The Commonwealth of Massachusetts

Executive Office of Health and Human Services

Department of Public Health

250 Washington Street, Boston, MA 02108-4619



KATHLEEN E. WALSH

Secretary

ROBERT GOLDSTEIN, MD, PhD Commissioner

**Tel: 617-624-6000**

**www.mass.gov/dph**

MAURA T. HEALEY

Governor

KIMBERLEY DRISCOLL

Lieutenant Governor

**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>.