



International Consortium for Health & Wellness Coaching

ICHWC Health and Wellness Coaching Log

To sit for the National Certification 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 an ICHWC Approved Transition Program and/or after they have completed the practical skills assessment provided by their training program. If you have questions, 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 current classmates.
- Coaching sessions can be paid or pro bono.
- Coaching sessions can be retroactively listed up to 7 years prior to sitting for the National Certification scheduled for September 2 – 16, 2017 and the spring of 2018.
- Coaching must be facilitated in person, by phone or using live interactive technology such as Facetime or Skype.

In lieu of providing a coaching log documenting 50 sessions, applicants who are limited by their employer's regulations may submit a letter from their supervisor on company letterhead stating they have completed 50 health and wellness coaching sessions of at least 20 minutes in duration, and of which at least 75% of each session was devoted to coaching facilitation and not education.

If you are no longer employed by the company where you completed your 50 health & wellness coaching sessions, please provide a letter stating the company name of your previous employer, your job title, the name of your supervisor and a statement that validates you have completed 50 health and wellness coaching sessions of at least 20 minutes in duration, and of which at least 75% of each session was devoted to coaching facilitation and not education. Coaching sessions can be retroactively

listed up to 7 years prior to sitting for the National Certification Examination.

For each coaching session your log must include:

- A coded identity for your client to retain confidentiality. The linking document that shows which code represents which client should only be available to you.
- If your health and wellness coaching session was with a group, the time you spent with the group should be logged.
- The date of your coaching session.
- The length of your coaching session.
- The session # with your client. (For example, if you have worked with Client X53 for 6 months and this was your 5th session, write down 5.)
- 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	Length of coaching session	Session # with coaching client	Topics discussed during the coaching session
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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 _____