



## Continuing Education Table for Recertification

TITLE OF TRAINING	ORGANIZATION OFFERING TRAINING	TRAINING CATEGORY	COMPLETION DATE	SUPPORTING DOCUMENTS <sup>1</sup>	SUPERVISOR'S NAME AND EMAIL <sup>2</sup>	HOURS CLAIMED <sup>3</sup>
		Core Competencies/Skills Ethics/Legal Cultural Responsiveness		Transcripts Certificates of completion Stamp or receipt of attendance for events/conferences Other (input supervisor contact information)		
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TOTAL HOURS (20+ hours to recertify)						

<sup>1</sup> For trainings that do not have formal documentation, select "Other". If you select "Other," you **must** provide the supervisor's name and email.

<sup>2</sup> Only provide a supervisor's name and email if you selected "Other" in the previous column. Otherwise, list "N/A".

<sup>3</sup> A Certified Wellness Coach needs a **minimum of 20 hours of continuing education** to recertify. Hour calculations are listed below. Record to the nearest 15-minute increment.

- One (1) hour of direct education training = One (1) hour of continuing education
- Three (3) units of coursework = Twelve (12) hours of continuing education
- One (1) hour of an event/conference session = One (1) hour of continuing education