



Certificate Program FAQ

Q: How do I enroll in one of CPHCE's certificate programs (PHNReady, Foundations of Public Health, or Advancing Cultural Competency)?

A: The best way to begin is to download and read the guidebook we provide for each of the certificate programs. These guidebooks provide detailed instructions on how to begin and complete the programs. You can access these from certificate program's websites:

- PHN Ready - phnready.org
- Foundations in Public Health - foundationsofph.org
- Advancing Cultural Competency - advancingcc.org

Q: Does the Certificate Program offer Continuing Education (CE) credits?

A: Some courses within each Certificate Program do offer CE credits. In order to obtain a copy of a CE certificate, you must print and save each one at the time you complete a course within the certificate program. Please note that the full Program Certificate will not list any continuing education credits.

Q: Why don't my completed courses show up right away on the NYS Learning Management System?

A: Course completion updates on nylearnsph.org is a manual process for many courses. Therefore, it may take up to two weeks for your information to be updated.

- For PHNReady and Foundations of PH: For a real-time record of the courses you've registered for and completed, you can log into the training website: phtc-online.org, and click on "My Trainings" to view the completion status of your courses.

Q: How do I receive the certificate of completion once they have finished all the courses within a certificate program?

A: In order to receive your certificate of completion, you will need to fill out the final evaluation and request for certificate, which can be found through a link in the guidebook, or by going to the program's website:

- PHN Ready - phnready.org
- Foundations in Public Health - foundationsofph.org
- Advancing Cultural Competency - advancingcc.org



Q: I filled out the final evaluation, but I still haven't received my certificate. When can I expect to receive it?

A: Requests for certificates are processed at the beginning of each month, so it may take a few weeks from when you filled out the evaluation and request, to when you receive an email from us regarding your certificate of completion.

Q: Do the continuing education credits from the certificate program transfer to college credits, or award professional credentials?

A: No. These certificate programs are designed as an introduction to concepts and practices in public health for professional development and training purposes only and are not credit-bearing academic courses.