



Massachusetts League of Community Health Centers
Career Pathways Certificate and Training Program
2024 – 2025 Program Guide

Program Overview:

The Massachusetts League of Community Health Centers (Mass League) is launching a Certification Program aimed at training staff to become Medical Assistants (MAs), Dental Assistants (DAs), and or to obtain other relevant training and certification to support career pathways within Community Health Centers (CHC).

Program Description:

Selected CHCs will be able to train three health center staff to participate as learners with Career Step, or another eligible training partner. **Learners must complete the registered course before June 15th, 2025.** Additionally, learners will engage in learning community sessions with the Mass League to share feedback on their experiences and support participants in successfully completing training programs.

Program Components:

- **Recruitment & Retention:** Each participating CHC will identify up to three staff to enroll in a training and certification. Learners who complete training will receive a \$1,000.00 retention bonus.
- **Learning Community Sessions:** Cohorts will be created from participating health centers to share experiences, successes, roadblocks and resource needs.
- **Timeline:** The training courses are self-paced. **All training must be complete, and funds must be spent by June 15, 2025.**

Program Requirements:

The Mass League will require participating health centers to submit quarterly reports; a template will be provided for these reports. These reports will measure the program's success based on the following criteria:

- Number of enrollees per type of certification.
- Number of enrollees who completed the certification program, per certification type.
- Number of enrollees who dropped out of program, per certification type, and any rationale as to why.
- Amount of time taken to complete the training program.

These reports will be critical to identifying and spreading best practices to other CHCs and identifying the most effective way to recruit and retain health professionals. The participating health center is responsible for identifying an appropriate personnel to communicate any changes or needs throughout the program with the Mass League.

Community Health Center Requirements:

- Identify up to three staff member who will commit to participating in and completing the identified training program.
- Enroll a health center learner with Career Step or another accredited training and certification program.
- Adhere to submitting the Quarterly Reporting Form to Capacitybuilding@massleague.org
 - Friday, January 3rd, 2025
 - Tuesday, April 1st, 2025
 - Monday, June 30th, 2025

Applications for the 2024 – 2025 Cycle are open through Monday, September 30th, 2024. Interested CHCs can submit an application online using [this link](#).

Application URL: <https://www.surveymonkey.com/r/329MMD3>

The Mass League Capacity Building Team will be hosting a virtual question and answer session for the Career Pathways Certificate & Training Program on Tuesday, September 24th from 12:00 to 1:00 pm, please see the meeting information below:

Zoom Meeting Link: <https://massleague.zoom.us/j/85895193374>

Meeting ID: 858 9519 3374

Should you have any additional questions or concerns, please visit our website and do not hesitate to contact us at CapacityBuilding@massleague.org.