

# Comprehensive Outreach Education Certificate Program (COEC) April 2018

SESSIONS	DATE	TIME
1. Intro/Outreach Education Part I	Tuesday, April 3	9:30 am–1:00pm
2. Public Health Concepts & Approaches	Wednesday, April 4	9:30 pm–4:00 pm
3. Outreach Education Part II	Monday, April 9	9:30 am–4:00 pm
4. Effective Communication	Tuesday, April 10	9:30 am–4:00 pm
5. Community Capacity Building	Thursday, April 12	9:30 am–1:00 pm
6. Professional Skills & Conduct	Tuesday, April 17	9:30 am–4:00 pm
7. Cultural Responsiveness	Wednesday, April 18	9:30 am–4:00 pm
8. Client Advocacy	Thursday, April 26	9:30 am–4:00 pm
9. Documentation Part I	Tuesday, May 1	9:30 am–12:30 pm
10. Documentation Part II	Thursday, May 3	9:30 am–12:30 pm
11. Client & Community Assessment	Tuesday, May 8	9:30 am–4:00 pm
12. Community Organizing	Thursday, May 10	9:30 am–4:00 pm
13. Behavioral Change	Wednesday, May 16	9:30 am–4:00 pm

## Please tell us what you do: (check all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> <b>educate</b> “hard to reach communities”                         | <input type="checkbox"/> <b>counsel</b> clients about healthy lifestyles                           |
| <input type="checkbox"/> <b>connect</b> people to needed services                           | <input type="checkbox"/> <b>advocate</b> for clients and communities                               |
| <input type="checkbox"/> <b>navigate</b> clients through health and social services systems | <input type="checkbox"/> <b>inform</b> health care providers about “hard to reach” community needs |

## Basic Requirements: (check all that apply)

- Have experience doing community based health work such as an Community Health Worker, Volunteers, Health Advocate or Case Manager.
- Employed by an organization to work at least 20 hours a week doing community health work.
- Have read and signed **CHEC’s Trainee Policies & Procedures Agreement** prior to or upon registration by you and your supervisor.

# WINTER REGISTRATION FORM

## "Meeting People Where They Are.."

### For More Information:

Please call Luisa Tavares at (617) 534-2432,  
Fax (617) 534-5485

Coffee and tea is provided plus free parking with validation. Participants must bring their parking ticket for validation.

Participants will be responsible for the entire parking fee if ticket is misplaced, participant arrives late, leaves early or is turned away.

### Pricing Information:

The cost for the Certificate Program is \$650.00.  
Your agency is required to pay this fee.  
Please fax form to: (617) 534-5485.

**Please mail money orders or agency checks (only) to:**

CHEC 860 Harrison Ave. 2nd floor Boston, MA 02118



Deadline for registering is March 30th, 2018

Date: _____	Name/Title: _____
Organization/Program: _____	
Full Address: _____	
Email: _____	
Telephone: _____	Fax: _____
Supervisor's name: _____	
Telephone: _____	Email: _____
Do you need individual arrangements (i.e., ASL) ? _____	

**Photo release:** I do/do not give my consent for the release of my photo if needed.  
(Please circle one)

**For more information, please call Luisa Tavares at (617) 534-2432 Fax: (617)-534-5485**

Complimentary parking is provided. Participants must bring their parking ticket for validation.  
Snow cancellations, please call 617-534-5181



# CHEC Boston

## Community Health Education Center



## Certificate Program

### APRIL-JUNE 2018

860 Harrison Street, 2nd floor  
Boston, MA 02118

Telephone: 617-534-5181  
Fax Number: 617-534-5485

Email Address:  
CHECenter@bphc.org

**CHEC's COEC Program** is a two-part, 80-hour training program that covers core competencies Community Health Workers need to provide effective community outreach and health education work in community-based settings. The training emphasizes skills to prepare CHWs to serve in a variety of functions including culturally appropriate health education and outreach, navigating the health and human service systems, assuring access to services, advocating for individual and community needs, and building individual and community capacity. In addition, the training encourages CHWs to become proficient on health issues affecting diverse communities and introduces them to a public health framework for understanding these issues.

- **To complete the COEC program**, you must attend all CORE sessions and a minimum of 18 hours of health modules. Only CHEC's courses are valid. Outside trainings not accepted.
- **Enrollment is available for:** Community Health Workers and/or volunteers who are currently employed by community health centers or community based organizations that do at least 20 hours a week of Community Health Work.
- **No partial registration or payment will be accepted.** You must attend all training dates for the full length of the training session.
- **You and your employer will be held to CHEC's training policies.** Policy Agreement must be obtained, read, and signed by both Community Health Worker and Supervisor prior to or upon registration.
- **Your registration confirmation is valid only** when your fee has been paid and you have spoken directly (no messages faxed or voicemail accepted) to CHEC's Outreach Network Coordinator, who will then call you to verify that you will be present at all sessions and arrive no later than 9:45 am to avoid automatic cancellation.



[twitter.com/HealthyBoston](https://twitter.com/HealthyBoston)



[facebook.com/HealthyBoston](https://facebook.com/HealthyBoston)



[youtube.com/user/BostonPublicHealth](https://youtube.com/user/BostonPublicHealth)