National Wellness Institute
Wellness in Clinical Practice Certification (WCP)

Certification and Re-Certification Policies and Procedures

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Wellness in Clinical Practice Certification Overview
The National Wellness Institute Wellness (NWI) in Clinical Practice (WCP) Certification Program provides the principles of evidence-based health behavior, wellness, wellness coaching, health promotion, and disease prevention to professionals working directly with patients and clients in a clinical setting.

Admission Qualifications
The program content assumes participants already have a certain level of clinical knowledge; therefore, it is open to professionals working directly with patients and clients in a clinical setting: physicians, nurses, chiropractors, massage therapists, acupuncturists, traditional Chinese medicine practitioners, nurse practitioners, physical therapists, naturopaths, occupational therapists, clinical social workers, nurse midwives, physician assistants, certified athletic trainers, and other clinical providers, as well as advanced students who are working toward these types of professions. Where applicable, professionals should provide their license number and state of licensure during registration; students must upload enrollment verification.

Program Objectives
Following completion of the certification program, participants will be able to:
1. describe the Ecological Theory of Health Promotion and how it pertains to wellness, health behavior, and planning of health and wellness programming at the clinical and worksite levels.
2. list the Six Dimensions of Wellness and describe how they may be applied to everyday clinical practice through health coaching, wellness and lifestyle modification, and use of clinical preventive services.
3. apply the basic concepts of health coaching and lifestyle counseling to patients/participants in a clinical or worksite setting.

Course Content
The WCP certification training provides the information necessary to promote health and wellness in clinical practice including behavior change theory and application; health communication and coaching; wellness assessment; evidence-based principles to address individual health concerns such as obesity, tobacco, physical activity, nutrition, and stress; and the importance of environment on health and wellness.

A detailed description of the course content can be found at http://www.nationalwellness.org/WCPContent

WCP Course Description, Registration, and Cancellation Policy
The certification course consists of 20 units, each presented in two one-hour pre-recorded webinars for a total of 40 hours of self-paced online training. Units 1-19 are each followed by a quiz of seven multiple choice questions tied to the learning objectives of each unit. Participants must pass the quiz before moving on to the next unit. After completing Unit 20, participants must pass a final exam to earn the WCP certification.

For the best learning experience, it is recommended that the course is completed within 60 days. Participants must complete the entire course within 120 days from the date of their registration confirmation e-mail to earn the WCP certification.
**Final Exam**
The final exam must be completed within two (2) hours. Participants have two opportunities to pass the final exam. If the exam is not passed on the second attempt, additional retest opportunities will be sent via e-mail. A fee of $150 will be assessed for an additional retest.

**Registration Fees**
Individuals seeking the WCP certification have two registration options:

Option #1: Register for all 20 units; the registration fee for current NWI members is $1,200; the registration fee for non-NWI members is $1,325.

Option #2: Section 1 only (Units 1-10) or section 2 only (Units 11-20). If choosing this option, you will first purchase section 1. If you choose to continue with the program after successfully completing this section, you will be able to purchase section 2. The registration fee for current NWI members is $650 per section; the registration fee for non-NWI members is $715 per section.

**Cancellation Policy**
No refunds are given for cancellation of online NWI program registrations.

**National Wellness Institute Membership**
All WCPs are encouraged to become members of NWI. NWI members are able to view the number of CECs they have accumulated toward re-certification in their CEC Activity Report (CECAR) on NationalWellness.org. An NWI membership also provides access to many benefits such as free continuing education opportunities, discounts on conferences, access to professional publications, and opportunities to network with other wellness professionals worldwide. For more information on the benefits of NWI membership visit [http://www.nationalwellness.org/Benefits](http://www.nationalwellness.org/Benefits)

* All content, fees, and terms subject to change at the discretion of the National Wellness Institute.
Maintaining WCP Certification (Re-Certification)

Re-Certification Options
If your WCP expires between 3/1/2016 and 12/1/2018, you are eligible to re-certify your credential for one (1) additional three-year cycle. After 12/1/2018 (or 12/1/2021 if you choose to re-certify for an additional 3 years), all WCP certifications will transition to “Professional Certificates.”

If you hold a valid WCP certification:
• You may continue to use the credentials until they expire.*
• You are no longer required to submit any additional continuing education credits.*
• After expiration, you may state that you hold a:
  o Certificate in Wellness in Clinical Practice
• After expiration, you may not use acronyms or letters (WCP) after your name in reference to the certificate you hold.
• You are encouraged to review your eligibility to receive your NWI Certified Wellness Practitioner (CWP) credential and apply at a discounted rate.** See http://www.nationalwellness.org/CWP for eligibility requirements. CWPs are recognized as having met the minimum standards of continued scholarship and professional development in health promotion and wellness. The CWP designation also includes a 5-year NWI membership, providing you with resources to further enhance your competencies as wellness professional.

*If your WCP credential expires between March 1, 2016, and December 31, 2018, you may choose to renew your credential(s) for an additional three (3) years by meeting your original re-certification requirements. NWI recommends seeking continuing education in CWP core content areas to help you as you work toward eventual recognition as a Certified Wellness Practitioner.

**Request your $100 CWP application fee discount code by e-mailing nwi@nationalwellness.org. Offer expires March 1, 2017.

Re-Certification Requirements

A WCP who is eligible and plans to re-certify should complete the following at least 60 days prior to the expiration of the current certification period:

1. Submit documentation of at least 25 Continuing Education Credits (CECs).
   o CECs must include at least 10 CECs from a combination of Level 1 (CE Activity offered by NWI) and Level 2 (CE Activity pre-approved by NWI), at least 5 of which must be from Level 1. (See the “CEC Types” section below.)
   o CECs may include a maximum of 15 CECs from Level 3 (CE Activity not pre-approved by NWI).

2. Submit the current re-certification fee.¹

CEC review will begin after the re-certification fee is submitted. Notification will be sent when the review is complete and re-certification status has been determined.

¹ Re-certification fees are nonrefundable and subject to change at any time. The fee as of 3/1/2016 is $70. NWI begins to accept re-certification fees 120 days before the expiration date.
If the above requirements are not completed by the expiration date, the certification will be considered “incomplete,” and the individual will not be authorized to use the credential.

[INSERT TRANSITION PATHWAY HERE]

Certification Lapse
- If the re-certification requirements are not completed by the expiration date, the certification will be considered “expired,” and the individual will not be authorized to use the credential. After expiration, you may state that you hold a Certificate in Wellness in Clinical Practice.

Multiple Certifications
If a WCP holds other NWI certifications (CWP, CWWS, and/or CWWPM), the re-certification requirements for each certification must be met. (Note that NWI recognizes CWWS and CWWPM as different levels of the same certification. If both CWWS and CWWPM are held, it is not necessary to fulfill CWWS re-certification requirements.) A continuing education activity will often (but not always) apply toward multiple NWI certifications.

CEC Types
WCPs can earn CECs through various activities. In order to maintain a well-rounded and professional level of continuing education, CECs are organized into three different levels:
- Level 1: CE Activity offered by NWI
- Level 2: CE Activity pre-approved by NWI
- Level 3: CE Activity not pre-approved by NWI

Appendix A, Continuing Education Credit Types and Descriptions, contains more details on acceptable continuing education, and instructions for calculating the number of CECs for various activities. This document is also located at www.nationalwellness.org/CECtypes.
Acceptable Topic Areas for Level 3 CECs
To ensure that Level 3 continuing education supports the WCP certification, all Level 3 continuing education activities must 1) be attended live, in person or online, and allow for real-time questions and answers during the event, 2) be intended for an audience of wellness professionals, 3) not be part of the certified individual’s daily job, and 4) address at least one of the following topic areas. The topic area(s) must be noted on the online CEC submission form:
- Health behavior theories and practice
- Health communication
- Coaching and motivational interviewing
- Disease prevention and management through lifestyle modifications
- Nutrition for disease prevention and management
- Health promotion through environment and community
- Principles of worksite wellness

On-Demand Webinars
NWI offers the opportunity to earn Level 1 CECs through NWI on-demand webinars. WCP certification holders may register and view the webinar for credit within 90 days of the original broadcast. A quiz will be administered at the end of the webinar to verify participation and achievement of learning objectives. Once a passing score is achieved, Certification Journals are automatically updated by NWI. A processing fee, in addition to any applicable registration fees, is required.

Reporting CECs
Level 1 CECs are automatically documented by NWI. Level 2 CECs are either automatically documented or submitted via an online form and Level 3 CECs are submitted via an online form.

Reporting Level 1 CECs (CE Activity offered by NWI)
NWI will automatically document Level 1 CECs if:
- the “Continuing Education Credit: NWI (CWP/CWWS/CWWPM/WCP)” box is checked upon registering for the event on NationalWellness.org,
- attendance at the full LIVE program/session is verified by NWI, and
- the program evaluation form is submitted.
Upon completion, the WCP will receive notification via e-mail that includes the date of the activity and the number of CECs earned. This notification should be kept as proof of participation in the activity. E-mail certification@nationalwellness.org to report any errors.

Reporting Level 2 CECs (CE Activity pre-approved by NWI)
Except for academic coursework (which is submitted in the same manner as Level 3 CECs), most Level 2 CECs are automatically documented by NWI when the certification holder provides all the requested information to the education provider. Certification holders are strongly encouraged to ensure that provider forms and documents are completely filled out. In the event that Level 2 CECs are not automatically documented, NWI will provide instructions for documentation on a per activity basis.

Reporting Level 3 CECs (CE Activity not pre-approved by NWI)
Level 3 CECs are submitted via an online form at http://www.nationalwellness.org/submitCEC. Appendix B, Checklist for Online CEC Submissions, provides the information needed to submit CECs via the online form. WCPs should retain a copy of the confirmation page for their records. NWI will send additional communication only in the event that CEC is denied.
WCPs are required to submit their Level 3 CEC hours within 90 days of the completion of the activity. In addition to completing the online form, WCPs should retain the following documentation in case of an audit:

- The title, date, presenter, and length of program.
- If the activity consists of multiple sessions (as in a conference), the title, date, presenter, and length of program for each session attended.
- Proof of participation in the form of a certificate of participation (preferred) or a registration confirmation/receipt.
- In the case of academic coursework, a transcript confirming credit hours.

NWI members should allow 30 days for CECs to appear in their Certification Journal.

**Tracking CECs**

NWI members are able to view the number of CECs they have accumulated toward re-certification in their Certification Journal when logged in to NationalWellness.org. The Certification Journal can be accessed at http://www.nationalwellness.org/CertJournal (or by visiting the “Manage Profile” page and scrolling down to the “Professional Development” section). Non-NWI members will be unable to access an online journal and are strongly encouraged to keep a personal record of the number and types of CECs achieved.

**Audits**

The NWI Council on Wellness Continuing Education (CWCE) will conduct audits of 3% to 5% of individuals re-certifying their WCP designation. If an audit reveals a deficiency, the WCP will have 90 days to adhere to the auditor’s request(s) for additional information. If the deficiency remains after 90 days, the credential will terminate and the individual will not be authorized to use the credential. Re-certification fees submitted are non-refundable.

**About the National Wellness Institute**

Founded in 1977, the National Wellness Institute, Inc. (NWI) was formed to realize the mission of providing health promotion and wellness professionals unparalleled resources and services that fuel professional and personal growth. NWI provides professional publications and webinars, and a wealth of other resources for professional development, including Academic Program Accreditation and several wellness certifications. NWI’s mission forms the basis for the annual National Wellness Conference, the most highly acclaimed professional conference in health promotion and wellness.

**About the NWI Council on Wellness Continuing Education**

The National Institute Council on Wellness Continuing Education (CWCE) oversees the standards for NWI educational programs and certifications and explores other continuing education opportunities in wellness. The CWCE serves an advisory function to the NWI Board of Directors for reviewing standards, participating in strategic planning, and maintaining high quality standards for health promotion and wellness professionals.

**Disclosure of Information**

NWI reserves the right to make available to the public a certified individual’s name, city, state, country, and certification status.

**Additional Questions**

For additional questions about re-certification of NWI WCP, e-mail certification@nationalwellness.org or call 715.342.2969.
Appendix A – CEC Types and Descriptions

Continuing Education Credit Types and Descriptions
Use for All National Wellness Institute (NWI) Certifications

Continuing education credits (CEC) are required to maintain National Wellness Institute (NWI) certifications: CWP, CWWS, CWWPM, and WCP. To ensure a well-rounded and professional level of continuing education, CECs are organized into the following categories:

- **Level 1**: CE Activity offered by NWI
- **Level 2**: CE Activity pre-approved by NWI
- **Level 3**: CE Activity not pre-approved by NWI

Please refer to the individual certification’s Policies and Procedures manual for more detailed information on re-certification including fees, CEC requirements, and instructions on recording CECs.

### LEVEL 1: CE ACTIVITY OFFERED BY NWI
Continuing education in this category includes programs offered by the National Wellness Institute.

<table>
<thead>
<tr>
<th>Activities</th>
<th># of CECs</th>
<th>Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>NWI seminars, webinars, teleseminars, conferences, workshops, or certification trainings that are attended live.</td>
<td>1 CEC per 1 hour of instruction (may not claim time for breaks, meals, poster sessions, networking sessions, business meeting, or non-education periods). For partial hours, round down to .25 hour (15-minute) increments.</td>
<td>Documentation of attendance is maintained by NWI. Participation is recorded once attendance and the completion of the post-event evaluation is verified.</td>
</tr>
</tbody>
</table>

### LEVEL 2: CE ACTIVITY PRE-APPROVED BY NWI
Continuing education in this category includes academic coursework and programs offered through other organizations that have been pre-approved by the National Wellness Institute. NWI will notify certified individuals when opportunities become available. Please visit the calendar at NationalWellness.org for a list of upcoming Level 2 CEC opportunities.

<table>
<thead>
<tr>
<th>Activities</th>
<th># of CECs</th>
<th>Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Coursework</td>
<td>Earn 3 CECs per semester credit hour, or 2 CECs per trimester or quarter credit hour.</td>
<td>Submit CECs from academic coursework in the same manner as Level 3 CECs. Transcripts will be requested only in the case of an audit.</td>
</tr>
<tr>
<td>Seminars, webinars, teleseminars, conferences, or workshops that are attended live.</td>
<td>CECs vary per activity; please visit the calendar at NationalWellness.org for details.</td>
<td>Most Level 2 CECs are automatically documented by NWI. In the event that Level 2 CECs are not automatically documented, NWI will provide instructions for documentation on a per activity basis.</td>
</tr>
</tbody>
</table>
LEVEL 3: CE ACTIVITY NOT PRE-APPROVED BY NWI

Continuing education in this category includes programs offered by other organizations. Education must: 1) meet required content areas for each certification, 2) be intended for an audience of wellness professionals, and 3) not be part of certified individual’s daily job requirements.

A list of acceptable content areas for each certification follows.

### Possible Activities

<table>
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<tr>
<th>Seminars, webinars, teleseminars, conferences, or workshops that are attended live.</th>
</tr>
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<tbody>
<tr>
<td>1 CEC per 1 hour of instruction (may not claim time for breaks, meals, poster sessions, networking sessions, business meeting, or non-education periods). For partial hours, round down to .25 hour (15-minute) increments.</td>
</tr>
</tbody>
</table>

### ACCEPTABLE CONTENT AREAS FOR CONTINUING EDUCATION CREDIT, BY CERTIFICATION:

#### Certified Wellness Practitioner (CWP):
- The physiology and biometrics of health and disease prevention
- Theory and practice of health behavior change (coaching, psychological processes)
- Individual health assessment, evaluation, and programming
- Exercise programming
- Nutrition programming
- Substance abuse
- Stress management
- Wellness for special populations
- Wellness communication and marketing
- Health and wellness program planning, implementation, and evaluation
- Multiple dimensions of wellness and wellness practice; holism in wellness; integrative practices
- Health and wellness business management

#### Certified Worksite Wellness Specialist and Program Manager (CWWS or CWWPM):
- Best and promising practices in worksite wellness: case studies, trainings from currently practicing experts in the field
- Worksite wellness theory and research: programming, communication, management/leadership, organizational development, public health, wellness models, and social networking
- Worksite wellness management and operations: financial, personnel, organizational, and facility management; leadership skills; work relationships and partnerships; creating a wellness culture; goal setting; communications; and use of incentives
- Knowledge and skills in worksite wellness: skills and knowledge in nutrition, fitness, stress management, coaching, etc.; health marketing and promotion; program implementation; use of technology; use of incentives; and compliance with health care law
- Worksite wellness evaluation: using models and developing metrics; measuring impact, cost effectiveness/efficiency, and engagement; continuous improvement processes

#### Wellness in Clinical Practice (WCP):
- Health behavior theories and practice
- Health communication
- Coaching and motivational interviewing
- Disease prevention and management through lifestyle modifications
- Nutrition for disease prevention and management
- Health promotion through environment and community
- Principles of worksite wellness
Appendix B – Checklist for Online CEC Submissions

Checklist for Online CEC Submissions
Use for All National Wellness Institute (NWI) Certifications

Use the online form at [http://www.nationalwellness.org/SubmitCEC](http://www.nationalwellness.org/SubmitCEC) to submit CECs. If you are a current NWI member, sign in to your account before completing the form. Questions? E-mail certification@nationalwellness.org.

You will need the following information to complete the online form:

### PAGE ONE OF ONLINE FORM

| ☐ Name |
| ☐ E-mail address |
| ☐ myNWI ID # |

**NON MEMBERS:** Your myNWI ID# and certification expiration date have been sent in recent e-mails from the National Wellness Institute. If you are unable to find your myNWI ID#, please e-mail us at certification@nationalwellness.org.

**NWI MEMBERS:** Find your myNWI ID# by logging into NationalWellness.org and clicking on 'Manage Profile' in the menu on the right. Then click on the 'Edit Bio' link to find your myNWI ID#. (Hint: This would be a good time to check that your profile information is current.)

| ☐ Certification and Expiration Dates |

In this section you will indicate which certifications you want to apply your CECs toward and provide the expiration date of the certification(s). Enter N/A in the field if you do not hold the certification or if the CECs will not apply to the certification. Dates must be in MM/DD/YYYY format.

**NWI MEMBERS:** Find your certification expiration date in your Certification Journal. Log into NationalWellness.org and click on 'Manage Profile' in the menu on the right. Scroll down to 'Content & Features' and click on the ‘Professional Development’ link in that section. Click on the “Journal Entries” tab. At the bottom of the list of Journal Entries, there will be an entry for your initial certification showing both the entry date and the expiration date. If you have both CWWS and CWWPM, enter the expiration date of CWWPM.

### PAGE TWO OF ONLINE FORM

| ☐ Start Date |
| ☐ End Date |
| ☐ Activity Title |
| ☐ Activity Organizer |
| ☐ Presenter and Credentials |
| ☐ Activity URL |
| ☐ Type of Activity |

For one-day activities, enter the date of the activity. For multi-day activities, enter the date of the first day you attended. Date must be in MM/DD/YYYY format.

If the activity took place over multiple days, enter the date of the last day you attended. Date must be in MM/DD/YYYY format. Leave blank for one-day activities.

Limited to 175 characters.

Please list the organization through which the continuing education was offered.

Enter the name or names of the presenter(s) and their credentials.

Optional. You may supply a link to more information about the activity. URLs must begin with “http://”.

The activity must be a LIVE seminar, webinar, teleseminar, conference, or workshop; or academic coursework. The educational content must meet content areas for each certification, be intended for an audience of wellness professionals, and not be part of the certification holder’s daily job requirements.
# of CECs Claimed
- 1 hour of instruction = 1 CEC.
- Time spent in non-education periods (breaks, meals, poster sessions, networking sessions, meetings, etc.) or time that you spent presenting does not count.
- Round down to .25 hour (15-minute) increments for partial hours.
- For academic courses, earn 3 CECs per semester credit hour or 2 CECs per trimester or quarter credit hour.

Was the activity approved by another organization for continuing education credit?
If yes, which organizations?

Narrative Description
A short paragraph describing how the activity relates to your certification(s) and what you gained from the experience

CEC Activity Content Areas
The content of the continuing education activity must be directly related to the content areas for the certification to which it will be applied. Please indicate which content areas were covered in the activity. For certifications that you do not hold or for which the CEC will not be applied, select “This CEC does not apply to this certification.”

Acceptable Content Areas for Continuing Education Credit, by certification:

**Certified Wellness Practitioner (CWP):**
- The physiology and biometrics of health and disease prevention
- Theory and practice of health behavior change (coaching, psychological processes)
- Individual health assessment, evaluation, and programming
- Exercise programming
- Nutrition programming
- Substance abuse
- Stress management
- Wellness for special populations
- Wellness communication and marketing
- Health and wellness program planning, implementation, and evaluation
- Multiple dimensions of wellness and wellness practice; holism in wellness; integrative practices
- Health and wellness business management

**Certified Worksite Wellness Specialist and Program Manager (CWWS or CWWPM):**
- Best and promising practices in worksite wellness: case studies, trainings from currently practicing experts in the field.
- Worksite wellness theory and research: programming, communication, management/leadership, organizational development, public health, wellness models, and social networking.
• Worksite wellness management and operations: financial, personnel, organizational, and facility management; leadership skills; work relationships and partnerships; creating a wellness culture; goal setting; communications; and use of incentives.
• Knowledge and skills in worksite wellness: skills and knowledge in nutrition, fitness, stress management, coaching, etc.; health marketing and promotion; program implementation; use of technology; use of incentives; and compliance with health care law.
• Worksite wellness evaluation: using models and developing metrics; measuring impact, cost effectiveness/efficiency, and engagement; continuous improvement processes.

**Wellness in Clinical Practice (WCP):**
• Health behavior theories and practice
• Health communication
• Coaching and motivational interviewing
• Disease prevention and management through lifestyle modifications
• Nutrition for disease prevention and management
• Health promotion through environment and community
• Principles of worksite wellness

| Documentation of Attendance | Uploading documentation is optional, but encouraged. It is the responsibility of the certification holder to retain documentation of CECs. NWI may request documentation for any reason. Certification holders should retain the following documentation:

| • Title, date, presenter and length of activity.
| • If the activity consists of multiple sessions (as in a conference), the title, date, presenter and length of each session attended.
| • Proof of participation in the form of a certificate of participation (preferred) or a registration confirmation/receipt.
| • In the case of academic coursework, a transcript confirming credit hours. |