



General Information about Continuing Education

Effective October, 2018

What is a CEC?

Organizations utilize different jargon when referring to the accumulation of continuing education. ICHWC refers to Continuing Education Credits as CECs. Unless otherwise stated, one (1) CEC is equivalent to one (1) contact hour. Please note that contact time excludes break time. For example, if you attend a two-hour workshop, and there are two ten-minute breaks, then the total amount of contact time is 100 minutes which is the equivalent to 1.7 CEC's.

How much continuing education is required in order to maintain my status as a NBC-HWC?

NBC-HWC's are required to complete and document 36 CECs every three (3) years, and they must be completed in accordance with ICHWC continuing education guidelines.

When may I begin accumulating continuing education towards recertification?

Completed and documented continuing education may only be utilized for recertification AFTER the date of initial NBC-HWC certification.

What are my options for completing the required continuing education?

There are many ways to complete your continuing education requirements. Unless otherwise stated, individuals are permitted to select from any of the approved options – without a maximum number placed on any of them.

Category I Continuing Education: Open to *all* NBC-HWC's

1. ICHWC Approved CE Providers
 - Awards 1 CEC per contact hour
 - [Link](#) to ICHWC Approved CE Providers
2. ICHWC Quarterly Connect Webinars
 - Awards 1 CEC per webinar
3. College/University Credit-Based Classes From ICHWC Approved CE Providers
 - Awards 15 CEC's for one (1) credit of coursework
 - Must be directly related to the ICHWC Content Outline
 - Must pass the class with a grade of a C or higher

4. Petition Process - For Non-ICHWC Approved CE Providers
 - Awards 1 CEC per contact hour
 - Must be directly related to the ICHWC Content Outline
 - Must include a post-event evaluation and evidence of contact time and participation
 - A fee of 25.00 per petition is required
 - Each petition is valid for one course/event only
 - Fees take effect January 1, 2019 Prior to this date, the fee is waived.

Category II Continuing Education: Open to *select* NBC-HWC's

1. Teaching a College/University Credit-Based Class
 - Awards 15 CECs per course credit hour
 - Content must be directly related to ICHWC Content Outline
 - Same topic may count only once during a recertification cycle
 - Please use the petition form to submit for approval
2. Professional Teaching, Training, and/or Presenting
 - Awards 1 CEC per contact hour
 - Applies only to ICHWC approved programs and ICHWC approved CE providers
 - Content must be directly related to the ICHWC Content Outline
 - Same topic may count only once during a recertification cycle
 - Please use the petition form to submit for approval
3. Professional Mentoring of Health and Wellness Coaches
 - Awards 1 CEC per contact hour
 - Must be offered as part of an ICHWC approved health and wellness coach training & education program, or approved mentoring for portfolio path exam candidates (Note: Portfolio path closed July 30, 2018)
 - Please use the petition form to submit for approval
4. Publishing in Peer-Reviewed Journals, Books, and/or Accepted Abstracts
 - Awards 36 CECs per publication
 - Content must be directly related to ICHWC Content Outline
 - Publishing in peer-reviewed professional journals, books, or accepted abstracts; authored or co-authored.
 - Please use the petition form to submit for approval
5. NBME Professional Workshops
 - Item Writing Workshop, Item Review, Form Review, Standard Setting Meeting
 - 6 contact hours per full day (12 hours for 2 days, 18 hours for 3-day meetings, etc.)

- Item writing
 - ½ contact hour per item (5 hours for 10-item assignment, 10 hours for 20-item assignment)
- Please use the petition form to submit for approval