



EXAM CHECKLIST

EXAM ELIGIBILITY REQUIREMENTS:

To Qualify for the National Board Certification Exam you must:

1

» complete an **NBHWC approved training program.**

2

» complete **50 health & wellness coaching sessions.**

3

» have an **associate's degree or higher or 4,000 hours work experience** (any field).

EXAM APPLICATION STEPS:

To Apply for the NBHWC Board Exam

1

Create an account on the National Board of Medical Examiners:
www.mynbme.org.

2

Register and pay for the exam

- » The application fee is \$100 (non-refundable.)
- » The exam fee is \$400.
- » Fees must be paid prior to submission.
- » Click **here** to read our Fee Policy.

3

Upload the following documents before the application deadline:

- » Letter of Completion from an **Approved Training Program.**
- » Your **NBHWC Coaching Log.**
- » **Education Attestation Form**



Documentation of Education / Work Experience Form

Select One:

- I have an associate's degree (or higher)
- I have completed 60 college credits (no degree completion)
- I have 4,000 hours of work experience (in any field)

I hereby attest that the information I have provided above is true and accurate.

I understand that this documentation is provided as part of my application to sit for the NBHWC Board Exam and that my eligibility is contingent upon the accuracy of this information.

I am aware that I may be selected for audit and required to submit official documentation, such as transcripts or employment verification, to confirm the information provided. I acknowledge that falsification or misrepresentation of my qualifications may result in denial of eligibility, revocation of certification, or other disciplinary action by the National Board for Health & Wellness Coaching (NBHWC).

Signature: _____

Date: _____



NBHWC HEALTH AND WELLNESS COACHING LOG

To sit for the HWC Certifying Examination, all health and wellness coaches are required to provide a written log of 50 health and wellness coaching sessions that meet the following criteria.

Health & Wellness Coaches may begin recording coaching sessions in their coaching log after they have completed a Practical Skills Assessment (PSA) provided by their NBHWC Approved Training Program. If you have questions regarding when you passed your PSA, please contact your program directly.

Only coaching sessions that occur after passing the PSA may be included in the coaching log.

Each coaching session must be a minimum of 20 minutes in duration.

75% of each coaching session must be devoted to coaching facilitation and not education.

Coaching sessions **may not be** with friends, family or classmates.

Coaching sessions can be paid or pro bono.

Coaching must be facilitated in person, by phone or using live interactive technology such as Facetime or Skype.

For each coaching session your log must include:

1 A coded identity for your client to retain confidentiality.

2 The date of your coaching session. mm/dd/yyyy

3 The length of your coaching session.

4 A general overview of the topics discussed with your client.

Example:

Coaching Session	Client's coded identity	Individual/Group (If you are coaching a group, please list the number of participants)	Date of coaching session	Length of coaching session	Session # with coaching client	Topics discussed during the coaching session
1	X23	Individual	3/3/12	30 min.	6	Test results, fears, goals
2	X24	Group, 6 participants	6/5/13	60 min.	1	Children and stress
3	X25	Individual	7/17/14	30 min.	3	Sleep and eating habits



COACHING LOG

Complete the log below and submit it when you apply for eligibility to sit for the National Certification Examination.

Coaching Session	Client's coded identity	Individual/ Group (If you are coaching a group, please list the number of participants)	Date of coaching session mm/dd/yyyy	Length of coaching session	Session # with coaching client	Topics discussed during the coaching session
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
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20						
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23						
24						

Coaching Session	Client's coded identity	Individual/ Group (If you are coaching a group, please list the number of participants)	Date of coaching session mm/dd/yyyy	Length of coaching session	Session # with coaching client	Topics discussed during the coaching session
25						
26						
27						
28						
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On my honor, I attest/certify/promise that I provided the above listed coaching sessions as noted. In each listed session, at least 75% of the time was spent coaching, rather than solely educating.

Signature _____ Date _____