The Commonwealth of Massachusetts

Executive Office of Health and Human Services

Department of Public Health

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Governor

KIMBERLEY DRISCOLL

Lieutenant Governor

**Certified Health Officer (CHO) Initial Application Checklist**

The following must be included for a complete application. 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. An applicant or CHO shall keep their up-to-date contact information on file with the Department.

* Completed application form
* 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 application date. A reciprocity application will be required for exam over 36 months.
* Public Health Law Course**\*\***
* 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

For questions regarding the application process or credentialing requirements, please contact the Office of Local and Regional Health, Workforce Development Credentialing Coordinator by telephone at (413) 923-3107 or by email at RS.CHO@Mass.gov.

**\*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.**