



All About Becoming Board Certified in Holistic Nutrition®

Setting the Standard for Holistic Nutrition™

Qualifying & How to get Started

Who can take the Board Exam?

- Professional members of the NANP
- See Professional membership qualifications [here](#).

How do I get started?

- Get your [study guide](#)
- Purchase your [Exam Application](#)
- You may pay for the Exam Fee at the same time

While you must be a Professional member of the NANP to receive final approval to take the Board Exam, you may begin the exam application and study process before you are a NANP Professional member.

What to Expect

Study Guide*

- Books to study (*exam questions sourced from these books*)
- Terms and concepts to study
- Sample exam questions

Exam Application

- Complete the short application
- Once submitted, you'll receive an email listing items we will need to finalize your application

**The Study Guide is not a test preparation course or a complete practice exam. Please note that there are "NANP Exam Prep Courses" produced by other entities. We cannot confirm their content or validity.*

What is Needed to Finalize an Application?

1. [Personal & Professional Letters of Reference](#) (must be sent directly from the person providing the reference to the NANP/HNCB at the address below)
2. [Contact Hours Form](#) (waived for 2 years for new graduates)
3. Copy of diploma(s) and/or certificate(s)
4. Digital photo/headshot (color preferred)
5. Copy of your driver's license
6. Resume or Curriculum Vitae
7. Copy of any professional license(s) you hold
8. Proof of existing professional liability insurance
9. Official transcripts from graduating institutions (must be mailed directly from the school to the NANP/HNCB at the address below)

Items can either be scanned and emailed (exam@hncb.org), or faxed (510-580-9429), or mailed (P.O. Box 348028, Sacramento, CA 95834)

New Graduate Status

- A candidate who applies for the exam within twelve (12) months of graduating
- May take the Board Exam while still earning contact hours
- You will have two (2) years from the date you take the exam to submit your 500 contact hours

Timeframes to Keep in Mind

- Exam application is valid for one (1) year.
- If exam is not taken within one (1) year of application submission, a new application and fee will be required.
- If not a new graduate, documentation of the 500 contact hours is required at the time of application.
- We use [ProctorU](#), a 24/7 online proctor, so you can take the exam whenever and wherever you like, once approved.

Direct Contact Hours

Definition: Working directly with customers, clients, or students providing nutrition education and/or consulting services.

- Internship or externship – must be approved by the NANP/HNCB
- Self employment providing nutritional consulting services
- Employment as a Nutrition Consultant or Educator in the holistic nutrition industry.

NOTE: At least 250 hours of the 500 must be Direct Contact Hours

Indirect Contact Hours

Definition: Research, writing, or developing educational materials or programs (in holistic nutrition) to be conducted in a community, business, academic or clinical environment.

- Acting as a research intern
- Performing independent research (e.g., interviews, reading, internet and literature searches) for a publication or educational presentation.

Indirect Contact Hours Continued...

Additional types of Indirect Contact Hours:

- Non-research preparation for the creation of a publication or educational presentation, be it public, recorded, or both (e.g., actual writing and other types of material preparation, locating and creating dialogue with key individuals, venues, consultants, assistants, publishers, printers, and publication representatives).

Special Notes about Contact Hours

- Activities associated with your educational program (e.g., case studies, research projects, etc.), with the explicit exception of internships and externships, do not qualify toward the 500-hour requirement.
- We recommend that you begin logging your contact hours right away.

Exam Preparation - Join or Form a Study Group

- Study groups can be a helpful way to break up the work of studying for a board exam.
- This exam offers five (5) distinct domains which can be assigned to various members of a study group.
- Some domains are much larger than others, so the larger domains could be split in half.
- A study group of five (5) or more is ideal.
- NANP members can join or organize a study group via our website's Social Community. Log into your NANP Member Account and [join the Board Exam Study Group Circle](#).

The Exam

What is the testing format?

151 questions, including but not limited to multiple choice, short answer, matching terms, etc. No essay questions.

How much time is allotted to take the exam? Will there be a break?

You will have three (3) hours to complete the exam. There will be one five (5) minute bathroom break.

What is a passing grade?

An overall exam grade of 70% correct is required to pass the exam.

What title do I use after passing the exam?

Please continue to use the title you earned from your school of study. In addition, you may use "Board Certified in Holistic Nutrition®."

NOTE: New graduates who have not yet provided evidence of earning 500 Contact Hours will use the title, "Board Certified in Holistic Nutrition® (Candidate)."

The Exam & Certification

Can I retake the exam if I fail?

If you fail the exam, you may retest within six (6) months. If you fail two (2) times, you will be required to document additional education prior to taking the exam a third time. If you fail three (3) times, you will not be allowed to sit for the exam again. A re-test fee of \$250 will apply for each re-test.

Once I pass will I have to take the exam again to maintain my certification?

No.

How will I maintain my certification ?

- Complete thirty (30) continuing education units per two (2) year term.
- Remain a Professional member in good standing with the NANP.

NOTE: Always check your state's laws to ensure you are practicing legally. To prevent misusing the title, please check your state laws governing the practice of nutrition.

CEU Requirement

- Professional members:
 - must earn ten (10) CEUs annually to renew membership
 - can combine Category I & Category II CEUs
 - minimum of five (5) must be Category I
- Board Certified members:
 - must earn thirty (30) CEUs per two (2) year term to maintain board certification
 - minimum of fifteen (15) must be Category I

CEU Requirement Continued...

- Category I CEU Guidelines:
 - **Only up to half** of your Category I CEU requirements may be met using [The Scoop](#) webinars or www.NANP360 books & videos.
 - The rest must come from other sources, such as conferences, short courses, seminars, articles, etc.
- Find Category I CEU options [here](#).



Thank You!

Any questions?

You can find us at (800) 342-8037 &
exam@HNCB.org