

Contact Hours Documentation Form

To become “Board Certified in Holistic Nutrition®” you must provide documentation of 500 hours (includes minimum of 250 direct contact hours and up to 250 indirect contacts hours) of professional experience in holistic nutrition.

Direct Contact Hours

Definition: Working directly with customers, clients, or students providing nutrition education and/or consulting services.

- Internship or externship approved by either NANP or your school of study.

Required documentation: A letter from supervisor validating successful completion of intern/externship.

Dates: _____ Total number of hours: _____

Signature of supervisor: _____

- Independent (self) employment providing nutritional consulting services.

Required documentation: Provide all of the following:

1. Copy of Business License;
2. Three case studies (500 word summaries)*;
3. Two letters of support from mentors or peers who are aware of your active private practice and can attest to your professionalism;
4. A log including client initials (to protect client’s privacy), date range of services, number of times seen, and total number of hours seen. May include time used to prepare for appointments in total time. Use “Contact Hour Documentation Form: Client Log.”

Dates: _____ Total number of hours: _____

Signature of candidate: _____

- * Case Studies should be approximately two (2) pages long and include the following: Client demographics (age, lifestyle, gender, etc.), why client came to you/presenting issues, health goals, plan to achieve goals, implementation and follow-up progress.

- Employment as a nutrition consultant or teaching holistic nutrition.

Required documentation: A letter from employer verifying employment, including number of hours worked per month, and a copy of your job description.

Dates: _____ Total number of hours: _____

Signature of supervisor: _____

Indirect Contact Hours

Definition: Research, writing, or developing educational materials or programs (in holistic nutrition) to be conducted in a community, business, academic or clinical environment.

- Acting as a research intern.

Required documentation: A letter from supervisor validating successful completion of internship and a copy of internship (job) description.

Dates: _____ Total number of hours: _____

Signature of supervisor: _____

- Performing independent research (e.g., interviews, reading, internet and literature searches) for a publication or educational presentation.

Required documentation: A copy of the article, report or other format (e.g., PowerPoint presentation, etc.) providing the results of your research.

Dates: _____ Total number of hours: _____

Signature of editor/publisher: _____

- Non-research preparation for the creation of a publication or educational presentation, be it public, recorded, or both (e.g., actual writing and other types of material preparation, locating and creating dialogue with key individuals, venues, consultants, assistants, publishers, printers, and publication representatives).

Required documentation: A copy of the article, report or other format (e.g., PowerPoint presentation, CD, flash drive, etc.) providing the actual publication or educational presentation.

Dates: _____ Total number of hours: _____

Signature of editor/publisher: _____

Activities conducted as a required part of an educational program, with the explicit exception of internships and externships, do not qualify toward the 500 hour requirement. The Holistic Nutrition Credentialing Board will make a determination of applicability of unusual experience in individual cases.

I attest to the validity and honesty of the information provided herein. All 500 contact hours of professional experience have been met.

Signature of Exam Candidate: _____

Date: _____

Client Log

Client Initials	Date Range of Services	Total Number of Sessions	Total Time with Client

Total Number of Clients: _____ # Direct Contact Hours: _____

Your Name (please print): _____