

## 241 CMR: BOARD OF CERTIFICATION OF HEALTH OFFICERS

### 241 CMR 3.00: CERTIFICATION AS A HEALTH OFFICER

#### Section

#### 3.01: Certification of a Health Officer

#### 3.02: Application for Examination

#### 3.03: Minimum Standards and Educational Qualifications for Admission to Examination

#### 3.04: Examinations

#### 3.01: Certification as a Health Officer

No person shall be certified a Health Officer unless he shall have passed an examination conducted by the Board pursuant to 241 CMR 3.04. The Board shall issue a certificate to any individual who meets the required educational qualifications and passes a written examination. Said certification shall expire at the end of the calendar year and may be renewed on or before January 15 of the following year upon demonstration of completion of continuing education requirements as set forth herein.

#### 3.02: Application for Examination

(1) Filing Procedure. A health officer or other person desiring to be certified shall file an application with the Board at least 60 days preceding the date of a scheduled examination on an application form provided by the Board. Applications filed after the dead-line for a scheduled examination, or prior to the official scheduling of an examination, will be reviewed for the next examination. The application shall include, but not be limited to, demographic information, education, experience, transcripts, identifying photograph, and other documentary evidence as requested.

(2) Documentary Evidence. Official transcripts must be submitted to verify that the required educational qualifications have been met. Documentation may also be required to verify required experience.

(3) Review of Applications. The Board shall review applications and supporting documentation and determine the eligibility of the applicant for examination. All applicants designated as eligible by the Board shall be notified no less than 30 days before the scheduled examination date. An applicant designated ineligible by the Board shall receive an explanation in writing of why he was determined ineligible to take the examination.

(4) Application Fee. All applications shall be accompanied by a non-refundable fee, the amount of which is determined by the Commissioner of Administration under the provisions of M.G.L. c. 7, § 3B.

#### 3.03: Minimum Standards and Educational Qualifications for Admission to Examination

Applicants shall meet one of the following qualifications from an accredited institution:

(1) Degree in Medicine: holder of a license to practice medicine in Massachusetts and one year of experience in a position requiring administrative responsibility for public health programs.

(2) Degree of Master of Public Health or its equivalent as defined by the Board and completion of one year of experience in a position requiring administrative responsibility for public health programs.

(3) A baccalaureate degree, signifying the completion of a four-year undergraduate program, including or supplemented by a minimum of 45 semester hours (or their equivalent) in public health, the biologic, environmental, sanitary or related sciences and one year of experience in a position requiring administrative responsibility for public health programs.

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3.04: Examination

- (1) Scheduling. Examinations shall be held at least once a year.
- (2) Examination Format/Content
  - (a) Topics covered in the written multiple choice examination shall include: policies, practices and responsibilities of federal, state, local and voluntary public health programs, as well as general administrative and management procedures.
  - (b) Examinations shall be conducted in the English language.
  - (c) Time allowed for the examination shall be set forth in the instructions to examinees.
  - (d) The following examination rules shall be in effect, and violation of any rule shall be considered grounds for disqualification of the applicant:
    1. Examinees will not be permitted the use of books or memoranda during examination.
    2. The copying of questions or the making of notes relative thereto is prohibited during examination.
    3. No one shall be permitted to remove copies of the examination from the examination room before or after the examination.
    4. Examinees shall not leave the examination room for any reason unless accompanied by one or more proctors until they have returned to the person conducting the examination all examination papers and any other material relating thereto.
- (3) Examination Results
  - (a) The results of the examination shall be mailed to the applicant.
  - (b) The examination papers written by the applicant will not be returned to the applicant.
- (4) Passing Scores. The passing score for the examination shall be determined by the Board.
- (5) Reapplication for Examination. Applicants who fail to pass an examination may reapply for examination according to the procedures set forth in 241 CMR 3.02.

REGULATORY AUTHORITY

241 CMR 3.00: M.G.L. c. 13, § 71; c. 112, §§ 87WWW through 87YYY.