



NBC-HWC Recertification - CE Tracker

The purpose of recertification is to ensure competency and maintain a high standard for National Board Certified Health & Wellness Coaches (NBC-HWC) beyond the initial three-year period following successful passing of the Health & Wellness Coach Certifying Examination.

Continuing Education Unit Requirement

To meet the recertification requirements, NBC-HWCs must complete 36 hours of continuing education related to health and wellness coaching every 3 years.

Continuing education hours must be earned in the current certification window

See NBHWC website for a list of approved CE providers

A percentage of all recertification applications will be audited. Please retain your proof of attendance forms.

Recertification Steps:

1

Complete 36 CEs during your certification period.

2

Login to your online profile to pay recertification fee.

3

Fill out the NBC-HWC CE Tracker.

4

Submit recertification application.

Reactivation

Failure to complete all recertification steps by the deadline will result in your credential being deactivated. You will have 6 months from the deadline date to complete all steps before having the credential removed.

Reactivation Fee: There is an additional \$75 fee to reactivate the credential.

Failure to complete all recertification steps and pay the reactivation fee within six months of the expiration date will result in loss of the credential. Individuals that lose the credential for failure to complete reactivation will be required to sit for the HWC Certifying Examination again if they wish to regain the credential.



NBC-HWC CE Tracker

Complete the log below and save to your computer.
Completed CE Tracker will need to be uploaded to your
recertification application

	Date of Course	Provider	Name of Course	Petition Required?	Number of CEs	Brief description of course topics
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						

25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
36						
37						
38						
39						
40						
41						
42						
43						
44						
45						
46						
47						
48						
49						
50						

On my honor, I attest/certify/promise that I earned the required 36 continuing education hours to maintain the NBC-HWC credential.

Signature _____ Date _____