



**Massachusetts Department of Public Health**

# **Certified Health Officer (CHO) Credentialing Process**

**Amy Berube-Rivera,  
Workforce Development Credentialing Coordinator**

# What Is a CHO? What Are Some CHO Responsibilities?

- Provides leadership in the field of public health at the state or local level as an administrative officer of a health department or board of health.
- Evaluates health needs and taking appropriate measures to meet those health needs.
- Develops budgets and programs and directing the department staff to carry out their responsibilities efficiently and economically.
- Ensuring compliance with applicable statutes and regulations and established standards of performance.

# Why Get the CHO Credential?

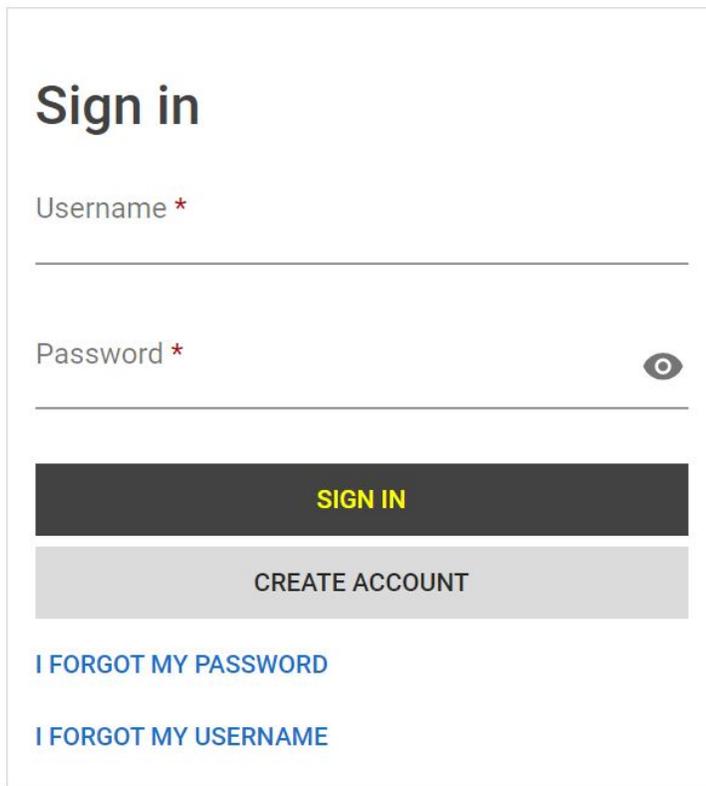
- Elevates a profession and increases the confidence the public has in the services and protections local public health professionals provide.
- Demonstrates your knowledge of key public health sciences and highlights your commitment to public health.
- Meets the workforce standard for management set by the Special Commission on Local and Regional Public Health.

# CHO Regulations

105 CMR 803.000: Certification of Health Officers (CHO)

# CHO Application Process

Massachusetts Department of Public Health  
eLicensing System



The screenshot shows a sign-in form with the following elements:

- Sign in** header
- Username \*** input field
- Password \*** input field with a toggle icon (eye)
- SIGN IN** button (dark grey with yellow text)
- CREATE ACCOUNT** button (light grey)
- [I FORGOT MY PASSWORD](#) link
- [I FORGOT MY USERNAME](#) link

- Applications (initial, reciprocity, and renewals) must be submitted online.
- Go to the [Health Professions Licensing Portal](#) and create an account, or log into your existing account. If this is your first time using this new portal, please visit [Health Professions Licensing System User Guide](#).

# Certified Health Officer Initial Application Checklist

The following must be included in your online application:

- Notarized Criminal Offender Record Information (CORI) Acknowledgement Form
- Photo of Applicant (passport size)
- Employer's Certification — letter(s) of reference certifying the duties and length of your work experience
- Resume
- Passing score on the Certified in Public Health exam administered by the National Board of Public Health Examiners (NBPHE)\*; exam date must be within 36 months of application date

# Certified Health Officer Initial Application Checklist (Continued)

- Public Health Law Course\*\*
- Official secondary and/or post-secondary school transcript(s) — emailed by endorser to [RS.CHO@mass.gov](mailto:RS.CHO@mass.gov)
- Nonrefundable application fee of \$40 and certification fee of \$78 paid with application submission

**\*Exam does not require prior approval from the Department of Public Health to sit for exam. Applicants should contact NBPHE to register for exam.**

**\*\*Public Health Law course will be offered twice a year and must be included with application. Additional information to be released late 2023.**

# Renewal Process

The renewal process must be done using the Health Professions Licensing Portal. The renewal period begins on 10/2/2023 and will end on 1/15/2024 at 11:59 pm.\*

**Renewal notices will not be sent in the mail. All notices will be sent to the email address on file in the Health Professions Licensing Portal.**

- Go to the [Health Professions Licensing Portal](#) and create an account, or log into your existing account.
- Complete the online Renewal Application.
- Pay renewal fee of \$78.
- Submit Renewal Application.

**\*Renewal Applications will not be accepted after 1/15/2024. For renewals after 1/15/2024, a Lapsed Renewal Application will be required, including late fee and documented proof of required continuing education units or contact hours.**

# Reciprocity Applications

The Department of Public Health will offer two types of reciprocity applications\*:

1. Certified Health Officer (CHO) through Another State or Jurisdiction
2. Certified Health Officer (CHO) Reciprocity for CPH Exam over 36 months

**\*Applications will be available in the Fall of 2023. Applicants interested in applying before the Fall can use the initial application process as an alternate means of applying.**

# Additional Information

- The Department shall notify an applicant in writing of any deficiencies in their application and any additional information requested by the Department. If the requested additional information is not received by the Department within ninety (90) calendar days from the date of said written notice, the application shall be considered denied by the Department.
- For additional information regarding the credentialing process, please visit: [mass.gov/how-to/apply-for-a-credential](https://mass.gov/how-to/apply-for-a-credential).
- For questions regarding the application process or credentialing requirements, please contact the Office of Local and Regional Health's Workforce Development Credentialing Coordinator by telephone at 413-923-3107 or by email at [RS.CHO@Mass.gov](mailto:RS.CHO@Mass.gov).



# Massachusetts Department of Public Health

## Thank You

Amy Berube-Rivera

Workforce Development Credentialing Coordinator

[Amy.M.Berube-Rivera@mass.gov](mailto:Amy.M.Berube-Rivera@mass.gov)