

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

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: _____

Direct Contact Hours

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

☐ **Internship or externship**

Required documentation: A completed and signed Internship/Externship Form.

☐ **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. A log, including client initials (written in by you), date range of services, number of times you consulted with the client, and the total number of hours you spent with the client.
You may include time to prepare for appointments in your total calculation (e.g., emails, research, writing protocols, phone calls, etc.).

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

Date Range: _____ Total Number of Hours: _____

Signature of Candidate: _____

☐ **Employment as a nutrition consultant or educator of holistic nutrition for an academic institution (school, college, or university).**

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

Date Range: _____ Total Number of Hours: _____

Signature of Supervisor: _____

Indirect Contact Hours

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

☐ **Research Intern**

Required documentation: A completed and signed Internship/Externship Form.

☐ **Independent Researcher** (e.g., time spent in interviews, reading, performing internet and literary research) for a publication or educational presentation.

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

Date Range: _____ Total Number of Hours: _____

Signature of Editor/Publisher*: _____

**If you are self-published or your own editor, your signature would go here.*

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

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

Date Range: _____ Total Number of Hours: _____

Signature of Editor/Publisher*: _____

**If you are self-published or your own editor, your signature would go here.*

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 determine the applicability of unusual experience on a case-by-case basis.

Indirect Hours Example

When you claim indirect hours for nutrition content development, you can claim the research and development time; however, you cannot count speaking time for speaking engagements such as Zoom, Facebook Live, public speaking, etc. To claim research and development time for indirect hours, you must have tangible proof to submit (See sample log below).

TITLE	RESEARCH TIME	DEVELOPMENT & PREPARATION TIME	LINK TO TANGIBLE PROOF OF HOURS
Public Speaking (presentation title)	5	5	Attach PowerPoint
Facebook mini talk (presentation title)	1	.5	Link goes here
Blog post (blog title)	4	2	Link goes here
Podcast (episode title)	3	.5	Link to podcast goes here

Total Number of *Research* Hours: 13 Total Number of *Development* Hours: 8

Signature of candidate: *Your Signature Here*

Sample Client Log

A client log should include client initials (written in by you), the date range of services, the number of times you consulted with the client, and the total hours you spent with the client.

DON'T FORGET; you may include the time to prepare for appointments in the total calculation (e.g., emails, research, writing protocols, phone calls, etc.). Typically the bulk of your hours will come from this type of work.

CLIENT INITIALS	DATE RANGE OF SERVICES	TOTAL NUMBER OF SESSIONS	TOTAL TIME WITH CLIENT
Group Consultation (NH, RD, WM, SP, AG, BL)	1/4/20 – 3/20/20	3	4.5
MS	8/17/20 – 9/30/20	2	4
DG	11/11/20 – 4/9/21	7	12

Total Number of Clients: 8 Total Direct Contact Hours: 20.5

Signature of candidate: *Your Signature Here*



Client Log

Signature of candidate: _____

[illegible]

Signature of candidate: _____