**American Holistic Nurses Credentialing Corporation**

**Nurse Coach Program Endorsement Application**

**Benefits of Endorsement of a Nurse Coach Program**

* Certificate graduates are prepared to practice Nurse Coaching.
* Certificate graduates are eligible to sit for an AHNCC Nurse Coach Certification examination.
* Program graduates pay a reduced application fee.

**Considerations**

Your school should apply for nurse coach program endorsement if:

* The curriculum is consistent with the Nurse Coach Core Values and prepares your graduates to practice within the Scope and Standards of Nurse Coaching.
* Your faculty members are committed to the advancement of the holistic paradigm in nurse coaching;
* You wish to advertise your school as one that prepares Nurse Coaches who are qualified to sit for the AHNCC Certification examination; and
* You wish to have your school identified as a leader in holistic Nurse Coaching, preparing students to become change agents in health care reform.

**Required Documents and Fee**

* One copy of completed Application Form, Section 1. Table 1 & 2 saved in File 1 with Tables 3-6 for the first Program submitted.
* One copy of completed Application Form, Tables 3-6 *for each Program, i.e. Files 2, etc.*
* Additional supporting documents as needed may be added as Attachments.
* Nonrefundable application fee of $350 for a single program or $500 for two or more programs within the school of nursing.

**Preparation of Documents**

*All documents must be submitted in digital form.* Each Program submitted after the first (i.e. File 1) must be saved as a new word file, i.e. File 2, etc. **ONLY File 1 needs to include Section 1.** *To prepare your digital documents, create a new FOLDER with your School’s name on it, and save it for later****. Open the Application Submission Form and copy/paste or type in the required information, title it File 1, etc., and save it as a word document, and place it in your FOLDER.*** *(Your FOLDER may contain several files since e*ach program submitted requires a separate file. Don’t forget to save as you go so you don’t lose your work.

**Submission of Application**

When you have completed your application file(s) and are ready to send it to AHNCC,

 1) Save each file as a pdf (i.e. convert your word document to a pdf), in the FOLDER.

 2) Copy the entire folder on to a thumb drive. (You will send this to AHNCC).

 3) Copy it again on another thumbdrive or CD. (This is for your files).

 4) Check the thumbdrive to be sure that all files are included. That is be sure that an application titled (e.g., File 1, File 2, etc.) is enclosed in the folder for each program you plan to get endorsed.

 5) Confirm that you are ready to send your packet using the “Checklist” below.

**American Holistic Nurses Credentialing Corporation**

**Program Endorsement Application Checklist**

Please use this checklist to confirm that all materials are

included in the application packet.

1. [ ] The Application Form, Section 1: Tables 1-6, is **completed** for the first program and saved as File 1
2. [ ] The Application Form Section 2, Tables 3-6 is **completed** for each additional program submitted and saved as Files 2, 3, 4, etc.
3. [ ] Supporting documents may be submitted in digital format as Attachments, labeled as File 1, Attachment 1, File 1 Attachment 2, etc. For example, if a student assignment is indicated as evidence for one of the core values, the assignment description may be included to show the relevance and significance of the assignment.
4. [ ]  All documents are saved as pdf files and placed inside a single digital folder with your School’s name
5. [ ]  The single folder with your School’s name containing all pdf files are saved onto a thumb drive.
6. [ ]  A copy of the folder containing your file(s) is copied on a CD or thumbdrive for your records.
7. [ ]  Application fee may be paid online through PayPal, direct deposit, or check. Submit a receipt with the thumb drive. Contact the CEO for further information if needed at 512-528-9210 or [www.AHNCC.org](http://www.AHNCC.org) .
8. [ ]  Mail to AHNCC, Endorsement Packet, 811 Linden Loop, Cedar Park TX 78613.

**AHNCC NURSE COACH PROGRAM ENDORSEMENT**

**APPLICATION SUBMISSION FORM**

This Application Submission Form is an interactive word document. You can type or copy/paste the required information directly onto this form by clicking in the space, i.e.       , that follows the specific information requested. *No other space is interactive; you can type only in the interactive space*.

**SECTION 1.**

**FRONT MATTER FOR YOUR ENDORSEMENT APPLICATION**

Only one copy of Section 1 Tables 1and 2, is required for the Application. Specifically, if you are requesting Endorsement for more than one program, you will need to complete and submit Tables 1-6 for the *first* program, and Tables 3-6 for each program thereafter. Thus, you will have File 1 for the first program that you submit or you may have File 1 (first program), File 2 (second program), etc. Save each program as a word document file as you work, and as a pdf when completed.

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| **TABLE 1. INTRODUCTORY INFORMATION**  |
| **Cover letter**       |
| **Date Endorsement Application submitted**       |
|  |
| **Name of University/College**       |
| **Addres**s       |
| **City, State, Zip**       |
| **University/College accredited by**       **Expiration date of accreditation**       |
|  |
| **Name of School of Nursing**       |
| **Address**       |
| **City, State, Zip**       |
| **School of Nursing/Nursing Department accredited by**       **Expiration date of accreditation**       |
| **Website address**       |

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| **Name, title, and credentials of *Chief Nursing Administrator***       |
| **Name, title, and credentials of *Lead Faculty*, Nurse Coach Curriculum**       |
| **Curriculum vitae of *Lead Faculty***  |
| **Contact information for *Lead Faculty***: Telephone       FAX       email address       |
|  |
| **Name, title, and credentials of *Contact Person*, Nurse Coach Curriculum** (if different than Lead Faculty)             |
| **Curriculum vitae of *Contact Person***  |
| **Contact information for Contact Person** (if different than Lead Faculty): Telephone       FAX       email address            |

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| **TABLE 2. SCHOOL OF NURSING/DEPARTMENT OF NURSING MISSION AND PHILOSOPHY** |
|  |
| **Mission Statement of the School of Nursing** |
| **Philosophy of the School of Nursing** |
| **Summary Statement (Describe how the school’s mission and philosophy support the tenents of professional Nurse Coaching (1):**  1. The Nurse Coach’s practice is individualized for the client
2. The Nurse Coach establishes a coaching relationship with the client.
3. Human caring is central to professional Nurse coaching.
4. The Nurse Coach uses the Nurse Coaching process to guide nurse-client interactions.
5. The Nurse Coach recognizes the link between internal and external environment of self and the client.

       |
| **Letter of Support from Chief Nursing Administrator**  |
|  |
| **Name(s) of Nurse Coach Programs(s) submitted for AHNCC Endorsement (list all Programs here)**  |

1. Hess, D. R., Dossey, A. M., Southard, M. E., Luck, S. Schaub, B. G., & Bark, L. (2013). *The art and science of nurse coaching.*2nd ed., Silver Springs, MD: American Nurses Association**.**

**SECTION 2.**

**PROGRAM INFORMATION**

Tables 3-6 must be completed for each nurse coach program seeking endorsement. Space is provided for one Program. If more space is required save this as File 1, and start a new file, in the *Cover Letter* (Section 1) space, type in the name of the School of Nursing, Continued, File 2, name of program, (e.g. University of Texas, Continued, File 2. HNC Certificate Program.) Do not complete Section 1 for Files 2-x.

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| **TABLE 3. PROGRAM SUBMITTED FOR ENDORSEMENT** |
| **Name of Nurse Coach** **Program**       |
| **Contact Person for Program to be listed on AHNCC website** (if different than shown in Section 1)       |
| **Curriculum vitae for Contact Person** (if different than shown in Section I       |
| **Contact information for Contact Person** (if different than Lead Faculty listed in Section 1): Telephone       FAX       email       |
|  |
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|  |
| **Mission of the Program** if different than School of Nursing |
| **Philosophy of Program** if different that School of Nursing |
| **Program Outcomes or Objectives**       |
| **Curriculum outline** (Show outline of the Nurse Coach Program with course titles, descriptions, and key concepts presented by semester. Attachment 3 provides an example of a format to use to provide this information.)       |

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| **TABLE 4 CURRICULUM AND CORE VALUES** |

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| **Show the relationship of curriculum to the Nurse Coach Core Values (2):** Complete the attached table demonstrating ways in which the program is consistent with nurse coach core values. The evidence for integrating core values into the curriculum may include, but is not limited to, statements from course descriptions, items from the topical outlines, selected course objectives, and required course assignments.  |
| **Core Values** | **Evidence Provided from Course Descriptions, Course Objectives, Topical Outline, Assignments (Provide course number and name)** |
| 1. Nurse Coach Philosophy, Theories and Ethics
 |       |
| 1. Nurse Coaching Process
 |       |
| 1. Nurse Coach Communication, Therapeutic Coaching Environment

  |       |
| 1. Nurse Coach Education, Research, Leadership
 |       |
| 1. Nurse Coach Self-Development (Self-Reflection, Self-Assessment, Self-evaluation, Self-Care)
 |       |

AHNCC (2012). *Professional nurse coach role: Core essentials.* May be downloaded from http://www.ahncc.org/wp-content/uploads/2016/05/Core-Essentials-for-NURSE-COACH\_AUG\_12-3.pdf

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| **TABLE 5. CURRICULUM AND PROFESSIONAL NURSE COACH PRACTICE COMPETENCIES DERIVED FROM AHNA/ANA STANDARDS** |
| Show the relationship of the Curriculum to the Nurse Coach Practice Competencies derived from AHNA/ANA Standards (1). Complete the table below. Choose *four* of the Practice and Performance Competencies identified above for which the program provides exemplary evidence of integration into the curriculum. The evidence may include, but is not limited to, statements from course descriptions, items from the topical outlines, selected course objectives, and required course assignments.  |
| **Professional Nurse Coach Practice and Performance Competency** | **Evidence Provided from Course Descriptions, Course Objectives, Topical Outlines, Assignments (Provide course number and name)** |
| Standard:       |       |
| Standard:       |       |
| Standard:       |       |
| Standard:       |       |

1. Hess, D. R., Dossey, A. M., Southard, M. E., Luck, S. Schaub, B. G., & Bark, L. (2013). *The art and science of nurse coaching.*2nd ed., Silver Springs, MD: American Nurses Association**.** See pages 27-47.

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| **TABLE 6. PRACTICE HOURS**  |
| Show where and how the 60 nurse coaching practice hours are assigned in the curriculum |
| **Practice course** | **Hours experience** | **Comments** |
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**ATTACHMENT 1.**

**American Holistic Nurses Credentialing Corporation**

**Nurse Coach Program Application**

**Evaluation Guidelines for AHNCC Reviewers**

1. The Application Form provides all the information requested, including accrediting bodies of the college/university and the nursing programs.
2. The letter of support prepared by the dean/director provides an overview of the application documents and explains how the curriculum prepares students for the practice of Nurse Coaching.
3. The summary statement for the school includes a description of the relationship of the school’s mission and philosophy, with the tenents of Nurse Coaching.
4. Curriculum materials include: program outcomes for each certificate program, outline of all courses required by the program, course descriptions, and course objectives.
5. Practice hours for coaching meet the minimum practice hours required for AHNCC certification: a minimum of 60 hours of coaching that is mentored and/or supervised by a Certified Nurse Coach Supervisor.
6. Curriculum and Core Values table provides clear evidence of integration of the Nurse Coach Core Values into the nursing curriculum.
7. Curriculum and Professional Nurse Coach Practice and Performance Competencies table clearly indicates that the curriculum provides evidence of integration of four Standards chosen by the faculty.
8. Lead faculty member is certified by AHNCC as an Advanced Holistic Nurse Certificant AHN-BC® and in addition the lead faculty is certified as a Nurse Coach NC-BC or HWNC-BC (CV included).

**ATTACHMENT 2.**

**American Holistic Nurses Credentialing Corporation**

**Program Endorsement Application**

**Evaluation Form for AHNCC Reviewers**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Criterion** | Thoroughlymet | Adequately met | Unmet | Comments |
| 1. The Application Form provides all the information requested, including accrediting bodies of the college/university and the nursing programs.
 |  |  |  |  |
| 1. The letter of support prepared by the dean/director provides an overview of the application documents and explains how the curriculum prepares students for the practice of Nurse Coaching.
 |  |  |  |  |
| 1. The summary statement for each certificate program includes a description of the relationship of the school’s mission and philosophy with the tenents of Professional Nurse Coaching
 |  |  |  |  |
| 1. Curriculum materials include:
2. program outcomes for each certificate
3. outline of all courses required in the certificate
4. course descriptions
5. course objectives.
 |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Criterion** | Thoroughlymet | Adequately met | Unmet | Comments |
| 1. Practice hours meet the minimum 60 practice hours required for AHNCC certification.
 |  |  |  |  |
| 1. Curriculum and Core Values table provides clear evidence of integration of the Nurse Coach Core Values into the certificate.
 |  |  |  |  |
| 1. Curriculum and Standards of Practice table clearly indicates that the curriculum provides evidence of integration of four Standards of Practice chosen by the faculty.
 |  |  |  |  |
| 1. Lead faculty member is certified by AHNCC as an AHN-BC® Certificant and certified as a Nurse Coach NC-BC or HWN-BC (CV included).
 |  |  |  |  |

Recommend approval of the program \_\_\_ Yes \_\_\_ No

Name of Reviewer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ATTACHMENT 3.**

This relates to Section 2. Table 3. Curriculum Outline - Show outline of program with course titles, descriptions, and key concepts presented by semester.

EXAMPLE OF A PROGRAM OUTLINE FOR TABLE 3

|  |  |  |
| --- | --- | --- |
| Course Name | Course Description and Objectives | Key Coaching Concepts |
| Semester 1 |  |  |
| List all courses |  |  |
|  |  |  |
| Semester 2 |  |  |
| List all course |  |  |
|  |  |  |

TO BE COMPLETED BY AHNCC OFFICE ONLY:

Date packet received from School:

Reviewer #1 : Name:

Date: Sent (to reviewer): Returned

Reviewer decision:

Reviewer #2 : Name:

Date: Sent (to reviewer): Returned

Reviewer decision:

Reviewer #3 : Name:

Date: Sent (to reviewer): Returned

Reviewer decision:

Board Action: Endorsed [ ]  Endorsed with stipulations [ ]  Not endorsed [ ]

Date of Board Action: Date School Notified

Endorsement period:

Notes/comments: