



### Certificate Program Participant Responsibilities

Community health and human service agencies that wish to sponsor an employee, or more than one employee, to enroll for the **Certificate in Community Human Service Management** must:

- \* Pay a \$50 Agency Application Fee (regardless of the number of agency applicants).
- \* Agree to give enrolled employees paid time off in order to attend classes and to participate in a CCHSM evaluation.
- \* Adjust employee/student work requirements.
- \* Pay a tuition fee. Council members pay \$1500 per student, non-members pay \$2500.

In return, all CCHSM enrollees will commit to:

- \* Attend at least 20 out of 24 sessions.
- \* Complete all assigned homework and participate in class. Homework assignments will take three to seven hours to complete a week.
- \* Agree to invest a maximum of \$100 per Education Block in educational materials.
- \* Continue employment with their sponsoring agency for at least one year following their graduation.



### Information

To find out more about the Certificate Program, please call 617-428-3637 ext. 117

### Participant Selection

Applicants for the program must meet the following basic criteria:

1. Have management or supervisory responsibilities, or be in line to assume them in the near future.
2. Have a written recommendation and approval from their direct supervisor.
3. Agree to inclusion of program completion as an element of the applicant's annual performance evaluation.

### How to apply:

Call us for an application at 617-428-3637 or print an application from our website [www.providers.org/certificatehm.htm](http://www.providers.org/certificatehm.htm).

Send completed forms and \$50 application fee (agency check only, \$50 maximum per human service provider, regardless of the number of applicants per agency) to:

**Admissions Committee, MCHSP**  
250 Summer Street, Suite 237  
Boston, MA 02210

Checks payable to The Human Service Charitable Foundation.



*"Yours is an important role and I offer my deep appreciation and thanks for all you do."*

– Senator Therese Murray  
congratulated the class  
of 2003 graduates

*"Beginning with the initial class, I was taught valuable strategies and lessons that would positively impact my position. Each teacher had an extensive amount of experience and expertise and brought a unique and creative style of teaching. The Certificate program also served as the impetus for me to enroll in and begin my graduate studies."*

– Scott Brum, Class of 2003

*"I believe that programs like CCHSMP exist to cultivate leaders of the future... people who will couple their ample imagination with the knowledge they have attained become innovators, leaders and entrepreneurs."*

– Brian Doherty, Class of 2002



**SUFFOLK UNIVERSITY**  
Center for Public Management  
Sawyer School of Management



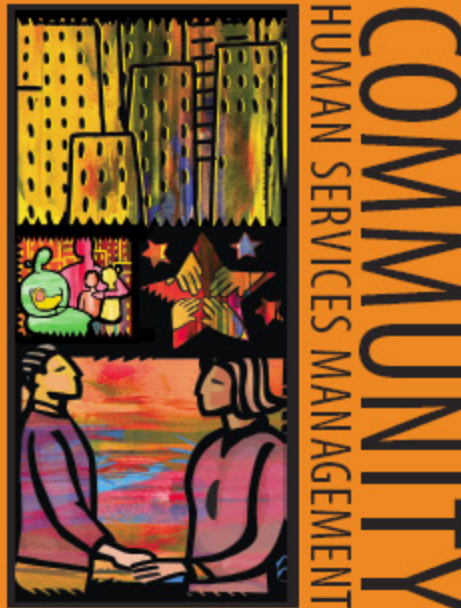
**CLARK UNIVERSITY**  
College of Professional and  
Continuing Education



The Massachusetts Council of Human Service Providers, Inc.



C E R T I F I C A T E I N



IN PARTNERSHIP WITH  
**SUFFOLK UNIVERSITY**  
Center for Public Management  
Sawyer School of Management  
and

**CLARK UNIVERSITY**  
College of Professional and Continuing Education  
with support from  
The Human Service Providers Charitable Foundation, Inc.



*"We are honored that our agencies showed their confidence in us and in our potential."*

– Simin Bakhtiar and  
Cindy Newson, Class of 2003

### Certificate Program Overview

The Massachusetts Council of Human Service Providers is pleased to announce the expansion of The Certificate in Community Human Service Management Program to two locations in Massachusetts. The Certificate Program will be offered in Worcester, at Clark University, as well as in Boston by Suffolk University.

This innovative Certificate Program trains new leadership, provides career growth opportunities and introduces new managers to others in similar positions and creates a network of support in community-based human services.

This program is for mid-career community-based health and human service employees who desire skill sets essential to advancement and leadership in health and human services careers, and who are looking for flexible, low-cost education.

### Benefits to Human Service Providers

- \* Educational curriculum that addresses your program needs
- \* Great employee benefit for committed candidates
- \* May help retain critical staff
- \* Will develop new leadership candidates
- \* Will increase the capacity of the organization

### Curriculum and Course Schedule

The certificate program will consist of five education blocks. Each session of one block will occur on a weekday, during the day. There are five sessions in each block, and there is a break of at least two weeks between each block.

Each block is the equivalent of one graduate level class, and the classes are the same that are taught to graduate students in masters degree programs. For course descriptions go to our website at [www.providers.org/certificatehrm.htm](http://www.providers.org/certificatehrm.htm).

Block 1	• Human Service Management
Block 2	• Legal Issues for Nonprofits • Human Resources I
Block 3	• Human Resources II • Fundraising and Development
Block 4	• Entrepreneurial Nonprofits I • Financial Management I
Block 5	• Entrepreneurial Nonprofits II • Financial Management II

### Certificate and Graduate Credit

Participants who complete the ten modules in the five Education Blocks will receive a **Certificate in Community Human Service Management (CCHSM)**, issued jointly by the Massachusetts Council of Human Service Providers and Suffolk University or Clark University.

Those participants who excel in the successful completion of the program will receive a Certificate with Distinction.

Many CCHSM graduates have taken advantage of the Certificate Program graduate credit and continued their studies in a Masters Degree program.

**SUFFOLK UNIVERSITY** will allow graduates\* of this certificate program to apply six graduate level credits (equivalent to \$3400 in tuition) toward the following programs at Suffolk University:

- \* Master of Public Administration 45 cr.
- \* Master of Health Administration 45 cr.
- \* MPA/MS in Mental Health 60 cr.
- \* MPA/MS in Criminal Justice 54 cr.
- \* Certificate of Advanced Studies in Public Administration 15 cr.

**CLARK UNIVERSITY** will allow graduates\* of this program to apply credit for four graduate level classes if they choose to continue in a Masters program at Clark University. Master Degrees, requiring 12 classes to complete, include:

- \* Master of Public Administration
- \* Master of Professional Communication

\*Students must have a Bachelor Degree before beginning the program in order to qualify for graduate credit.

### About Our Partnerships

**Suffolk University's Center for Public Management** began health and human service management Certificate Programs in 2000 in partnership with several different health and human service providers, and then with the Providers' Council in 2002. Their goal was to provide affordable graduate level education for the future leaders of health and human service providers in Massachusetts. So far, through five different Certificate Programs, well over 300 future leaders have graduated from the program. The Massachusetts Council of Human Service Providers, Inc., embraces the goal of training future leaders as part of our mission in serving human service providers in Massachusetts and is proud to have graduated 60 future leaders in three years.

For information about Suffolk University masters programs, visit their website at [www.suffolk.edu/programs/ssom\\_graduate](http://www.suffolk.edu/programs/ssom_graduate)

**Clark University's College of Professional and Continuing Education** begins a partnership with the Massachusetts Council of Human Service Providers, Inc., in the fall of 2005. This affiliation expands the CCHSM to a second location: Worcester, Massachusetts. Clark University has long been distinguished for its pursuit of scientific inquiry and humanistic studies, enlivened by a concern for significant social issues. Clark's partnership with other area educational institutions as well as its focus on graduate programs in communications and public administration demonstrate its commitment to the community.

For more information about Clark University College of Professional and Continuing Education programs, visit [www.copace.clarku.edu](http://www.copace.clarku.edu).



*Call 617-428-3637 or visit [www.providers.org](http://www.providers.org) for an application!*