

Comprehensive Outreach Education Certificate Program (COEC) September - November 2018

SESSIONS	DATE	TIME
1. Capacity Building/Leadership	Thursday, September 6	9:30 am–1:00pm
2. Outreach Methods/Strategies Part I	Monday, September 10	9:30 pm–12:30 pm
3. Cultural Responsiveness	Wednesday, September 12	9:30 am–4:00 pm
4. Outreach Methods/Strategies Part II	Friday, September 14	9:30 am–4:00 pm
5. Client & Community Assessment	Monday, September 17	9:30 am–4:00 pm
6. Client Advocacy/Care Coordination	Wednesday, September 19	9:30 am–4:00 pm
7. Effective Communication	Monday, September 24	9:30 am–4:00 pm
8. Documentation Part I	Tuesday, September 25	9:30 am–12:30 pm
9. Documentation Part II	Thursday, September 27	9:30 am–12:30 pm
10. Professional Skills & Conduct	Monday, October 1	9:30 am–4:00 pm
11. Public Health Concepts/Approaches	Wednesday, October 3	9:30 am–4:00 pm
12. Behavioral Change	Wednesday, October 10	9:30 am–4:00 pm
13. Community Organizing	Monday, October 15	9:30 am–4:00 pm

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

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

FALL COEC 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 August 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

SEPTEMBER - NOVEMBER 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.



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