



National Wellness Institute
 Certified Wellness Practitioner (CWP)
Certification and Re-Certification Policies and Procedures

Contents

CWP Designation Overview..... 2

Obtaining CWP Designation 2

 CWP Designation for Wellness Professionals 2

 CWP Designation for Graduates of an NWI CWAE Accredited Academic Program..... 3

 Application Fees for CWP Designation..... 3

Appeals Process..... 3

Certification Period 4

National Wellness Institute Membership 4

Maintaining CWP Designation (Re-Certification) 4

 Re-Certification Requirements 4

 Certification Lapse..... 5

 Certification Grace Period 5

 Reinstatement of a lapsed CWP certification 5

 Additional Certificates 5

 Membership and CWP status..... 6

 Reinstatement after more than a 12-month lapse 6

 CEC Types 6

 Reporting CECs..... 6

 Reporting Category 1 CECs (CE Activity pre-approved by CWCE)..... 6

 Reporting Category 2 CECs (CE Activity not-pre-approved by CWCE) 6

 Tracking CECs 7

 Audits 7

About the National Wellness Institute 7

About the NWI Council on Wellness Continuing Education 7

Disclosure of Information 7

Additional Questions..... 7

Appendix A – CEC Types and Descriptions 8

CWP Designation Overview

The CWP designation is one indication of professional competency and commitment to continued scholarship and professional development. A CWP:

- uses best practices to assess needs and subsequently design, implement, and evaluate interventions for individuals and populations.
- applies current theories and models to motivate others to engage in health promotion and prevention activities.
- creates health-enhancing environments through the initiation of organizational and cultural change.

Obtaining CWP Designation

There are two ways to obtain a CWP Certification: 1) As an experienced professional working in the field of wellness, or 2) as a graduate of an academic program accredited by the National Wellness Institute (NWI) Council on Wellness Accreditation and Education (CWAE).

CWP Designation for Wellness Professionals

Experienced professionals currently working in the health promotion and wellness field can receive CWP designation upon the submission and acceptance of an application. Applications are reviewed once monthly. Application details and submission instructions are available at www.nationalwellness.org/CWPProApp.

To be eligible to submit an application, individuals must meet one of the following educational and work experience pairings at the time of application submission:

Education	<p>Bachelor's Degree in non-wellness field, or Associate Degree in wellness</p>	<p>Bachelor's Degree in non-wellness field with emphasis, minor or, certificate in wellness</p>	<p>Bachelor's Degree in wellness-related discipline (e.g., dietetics, kinesiology, exercise science, psychology, social work, nursing)</p>	<p>Bachelor's Degree or higher in wellness, health education, health promotion, public health, integrative health, or Master's degree in wellness-related field</p>
Work experience	<p>10+ years of work experience in wellness</p>	<p>5-10 years of work experience in wellness</p>	<p>3-5 years of work experience in wellness</p>	<p>Internship/ supervised hours in wellness, or at least 1 year of work experience in wellness</p>

CWP applications for Wellness Professionals will be reviewed when all the following materials are received by NWI:

- CWP application form (available online) for Wellness Professionals
- OFFICIAL transcripts documenting academic preparation, degree(s), and educational background. Transcripts from each degree completed are required.
- A résumé/curriculum vitae providing evidence of full-time, post-degree work experience in the wellness/health promotion field where wellness/health promotion is a direct responsibility in your job description. Include job descriptions and names (along with telephone numbers and emails) of references who can speak to your wellness leadership. Volunteer, leadership, and continuing education experiences should also be included in a separate category within the résumé /CV. Upload to the online application form.
- Wellness Promotion Competencies form download fillable PDF at www.nationalwellness.org/CWPProApp). Draw selectively from your academic preparation, work experience, and continuing education to provide meaningful evidence that collectively you demonstrate proficiency in the required competency domains.
- The current application fee payable to the National Wellness Institute.

CWP Designation for Graduates of an NWI CWAE Accredited Academic Program

Graduates of an academic program accredited by the NWI CWAE must apply for CWP designation within 24 months of graduation. If an application is not submitted within 24 months of graduation, the applicant must apply as a Wellness Professional and meet the requirements of that application process. Applications are reviewed once monthly. Application details and submission instructions are available at www.nationalwellness.org/CWPGradApp. CWP applications for graduates of an NWI CWAE accredited academic program will be reviewed when all of the following materials are received by NWI:

- CWP application form (available online) for graduates of NWI CWAE accredited academic programs
- Official university transcripts indicating graduation from an NWI CWAE accredited academic program with an overall GPA of 2.75 or higher. Graduates of a two-year accredited program must also submit transcripts indicating the attainment of a bachelor's degree or higher.
- The current application fee payable to the National Wellness Institute.

Application Fees for CWP Designation

Application fees are subject to change at any time. The application fees for CWP are:

- \$240 for graduates of an NWI CWAE accredited academic program
- \$365 for wellness professional applicants

Note that \$50 of the application fee is non-refundable in the case that the application is rejected.

Appeals Process

The CWP certification candidate shall have fifteen (15) days from the date of the adverse notification to appeal the decision. The certification candidate must notify NWI in writing within fifteen (15) days of the date of the adverse notification that he/she intends to appeal. The appeal must be mailed to NWI headquarters and include all reasons and bases for the appeal. The application appeal fee must be submitted in full by the fifteen (15) day deadline.

If the certification candidate does not appeal the NWI decision within the fifteen (15) day time period, the adverse decision shall be deemed final, effective immediately.

Appeals of adverse decisions will be investigated by a panel consisting of three (3) members of the Council of Wellness Continuing Education, who will make the final determination about an appeal. The certification candidate will be notified within sixty (60) days of receipt of the written appeal statement of the final decision.

The application appeal fees for CWP as of 1/15/2016 are as follows:

- \$240 for graduates of an NWI CWAE accredited academic program
- \$365 for wellness professional applicants

Note that \$50 of the appeal fee is non-refundable in the case that the appeal is rejected. If the application is accepted upon appeal, the initial \$50 application fee that was not refunded, will be refunded to the applicant.

Certification Period

Individuals whose CWP applications are approved by the review committee are certified for five years.

National Wellness Institute Membership

CWPs receive membership in the National Wellness Institute for the duration of their certification (5 years). Note: Current NWI memberships will not be extended beyond five years. Approved CWP applicants with a current NWI membership expiring more than 6 months from the time their CWP application is approved will be issued a \$50 refund on their CWP application fee. Refund does not apply to student memberships.

Maintaining CWP Designation (Re-Certification)

NWI requires CWPs to pursue continuing education in all dimensions of wellness. By participating in continuing education activities, CWPs continue to advance their knowledge and skills, keeping them current, relevant, and at the forefront of a rapidly evolving and demanding field.

Re-Certification Requirements

For CWPs whose current certification period expires prior to January 1, 2019:

A CWP whose certification period expires prior to January 1, 2019 must complete the following to re-certify. To ensure continuous certification, a CWP should complete the following at least 60 days prior to the expiration of the current certification period:

1. Submit documentation of at least 50 Continuing Education Credits (CECs).
 - o Each year of the certification period, NWI encourages CWPs to complete four (4) CECs from Category 1 (CE activity pre-approved by CWCE). (See the "CEC Categories" section below.)
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. Upon re-certification, CWPs will be required to fulfill the certification requirements for CWPs whose current certification period expires January 1, 2019 or later (below).

¹ Re-certification fees are nonrefundable and subject to change at any time. The fee as of 11/1/2013 is \$350. NWI begins to accept re-certification fees 120 days before the certification expiration date.

For CWPs whose current certification period expires January 1, 2019 or later:

A CWP whose certification period expires January 1, 2019 or later must complete the following to re-certify. To ensure continuous certification, a CWP should complete the following at least 60 days prior to the expiration of the current certification period:

1. Submit documentation of at least 50 Continuing Education Credits (CECs).
 - o CECs must include at least 20 CECs from Category 1 (CE activity pre-approved by CWCE). (See the "CEC Categories" section below.)
 - o CECs may include a maximum of 30 CECs from Category 2 (CE activity not pre-approved by CWCE).
2. Submit the current re-certification fee.²

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.

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. NWI provides options to expired certification holders who wish to re-instate their certification. Please contact certification@nationalwellness.org for details.

Certification Grace Period

There is no grace period for certification status, i.e. the credential expires on the expiration date.

However, NWI will allow a certification holder to fulfill the original re-certification requirements with no penalties if completed within 7 days of the certification expiration date.

Reinstatement of a lapsed CWP certification

NWI allows certification holders to reinstate their certification if the certification has been lapsed for no more than 12 months. To reinstate, the certification holder must:

- Immediately submit the current re-certification fee plus a late fee³
- Notify NWI of the desire to continue certification and the intended strategy to complete the required CECs via an e-mail to certification@nationalwellness.org
- Complete and submit the original CEC requirements

Important: Upon completion of the above, the certification will be reinstated from the *original expiration date for the full certification period (5 years)*. *All CEC requirements for the new certification period must also be fulfilled⁴.*

Additional Certificates

The National Wellness Institute will issue a professional certificate for you to display and validate your Certified Wellness Practitioner (CWP) status. New certificates will be issued for each re-certification period. If you require additional certificates, a fee of \$5 will be charged for each subsequent certificate.

² Re-certification fees are nonrefundable and subject to change at any time. The fee as of 11/1/2013 is \$350. NWI begins to accept re-certification fees 120 days before the certification expiration date.

³ Re-certification fees and late fees are nonrefundable. The late fee for certifications that have been expired less than 6 months is \$25; the late fee for certifications lapsed 6-12 months is \$50.

⁴ For example, if the original certification period is 1/1/2010-1/1/2015 but CEC requirements aren't completed until 8/1/2015, all CEC requirements for the re-certification period must be completed between 8/2/2015 and 1/1/2015.

Membership and CWP status

A National Wellness Institute membership is a benefit of holding the CWP designation. Membership will be reinstated upon payment of the re-certification fee and initial late fee. If re-certification requirements are not completed within six months, membership will continue if second late fee is paid. If CEC requirements are not completed within 12 months of the original expiration date, the membership will expire at that time.

Reinstatement after more than a 12-month lapse

If re-certification requirements are not completed within 12 months after the original expiration date, a CWP must wait 3 years after the original expiration date before re-applying for the CWP designation.

CEC Types

CWPs can earn CECs through various activities. In order to maintain a well-rounded and professional level of continuing education, CECs are organized into two different categories:

- Category 1: CE Activity pre-approved by CWCE
- Category 2: CE Activity not pre-approved by CWCE

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.

To ensure that Category 2 continuing education supports the CWP certification, all Category 2 continuing education activities must 1) be intended for an audience of wellness professionals, 2) not be part of the certified individual's daily job, and 3) address at least one of the following topic areas listed in Appendix A.

Reporting CECs

Category 1 CECs are automatically documented by NWI. Category 2 CECs are submitted via an online form.

Reporting Category 1 CECs (CE Activity pre-approved by CWCE)

NWI will automatically document Category 1 CECs if attendance at the full program/session is verified by the host organization.

Upon completion, the CWP will receive notification via e-mail that includes the date of the activity and the number of CECs earned. Keep this notification as proof of participation in the activity. E-mail certification@nationalwellness.org to report any errors.

Reporting Category 2 CECs (CE Activity not-pre-approved by CWCE)

Category 2 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. CWPs should retain a copy of the confirmation page for their records. NWI will send additional communication only in the event that CEC is denied.

CWPs are required to submit their Category 2 CEC hours within 90 days of the completion of the activity. In addition to completing the online form, CWPs 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.

Tracking CECs

All CWPs are NWI members; therefore, the number of CECs accumulated toward re-certification can be viewed at any time in the 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).

Audits

The NWI Council on Wellness Certification Excellence(CWCE) will conduct audits of 3% to 5% of individuals re-certifying their CWP designation. If an audit reveals a deficiency, the CWP 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 Certification Excellence(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 application or re-certification of NWI CWP, e-mail certification@nationalwellness.org or call 715.342.2969.

Appendix A – CEC Types and Descriptions



Certified Wellness Practitioner (CWP) Continuing Education Credit Types and Descriptions

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

- Category 1: CE Activity pre-approved by CWCE
- Category 2: CE Activity not pre-approved by CWCE

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. All continuing education credit submitted must have taken place during the certificant’s current certification cycle.

Category 1: CE PRE-APPROVED ACTIVITY

Continuing education in this category includes programs offered by the National Wellness Institute. Continuing education in this category also 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.

Activities	# of CECs	Documentation
Academic Coursework	Earn 15 CECs per semester long course (3+ credit hours)	Submit CECs from academic coursework in the same manner as Category 2 CECs. Upload a copy of your transcripts.
Seminars, webinars, teleseminars, conferences, or workshops that are pre-approved by CWCE	Programs offered through other organizations that have been pre-approved by CWCE. CWCE will notify certified individuals when opportunities become available. Please visit the event calendar at NationalWellness.org for a list of upcoming CEC opportunities.	Provider will submit documentation directly to CWCE.

Category 2: CE ACTIVITY NOT PRE-APPROVED

(No more than 30 credits from this category can be claimed during a certification cycle.)

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.

Certified individuals are responsible for submitting Category 2 CECs.

Submit CECs via this online form: www.nationalwellness.org/submitCEC.

CECs must be submitted within 90 days of the completion of the activity. NWI members: please allow 30 days for CECs to be added to your Certification Journal.

Possible Activities	# of CECs	Documentation
Seminars, webinars, conferences, courses or workshops,	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.	Certificate of attendance or email confirmation of attendance from host organization.
Instruction	1 credit for each hour of instruction in a formal public setting, including webinars.	Brochure or link with your name, name of session and time/date. Must be primary presenter. * Presentation/training must be newly written/developed by speaker and not part of current job duties. Each topic/presentation can only be submitted one time.
Publications	10 credits for each peer-reviewed article, chapter or book written and published; 5 credits for white paper Limit to 10 credits per certification cycle.	Link to journal, book citation, or white paper. *must be published during certification cycle.
Service Activities	Non-compensated wellness-related service activities provided to an organization. 1 credit for each hour of service. Limit to 10 credits per certification cycle.	Letter with documented hours, service description and dates from organization. *approved at the discretion of the CWCE. Examples include, but are not limited to: committees, event planning, on-going projects, mentorship, pro-bono consulting, providing education at table/booth.

ACCEPTABLE CONTENT AREAS FOR CONTINUING EDUCATION CREDIT:

Certified Wellness Practitioner (CWP):

- The physiology and biometrics of health and disease prevention
- Social determinants of health/wellness
- Theory and practice of health behavior change
- Psychology
- Individual or community health/wellness assessment, evaluation, and programming
- Exercise programming
- Nutrition programming
- Substance abuse/misuse
- Stress management
- Wellness for special populations
- Wellness communication
- Health and wellness program evaluation (including statistical analysis)
- Multiple dimensions of wellness and wellness practice; holism in wellness; integrative practices
- Health and wellness business management
- Mental health/behavioral health
- Health/wellness education/curriculum design
- Health/wellness coaching
- Mindfulness/meditation
- Spirituality
- Research methods/literacy in health and wellness
- Interprofessional collaboration
- Multi-cultural competence

PROUD MEMBER

