



The Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Public Health
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Maura T. Healey
Governor

Kimberley Driscoll
Lieutenant Governor

Kiame Mahaniah, MD
Secretary

Robert Goldstein, MD, PhD
Commissioner

Certified Health Officer (CHO) Initial Application Checklist

The following must be included for a complete application. For more information, please visit our website: <https://www.mass.gov/orgs/certified-health-officers>. For questions regarding the application process or credentialing requirements, please contact the Office of Local and Regional Health, Senior Workforce Development Credentialing Coordinator by email at RS.CHO@Mass.gov or by telephone at (617) 753-8018.

- Completed Application form [105 CMR 803.210 (1)]
- Notarized Criminal Offender Record Information (CORI) Acknowledgement form [105 CMR 803.210 (2D)]
- Photo of Applicant uploaded to application [105 CMR 803.210 (2C)]
- 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. Proof of active Certificate from the National Board of Public Health Examiners (NBPHE)* will be required for exam date over 36 months. [105 CMR 803.220]
- Public Health Law Course certificate uploaded to application ** [105 CMR 803.200 (3)]
- Official transcript(s) – emailed by endorser to RS.CHO@mass.gov [105 CMR 803.210 (2A)]
- Employer's certification – letter(s) of reference certifying the duties and length of applicant work experience [105 CMR 803.210 (2B)]
- Resume [105 CMR 803.210 (2D)]
- NON-Refundable application fee of \$40.00 and certification fee of \$78.00 paid with application submission [105 CMR 803.210 (2E)]

***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 and Legal Issues in Massachusetts course can be accessed in TRAIN:**
<https://www.train.org/ma/course/1111209/details>.
