



APPLICATION PROCESS FOR PUBLIC HEALTH MINIMUM STANDARDS CONTINUING EDUCATION FUND

Source of Fund: Department of Human Services/Public Health Division (DHS/PHD)

Manager of Funds: Oregon Coalition of Local Health Officials (CLHO)

Process:

- The applicant must be the designated Public Health Administrator for the local agency.
- Funds are available to local health department personnel only.
- The applicant submits in writing (e-mail is allowable) a request for financial assistance to participate in minimum standards continuing education fund.
- CLHO will confirm with OHA/PHD Office of Community Liaison that the applicant is the designated Public Health Administrator for the agency.
- Upon confirmation, applicant will be notified and will submit proof of enrollment and request for payment – information will include course name and description.
- Tuition costs only will be covered for the five courses that meet the Minimum Standards for Public Health Administrators (Epidemiology, Environmental Health, Biostatistics, Principles of Health Behavior and Health Systems) – support supplies and equipment will be the responsibility of the applicant.
- CLHO will forward one-half of the payment at the time of enrollment and the remaining one-half upon notification to CLHO of satisfactory (passing) completion of the class.
- In the event the applicant does not satisfactorily complete (pass) the class, all funds received from CLHO for that class will be repaid to the Minimum Standards continuing education (CLHO) fund.
- A new request is required for each quarter or semester of intended class participation.

This process will only be in place while funds are available in the Minimum Standards continuing education fund. If funds run out the balance will be the requirement of the applicant.