

Public Health Certificate Programs Frequently Asked Questions

Q: How do I enroll in the PHN Ready or Foundations of Public Health Certificate Program?

1. Download the course tracking sheet.
2. Create an account at phtc-online.org, enroll and complete all of the required courses.
3. Once you have finished all required coursework, you must complete the “PHN Ready Request for Certificate” or “Foundations of Public Health Request for Certificate” certificate request survey.

Q: How do I receive the program certificate of completion once I have completed all the courses in the 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 on the appropriate certificate program tab listed here: <https://www.albany.edu/cphce/certificates.shtml>.

Q: I filled out the final survey, but I still haven't received my certificate?

A: We process the requests for certificates the first week of each month, so it may take a few weeks from when you filled out the survey to when you receive an email regarding your certificate program of completion.

Q: Are the continuing education credits or contact hours free?

A: We currently do not charge for all credits. Some courses may require a fee to obtain the continuing education credits or contact hours.

Q: Do the continuing education credits from the certificate program transfer to college credits?

A: No. Neither the PHN Ready certificate or the Foundations of Public Health certificate programs provide academic credits. However, most of the trainings that make up the certificate programs do provide continuing education credits or contact hours, such as CME, CNE, CHES[®]/MCHES[®], or CPH.

Q: Is there a time limit to complete the program once I've enrolled in the courses?

A: No. There is no time limit to complete the certificate programs, but participants are strongly encouraged to complete all online courses within 6 months of starting it.

Q: I am not a public health professional. Can I still enroll in the certificate programs?

A: Sure! The certificates were designed for public health professionals without a formal education in public health, but other professions may find the certificate to be helpful in their work.

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Employees of New York's state and local health departments should enroll through the NYS Dept. of Health's Learning Management System website - nylearnsph.com.

Q: Why aren't my courses marked as completed right away on the NYS Dept. of Health's Learning Management System?

A: The participant tracking information on nylearnsph.org is updated manually by a NYS Dept. of Health employee in batches, so sometimes it takes a few days for your information to be updated. For a real-time record of the courses you've registered for and completed, you can check the training website: phtc-online.org.