



Worksite Wellness Specialist | 6-week Certificate Course

Suggested Course Completion Schedule

As a general guideline, an effective weekly sequence for completing the course (and exam) in 6 weeks is to:

1. Complete eLearning lessons and associated Portfolio exercises for one module in weeks 1 and 5 and for two modules in weeks 2-4. Take notes while viewing module lessons.
2. Respond to the weekly discussion board questions by Thursday evening for your enhanced learning and self-reflection
3. Respond to other participants' posts by Sunday evening.
4. Review your notes prior to completing the final exam and Eval + CEC form.

The following page includes a recommended timeline to ensure you receive the most value from the course and complete the full program within six weeks. Course access extensions are only granted for reasons of extreme hardship.

All eight modules must be completed in sequence; however, you may view module lessons earlier than the week noted below. All module lessons are approximately 60 minutes long, but plan for an additional 1-2 hours each to take notes, thoughtfully respond to discussion questions, review material, and complete all activities.

You are highly encouraged to complete all Portfolio Exercises and to engage weekly in the discussion board for your own enhanced learning, self-reflection, future reference, and networking. We suggest posting your discussion question responses by the Thursday of each week, so other participants and the course facilitator can potentially respond. Please be sure to respond to other participants posts as well, as the peer-to-peer sharing can be especially valuable. If you choose to post later than noted below your chances of receiving valuable feedback from peers or the course facilitator decreases.

If you have trouble accessing any of module lessons or resources, please submit an inquiry at NationalWellness.org/LearningHelp to ensure the quickest response. Be sure to note that you are enrolled in the Worksite Wellness Specialist Certificate course.

Worksite Wellness Specialist Suggested Schedule of Completion

Weeks run from Monday-Sunday

Week One

- Monday: Course access opens. Launch your course in the Online Learning Portal.
- Welcome and Orientation: Take time to familiarize yourself with the Online Learning Portal and to introduce yourself.
- Module 1: Introduction to High-level Wellness at Work
- By 11:59 p.m. CT: Post your Introduction on the Discussion board.
- By Thursday: Post your Module 1 discussion question response.
- By Sunday: Reply to at least two other participants' Module 1 discussion posts.

Week Two

- Module 2: The Case for Worksite Wellness
- Module 3: Foundations of Behavior Change and Motivation
- By Thursday: Post your Module 2 and 3 discussion question responses.
- By Sunday: Reply to at least two other participants' Module 2 and 3 discussion posts.

Week Three

- Module 4: Creating a Culture of Wellness for All
- Module 5: Programming and Engagement for High-level Wellness
- By Thursday: Post your Module 4 and 5 discussion question responses.
- By Sunday: Reply to at least two other participants' Module 4 and 5 discussion posts.

Week Four

- Module 6: Communicating WELL
- Module 7: Evaluating Worksite Wellness
- By Thursday: Post your Module 6 and 7 discussion question responses.
- By Sunday: Reply to at least two other participants' Module 6 and 7 discussion posts.

Week Five

- Module 8: Next-level Wellness at Work
- By Thursday: Post your Module 8 discussion question response.
- By Sunday: Reply to at least two other participants' Module 8 discussion posts.
- Exam Prep: Take time to review previous modules. Exam opens once all 8 modules are completed.

Week Six (Course access closes at the end of this week: Sunday at 11 p.m. CT)

- BEFORE 11 p.m. CT Sunday:
 - Complete your exam
 - Submit your Eval + CEC Request Form
 - Save any valuable discussion messages or posted resources to your device
 - Download all resources from the module lessons to your device for future use.

