IMPORTANT INFORMATION

MY login to nbme.ore/hwc is: _____

My password to nbme.ore/hwc is: _____

My candidate ID is: _____

My scheduling permit ID is: _____

My Test Date is: _____ My test time is: _____

My Test Location is: _____

My Prometric Confirmation Number from my confirmation notice is:_____

ALL OF THE INFORMATION LISTED BELOW CAN ALSO BE FOUND AT THE ICHWC Website

Important Dates:

Upcoming Transition Phase Exams:

	Application Period	Exam Dates
Fifth Exam	August 1- October 30, 2019	February 3-24, 2020
Sixth Exam	May 1- July 30, 2020	October 15-30, 2020
Seventh Exam	August 1- October 30, 2020	February 1-22, 2021

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CONTACT ICHWC

Toll Free Phone: 866-535-7929

EMAIL

General inquiries
info@ichwc.org
If you are contacting us regarding program approval or media, please contact our Executive Director, Leigh-Ann Webster.

Leigh-Ann Webster
Executive Director
Direct line: 858-395-5808 or Toll-free 866-535-7929, extension 3
Email: Leighann@ichwc.org
If you are contacting us with questions that are specific to the exam, please contact Nicole Pope.

Nicole Pope
Operations Manager
Toll-free 866-535-7929, extension 4
Email: Nicole@ichwc.org

Mailing Address

International Consortium for Health & Wellness Coaching
PO Box 16307
San Diego, CA 92176

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ICHWC EXAM PREP QUICK LINKS

REQUIREMENTS:

Individuals

Organizations

HELPFUL QUICK LINKS

Eligibility requirements

Recognized educational programs

Eligibility Cover Sheet (send with application)

ICHWC Coaching Log (send with application)

HWC Education Declaration document (send with application if you have associate's degree or higher)

Work Experience Log (send with application if no associate's degree)

2018 Exam Information

2018 Content Outline

Bulletin of Information

Job Task Analysis - Responsibilities of health and wellness coaches

Partnership with NBME

Code of Ethics

Health & Wellness Coach Scope of Practice.

FAQ

Health & Wellness Coach Practice Exam (online) | PDF

Coaching Resources (not related to test)

Report anything that may compromise the security and integrity of the HWC Certifying Examination contact form and selecting HWC Certifying Examination (HWCCE) from the dropdown menu to report such information.

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ADDITIONAL DOCUMENTATION FOR PORTFOLIO PATHWAY – IF YOU HAVE NOT COMPLETED AN APPROVED TRANSITION PROGRAM

1,000-Hours of HWC Experience Documentation form

ICHWC Approved Mentor Coaches

Personal Traits & Competencies of Mentor Coaches

Mentor Process for the Portfolio Pathway

Personal Traits & Competencies of Mentor Coaches

APPLY FOR TEST

Complete:

- ☐ Meet all eligibility requirements to sit for the HWC Certifying Examination
- ☐ Create candidate account on https://www.my.nbme.org/Default.aspx
- ☐ Complete and submit online registration application; pay eligibility application registration fee ($350 before Nov. 2018 and $450 after) Payment Methods Accepted credit cards: Visa and MasterCard - **Do not send cash, checks, or money orders.**

Fees

	Processing Fee	Examination Registration Fee	Total Fee
Fee Amount	~~$100~~ **$75** (Fee discounted during first two administration windows)	~~$350~~ **$275** (Fee discounted during first two administration windows)	~~$450~~ **$350**
Fee Amount For November 2018	$100	$350	$450
Refundable?	No	Yes – See "Fee Policy" and "Cancelling or Rescheduling Your Examination" in the Bulletin of Information for details	

- ☐ Indicate if test accommodation will be requested Request for Test Accommodations, Certification of Prior Test Accommodations check if you are eligible here: http://www.nbme.org/HWC/
- ☐ E-mail Eligibility Cover Sheet and supporting eligibility application documents to **eligibility@ichwc.org**

Submit the following documents as PDFs

- ☐ Eligibility Cover Sheet
- ☐ HWC Education Declaration document
- ☐ Work Experience Log (only needed if you do not have an associate's degree)
- ☐ ICHWC Coaching Log

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- Receive application eligibility decision(s) by e-mail, generally within 30 to 60 days after application submission. If application is confirmed, Prometric scheduling permit will be generated within approximately 5 days. **10% of all exam applicants will be audited and asked to provide a transcript of their highest degree

REGISTER FOR TEST

Once all documents are received, you will hear your eligibility status within 30 days.
Once you are approved, you will receive a Scheduling Permit.

- Login to ww.nbme.org/HWC. to check your status and find your scheduling permit.
- Create candidate account
- Locate Testing Site – choose locate test center
- Fill in your confirmation #, permit ID, and your date, site and time information at the top of this PDF for easy access!

THE TEST

Test Accommodations Overview and Instructions

You must either print a hard copy or present electronically (e.g. Via Smartphone) your scheduling permit at the test center along with your required identification in order to take your exam.

The 4½-hour test session for each examination includes:

- A 15-minute tutorial
- 150 questions in a multiple-choice format
- 2 sections, 1 hour and 52 minutes each
- A maximum of 15 minutes of total break time available for use between the test sections
- A 15-minute post-test survey

CONFIRM, RESCHEDULE, OR CANCEL APPOINTMENT: Confirm your appointment using your Prometric Confirmation Number one week before your appointment at http://www.prometric.com/HWCCP. **You may change (e.g., reschedule, cancel, change test center location) your appointment within the testing window. To avoid an appointment change fee, you must change your appointment 31 or more days before (but not including) the first day of your scheduled test date.** If you reschedule or cancel your appointment or change your test center location within 31 days, you must pay a fee to Prometric at the time you make the change. Refer to your Confirmation Notice for specific fee information. If you do not test as scheduled, you will not be permitted to reschedule.

ADMISSION TO THE TEST CENTER: You will not be admitted to the testing room without presenting either a printed or electronic copy of your scheduling permit and an unexpired, government-issued form of ID (such as a driver's license or passport) that includes both your recent photograph and signature.

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The name on your ID must match the name on this permit exactly. The only acceptable differences are variations in capitalization; the presence of a middle name, middle initial or suffix on one document and its absence on the other; or the presence of a middle name on one and middle initial on the other. The name on your ID must appear in the Latin alphabet, i.e., in "English language letters." **If the names on your ID and permit differ, immediately contact support@nbme.org. NOTE: You cannot make a name change or correction within seven business days of your scheduled test date. If you are required to carry a Permanent Residency card, be sure to bring it with you along with the other required form of ID as noted above.**

ARRIVAL: Report to the test center 30 minutes before your scheduled appointment. You must sign in and your photograph will be taken. If you arrive later than your scheduled appointment, you may not be admitted. If you arrive more than 30 minutes after your scheduled appointment, you will not be admitted to the testing center.

PERSONAL ITEM STORAGE: You must place all of your personal items, including cell phones, pagers, watches, wallets, food, and beverages in a small locker. Pagers and cell phones must be turned off.

TESTING: The Test Center Administrator (TCA) will instruct you to write your name and CIN listed above on a laminated writing surface provided for making notes. The TCA will then collect the permit and escort you to the testing room. You will enter your CIN into the computer at your workstation to initiate your exam and to resume testing after breaks. Do not erase your name and CIN from the laminated writing surface until the end of your test day. If a personal emergency requires you to take a break during an examination block, an Irregularity Report will be filed.

AFTER TEST

1. Candidates who pass the examination will be deemed National Board Certified Health & Wellness Coaches (NBC-HWC), and will receive an electronic and hard copy certificate from the National Board for Health & Wellness Coaching within 8 weeks of receiving exam results.
2. NBC-HWC's will need to renew their certification every three years by submitting a recertification fee of $150 and by providing evidence of 36 hours of continuing coaching education over a 3 year period.

Score Verification Form

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