

CERTIFIED IN PUBLIC HEALTH (CPH)

<https://www.nbphe.org/certified-in-public-health/>

WHAT DOES IT MEAN TO BE CERTIFIED IN PUBLIC HEALTH?

Certified in Public Health (CPH) is a national credential administered by the National Board of Public Health Examiners (NBPHE) to ensure public health professionals have mastered skills relevant to public health. A CPH credential demonstrates mastery of key public health issues and contemporary public health science.

WHO SHOULD PURSUE CERTIFICATION IN PUBLIC HEALTH?

Public health professionals committed to continuing education and advancing public health practice.

ELIGIBILITY TO RECEIVE CPH

Four Avenues of Eligibility:

1. Students of accredited Council on Education for Public Health (CEPH) schools
2. Alumni of accredited CEPH schools and have completed all requirements for a masters or doctoral program
3. Public Health Faculty with a graduate-level degree and at least three years of experience teaching public health or working in public health. Teaching experience can be either at the undergraduate or graduate level. Even though eligible faculty do not have to have a primary appointment in a school or programs of public health, courses taught must directly relate to public health.
4. Individuals who have at least a bachelor's degree and at least five years of work experience in public health OR at least a master's degree and at least three years of work experience in public health
 - Public health work will be evaluated based on how they relate to the 10 Essential Public Health Services.
 - Various experiences can be considered public health and questions about any experience can be directed to info@nbphe.org . Experience is not limited within the U.S.

This list is not exhaustive and does not guarantee CPH eligibility. Candidates who have questions about whether their specific experience would qualify should contact info@nbphe.org.

APPLICATION

Once eligibility is established, create an account to start the application at:

<https://nbphe.prolydian.com/>

TAKING THE CPH EXAM

To receive certification, eligible individuals will need to pass a four-hour 200 item test. The test can be taken through live online-proctored examinations or at a computer-based testing center. Individuals are welcome to sit for the test year-round. Resources such as study guides and sample questions are available.

- CPH Study Resources: <https://www.nbphe.org/cph-study-resources/>
- CPH Candidate Handbook, April 2024:
<https://nbphe-wp-production.s3.amazonaws.com/wp-content/uploads/2023/04/2023-CPH-Handbook-MAY2023-1.pdf>

CPH exam is offered all year round by Live-Online Proctor and at Computer-Based Testing Centers.

Cost: The exam fee is \$385. Organizations, employers and schools may be a part of bulk discount group for a reduced cost.

- Retake fees are an additional \$150 for each attempt.
- Exams rescheduled more than 10 days prior to the exam date incur no rescheduling fee. Exams rescheduled between 2 and 10 days prior to the exam date incur a \$15 rescheduling fee. Exams rescheduled less than 2 days prior to the exam date incur a \$150 fee.

For more information, go to: <https://www.nbphe.org/certified-in-public-health/faqs/#exam-information>

CPH CREDENTIAL MAINTENANCE

To maintain the CPH credential, individuals must:

- Submit a recertification application
- Submit documentation of having received 30 recertification credits during the two-year certification period.
 - These credits are gained through a variety of public health professional development experiences. If 30 credits are not achieved, extensions are available every three months.
- Pay a \$95.00 recertification fee
- Agree to up-hold the CPH Code of Ethics

For more information on the CPH Recertification Process & Requirements:

<https://www.nbphe.org/stay-certified/#activities-credit-guide>

Please note: MHOA created this document with information that may be helpful to our members applying for CPH certification. Specific questions about the CPH certification should be sent to NBPHE at info@nbphe.org.

CERTIFIED HEALTH OFFICER (CHO)

<https://www.mass.gov/doc/105-cmr-803-certification-of-health-officers/download>

WHAT DOES IT MEAN TO BE A CERTIFIED HEALTH OFFICER?

The Certified Health Officer (CHO) designation is a Massachusetts-specific public health credential issued by the MA Department of Public Health (MDPH). CHOs are administrative officers of a board of health or health department who provide leadership in public health at the state or local level. CHOs responsibilities include developing budgets and programs, directing the department staff to carry out their responsibilities efficiently and economically, and ensuring compliance with applicable statutes and regulations and established standards of performance.

WHO SHOULD PURSUE CHO CREDENTIAL?

Individuals who aim to have an administrative leadership position within a board of health or local health department in Massachusetts should pursue CHO designation. CHO certification also means meeting the workforce standard for management set by the Special Commission on Local and Regional Public Health. For more information: <https://www.mass.gov/info-details/workforce-standards>

ELIGIBILITY TO RECEIVE CHO CREDENTIAL

Three Avenues of Eligibility:

1. Degree in medicine or license to practice medicine in Massachusetts and one year of professional experience in a position requiring administrative responsibility for public health programs and completion of a course on public health law.
2. Graduate degree in public health or equivalent as determined by the MDPH from accredited schools as well as one year of professional experience in a position requiring administrative responsibility for public health programs and completion of a course on public health law.
3. Bachelor's degree with a minimum of 30 semester hours in public health-related courses from accredited schools, plus two years of professional experience in a position requiring administrative responsibility for public health programs and completion of a course on public health law.
 - The 30 semester hours must be from at least two different public health-related disciplines and can be taken outside of the individual's bachelor's degree program, but must be taken at an accredited institution recognized by the United States.
 - Education received outside the United States may be included as credit if the Department deems that the foreign education is "substantially equivalent" to that provided in an US accredited institution.
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Note: The required Public Health Law course will be available twice a year.

CHECKLIST FOR RECEIVING CHO CREDENTIAL

- Completed application form: Health Professions Licensing Portal (<https://healthprofessionlicensing.mass.gov/login-register>)
- Notarized Criminal Offender Record Information (CORI) Acknowledgement Form
- Photo of Applicant (passport size)
- 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 the application date. A reciprocity application will be required for an exam over 36 months.
- Public Health Law Course Completion (offered by MDPH)
- Official transcript(s) -- emailed by endorser to RS.CHO@mass.gov
- Employer's certification – letter(s) of reference certifying the duties and length of your work experience
- Resume
- Non-refundable application fee of \$40.00 and certification fee of \$78.00 paid with application submission

Checklist from MDPH with specific requirements listed here:

<https://www.mass.gov/how-to/apply-for-a-credential>

Cost:

A non-refundable application fee of \$40.00 and a certification fee of \$78.00 paid with application submission. Prior to CHO application, applicants **must also pass** the Certified in Public Health Exam administered by the National Board of Public Health Examiners (NBPHE) which costs \$385.

CHO CREDENTIAL MAINTENANCE

CHO certification expires annually and may be renewed on or before January 15th of the following year.

- Complete the application form on Health Professions Licensing Portal (<https://healthprofessionlicensing.mass.gov/login-register>)
- Submit a renewal application
- Submit documentation of 12 continuing education contact hours during the year
 - Appropriate subject matter for continuing education ranges from public health science and practice to emergency preparedness.
 - There are multiple ways to obtain contact hours through attending workshops, completing academic course work, teaching a public health-related course for the first time, and delivering or publishing an article or paper.
 - A minimum of six contact hours must pertain to public health administration, management, and leadership.

Please note: MHOA created this document with information that may be helpful to our members applying for CHO credentials. Specific questions about the CHO application process or credentialing requirements should be sent to the Workforce Development Credentialing Coordinator in the Office of Local and Regional Health at RS.CHO@Mass.gov.

CERTIFIED IN PUBLIC HEALTH (CPH) RESOURCES

National Board of Public Health Examiners (NBPHE)

<https://www.nbphe.org/>

Certified in Public Health (CPH) Candidate Handbook:

<https://nbphe-wp-production.s3.amazonaws.com/wp-content/uploads/2023/04/2023-CPH-Handbook-MAY2023-1.pdf>

Certified in Public Health (CPH) Recertification Process:

<https://www.nbphe.org/stay-certified/#tips-tricks>

Study Resources for CPH Exam:

<https://www.nbphe.org/cph-study-resources/>

CERTIFIED HEALTH OFFICERS (CHO) RESOURCES

Blueprint for Public Health Excellence

<https://www.mass.gov/doc/blueprint-for-public-health-excellence-recommendations-for-improved-effectiveness-and/download>

Certified Health Officers (CHO)

<https://www.mass.gov/orgs/certified-health-officers>

Check Credentials

<https://www.mass.gov/how-to/check-a-credential>

CHO Code of Massachusetts Regulations:

<https://www.mass.gov/regulations/105-CMR-80300-certification-of-health-officers#:~:text=105%20CMR%20803%20clarifies%20professional,within%20the%20Commonwealth%20of%20Massachusetts>

Renewal for CHO

<https://www.mass.gov/how-to/renew-a-credential>

Workforce Standards from Performance Standards for Local Public Health

<https://www.mass.gov/info-details/workforce-standards>

MHOA created this document with information that may be helpful to our members applying for CPH and CHO credentials. Specific questions about the CPH and CHO application or credentialing requirements should be sent to their respective credentialing agencies noted above.