



HCAI Designated Education Program Validation Process for California State Universities

January 2026

Designation Process: By submitting the required documents, each campus affirms that all contractual curricular, fieldwork, and programmatic gaps identified in *Form 1: CSU Preliminary Demonstration of Education Equivalency* have been addressed. The CSU Chancellor's Office and the California Department of Health Care Access and Information (HCAI) will work collaboratively with the institution to finalize the Certified Wellness Coach II designation process. Please submit:

Program Roadmap

- Completed *Form 1: CSU Preliminary Demonstration of Education Equivalency*
- Completed *Program Roadmap Template*, outlining course sequencing and Certified Wellness Coach II content alignment
- Updated course outline and student/program learning outcomes or course syllabus for all courses listed, inclusive of fieldwork/practicum course(s).

Proof of Fieldwork Placement

- Completed *Placement Site Validation Template*, which serves as the official attestation of formal site relationships, with a focus on behavioral health services for children/youth.

Post Designation Process: Once an institution is formally designated, the CSU Chancellor's Office will work with each campus to further institutionalize the CWC education program. Activities may include, but are not limited to:

- Development of program handbook
- Providing proof of public-facing program information, such as links or screenshots of the program website, university catalog, advising materials, and/or flyers
- Point of Contact Confirmation: Each campus has been subcontracted by the CSU Chancellor's Office with end dates prior to December 2027, as outlined in their individual agreements. While subcontract terms may vary, the CSU Chancellor's Office will continue to provide support and technical assistance for Certified Wellness Coach II implementation beyond January 2028. Maintaining accurate and up-to-date point-of-contact information will ensure continuity in support, coordination, and sustainability efforts across the system. To ensure continued collaboration beyond the grant term, campuses must confirm designated contacts:
 - College Dean
 - Department Chair
 - Tenured Faculty Lead
 - Supporting Lecturers and Staff