



The Commonwealth of Massachusetts

Executive Office of Health and Human Services

Department of Public Health

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Maura T. Healey

Governor

Kiame Mahaniah, MD

Secretary

Kimberley Driscoll

Lieutenant Governor

Robert Goldstein, MD, PhD

Commissioner

Certified Health Officer (CHO) Application for CPH Exam over 36 months 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)]
- Proof of active Certificate in Public Health exam administered by the National Board of Public Health Examiners (NBPHE)* [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>.