

# Frequently Asked Questions



## Individual Certification

### 1. Are there any pre-requisites to the individual certification program?

**AMBASSADOR:** There are no pre-requisites. It is suitable for anyone who would like to support a healthy high performing culture in their workplace.

**PRACTITIONER:** It requires successful completion of the ambassador level. It also requires:

- Related university degree and 3 years of experience OR
- Related post-graduate diploma and 4 years of experience OR
- 5 years or more of related experience AND
- Evidence of accomplishments, projects led and/or changes implemented

**EXPERT:** Requires successful completion of the practitioner level and extensive experience and/or education.

- Related master's level degree and 5 years of experience OR
- Related university degree and 8 years of experience OR
- 10 years or more of related experience AND
- Written statement and interview demonstrating formal &/or informal relevant experience with examples of impact

### 2. Who should take the certification and what are the requirements?

**AMBASSADOR:** This level is for leadership, champions, ambassadors, and anyone who wishes to influence a healthy, high performing work culture. We recommend all wellness champions go through this level.

This unit provides learning, assessment and validation for the knowledge and skill required to build a healthy, high performing work culture. It contains six units including Foundational Workplace Health and Performance Knowledge, Assessment, Inspiration, Engagement & Integration, Integrated Planning, Implementation and Evaluation & Improvement. The six units have 46 competencies attached to them. They contain all the tools you need to develop, implement, and evaluate a health and performance strategy to create a thriving culture.

**PRACTITIONER:** This level is for full-time workplace wellness/health & performance practitioners.

This level requires more practical experience and skill in developing workplace health and wellness strategies. There are six additional units that require evidence of more in-depth skill and experience on topics related to workplace health promotion, leadership, culture, change, communication, inclusion, trust, and strategic program management.

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**EXPERT:** This level is for consultants who work with multiple organizations. There is one additional unit that requires you to submit significant evidence of your skill and experience. You are also required to submit a written essay.

### 3. What are the fees?

Below is a summary of fees for both individual and workplace certification. Note, you are also required to be a member of Wellness Works Canada in good standing.

LEVEL	FEE
Ambassador Assessment fee	\$247
Practitioner (includes the ambassador fee)	\$597
Expert	\$200

### 4. How am I marked?

The certification program uses a tool called VALID-8. This tool is an evidence capture, assessment and learning system. You will be assigned an assessor to guide you through the process, provide feedback on any evidence you upload and encourage critical thinking. Every piece of evidence uploaded (via text, document, video, etc.) is reviewed and marked as sufficient or insufficient. If insufficient, you may revise your answer or upload new evidence. Feedback is given at the end of every week.

### 5. How long does it take to obtain each level?

It depends on the amount of experience you have but it ranges from 25-40 hours for the Ambassador and an additional 30-40 hours for the practitioner level. The program is self-paced and asynchronous, but we recommend you do no more than one unit per week so that you can get feedback from your assessor before moving on. If you follow this process it takes approximately four-six hours per week for six weeks for the ambassador level and an additional five-six hours per week for six weeks for the practitioner level. Once you are registered, you have a full year to complete each level.

### 5. How do I maintain an individual workplace health and performance certification?

The ambassador level requires four continuing education credit (CEC's) hours per year and the practitioner and expert level require 18 credits per year. These credits may be obtained from any Wellness Works Canada webinar, event or community of practice sessions. They may also be obtained from a variety of other HR and OHS partners. Simply send us a copy of the education you are pursuing to [info@wellnessworkscanada.ca](mailto:info@wellnessworkscanada.ca), and we will confirm if it is eligible.