Massachusetts League of Community Health Centers
&
Suffolk University/Sawyer Business School Moakley Center for Public Management
2022-2023
Certificate Program in Community Health and Community Health Center Management

Raise Performance, Retain Talent, Recruit the Competition

Return completed application and a scan copy of the check via email to: MLCHCSuffolkProgram@massleague.org
Payments should be made out to: MLCH/Suffolk Program
Mail hard copies to: 40 Court St., 10th Floor Boston MA, 02108
In its ongoing efforts to address workforce issues in community health, the Massachusetts League of Community Health Centers, in partnership with Suffolk University, has developed a certificate program to advance the skills and careers of community health center middle managers. The Certificate Program in Community Health and Community Health Center Management is the result of hours of League consultation with health center executive directors, administrators, clinicians and board members on the challenges health centers face in retaining and promoting staff, particularly middle managers. In response, the League collaborated with Suffolk University to create a certificate program specifically tailored to the unique needs of health center professionals who desire to increase their skill level and advance within their health center organization.

Although training programs do exist in public and human service management, the League has identified serious barriers for mid-career staff in need of certain skills that will take them to the next level of management responsibility: (1) lack of financial resources to pay for education; (2) inadequate release-time from work responsibilities; and (3) a perception that existing programs are not tailored to the specific skill sets required by community health agencies.

Addressing these barriers through a program that is uniquely structured for health center middle level managers, the program seeks to: (1) increase the number of qualified health center mid-managers; (2) provide career growth opportunities for midmanagers; and (3) introduce mid-managers to others in similar positions as mentors who will provide counseling and support.

Program Sponsors

- The League & Suffolk University Certificate Program is supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) as part of an award totaling $1,666,805 with 71.5 percentage of costs financed with non-governmental sources. All program content reflects the views of participating faculty and does not necessarily represent the official views of, nor an endorsement by, HRSA, HHS, or the U.S. Government. For more information, please visit HRSA.gov.

- The League & Suffolk University Certificate Program is supported by funds from the University of Massachusetts Medical School/Commonwealth Medicine (CWM), MassAHEC and MassHealth.
MLCHC (Mass League of Community Health Centers)

Certificate in Community Health and Community Health Center Management
(Potential for up to 12 graduate credit waivers for certificate graduates enrolled in Suffolk University graduate programs. Tuition value at Suffolk $15,200).

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<td>Online but meeting in person on 9/16/2022, 1/6/2023, 2/24/2023 and 4/14/2023 and at graduation.</td>
<td>Intro to Community Health Services Management (MCPM 823/705) Curry</td>
<td>Intro to Community Health Services Management (MCPM 823/705) Curry</td>
<td>Contemporary Challenges in Community Health Centers Hunt</td>
<td>Managing Finances and Revenue Strategies through Fundraising (MCPM 849) Spurlock</td>
<td>Leadership in Community Health Services (MCPM 718) Driscoll</td>
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<td>In person location: Suffolk University 120 Tremont St, 5th floor (AKA Suffolk Law)</td>
<td>Human Resource Mgt (MCPM 716) Bowes/Renzo</td>
<td>Human Resource Mgt (MCPM 716) Bowes/Renzo</td>
<td>Technical Grant Writing for Public Funding Calabrese</td>
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<td>Class Time: 9-12 &amp; 1-4 or all day 9-4</td>
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<td>Orientation: 9/16 at 12 noon</td>
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<td>Tuition: $3,700</td>
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<td>Info Session: 2/3/23</td>
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<td>Graduation: June 2023</td>
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<td>MCPM Liaison: Matava</td>
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<td>Enrollment: 23 students</td>
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<td>NOTE: If we are holding classes in a classroom and a Snow Day occurs then the session will be conducted by Zoom.</td>
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CERTIFICATE PROGRAM IN COMMUNITY HEALTH AND COMMUNITY HEALTH CENTER MANAGEMENT

Application Form

Please attach the completed Supervisor’s Recommendation/Agency Commitment Form and return on or before August 31, 2022 or earlier as applications are reviewed on a rolling basis and space is limited.

Name: 
Job Title: 
Agency: 
Member (Yes / No)? Choose an item.
Work Address: 
Home Address: 
Work Phone: 
Cell Phone: 
Email: 
Alternate Email: 
Date of Birth: (DOB is used to set up your Suffolk ID, it is not used in selection)

Please feel free to use additional paper to answer any of these questions

Brief job description-
Click or tap here to enter text.

Briefly describe your previous work experience-
Click or tap here to enter text.

Years of professional experience? yrs. Years of supervisory/management positions? yrs.

Education: (check most advanced level completed)
☐ High school diploma/GED
☐ Bachelor Degree in Click or tap here to enter text
☐ Associates Degree in Click or tap here to enter text
☐ Master’s Degree in Click or tap here to enter text

Describe what you think will be your next job:

Are you interested in pursuing a graduate degree in management? ☐ Yes ☐ No

What are the three main areas of expertise that you would like to be able to master from your participation in the Certificate in Community Health and Community Health Center Management Program?

1. 2. 3.
Participation Contract
I understand that my enrollment in the Certificate in Community Health Management Program requires my commitment to attend all classes (25 weeks), pay for class materials as required to participate fully in the curriculum, and to participate in an evaluation of the program. (Materials: students will be responsible for the cost and ordering of books. While we cannot guarantee the final amount students will need to spend because the cost of books fluctuates each year, this year you can expect a total cost of books somewhere around $250). I also understand that after attending the second class meeting my tuition is no longer refundable. In exchange for my agency’s supporting my participation by providing me with paid time-off to attend classes, I agree to continue working for my current employer for at least one year after graduation from the program.

Applicant signature  Click or tap here to enter sign. Date: Click or tap to enter a date.

Application Process
Once the application and recommendation forms are complete, please submit them with the $50 Agency Registration Fee (one per health center) to the League Admissions Committee. If the application is not complete, it will cause a delay with the review process.

APPLICATION DUE DATE: August 31, 2022
ADMISSIONS DECISION: September 8, 2022

PLEASE NOTE:

MISSING CLASSES AND INCOMPLETE HOMEWORK ASSIGNMENTS WILL JEOPARDIZE YOUR CHANCES OF RECEIVING GRADUATE CREDITS FOR THE PROGRAM.

For any questions regarding the program and/or application process, please contact Mass League Staff at: MLCHCSuffolkProgram@massleague.org
Please attach, or use the space provided on page 2 to provide, a 500-word essay on why you would like to participate in this program, and specific ways this program will help you in your career.

Describe why you would like to participate in this program:
**Supervisor’s Recommendation/Agency Commitment Form**

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**Please complete the following or attach a signed recommendation letter.**

I have supervised the applicant for years, and have known the applicant’s work for ___________ years.

She/He is in the top ☐ 5% ☐ 25% ☐ 50% of all the people whom I have supervised.

In five years, I expect the applicant to be able to assume a position as ___________.

I recommend the applicant for participation in the Certificate in Community Human Service Management Program ☐ without reservation ☐ highly

I base my recommendation on the following factors:

Supervisor’s Signature: Click or tap here to enter sign. Date Click or tap to enter a date.

As the applicant’s Sponsoring Agency representative, I agree to pay a $50 nonrefundable Agency Application Fee (a onetime fee, regardless of the number of applicants) and agree to pay the tuition fee ☐ for members of $3,950 or ☐ for non-members of $5,200 I understand that the tuition fee is not refundable after my employee attends the second class meeting. I realize that participants in the program must successfully complete (receive a passing grade) at least 80% of the offered courses to be eligible to graduate and agree to give enrolled employees paid time off in order to attend classes and participate in an evaluation of the certificate program, and to adjust their work requirements accordingly. I understand that all Certificate Program enrollees will commit themselves to continued employment with their sponsoring agency for at least one year following their graduation.

Authorized Sponsoring Agency Signature: Click or tap here to enter sign. Date Click or tap to enter a date.

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