



## To MCOA Members Interested in Certification:

The intent of certification is to provide a statewide standard that can be used as a measure of professionalism by interested agencies and individuals. It is further intended that certification will encourage the continuing professional growth and development of certified Council on Aging personnel.

The purpose of certification is threefold:

- a. to promote professional credibility and visibility
- b. to identify to the public, to colleagues, and to those Center Directors and Staff who have met specific professional standards as set by MCOA, and
- c. to encourage the continued professional growth and development of the MCOA membership.

The timeline for the next round of certification for COA Directors and Program Managers is:

October 8, 2009	– MCOA Fall Conference workshop*
December 4, 2009	– MCOA Membership meeting workshop*
January 4, 2010	– Letter of Intent due
January 15, 2010	– Mentors assigned
June 1, 2010	– Portfolios due
October 2010	– MCOA Fall Conference – Awarding of Certifications

Deadline for nominations for Aging Services Administrator is June 1, 2010.

\* Applicants will be required to attend one (1) certification workshop either at the Fall Conference at Sturbridge or at the December 4<sup>th</sup> MCOA Membership meeting.

If you have questions, contact Joanne Moore, Certification Chair, Duxbury COA (781) 934-5774 x 102 or [JoanneMoore@duxburycoa.com](mailto:JoanneMoore@duxburycoa.com)

Mass Councils on Aging and Senior Center Directors  
Staff Certification Committee

PROGRAM MANAGER APPLICATION REQUIREMENTS

Description: The Program Manager is one who is responsible for the direct and active oversight of the core service outlined in the application. One core service must be cited.

Minimum Qualifications: High school diploma and 3 years as a program manager  
**OR**  
Associates (2-year) degree in a Human Services or related field and 2 years as a program manager  
**OR**  
Bachelors (4-year) degree in a Human Services or related field and 1 year as a program manager

Fee: A non-refundable application fee of **fifty dollars (\$50.00)** must accompany application submission.

COUNCIL ON AGING / SENIOR CENTER DIRECTOR APPLICATION REQUIREMENTS

Description: The Council on Aging / Senior Center Director is one who currently directs a Council on Aging or a multi-service Senior Center. Six core services must be cited.

Minimum Qualifications: High school diploma and 10 years as a Director  
**OR**  
Associates (2-year) degree in a Human Services or related field and 5 years as a Director  
**OR**  
Bachelors (4-year) degree in a Human Services or related field and 3 years as a Director  
**OR**  
Master's degree in a Human Services or related field and 2 years as a Director

Fee: A non-refundable application fee of **seventy-five dollars (\$75.00)** must accompany application submission.

## MCOA AGING SERVICES ADMINISTRATOR REQUIREMENTS

Description: The Aging Services Administrator is one who has demonstrated a significant contribution or achievement in the field of elder services, at the local, regional, or state level, above and beyond normal expectations or job description and who demonstrates outstanding leadership and contributions in their community.

Qualifications: Must be currently certified by MCOA as a COA/Senior Center Director and must have served as a COA/Senior Center Director for a minimum of five years.

### Application:

- consideration for this level of certification is upon application **or** upon recommendation of the Certification Committee
- demonstration of an outstanding project or effort (e.g., Senior Center accreditation, building a new senior center, getting legislation passed, etc.)
- demonstration of leadership and commitment to aging services on a local, regional, or state level (e.g., mentoring, elder advocacy, leadership role in MCOA or regional groups, etc.)
- certification will be determined/reviewed by MCOA's Board of Directors upon recommendation of the MCOA Certification Committee
- site visit will be made by certification committee representatives
- no fee required
- not renewable