

The Mass 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 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 a high quality, 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 consistently strong work ethic.
- Have a supervisor written recommendation is *(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?

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

Will there be reading material?

Yes, the materials fee is \$175.00. Students will be responsible for the cost and ordering of 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 eight (8) months. The program is held from September 2021 through April 2022 with a graduation in June 2022. You are required to attend all sessions and must receive a "C" grade or higher average to graduate. In addition, you would be required to sign and submit a commitment of participation agreement with your CHC after notification.

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

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

Do I receive any credits?

You may earn 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 or get more information about the program (including the class schedule and names of the courses)?

You can access the application and additional information here:
<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 and make final admission decisions by Monday, September 1st. You will be notified via email.

Completed applications along with the attached 'Supervisor's Recommendation/Agency Commitment Form' must be submitted by the deadline of **August 30th at 5 pm** via email and attention to:

Nicole Simpson- MLCHCSuffolkProgram@massleague.org