

The Massachusetts League of Community Health Centers (Mass League) and Suffolk University are pleased to announce an exciting opportunity for up to three (3) employees of participating community health centers who are interested and meet the criteria for admission to the Mass League of Community Health Centers' Certificate Program in Community Health and Community Health Management. The Mass League has partnered with Suffolk University to offer this certificate program to provide employees of health centers the opportunity to access a high quality and affordable graduate-level education, while at the same time, to advance the skills and careers of community health center middle managers.

### **What is the criteria for the certificate program?**

The program is uniquely focused on advancing the skills and careers of middle managers. This means that you are currently a middle manager or have been positioning yourself to be a middle manager at your CHC. Candidates must have a strong desire to further develop their skills and knowledge of community health and a commitment to grow within your organizational structure. Applicants must be:

- Able to meet the time commitment to this 8-month program that involves one day a week of coursework.
- A full-time employee in good standing with a consistently strong work ethic.
- Have a supervisor's written recommendation (*required*).
- Able to maintain full time employment throughout the program and fulfill all responsibilities of your position without adverse operational impact on your department or role within the organization.

### **Do I attend classes in-person or online?**

All classes will be held online via Zoom, **with the exception of the first day of each block** (9/15/2023, 1/5/2024, 2/3/2024, 4/12/2024, and graduation) which will be held in person. The location will be Suffolk University, 120 Tremont Street, 5<sup>th</sup> Floor (the Law School). The times will be 9am-12pm and 1-4pm (with breaks in between), with the exception of the last block, which runs 9am-4pm.

### **What are the class attendance policies?**

With respect to course attendance, absences and incomplete policies; the Certificate program will comply with existing Suffolk University's Moakley Center policies and procedures for certificate coursework as outlined here.

This certificate is a hybrid program and requires a minimum of 1 person class at the beginning of every course block, therefore students participating in this certificate program are allowed to miss a maximum of 2 in-person sessions for the duration of the program; Students must complete a minimum of 150 hours in order to successfully complete this program; In person missed class hours may be made up, with instructor permission.

Students are first and foremost Suffolk University at all times, although the program is administered by the MassLeague. Suffolk University is responsible for communicating with students regarding absences; tracking of overall absences; and evaluating whether students have met the minimum requirements to complete the certificate. It is ultimately at Suffolk's discretion as the educational

institution to determine whether a student has met the requirements to complete the certificate or not and manage enrollment accordingly based on University policies and procedures.

**Will there be reading material?**

Yes, the material fee is around \$250. Students will be responsible for both the cost and ordering of books. A list of required materials will be sent after acceptance into the program.

**What is the actual commitment to the program and CHC?**

Successful completion of the program includes your attendance and full engagement for the entire eight (8) months. The program is held from September 2023 through May 2024 with a graduation in May or June 2024. You are required to attend all class sessions and must receive a grade of “C” or higher to graduate. In addition, you are required to sign and submit a commitment of participation agreement with your CHC after notification of acceptance.

**Will I need to use my PTO for the weekly session?**

No, you would not need to use your PTO to attend the courses, but it is your responsibility to discuss any accommodations with your supervisor. You will want to assure that your participation in this program does not adversely impact your colleagues, department, or organization. You must also be sure that all of your job responsibilities are performed within the required timeframes.

**Do I receive any credits?**

Participants attending the program earn up to 12 credit waivers toward future graduate studies in Suffolk University’s MPA (Master’s in Public Health) Program. Tuition value at Suffolk of \$15,200.

**Do I need to have a college degree to apply?**

This is not mandatory, but preferred.

**Do I need to want to pursue a graduate degree to apply?**

This is not mandatory, but preferred.

**How do I apply or get more information about the program (including the class schedule and names of the courses)?**

You can access the application and additional information by clicking the link below:

<https://www.massleague.org/SuffolkCertificateProgram/index.php>

**What is the process after I submit the application and supervisor form?**

The Mass League leadership team will review your application and make final admission decisions by August 11, 2023. You will be notified via email regarding your application status. Completed applications as well as the Supervisor’s Recommendation/Agency Commitment Form must be submitted by the July 31, 2023, by 5:00pm via email. Please email completed application to [mlchcsuffolkprogram@massleague.org](mailto:mlchcsuffolkprogram@massleague.org)