**AMERICAN HOLISTIC NURSES**

**CREDENTIALING CORPORATION**

**APPLICATION FOR**

**PROGRAM ENDORSEMENT**



**Revised November 24, 2014, January 31, 2015, June 14, 2016, August 31, 2016,**

**June 15, 2017, April 22, 2019, October 5, 2021**

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# Introduction

This document describes the process and materials for the application for AHNCC endorsement of Holistic Nursing and Nurse Coach academic programs. Sections 1 and 2 describe the role, duties and responsibilities of the Endorsed Programs Committee. Section 3 is the Application Review Process, Section 4 is the application process and materials for Holistic Nursing programs, and Section 5 is the application process and materials for Nurse Coaching programs.

## Endorsed Programs Committee

This Endorsed Programs Committee (EPC) is responsible for the application and review process for recommending endorsement of academic programs in holistic nursing and nurse coaching. The Endorsed Programs Committee reports to the American Holistic Nurses Credentialing Corporation Board of Directors. The EPC was approved as a standing committee by the Board of Directors in February 2019.

# Committee Duties and Responsibilities

## Committee Duties

As described in the Bylaws, it is the responsibility of the EPC to coordinate the process for application and maintenance for endorsing holistic nursing school-based programs.

## Committee Composition

The committee shall consist of a chair and two to five additional members. The committee members shall hold a graduate degree and have experience working in an academic program. The chair shall hold a doctoral degree.

## Criteria for Application Reviewers

Each endorsement application will be reviewed by two EPC members. All reviewers are Board Certified Advance Holistic Nurses and/or Board-Certified Nurse Coaches. The chair will serve as the third reviewer if the two reviewers do not agree on the endorsement recommendation. Holistic Nursing and Nurse Coach program applications will be reviewed by qualified committee members based on the type of application and level of reviewer education.

|  |  |
| --- | --- |
| Type of Program Application | Number of Reviewers / Level of Education |
| BSN Program | 1 Masters and 1 Doctoral degree or 2 Doctoral degree– 2 reviewers |
| MSN Program | Doctoral degree - 2 |
| DNP Program | Doctoral degree- 2 |
| PhD Program | PhD degree - 2 |

# Application Review Process

## Process for Reviewing Endorsement Applications

* Applications for endorsement of certificates or nursing programs are submitted electronically (zip file or password protected link) from the school of nursing. The applications are checked for completeness and logged in on a tracking form.
* Reviewers for each application are selected based on the type of program being reviewed and reviewers’ credentials.
* The applications are distributed electronically to the reviewers.
* Reviewers have 30 business days to complete the review and submit the evaluation.
* Evaluations are submitted on the approved evaluation form.
* If the reviewers do not agree on approval of the application, the EPC chair will serve as the third reviewer.
* Completed evaluation forms are sent to the AHNCC CEO and logged on the tracking sheet.
* Applicants may be asked to submit additional information or clarification following the initial review.
* The AHNCC CEO informs the applicant of the outcome of the review process.

## Reviewer Orientation

New reviewers will be oriented to the review process prior to submitting their first application evaluation. An experienced reviewer will co-review an application with a new reviewer for at least the first application review experience.

**American Holistic Nurses Credentialing Corporation**

**Holistic Nurse Endorsement Application**

# Application Process and Materials - Holistic Nursing Academic Program

## Benefits, Considerations, and Requirements

**Benefits of Endorsement of Nursing Program**

* Graduates are prepared to practice Holistic Nursing.
* Graduates are eligible to sit for an AHNCC Holistic Nursing Certification examination upon successfully passing the NCLEX and/or graduating from the program.
* Graduates are eligible for a waiver of the continuing education and post-graduation practice requirements if certified within two years.
* Graduates pay a reduced application fee.

**Considerations**

Your school should apply for endorsement if:

* The curriculum is consistent with the AHNA Core Values and prepares your graduates to practice within the AHNA Scope and Standards of Holistic Nursing Practice (AHNA, ANA, 2013);
* Your faculty members are committed to the advancement of the holistic paradigm in nursing education;
* You wish to advertise your school as one that prepares Holistic Nurses who are qualified to sit for the AHNCC Certification examination; and
* You wish to have your school identified as a leader in Holistic Nursing education, 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 3-5 for the first Program submitted.
* One copy of completed Application Form, Tables 3-5 *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 to a zip file or password protected link and l send to AHNCC.

3) Ensure that all files are titled appropriately.

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

**American Holistic Nurses Credentialing Corporation**

### 4.3.1 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 1-5, is **completed** for the first program and saved as File 1
2. The Application Form Section 2, Tables 3-5 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 electronically to a zip file or password protected link.
6. Application fee may be paid online through PayPal, direct deposit, or check. Electronically submit a receipt with application. Contact the Executive Director for further information if needed at [www.AHNCC.org](http://www.AHNCC.org).

**AHNCC ENDORSEMENT PROGRAM**

### 4.3.2 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 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 1-5 for the *first* program, and Tables 3-5 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.

|  |
| --- |
| 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** |
|  |
| **Name, title, and credentials of *Chief Nursing Administrator, Dean or Director (any of whom need to be a Nurse)*** |
| **Name, title, and credentials of *Lead Faculty*, Holistic Nursing Curriculum**  Lead Faculty-The lead faculty member is responsible for the delivery of the curriculum. AHNCC’s encourages the lead faculty member as well as other faculty members to be AHN-BC certified as well. |
| **Curriculum vitae of *Lead Faculty*** |
| **Contact information for *Lead Faculty***: Telephone       FAX  email address |
|  |
| **Name, title, and credentials of *Contact Person*, Holistic Nursing Curriculum** (is the liaison with AHNCC during the application process)   1. The Contact Person needs to be    1. involved and available throughout the application process    2. knowledgeable about the program    3. serve as the resource making changes as needed and accessing the right people for information    4. notify AHNCC of curriculum changes after a program is endorsed    5. AHNCC requires one AHN-BC certificant as a contact person but encourages a school to have multiple faculty certified at the AHN-BC level must be AHN-BC certified and is a resource for the school and faculty as they seek endorsement and during their endorsement period. |
| **Curriculum vitae of *Contact Person*** |
| **Contact information for Contact Person** (: 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 (Description of the relationship of the school’s mission, philosophy and outcomes with the Philosophical Principles of Holistic Nursing and AHNA’s Code of Ethics)** |
| **Letter of Support from Chief Nursing Administrator** |
|  |
| **Name(s) of Programs submitted for AHNCC Endorsement (list all Programs here)** |
|  |

### SECTION 2. - PROGRAM INFORMATION

Tables 3-5 must be completed for each Program to be endorsed. 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. CNS Program.) Do not complete Section 1 for Files 2-x.

|  |
| --- |
| TABLE 3. PROGRAM SUBMITTED FOR ENDORSEMENT |
| **Name of 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 |
|  |
| **Mission of Program** if different than School of Nursing |
| **Philosophy of Program** if different than School of Nursing |
| **Program Outcomes** |
| **Curriculum outline** (Show outline of 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.) |
|  |

|  |  |
| --- | --- |
| TABLE 4 CURRICULUM AND CORE VALUES | |
| **Show the relationship of curriculum to AHNA Core Values of Holistic Nursing[[1]](#footnote-1):** Complete the attached table demonstrating ways in which the program is consistent with holistic nursing 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 e.g. student papers, journal submissions, PPT from multiple courses, when appropriate, to demonstrate that holism is integrated throughout the curriculum. | |
| **Core Values** | **Evidence Provided from Course Descriptions, Course Objectives, Topical Outline, Assignments (Provide course number and name)** |
| 1. Holistic Philosophy, Theories and Ethics |  |
| 1. Holistic Nurse Self-Reflection, Self-Development, and Self-care. |  |
| 1. Holistic Caring Process |  |
| 1. Holistic Communication, Therapeutic Relationships, Healing Environments, and Cultural Care |  |
| 1. Holistic Education and Research |  |
|  | |

|  |  |
| --- | --- |
| TABLE 5. CURRICULUM AND STANDARDS OF PRACTICE[[2]](#footnote-2) | |
| Show the relationship of the Curriculum to AHNA Standards of Holistic Nursing Practice  Complete the table below. Choose any *three* of the Standards of Holistic Nursing Practice 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. | |
| **Standard of Holistic Nursing Practice** | **Evidence Provided from Course Descriptions, Course Objectives, Topical Outlines, Assignments (Provide course number and name)** |
| Standard: |  |
| Standard: |  |
| Standard: |  |
|  |  |

### ATTACHMENT 1 - EXAMPLE OF THE PROGRAM CURRICULAR OUTLINE

**Show outline of program with course titles, descriptions, and key concepts presented by quarter or semester. All semesters or quarters should be described.**

|  |  |  |
| --- | --- | --- |
| **Course Name** | **Course Description and Objectives** | **Key Holistic Concepts** |
| **Please select Semester or Quarter 1** |  |  |
| **List all courses** |  |  |
|  |  |  |
| **Please select Semester or Quarter 2** |  |  |
| **List all course** |  |  |
|  |  |  |

### ATTACHMENT 2 - Evaluation Guidelines for AHNCC Reviewers

**American Holistic Nurses Credentialing Corporation**

**Endorsement Application**

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 Holistic Nursing at the designated level of the program.
3. The summary statement for the school includes a description of the relationship of the school’s mission and philosophy, with the Philosophical Principles of Holistic Nursing and AHNA’s Code of Ethics.
4. Curriculum materials include: program outcomes for each program, outline of all courses required by the program, course descriptions, and course objectives.
5. Curriculum materials provide evidence that holistic nursing is threaded throughout the program. A single elective course is not sufficient.
6. Curriculum and Core Values Table provides clear evidence of integration of the Five Core Values into the nursing curriculum.
7. Curriculum and Standards of Practice table clearly indicates that the curriculum provides evidence of integration of three Standards of Practice chosen by the faculty.
8. Lead faculty member is certified by AHNCC as an AHN-BC® Certificant (CV included).

### ATTACHMENT 3 - Evaluation Form for AHNCC Reviewers

**American Holistic Nurses Credentialing Corporation**

**Endorsement Application**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criterion** | 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 Holistic Nursing at the designated level of the program. |  |  |  |
| 1. The summary statement for each program includes a description of the relationship of the school’s mission, philosophy, and program outcomes with the Philosophical Principles of Holistic Nursing and AHNA’s Code of Ethics. |  |  |  |
| 1. Curriculum materials include: 2. program outcomes for each program 3. outline of all courses required by the program 4. course descriptions 5. course objectives. |  |  |  |
| 1. Curriculum materials provide evidence that holistic nursing is threaded throughout the program. A single elective course is not sufficient. |  |  |  |
| 1. Curriculum and Standards of Practice table clearly indicates that the curriculum provides evidence of integration of three Standards of Practice chosen by the faculty. |  |  |  |
| 1. Lead faculty member is certified by AHNCC as an AHN-BC® Certificant (CV included). |  |  |  |

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

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

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

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:

**American Holistic Nurses Credentialing Corporation**

**Nurse Coach Program Endorsement Application**

# Application Process and Materials - Nurse Coaching Academic Program

## Benefits, Considerations, and Requirements

**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 to a zip file or password protected link and l send to AHNCC. (You will send this to AHNCC).

3) Ensure that all files are titled appropriately

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

**American Holistic Nurses Credentialing Corporation**

### 5.3.1 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 electronically to a zip file or password protected link.
6. Application fee may be paid online through PayPal, direct deposit, or check. Electronically submit a receipt with application. Contact the Executive Director for further information if needed at [www.AHNCC.org](http://www.AHNCC.org).

**AHNCC NURSE COACH PROGRAM ENDORSEMENT**

### 5.3.2 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 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.

|  |
| --- |
| 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*** ***Dean or Director (any of whom need to be a Nurse)*** |
| **Name, title, and credentials of *Lead Faculty*, Nurse Coach Curriculum**       Lead Faculty-The lead faculty member is responsible for the delivery of the curriculum. AHNCC’s encourages the lead faculty member as well as other faculty members to be Board-Certified Nurse Coaches . |
| **Curriculum vitae of *Lead Faculty*** |
| **Contact information for *Lead Faculty***: Telephone       FAX  email address |
|  |
| **Name, title, and credentials of *Contact Person*, Nurse Coach Curriculum** (is the liaison with AHNCC during the application process)  1. The Contact Person needs to be  a. involved and available throughout the application process  b. knowledgeable about the program  c. serve as the resource making changes as needed and accessing the right people for information  d. notify AHNCC of curriculum changes after a program is endorsed  e. AHNCC requires one NC-BC OR HWNC-BC certificant as a contact person but encourages a school to have multiple faculty certified at the NC-BC OR HWNC-BC level as resources for the school and faculty as they seek endorsement and during their endorsement period. |
| **Curriculum vitae of *Contact Person*** |
| **Contact information for Contact Person**: Telephone  FAX       email address |

|  |
| --- |
| 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 tenets of professional Nurse Coaching3:**   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, *Dean or Director (any of whom need to be a Nurse)*** |
|  |
| **Name(s) of Nurse Coach Programs(s) submitted for AHNCC Endorsement (list all Programs here)** |

3Southard, M.E., Dossey, B.M., Bark, L., & Schaub, B.G. (2021). *The art & science of nurse coaching: The provider’s guide to coaching scope & competencies* (2nd). 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.

|  |
| --- |
| 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 |
|  |
|  |
|  |
| **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.) |

|  |  |
| --- | --- |
| TABLE 4. CURRICULUM AND CORE VALUES | |
| **Show the relationship of curriculum to the Nurse Coach Core Values4:** 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 Coach Self-Reflection, Self-Development, and Self-Care |  |
| 1. Nurse Coaching Process |  |
| 1. Nurse Coach Communication, Therapeutic Relationships, Healing Environments, and Cultural Care |  |
| 1. Nurse Coach Education and Research |  |

4Southard, M.E., Dossey, B.M., & Schaub, B.G. (2021). *The art and science of nurse coaching: The provider’s guide to coaching scope and competencies.* American Nurses Association

|  |  |
| --- | --- |
| 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 Competencies5 derived from AHNA/ANA Scope and Competencies6. 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: |  |

5<https://www.ahncc.org/wp-content/uploads/2021/01/FINAL-REVISED-NC-Core-Essentials-DOC-12-30-2020.pdf> pg. 18

6Southard, M.E., Dossey, B.M., Bark, L., & Schaub, B.G. (2021). *The art & science of nurse coaching: The provider’s guide to coaching scope & competencies* (2nd). American Nurses Association.

|  |  |  |
| --- | --- | --- |
| TABLE 6. DIDACTIC AND PRACTICE HOURS | | |
| Show where and how 60 Nurse Coaching didactic hours (4 semester hours or 60 clock hours) and 60 Nurse Coaching practice hours are assigned in the curriculum | | |
| **Didactic course** | **Hours met** | **Comments** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Practice course** | **Hours met** | **Comments** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

### ATTACHMENT 1 - EXAMPLE OF THE PROGRAM CURRICULAR OUTLINE

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

**All semesters or quarters should be described.**

|  |  |  |
| --- | --- | --- |
| **Course Name** | **Course Description and Objectives** | **Key Coaching Concepts** |
| **Please select Semester or Quarter 1** |  |  |
| **List all courses** |  |  |
|  |  |  |
| **Please select Semester or Quarter 2** |  |  |
| **List all course** |  |  |
|  |  |  |

### ATTACHMENT 2 - Evaluation Guidelines for AHNCC Reviewers

**American Holistic Nurses Credentialing Corporation**

**Nurse Coach Program Application**

* + - 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 tenets of Nurse Coaching.

1. Curriculum materials include: program outcomes for each certificate program, outline of all courses required by the program, course descriptions, and course objectives.
2. 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 an AHNCC approved Certified Nurse Coach.
3. Didactic hours for coaching meet the minimum 4 semester credit hours (60 clock hours) graduate or undergraduate. This can be in one or two courses or distributed throughout the curriculum.
4. Curriculum and Core Values Table provides clear evidence of integration of the Nurse Coach Core Values into the nursing curriculum.
5. 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.
6. Lead faculty member is certified by AHNCC as a Nurse Coach NC-BC or HWNC-BC (CV included).

### ATTACHMENT 3 - Evaluation Form for AHNCC Reviewers

**American Holistic Nurses Credentialing Corporation**

**Program Endorsement Application**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criterion** | Met | Unmet | Comments |
| 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 each certificate program includes a description of the relationship of the school’s mission and philosophy with the tenets of Professional Nurse Coaching |  |  |  |
| 4. Curriculum materials include:   1. program outcomes for each certificate 2. outline of all courses required in the certificate 3. course descriptions 4. course objectives. |  |  |  |
| 5. Practice hours meet the minimum 60 practice hours required for AHNCC certification. |  |  |  |
| 6. Curriculum and Core Values Table provides clear evidence of integration of the Nurse Coach Core Values into the certificate. |  |  |  |
| 7. Curriculum and Standards of Practice table clearly indicates that the curriculum provides evidence of integration of four Standards of Practice chosen by the faculty, equivalent to 4 semester credit hours (60 clock hours). |  |  |  |
| 8. Lead faculty member is certified by AHNCC as a Nurse Coach NC-BC or HWNC-BC (CV included). |  |  |  |
|  |  |  |  |

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

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

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

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:

1. 1AHNA (2019). *Scope and standards of practice: Holistic nursing* (3rd ed.). American Nurses Association**.** [↑](#footnote-ref-1)
2. 2AHNA (2019). *Scope and standards of practice: Holistic nursing* (3rd ed.). American Nurses Association**.** [↑](#footnote-ref-2)