOL with 15 Boards that the trust fund continues to support.

The 15 DOL boards establish and administer the minimum qualifications for entering a licensed trade or profession, regulate the practice of licensees, and take disciplinary action against licenses who violate licensing standards, and against non-licensees who practice without a license. Board members for the most part are volunteers who are appointed by the Governor. DOL provides the centralized services and infrastructure necessary for various boards to function effectively and efficiently. DOL employees include the executive directors of the boards, board counsel, prosecuting attorneys, compliance officers, and hearings officers.

## **II. DOL TRUST BACKGROUND**

The Legislature created the trust in May of 2002 to help the DOL overcome a substantial backlog of disciplinary cases. Following statewide budget cuts in subsequent years and the repeal of the DOL sunset provision, the DOL Trust became a permanent source of essential operating funds for DOL, rather than a source of supplemental funding for enforcement.

Revenue for the Trust Fund comes primarily from the retention of 50% of licensing fee increases that were enacted in Fiscal Year 2002, Fiscal Year 2004, and Fiscal Year 2009, and 100% of license fee increases enacted in Fiscal Year 2013. Pursuant to FY 13 legislation, 100% of any future fee increases will be retained by the DOL Trust.

## **III. DOL TRUST REVENUE AND EXPENDITURES**

In the first half of Fiscal Year 2025, July 1, 2024, through January 31, 2025, the DOL Trust has collected \$3,729,441.50 in revenues, and expenditures have totaled \$4,487,107.00. The current projection is that Fiscal Year 2025 revenues to be credited to the Trust Fund will total \$7,808,220.00 up to June 30, 2025. Pursuant to Section 35V of Chapter 10 of the General Laws, DOL is authorized to expend funds prior to receipt within a fiscal year. These administrative costs are necessary to carry out the DOL's duties and functions required by state statute.

Because DOL is structured to provide centralized services to all 15 boards and the Office of Private Occupational School Education in the most cost effective means possible, service delivery is fully integrated. In most cases, any single staff member provides expertise in a business function that serves multiple boards. All administrative, technical and enforcement support services are delivered by centralized units. Executive directors, board counsel, prosecuting attorneys, compliance officers, hearings officers, support staff, and managerial staff work with multiple boards.

As a result, there is no per-board or per-unit chargeback system in place. All expenditures from the trust fund are necessary to support this integrated operational model. These expenditures include salaries/payroll, mailings, administrative costs, and license printing etc. An itemized listing of expenditures from 7/1/24 – 1/31/25 has been provided.

**FY25 Expenditures - 7/1/24 thru 1/31/25**

Object Class	Description	Amount
AA	Payroll	1,566,811
BB	Employee related Expenses	56,677
CC	Special Employees/Contracted Services	53,075
DD	Pension & Insurance	604,104
EE	Admin Expenses	368,682
FF	Programmatic Facility Operational Supplies	276
GG	Space & Energy	1,606,046
HH	Consultant Service Contracts	-
JJ	Operational services	25,156
KK	Equipment Purchase	179
LL	Equipment Lease/Rental	358
NN	Waste Removal	4,087
UU	Information Technology (IT)	201,656
<b>Total</b>		<b>4,487,107</b>

**IV. CONCLUSION**

DOL plays an important role in consumer protection, and in ensuring a fair and competitive marketplace in Massachusetts. DOL employees have, and continue to achieve, impressive results on behalf of the Commonwealth. DOL respectfully requests that the Legislature continue to provide the DOL with the resources it needs through the DOL Trust.

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