Integrative Health & Wellness Coaching
Graduating Class of 2024 Spring

The following is a tentative weekly schedule for this IHW Coaching class that runs Oct 16, 2023 – April 14, 2024. It includes course work that can be completed when convenient in the week, as well as required live virtual sessions with faculty and classmates. Students are required to attend all the live classes as scheduled. More detail is provided in each unit syllabus online once the program has begun.

ORIENTATION Unit: Oct 16 – 29, 2023 (2 Weeks)

Week 1: 10/16/2023
Online Courses:
- Program Orientation
- Introduction to Integrative Health & Wellness Coaching
- Self-Care: Attitudes of Mindfulness
  - Self-Care Report Due 10/29/2023
- Comparing Coaching
- Optional Course Review: Intro to MI

Week 2: 10/23/2023

Live Friday Zoom Sessions: 10/27/2023
Coaching Class Opening Circle and Welcome
TIME ZONES: 8:30am-11:00am PDT(AZ)/9:30am-12:00pm MDT/10:30am-1:00pm CDT/11:30am-2:00pm EDT; 4:30pm-7:00pm IRELAND

Mentor-Supervised Team Welcome & Overview
TIME ZONES: 11:00am-12:30pm PDT(AZ)/12:00pm-1:30pm MDT/1:00pm-2:30pm CDT/2:00pm-3:30pm EDT; 7:00pm-8:30pm IRELAND

Self-Care: Attitudes of Mindfulness Report Due Oct 29, 2023

Ireland Daylight Saving Time Ends Sunday Oct 29, 2023

UNIT 1: Oct 30 - Dec 17, 2023 (6 Weeks + 1 Holiday Week)

Week 1: 10/30/2023
Online Courses:
- Coaching: Key Theories, Concepts, and Approaches
- Coaching Practices: Professional Standards, Ethics, & Scope of Practice
- IHW Coaching Process: Stage 1
- Self-Care: Vision-MAP
  - Self-Care Report Due Before Zoom Session on 11/03/2023
MITI 1 (instructional) – PREPARE Before 11/03/2023 Recording Session

Live Friday Zoom Sessions: 11/03/2023
Zoom CLASS: IHW Coaching Process Introduction & Demonstration
TIME ZONES: 8:30am-11:00am PDT(AZ)/9:30am-12:00pm MDT/10:30am-1:00pm CDT/11:30am-2:00pm EDT; 3:30pm-6:00pm IRELAND (IRELAND off daylight savings)

MITI Baseline – Audio Capture
Two Time Slot Options: 3 students per Group and Time Slot – 3 Groups with Unique Zoom links provided
TIME ZONES: 11:30am-1:45pm PDT(AZ)/12:30pm-2:45pm MDT/1:30pm-3:45pm CDT/2:30pm-4:45pm EDT; 6:30pm-8:45pm IRELAND
Group A, B, and C Morning: 11:30am – 12:30pm PDT (AZ-MST)
Group A, B, and C Afternoon: 12:45pm – 1:45pm PDT (AZ-MST)

Self-Care: Vision-MAP Report Due Nov 3, 2023 – BEFORE Zoom Session

US Daylight Savings Ends Sunday Nov 5, 2023

Week 2: 11/06/2023
Online Courses:

- Coaching Relationships: Skills Overview
- Coaching Process: Stage 2
- Self-Care: Core Areas of Health
  - Self-Care Report Due Nov 12, 2023

Live Friday Zoom Sessions: 11/10/2023
Zoom CLASS: MI Strategies
TIME ZONES: 7:30am-9:00am PST/8:30am-10:00am MST(AZ)/9:30am-11:00am CST/ 10:30am-12pm EST; 3:30pm-5pm IRELAND

Zoom CLASS: Ethics, Professional Standards & Scope of Practice discussion
TIME ZONES: 9:30am-10:30am PST/10:30am-11:30am MST(AZ)/ 11:30am-12:30pm CST/12:30pm-1:30pm EST; 5:30pm-6:30pm IRELAND

Zoom CLASS: Record Keeping: Confidentiality, Note taking, and Note keeping
TIME ZONES: 10:45-11:45am PST/11:45am-12:45pm MST(AZ)/12:45pm-1:45pm CST/ 1:45pm-2:45pm EST; 6:45pm-7:45pm IRELAND

Self-Care: Core Areas of Health Report Due Nov 12, 2023

Week 3: 11/13/2023
Online Courses:

- Case Study Liz: Stage 1 & 2
- Case Study Susan: Stage 1 & 2
- Reflective Listening

5/4/23 2:16:40 PM
Live Friday Zoom Sessions: 11/17/2023
Zoom Training: IHW Coaching Process – Stage 1
TIME ZONES: 8:30am-12:30pm PDT/9:30am-1:30pm MDT(AZ)/10:30am-2:30pm CDT/11:30am-3:30pm EDT; 4:30pm-8:30pm IRELAND

HOLIDAY WEEK OFF: Nov 20 – 26, 2023
(U.S. Holidays – Thanksgiving and Native American Heritage)

Week 4: 11/27/2023
Online Courses:
● Coaching Skills: Affirmations
● Coaching Skills: Sustain & Change Talk

Live Friday Zoom Session: 12/01/2023
Zoom Training: IHW Coaching Process – Stage 2
TIME ZONES: 8:30am-12:30pm PST/9:30am-1:30pm MST(AZ)/10:30am-2:30pm CST/11:30am-3:30pm EST; 4:30pm-8:30pm IRELAND

Week 5: 12/04/2023
Online Courses:
● Coaching Process: Stage 3
● Coaching Strategies: Complex Reflections
● Self-Care: SMART Goal and Action Steps
   ○ Self-Care Report Due Dec 10, 2023 – AFTER Zoom Training

Live Friday Zoom Session: 12/08/2023
Zoom Training: IHW Coaching Process – Stage 3
TIME ZONES: 8:00am-12:30pm PST/9:00am-1:30pm MST(AZ)/10:00am-2:30pm CST/11:00am-3:30pm EST; 4:00pm-8:30pm IRELAND

Self-Care: SMART Goal and Action Steps Due Dec 10, 2023 – AFTER Zoom Training

Week 6: 12/11/2023
Online Courses:
● Coaching Process: Stage 4

Live Friday Zoom Session: 12/15/2023
Zoom Training: MI Strategies- advanced practice: Change/Sustain Talk; Affirmations; Complex Reflections
TIME ZONES: 8:00am-12:30pm PST/9:00am-1:30pm MST(AZ)/10:00am-2:30pm CST/11:00am-3:30pm EST; 4:00pm-8:30pm IRELAND
UNIT 2: Dec 18, 2023 – Jan 21, 2024 (4 Weeks + 1 Holiday Week)

Week 1: 12/18/2023

Online Courses:
- Coaching Practice Hours (Instructional)
- Case Study: Follow-ups

Live MONDAY Zoom Sessions: 12/18/2023 Group A ONLY
Zoom Training: Health Coach Process - Putting it all together (Stage 1, 2, and 3)
TIME ZONES: 8:00am-12:30pm PST/9:00am-1:30pm MST(AZ)/10:00am-2:30pm CST/11:00am-3:30pm EST;
4:00pm-8:30pm IRELAND

Live Friday Zoom Sessions: 12/22/2023 Group B ONLY
Zoom Training: Health Coach Process - Putting it all together (Stage 1, 2, and 3)
TIME ZONES: 8:00am-12:30pm PST/9:00am-1:30pm MST(AZ)/10:00am-2:30pm CST/11:00am-3:30pm EST;
4:00pm-8:30pm IRELAND

HOLIDAY WEEK OFF: Dec 25 -31, 2023
(Winter Holidays)

Week 2: 1/01/2024

New Year’s Day 1/1/2024

Live Friday Zoom Sessions: 1/05/2024
Zoom Training: Stage 4-Lessons Learned
TIME ZONES: 8:30am-10:00am PST/9:30am-11:00am MST(AZ)/10:30am-12:00pm CST/11:30am-1:00pm
EST; 4:30pm-6:00pm IRELAND

Zoom Training: Closing a Coaching Relationship
TIME ZONES: 10:15am-11:30am PST/11:15am-12:30pm MST(AZ)/12:15pm-1:30pm CST/1:15pm-2:30pm
EST; 6:15pm-7:30pm IRELAND

Zoom Class: Competency Rubric Review and PSA Prep
TIME ZONES: 12:00pm-1:00pm PST/1:00pm-2:00pm MST(AZ)/2:00pm-3:00pm CST/3:00pm-4:00pm EST;
8:00pm-9:00pm IRELAND

Week 3: 01/08/2024

Live Friday Zoom Session: 1/12/2024
TEAM PRACTICE: Initial Sessions Practice (4.5 hours)
TIME ZONES: 8:00am-12:30pm PST/9:00am-1:30pm MST(AZ)/10:00am-2:30pm CST/11:00am-3:30pm EST;
4:00pm-8:30pm IRELAND
Get Zoom link from your Team Mentor-Supervisor

Reflection Assignment for Team Practice: Initial Sessions Practice
- Only students who coached, due within 24 hours
Week 4: 1/15/2024

Online Courses:

- Peer Practice Prep (instructions)
- SCHEDULE Mentor-Supervisor 1:1s (See Unit 3 for dates)

Live Friday Zoom Session: 1/19/2024
TEAM PRACTICE: Initial Sessions Practice (4.5 hours)
TIME ZONES: 8:00am-12:30pm PST/9:00am-1:30pm MST(AZ)/10:00am-2:30pm CST/11:00am-3:30pm EST;
4:00pm-8:30pm IRELAND
Get Zoom link from your Team Mentor-Supervisor

Reflection Assignment for Team Practice: Initial Session Practice
- Only students who coached, due within 24 hours

UNIT 3: Jan 22, 2024 – March 17, 2024 (8 Weeks)
Week 1: 1/22/2024

PRACTICAL SKILLS ASSESSMENT – No Passing Score Required
Mentor-Supervised 1:1 – Initial Session – Client 1
Complete between 1/22/2024 – 2/04/2024

Live Friday Zoom Session: 1/26/2024
TEAM PRACTICE STAGE 4: Follow-Up 1 (3.5 hours)
TIME ZONES: 8:00am-11:30am PST/9:00am-12:30pm MST(AZ)/10:00am-1:30pm CST/11:00am-2:30pm EST; 4:00pm-7:30pm IRELAND
Get Zoom link from your Team Mentor-Supervisor

Reflection Assignment for Team Practice: Follow-up Session Practice
- Only students who coached, due within 24 hours
Reflection Assignment for Mentor-Supervised 1:1 Initial Session – Client 1
- within 24 hours of the session

Week 2: 1/29/2024

Live Friday Zoom Session 2/02/2024:
TEAM PRACTICE STAGE 4: Follow-Up 2 (3.5 hours)
TIME ZONES: 8:00am-11:30am PST/9:00am-12:30pm MST(AZ)/10:00am-1:30pm CST/11:00am-2:30pm EST; 4:00pm-7:30pm IRELAND
Get Zoom link from your Team Mentor-Supervisor

Reflection Assignment for Team Practice: Follow-up Session Practice
- Only students who coached during practice, due within 24 hours
Self-Care Report: Action Steps Progress 1: Due Feb 4, 2024
Report on your action step plan and progress.
Week 3: 2/05/2024
PRACTICAL SKILLS ASSESSMENT
Required Passing* (unsupervised practice hours CANNOT begin until passed; Retake if below 2.8)
Mentor-Supervised 1:1 – Initial Session – Client 2
Complete between: 2/05/2024 – 2/11/2024

Live Friday Zoom Session: 2/09/2024
Zoom Training: Advanced Mind-Body Tools for Coaching
TIME ZONES: 9:30am-12:30pm PST/10:30am-1:30pm MST(AZ)/11:30am-2:30pm CST/12:30pm-3:30pm
EST; 5:30pm-8:30pm IRELAND

Reflection Assignment for Mentor-Supervised 1:1 Initial Session – Client 2
- within 24 hours of the session
Self-Care Report: Action Steps Progress 2: Due Feb 11, 2024
Report on your action step plan and progress.

Week 4: 2/12/2024
PRACTICAL SKILLS ASSESSMENT – No Passing Score Required
Mentor-Supervised 1:1 – Follow-up Session 1 – Client 1
Complete between: 2/12/2024 – 2/19/2024

Live Friday Zoom Session: 2/16/2024
Zoom Training: Advanced Practice: Navigating Emotional Waters
TIME ZONES: 9:00am-12:00pm PST/10:00am-1:00pm MST(AZ)/11:00am-2:00pm CST/12:00pm-3:00pm
EST; 5:00pm-8:00pm IRELAND

Self-Care Report: Action Steps Progress 3: Due Feb 18, 2024
Report on your action step plan and progress.
Reflection Assignment for Mentor-Supervised 1:1 Follow-up Session 1 – Client 1
- within 24 hours of the session

Non-supervised 1:1 Coaching Client Hours
MAX 5 Documented Hours Submitted
FIRST WEEK TO START non-supervised practice and document on the platform, if PSA passing score. ALL Practice Clients must sign AWCIM Waiver and student provides to staff if requested.

Graduation Project: Review Instructions & Begin
Starting with a new client this week (if PSA is passed) will provide you 5-6 weeks to facilitate one initial session and at least 2 follow-up sessions to report on. Your graduation portfolio project can be with your supervised clients or a new client (unsupervised). Submit project by 3/24/24.

Week 5: 2/19/2024
Peer Practice 1
Complete between: 2/19/2024 – 2/25/2024

**PRACTICAL SKILLS ASSESSMENT** – No Passing Score Required
Mentor-Supervised 1:1 – Follow-up Session 1, Client 2
Complete between: 2/19/2024 – 2/25/2024

Reflection Assignment for Mentor-Supervised 1:1 Follow-up Session 1 – Client 2
- within 24 hours of the session

Non-supervised 1:1 Coaching Client Hours
MAX 5 Documented Hours Submitted

**Week 6: 2/26/2024**

**PRACTICAL SKILLS ASSESSMENT** – Required Passing
Mentor-Supervised 1:1 – FINAL Follow-up Session, Client 1 OR 2
Complete between: 2/19/2024 – 3/10/2024

Work on: Graduation Project (Due In Unit 4)

**Live Friday Zoom Session: 3/01/2024**
Zoom Training: Professional Panel and Business Discussion
TIME ZONES: 9:00am-12:00pm PST/10:00am-1:00pm MST(AZ)/11:00am-2:00pm CST/12:00pm-3:00pm EST; 5:00pm-8:00pm IRELAND

Reflection Assignment for Mentor-Supervised 1:1 Final Follow-up Session Client 1 or 2
- within 24 hours of the session

Non-supervised 1:1 Coaching Client Hours
MAX 5 Documented Hours Submitted

**Week 7: 3/04/2024**

Peer Practice 2
Complete Between 3/04/2024 – 3/10/2024

Work on: Graduation Project (Due In Unit 4)

**Live Friday Zoom Sessions: 3/08/2024**
Zoom Training: Group Coaching 101
TIME ZONES: 8:30am-11:30am PST/9:30am-12:30pm MST(AZ)/10:30am-1:30pm CST/11:30am-2:30pm EST; 4:30pm-7:30pm IRELAND

Non-supervised 1:1 Coaching Client Hours
MAX 5 Documented Hours Submitted

US Daylight Savings Starts Sunday, March 10, 2024

Week 8: 3/11/2024

Online Courses:
- Design Your Own Group Coaching (assignment Due 3/15/2024)

Work on: Graduation Project (Due In Unit 4)

Live Friday Zoom Session: 3/15/2024
Zoom Training: Group Coaching Practice
TIME ZONES: 8:30am-12:30pm PDT(AZ)/9:30am – 1:30pm MDT/10:30am-2:30pm CDT/11:30am-3:30pm EDT; 3:30pm-7:30pm IRELAND (Ireland daylight savings not started)

Non-supervised 1:1 Coaching Client Hours
MAX 5 Documented Hours Submitted

UNIT 4: March 18 – April 14, 2024 (4 Weeks)

Week 1: 3/18/2024

Online Courses:
- Self-Care Wrap-up
  - Self-Care Wrap Up Report Due March 24, 2024
- Final Exam Study Guide Released
  - Review exam study guide PDF and prepare for your final exam.

PRACTICAL SKILLS ASSESSMENT – Required Passing

MITI 2 Final Score of 74% or better Required for Graduation. Retake options if needed.
Schedule between 3/18/2024 – 3/28/2024

PRACTICAL SKILLS ASSESSMENT – Required Passing

LIVE EVAL: NON-TEAM SUPERVISOR - Initial Session, AWCIM Client Volunteer provided
Held March 22, 2024: 75-minute timeslot will be assigned to each student
Final PASSING Score 2.8 or higher Required for Graduation. Retake options if passing score is not achieved.
Graduation Project: Submit between March 18 – 24, 2024
Final PASSING Score Required for Graduation. Revisions requested if passing score is not achieved.

Self-Care Report: Wrap Up: Due March 24, 2024

Non-supervised 1:1 Coaching Client Hours
MAX 10 Documented Hours Submitted

Week 2: 3/25/2024

Final Exam – Complete in one sitting NO LATER THAN April 8, 2024
Final Score of 70% or better Required for Graduation. Oral exam may be required if passing score is not achieved.

Non-supervised 1:1 Coaching Client Hours
MAX 10 Documented Hours Submitted

Ireland Daylight Savings Sunday, Mar 31, 2024

Week 3: 4/01/2024
PRACTICAL SKILLS ASSESSMENT – RETAKES AS NEEDED

Non-supervised 1:1 Coaching Client Hours
MAX 10 Documented Hours Submitted

Week 4: 4/08/2024
Online Program Evaluation Due April 12, 2024
Students provide online feedback on all aspects of the program.

Live Friday Zoom Session: 4/12/2024
Zoom Class: Program Wrap-up and Closing Ceremony
TIME ZONES: 8:30am-11:00am PDT (AZ)/9:30am-12:00pm MDT/10:30am-1:00pm CDT/11:30am-2:00pm EDT; 4:30pm-7:00pm IRELAND

Non-supervised 1:1 Coaching Client Hours
MAX 10 Documented Hours Submitted
REMAINING COACHING HOURS DOCUMENTATION:
April 15, 2024 - Oct 15, 2024

Non-supervised 1:1 Coaching Client Hours
Students may use up to 6 months to complete their remaining unsupervised coaching practice hours. Graduation certificates will not be awarded until those hours are complete. Of the 70 unsupervised practice hours – a maximum of 65 hours were possible to document during approved weeks during the online program. For the hours remaining, students are not limited by how many hours they can complete and document per week. GRADUATION REQUIREMENT– HOURS VERIFICATION: AWCIM conducts a random auditing of each student’s documented hours, reaching out to coaching volunteers. If we cannot confirm hours through this auditing process, we cannot award certification and graduation from the program. If AWCIM consent forms were not signed prior to coaching sessions, those hours will not be counted. If a coaching partner does not fit the provided requirements, those hours will not be counted. Student Affairs will reach out if there is an issue with the auditing of your coaching hours.

National Board for Health and Wellness Coaching – Board Certification Exam
Students cannot apply to sit for the NBHWC exam until they have fully graduated from AWCIM. To be eligible for the NBHWC Exam, you must have your hours complete and request verification four weeks prior to the application window end date (in addition to the other program requirements) to ensure you can apply in that window. Graduation dependent on successful verification of hours.
https://nbhwc.org/become-a-board-certified-coach/

WINDOW TO APPLY FOR EXAM
Must Fully Graduate Prior to Applying

<table>
<thead>
<tr>
<th>Exam Type</th>
<th>Application Dates</th>
<th>Exam Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2024 Exam</td>
<td>April 22 – May 16, 2024*</td>
<td>July 10 – 26, 2024</td>
</tr>
<tr>
<td>Fall 2024 Exam</td>
<td>August 12 – September 12, 2024*</td>
<td>November 4 – 21, 2024</td>
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Based on accurately completing maximum hours up through the last week of the program. Verification from AWCIM would need to be requested by April 15th.

*Application Periods close at 5 PM EST
*All application documents must be submitted by the close of the application period. Incomplete applications will be denied.