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Wellness Coach Specialty Certificate Candidate,

Congratulations on your decision to pursue NETA's Wellness Coach Specialty Certificate! Earning NETA's Wellness Coach Specialty Certificate can advance your career and prepare you with the essential skills necessary to help others achieve lasting lifestyle behavioral change.

The following study guide may serve as a 'check list' as you progress through the recommended resources in preparation for the Wellness Coach Specialty Certificate exam. **To successfully prepare for the exam, NETA suggests that participants study the recommended materials beginning at least 30-45 days prior to attempting the examination.** Eligibility to sit for NETA's Wellness Coach Specialty Certificate exam requires that candidates hold a current NCCA-accredited health or fitness certification, a Bachelor's degree or higher in a health or fitness-related field, or a credential/license as an allied health professional. As such, it is expected that candidates also possess the minimum knowledge consistent with a prerequisite of this nature, in addition to the advanced knowledge and skills acquired in preparation for NETA's Wellness Coach Specialty Certificate.

The recommended textbooks include *Motivational Interviewing: Helping People Change*, 3rd edition (2013) by Miller and Rollnick and NETA's *The Fitness Professional's Manual*, 5th edition (2018). The following pages provide a study guide with regard to the key topics found within each of these resources. To supplement your study of these textbooks, we have also provided a list of 'additional recommended readings.' The articles indicated on this list may be retrieved via Google Scholar (<http://scholar.google.com/>) by conducting a search using the title of each article. NETA has also created a series of online modules that aid in preparing to sit for the examination that are also referenced in this study guide. Please note that the exam is NOT based directly on the online modules or the recommended textbooks, but rather the exam was developed from NETA's Wellness Coach exam content outline, which arose from a role delineation study. Therefore, while beneficial and highly recommended, review of the online modules and recommended resources is not a guarantee of passing the examination.

Finally, pages 6-9 of this study guide provide NETA's Wellness Coach exam content outline. The exam content outline was developed through a role delineation study conducted by a panel of subject matter experts in the field of health and wellness coaching, and serves as the blueprint from which the certificate exam was constructed. The percentages assigned to each domain indicate the number of exam questions to be represented by each area. Please review this document to ensure you are familiar with all the topics to be reflected in the certificate exam. A single textbook containing all the subject matter represented on the exam content outline does not exist. The knowledge necessary to pass the certificate exam and become a wellness coach is accumulated from many resources and experiences.

If you have any questions or concerns as you study for the exam, please feel free to contact NETA's Education Department at 1-800-237-6242. Good luck with your preparations for NETA's Wellness Coach Specialty Certificate exam!

NETA Wellness Coach Specialty Certificate

Study Guide for:

Motivational Interviewing: Helping People to Change, 3rd edition by Miller and Rollnick (2013)*

Chapter 1 – Conversations About Change

What you should know:

- Continuum of communication styles
- The righting reflex
- Ambivalence toward change

Chapter 2 – The Spirit of Motivational Interviewing

What you should know:

- The four elements that comprise the spirit of MI: Partnership, Acceptance, Compassion, and Evocation

Chapter 3 – The Method of Motivational Interviewing

What you should know:

- The four processes in motivational interviewing: Engaging, Focusing, Evoking, and Planning
- The definition(s) of motivational interviewing

Chapter 4 – Engagement and Disengagement

What you should know:

- Three aspects of positive engagement
- The various disengagement traps
- How to promote client engagement

Chapter 6 – Core Interviewing Skills

What you should know:

- The four core interviewing skills of MI: Open questions, Affirming, Reflecting, and Summarizing

Chapter 7 – Exploring Values and Goals

What you should know:

- How to explore client values
- Personal integrity
- How to explore value-behavior discrepancies

Chapter 8 – Why Focus?

What you should know:

- Three sources of focus
- Three styles of focusing

Chapter 10 – When Goals Differ

What you should know:

- Four broad ethical values
- When not to use motivational interviewing
- Ethical guidelines for the use of MI

Chapter 11 – Exchanging Information

What you should know:

- Elicit-provide-elicited

Chapter 12 – Ambivalence

What you should know:

- Understanding and exploring ambivalence
- Change talk
- Preparatory change talk – D.A.R.N.
- Mobilizing change talk – C.A.T.
- Sustain talk

Chapter 13 – Evoking the Person's Own Motivation

What you should know:

- Strategies and questions to evoke change talk
- Using importance/scaling rulers

Chapter 14 – Responding to Change Talk

What you should know:

- How to respond to change talk

Chapter 15 – Responding to Sustain Talk and Discord

What you should know:

- What is discord?
- Reflections to sustain talk: straight, amplified, double-sided, reframing.

Chapter 16 – Evoking Hope and Confidence

What you should know:

- Strategies to strengthen client confidence

Chapter 18 – Developing Discrepancy

What you should know:

- Strategies to develop discrepancy

Chapter 20 – Developing a Change Plan

What you should know:

- Review the three planning scenarios

Chapter 23 – Experiencing Motivational Interviewing

What you should know:

- How to recognize when you are doing MI
- How do the four processes fit together in practice?
- How brief can you be with MI?

Chapter 25 – Applying Motivational Interviewing

What you should know:

- Understand various modes of MI delivery

* Some chapters from this book are not included in the study guide.

Study Guide for: NETA's *The Fitness Professional's Manual, 5th edition, (2018)**

Chapter 1 – The Role of Fitness Professionals

What you should know:

- Ethics and professional standards
- NETA's Professional Code of Ethics

Chapter 2 – Relationship-Building & Communication Skills

What you should know:

- Strategies to establish rapport
- How to make a positive first impression
- The impact of a message
- Active, verbal, and nonverbal listening skills
- Asking effective questions (e.g., open, closed)

Chapter 3 – Behavior Modification & Motivation

What you should know:

- Stages of the transtheoretical model
- The concept of decisional balance
- Factors that influence self-efficacy
- Other models of behavioral change (e.g., social cognitive theory, self-determination theory, health belief model)
- Approaches to setting SMART goals
- Action- versus outcome-oriented goals
- Strategies to increase motivation and adherence

Chapter 4 – Introduction to Wellness Coaching

What you should know:

- The concept of coaching as it pertains to behavioral change and wellness
- The framework of motivational interviewing (MI)

Chapter 4 – continued

- The spirit of motivational interviewing (i.e., partnership, acceptance, compassion, evocation)
- The process of motivational interviewing (i.e., engaging, focusing, evoking, planning)
- Core communication skills of MI (i.e., OARS)
- Four principles of motivational interviewing
- The 5-D Model of AI (appreciative inquiry)
- The GROW coaching model

Chapter 26 – Risk Management for Fitness Professionals

What you should know:

- Legal concepts such as standard of care, negligence, and liability
- Scope of practice limitations with regard to medical considerations and dietetics
- Risk management strategies
- Importance of professional liability insurance

Chapter 27 – Documentation & Record Keeping

What you should know:

- The importance of confidentiality of client's personal information including HIPAA regulations
- Elements and procedures related to informed consent
- Components of a progress note (i.e., SOAP) and guidelines to writing appropriate and effective notes

* Some chapters from this book are not included in the study guide.

Study Guide for: NETA Wellness Coach Specialty Certificate Online Review Modules

Module 1 – Introduction to Wellness Coaching

What you should know:

- The components of wellness and physical fitness
- Coaching and wellness coaching
- Attributes and characteristics of effective wellness coaches
- ICF Core Coaching Competencies
- Professional code of ethics

Module 2, Section 1 – Adult Learning Concepts

What you should know:

- Teaching methods and learning styles
- Adult learning concepts

Module 2, Section 2 – Relationship Building Skills

What you should know:

- Methods to engage, establish rapport, and demonstrate empathy
- Methods to develop influence

Module 2, Section 3 – Communication

What you should know:

- Active listening techniques
- Open- and closed-ended questions
- Nonverbal communication and interpretation of body language
- Methods to deliver feedback

Module 3, Section 1 – Behavior Change

What you should know:

- Theoretical models of behavioral change
- Aspects of motivation and techniques to enhance motivation
- Self-efficacy theory and strategies to enhance self-efficacy

Module 3, Section 2 – Goal Setting

What you should know:

- Types of goals and goal setting strategies

Module 3, Section 3 – Overcoming Barriers to Change

What you should know:

- Potential barriers and obstacles, coping techniques, and relapse management strategies
- Strategies to self-monitor, track behaviors, and maintain accountability

Module 4, Section 1 – Understanding Motivational Interviewing

What you should know:

- Motivational interviewing techniques and styles
- Identifying and developing change talk
- Types and use of 'powerful questions'
- Scaling questions (i.e., rating rulers)

Module 4, Section 2 – MI Skills: OARS

What you should know:

- OARS model and techniques
- Open-ended questioning
- Active listening and reflection statements
- Developing a change plan

Module 4, Section 3 – Practice Scenarios and Research

What you should know:

- Motivational interviewing techniques and styles
- Methods to engage, establish rapport and demonstrate empathy
- Factors that influence an individual's perception
- Aspects of goal-setting and techniques to enhance motivation

Additional Recommended Readings*:

- Britt, E., Hudson, S.M., & Blampied, N. M. (2004). Motivational interviewing in health settings: A review. *Patient Education and Counseling*, 53(2), 147-155.
- Clifford, D. & Curtis, L. (2015). *Motivational Interviewing in Nutrition and Fitness*. New York, NY: The Guilford Press.
- Digate Muth, N. (2019). Motivational Interviewing: Talking their way to health. *IDEA Fitness Journal*, 16(6), 30-37. <https://www.ideafit.com/personal-training/motivational-interviewing-talking-their-way-to-health/>
- Gavin, J. and McBrearty, M. (2019). *Lifestyle Wellness Coaching*, 3rd edition. Champaign, IL: Human Kinetics.
- Hettler, B. (1976). [Six Dimensions of Wellness Model](#). National Wellness Institute, Inc.
- Resnicow, K., & McMaster, F. (2012). Motivational interviewing: Moving from why to how with autonomy support. *International Journal of Behavioral Nutrition and Physical Activity*, 9(1), 19-27.
- Rollnick, S., Butler, C. C., Kinnersley, P., Gregory, J., & Mash, B. (2010). Competent novice: Motivational interviewing. *BMJ: British Medical Journal*, 340:c1900. doi: 10.1136/bmj.c1900
- Thompson, D.R., Chair, S.Y., Chan, S.W., Astin, F., Davidson, P.M., & Ski, C.F. (2011). Motivational interviewing: A useful approach to improving cardiovascular health?. *Journal of Clinical Nursing*, 20(9-10), 1236-1244.
- Whitmore, J. (2017). *Coaching for Performance: The Principles and Practice of Coaching and Leadership*, 5th edition. Boston, MA: Nicholas Brealey Publishing.

*Note: articles may be retrieved via Google Scholar <http://scholar.google.com/> by conducting a search using the title of each article.

NETA's Wellness Coach Exam Content Outline

Wellness Coaches are health and fitness professionals who work collaboratively with individuals in a client-centered process to facilitate the achievement of self-determined goals related to balanced healthy living. Successful behavioral change takes place when Wellness Coaches apply clearly defined knowledge and skills, empowering clients to mobilize their internal strengths and external resources for the adoption and maintenance of healthy lifestyle behaviors.

| | | |
|---------------|---|---|
| 25% | Domain I | Effective communication to develop partnerships for behavioral change. |
| Task 1 | Establish rapport and build relationships with clients. | |
| | The successful performance of this task requires knowledge of: | |
| | <ul style="list-style-type: none"> • Active listening techniques (e.g., paraphrasing, reflecting, summarizing, etc.) • Open- and closed-ended questions • Motivational interviewing techniques and styles • Nonverbal communication and interpretation of body language • Methods to engage, establish rapport, and demonstrate empathy in a non-judgmental manner • Professional credentialing organizations and industry standards • Psychological, cultural, and environmental factors that influence a client's perception (e.g., self-image, values, beliefs) | |
| Task 2 | Create a welcoming and trusting environment. | |
| | The successful performance of this task requires knowledge of: | |
| | <ul style="list-style-type: none"> • Active listening techniques (e.g., paraphrasing, reflecting, summarizing, etc.) • Motivational interviewing techniques and styles • Nonverbal communication and interpretation of body language • Methods to engage, establish rapport, and demonstrate empathy in a non-judgmental manner • Strategies to establish an environment for effective communication to accommodate diverse populations. • Psychological, cultural, and environmental factors that influence a client's perception (e.g., self-image, values, beliefs) | |
| Task 3 | Utilize effective communications skills. | |
| | The successful performance of this task requires knowledge of: | |
| | <ul style="list-style-type: none"> • Active listening techniques (e.g., paraphrasing, reflecting, summarizing, etc.) • Open- and closed-ended questions • Motivational interviewing techniques and styles • Nonverbal communication and interpretation of body language • Methods to engage, establish rapport, and demonstrate empathy in a non-judgmental manner • Teaching methods and learning styles (e.g., visual, auditory, kinesthetic) • Attributes and characteristics of effective wellness coaches | |
| 32% | Domain II | Determine client needs through initial interview and assessment. |
| Task 1 | Assess and interpret client's physical and mental readiness, needs, and motivation. | |
| | The successful performance of this task requires knowledge of: | |
| | <ul style="list-style-type: none"> • Active listening techniques (e.g., paraphrasing, reflecting, summarizing, etc.) • Motivational interviewing techniques and styles • Theoretical models of behavioral change (e.g., Transtheoretical Model, Health Belief Model, Theory of Planned Behavior, Self-Determination Theory). | |

- Pre-participation screening tools (e.g., PAR-Q) and components of a health and lifestyle questionnaire
- Risk factors for prevalent chronic disease (e.g., cardiovascular disease, type 2 diabetes)
- Aspects of motivation and techniques to enhance motivation (e.g., intrinsic, extrinsic) and promote adherence to healthy lifestyle behaviors.
- Interpretation of health screening tools and measurements of physical fitness
- Legal considerations, risk management strategies, scope of practice, indicators for referral, and referral sources
- Benefits, indications, contraindications, risks, and precautions related to physical activity and exercise.
- Coaching models (e.g., GROW, OARS, 5-D Model of AI) and techniques
- Psychological, cultural, and environmental factors that influence a client's perception (e.g., self-image, values, beliefs)

Task 2 Collect information regarding past and present successes and barriers.

The successful performance of this task requires knowledge of:

- Active listening techniques (e.g., paraphrasing, reflecting, summarizing, etc.)
- Open- and closed-ended questions
- Motivational interviewing techniques and styles
- Nonverbal communication and interpretation of body language
- Pre-participation screening tools (e.g., PAR-Q) and components of a health and lifestyle questionnaire
- Psychological, cultural, and environmental factors that influence a client's perception (e.g., self-image, values, beliefs)

Task 3 Identify and understand the client's personal definition of wellness.

The successful performance of this task requires knowledge of:

- Active listening techniques (e.g., paraphrasing, reflecting, summarizing, etc.)
- Open- and closed-ended questions
- Motivational interviewing techniques and styles
- Nonverbal communication and interpretation of body language
- Myths and misconceptions regarding health, fitness, nutrition, lifestyle, and wellness
- Psychological and environmental factors that influence a client's perception (e.g., self-image, values, beliefs)
- Components of wellness (i.e., wellness wheel) and physical fitness

Task 4 Identify client's self-efficacy to optimize pathway to success.

The successful performance of this task requires knowledge of:

- Motivational interviewing techniques and styles
- Self-efficacy theory and strategies to enhance self-efficacy
- Theoretical models of behavioral change (e.g., Transtheoretical Model, Health Belief Model, Theory of Planned Behavior, Self-Determination Theory).
- Myths and misconceptions regarding health, fitness, nutrition, lifestyle, and wellness
- Methods to deliver feedback, positive reinforcement, affirmation statements, acknowledgement, and encouragement
- Psychological, cultural, and environmental factors that influence a client's perception (e.g., self-image, values, beliefs)

35% Domain III Collaboratively chart and navigate the pathway for behavioral change.

Task 1 Assist clients with short- and long-term goal-setting.

The successful performance of this task requires knowledge of:

- Motivational interviewing techniques and styles
- Methods to engage, establish rapport, and demonstrate empathy in a non-judgmental manner
- Self-efficacy theory and strategies to enhance self-efficacy
- Types of goals (e.g., action-oriented, outcome-oriented, short-term, long-term) and goal-setting strategies (e.g., S.M.A.R.T. goals)
- Teaching methods and learning styles (e.g., visual, auditory, kinesthetic)
- Risk factors for prevalent chronic disease (e.g., cardiovascular disease, type 2 diabetes)
- Myths and misconceptions regarding health, fitness, nutrition, lifestyle, and wellness
- Aspects of motivation and techniques to enhance motivation (e.g., intrinsic, extrinsic) and promote adherence to healthy lifestyle behaviors.

Task 2 Support client in the adoption and maintenance of healthy lifestyle behaviors.

The successful performance of this task requires knowledge of:

- Motivational interviewing techniques and styles
- Methods to engage, establish rapport, and demonstrate empathy in a non-judgmental manner
- Self-efficacy theory and strategies to enhance self-efficacy
- Teaching methods and learning styles (e.g., visual, auditory, kinesthetic)
- Basic principles of nutrition, dietary guidelines, and food guidance systems (e.g., MyPlate)
- Physical activity and exercise programming guidelines for improved health and fitness
- Methods to deliver feedback, positive reinforcement, affirmation statements, acknowledgement, and encouragement
- Aspects of motivation and techniques to enhance motivation (e.g., intrinsic, extrinsic) and promote adherence to healthy lifestyle behaviors.
- Benefits, indications, contraindications, risks, and precautions related to physical activity and exercise.
- Coaching models (e.g., GROW, OARS, 5-D Model of AI) and techniques
- Potential barriers and obstacles, coping techniques, and relapse management strategies

Task 3 Utilize wellness models to determine and progress toward holistic well-being.

The successful performance of this task requires knowledge of:

- Theoretical models of behavioral change (e.g., Transtheoretical Model, Health Belief Model, Theory of Planned Behavior, Self-Determination Theory).
- Methods to deliver feedback, positive reinforcement, affirmation statements, acknowledgement, and encouragement
- Components of wellness (i.e., wellness wheel) and physical fitness
- Potential barriers and obstacles, coping techniques, and relapse management strategies
- Strategies to self-monitor, track behaviors, and maintain accountability

Task 4 Educate clients with regard to credible resources.

The successful performance of this task requires knowledge of:

- Teaching methods and learning styles (e.g., visual, auditory, kinesthetic)
- Myths and misconceptions regarding health, fitness, nutrition, lifestyle, and wellness

- Basic principles of nutrition, dietary guidelines, and food guidance systems (e.g., MyPlate)
- Physical activity and exercise programming guidelines for improved health and fitness
- Credible sources of information, education providers, and professional organizations.
- Coaching models (e.g., GROW, OARS, 5-D Model of AI) and techniques

Task 5 Re-assess ongoing progress toward client goals and desired outcomes.

The successful performance of this task requires knowledge of:

- Active listening techniques (e.g., paraphrasing, reflecting, summarizing, etc.)
- Motivational interviewing techniques and styles
- Types of goals (e.g., action-oriented, outcome-oriented, short-term, long-term) and goal-setting strategies (e.g., S.M.A.R.T. goals)
- Interpretation of health screening tools and measurements of physical fitness
- Strategies to establish an environment for effective communication to accommodate diverse populations.
- Strategies to self-monitor, track behaviors, and maintain accountability

8% Domain IV Ethics and professional issues.

Task 1 Adhere to ethical codes, scope of practice, and standards of care in order to create a safe environment and manage risk exposures.

The successful performance of this task requires knowledge of:

- Legal considerations, risk management strategies, scope of practice, indicators for referral, and referral sources
- Components of an Informed Consent
- Professional codes of ethics (e.g., NETA, ICF)

Task 2 Maintain and develop competency through the pursuit of continued education and professional development.

The successful performance of this task requires knowledge of:

- Credible sources of information, education providers, and professional organizations.
- Professional codes of ethics (e.g., NETA, ICF)
- Requirements for maintenance and renewal of professional certification

Task 3 Maintain appropriate documentation and client records in a secure and confidential manner.

The successful performance of this task requires knowledge of:

- Legal considerations, risk management strategies, scope of practice, indicators for referral, and referral sources
- Components of an Informed Consent
- Elements of and guidelines for writing progress notes (i.e., SOAP notes)
- Rules, regulations, and guidelines regarding privacy of personal health information (i.e., HIPAA)