

The Mass League of Community Health Centers and Suffolk University are announcing an exciting opportunity for up to 3 employees of community health centers who are interested and meet the criteria for admission to the Mass League of Community Health Center's Certificate Program in Community Health and Community Health Center Management. The Mass League has partnered with Suffolk University to offer this certificate program to provide employees of health centers the opportunity to access 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.
- Must complete and send the completed application and your manager/supervisor's form
- Ability to make the time commitment to this 8-month program that involves one day a week of coursework.
- Must be a full time employee in good standing with consistently strong; a supervisor written recommendation is required.
- Must continue to work full time 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 the coursework in-person?

Due to the current world crisis, all classes will be virtual learning for this cycle until further notice. The times will be from 9:00am to 4:00pm online (with breaks in between) with exception of the last block that runs 8:30am to 4:30pm each scheduled Friday. In person location TBD.

Will there be reading material?

Yes, the book fee is \$175.00. Students will be responsible for ordering their books. A list of required materials will be sent after being accepted into the program.

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

Successful completion of the program including your attendance and full engagement for the entire 8 months. The 2020-2021 program is from September 18, 2020 through April 30, 2021 with a graduation in June 2021. You must attend all session and get no lower than a C average for the total year. In addition, you would be required to sign a commitment of participation agreement with your CHC.

Do I need to use my PTO for the day a week I am doing the coursework?

No you, would not need to use your PTO to attend the coursework, but do need to work with your supervisor to make sure any accommodations that are made will not adversely impact on your department or other staff in your department and that all of your job responsibilities are performed within the required timeframes.

Do I get any credits?

There is the potential for up to 12 graduate credit waivers for certificate graduates enrolled in Suffolk University graduate programs. Tuition value at Suffolk of \$14,000.

Do I need to have a college degree to apply?

Not mandatory, but preferred.

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

Not mandatory, but preferred.

How do I apply?

You must complete the application and discuss with your manager/supervisor. Your manager/supervisor must also complete the 'Supervisor's Recommendation/Agency Commitment Form.'

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

The Mass League leadership team will review and make final admission decisions. You will be notified by email.

How can I get more information about this program, including the class schedules and name of courses?

Please click on the below link for more information:

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