

NANP EDUCATIONAL PROGRAMS REVIEW HANDBOOK

Handbook for Educational and Continuing Education
Program Reviews



nanp.org

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SECTION 1

INTRODUCTION

This handbook is a guide that outlines the considerations undertaken during Educational Program Reviews, including Continuing Education (CE) Program Reviews. The content of this handbook, and the policies and procedures within were developed by NANP's Educational Standards Committee, a subgroup of the NANP Board of Directors. It is provided to educational programs/institutions and other organizations as a guide to the processes, procedures, and specific items assessed during such reviews.

NANP's review process balances the need for educational consistency across a breadth of programs in the holistic nutrition space, with the flexibility required to maintain each program's unique qualities. NANP team members will exercise professional judgment when using this tool.

Holistic Health

The philosophy of holistic health is that one's health is an expression of the complex interplay between the physical and chemical, mental and emotional, as well as spiritual and environmental aspects of one's life and being. As such, professionals who are trained in holistic nutrition approach health and wellness from a whole-person perspective. Using nutritional education as a primary tool, holistic nutrition professionals emphasize the building of health and disease risk-reduction by approaching each person as a unique individual. This requires fully engaging the individual in their health recovery process and honoring their innate wisdom by working in an empowering and cooperative manner to chart a course to optimal health.

Privacy notice

During a program review, NANP may ask for information about the credentials of staff and faculty by examining school records, responses to student surveys and staff surveys. NANP will not publish any information that identifies an individual in its final report.

Benefits of NANP Approval of Education Programs

The NANP receives thousands of inquiries each month from individuals interested in pursuing an education in the holistic health and nutrition industry. Once a program is approved, it is listed on NANP's website, visible to prospective students eager to find vetted and credible programs.

Benefits of NANP Approval of Continuing Education Programs

NANP Professional members, those who are Board Certified in Holistic Nutrition® and Certified Dietary Supplement Professionals are required to provide evidence of earning a specified number of Continuing Education Units (CEUs) each year. NANP members trust that programs approved by the association have been properly scrutinized according to the applicable Scope of Practice/Service and Standards of Continuing Education.

Types of Programs Reviewed by the NANP (1 semester credit = 45 educational hours)

- *Nutrition Education Programs* – provide a foundational education in nutrition that consists of a minimum of twenty-four (24) credits
- *Natural Chef Training Programs* - provide a foundational education in nutrient-dense, whole foods cooking that consists of a minimum of twelve (12) credits
- *Dietary Supplement Education Programs* – provide a basic education in dietary supplements that consists of a minimum of eight (8) credits
- *Continuing Education (CE) Programs* - provide **continuing** education for members of the NANP who have

completed programs described above. CE programs teach above basic and foundational concepts. See the NANP website for current CEU requirements by member type. Unique from the programs listed above, NANP grants one (1) Continuing Education Unit (CEU) per hour of education provided, up to a maximum of thirty (30) CEU's. CE programs that are longer than thirty (30) hours in duration will be capped at thirty (30) CEU's. Webinars will not be considered for CEs

SECTION 2

REQUIREMENTS

Program Content

To obtain NANP approval, programs must:

- Be aligned with NANP's Standards, Educational Curriculum Requirements, Scope of Practice/Service and be holistic in nature.
- Offer flexible learning options that include all four primary learning styles: visual, auditory, reading/writing, and kinesthetic (for example, cooking, kinesiology, touch/smell, food handling, etc.).
- Provide a pedagogical design that includes assessments in multiple formats that guide instruction and help to identify student mastery of content. These may include:
 - **Online Programs**, which rely not only on books and reading materials but also on substantial use of technology and digital interaction through a Learning Management System.
 - **Offline Programs** which include direct contact between students and instructors, in real-time.
 - **Blended Learning** combines both on-campus and off-campus learning and must include elements of both online and offline programs.

The Student Experience

- Programs will offer an engaging learning experience with qualified instructors and a strong support network to reinforce clinical and academic skills.
- Text-heavy programs must incorporate interactive and visual resources that engage students and promote deeper levels of comprehension. (For example, multimedia and live chats which help move beyond a static discussion to real-time dialogue and sharing).
- Digital technology allows for personalization and a hybrid of learning models and must be viewed beyond the idea of IT infrastructure and offer a digital learning environment.

In summary, a successful program is like an interactive textbook that may include live components, pre-recorded videos, assessments, (including quizzes, closed-book exams, projects, etc.) and if appropriate, case studies.

Educational Program Review

The minimum number of educational hours for an Educational Program Review must be met (see specific program guidelines). Institutions applying for Educational Program Review must be established for a minimum of five (5) years and provide three (3) years of financial history. New programs at established institutions are not subject to the five (5) year requirement.

Initial approval will be for a three (3) year period, requiring a program check-in, annually. *

Subsequent (Re-review) approvals will be as follows:

2nd approval good for five (5) years *

3rd approval good for ten (10) years *

NOTE: All programs must submit to annual check-ins.

* Please check the NANP website for current review fees

Program Re-review

All approved programs are subject to the re-review timelines established above. However, programs may be subject to re-reviews based on risk assessments or qualifying complaints.

Risk assessment

In conducting a risk assessment, NANP analyzes:

- issues arising from annual check-in
- students' academic achievement over time, taking account of both attainment and progress
- any other significant concerns that are brought to NANP's attention

NANP reserves the right to request an additional Review of any program at any time.

If a re-review identifies a decline in students' academic achievements and/or overall ability to pass certification exams offered by the NANP (70% or lower pass rate), the program may be referred to the NANP Educational Standards Committee (ESC). The ESC once provided all data and reports will determine the next course of action, which may include suspension of the program's approval status or participation as an NANP Partner.

Qualifying Complaints

Qualifying Complaints received by the NANP might include, but are not limited to the following and may require either a full or partial review of the program:

- concerns regarding the standards of leadership, governance or instructors' conduct and education
- concerns regarding the breadth and balance of the curriculum

Before the Review

Clarification for Programs

The information below serves to confirm facts about the requirements of NANP. It is up to each school's leadership to determine their practices and to justify these on their own merits.

Assessment

NANP recognizes that grading and feedback to students, both written and oral, are important aspects of assessment. However, NANP does not expect to see any specific frequency, type or volume of grading and feedback; these are for the program directors to decide through its assessment policy. Grading and feedback should be consistent with that policy and should be based upon NANP's standards to be effective and efficient in promoting learning, and educational outcomes. While taking certification exams offered by the NANP is voluntary, the education offered by NANP approved programs should provide a foundational education, such that graduation from such programs, along with adequate study, outlined in the applicable Exam Study Guide will result in a passing grade.

Quality Assurance and Complaints

NANP is responsible for the quality of its work and will ensure that reviews are carried out by following its Standards, Educational Curriculum Requirements, and Scope of Practice/Service.

Schools & Institutions New to the NANP

Institutions/schools new to the NANP are asked to conduct an interview with the association's Educational Programs Specialist prior to submitting an application for program review.

[Click here](#) to schedule a pre-program review interview.

SECTION 3

EVALUATION

NANP will make key assessments based on the following areas:

- adherence to NANP's Standards, Educational Curriculum Requirements, and defined Scope of Practice/Service
- the quality of teaching, learning techniques, and assessment
- student outcomes

NANP must use all tools available to evaluate the student experience in each program.

STANDARDS

1. Instructors/ Teaching Staff

- NANP prefers all lead faculty to take and pass the NANP certification exam appropriate for the courses they teach, if available (e.g., if teaching courses for a Holistic Nutrition Education program, take the Board Exam in Holistic Nutrition).
- NANP requires a copy of staff resumes, educational certificates, and a record of CE's.
- Programs will submit to the NANP, as part of the Educational Program Review the CE requirements for all levels of instructors.

2. Methodology

During the Review process, NANP will consider:

1. Teaching Techniques

NANP will evaluate the program's teaching techniques with close attention to the following:

- a. the design, implementation, and evaluation of the curriculum, ensuring breadth and balance and its impact on students' educational outcomes and their personal development, and career prospects
- b. the effectiveness of the actions that leaders take to secure and sustain improvements to teaching, learning, and assessment
- c. the effectiveness of school management and how committed they are to their continued professional development

2. Assessments

How effectively leaders monitor the progress of students to ensure that none fall behind and underachieve. For a list of the desired types of assessments, please refer to specific educational curriculum standards for individual programs below.

3. Outcomes for students

NANP will take account of current standards and progress, including the program's performance data and information. NANP will make a relevant assessment on academic and other learning outcomes for students by evaluating the extent to which students attain relevant qualifications so they can and do progress to the next stage of their education into courses that lead to higher-level qualifications or into jobs that meet local and national needs.

To assess outcomes, NANP will evaluate the students' academic and vocational achievement across the curriculum. In assessing achievement, NANP will give most weight to students' end of program assessment or exam results.

4. Financials

Three (3) years – Profit & Loss Statements, Balance Sheets

SECTION 4

HOLISTIC NUTRITION EDUCATION PROGRAMS

Applying programs must be from schools that, at a minimum possess official recognition from their State's Department of Post-secondary Education or Department of Education as a Private Post-secondary Educational Institution. Programs from entities that do not possess such recognition will be not be considered for review.

NOTE: Graduates of regionally and nationally accredited nutrition programs qualify for Professional Membership and are able to apply to take the Board Exam in Holistic Nutrition. However, only programs that have been reviewed and approved by the NANP will be posted to the approved programs page of the NANP website.

Graduates of NANP-approved holistic nutrition education programs are eligible:

1. for Professional membership in the NANP, and
2. to apply to take the Board Exam in Holistic Nutrition.

Holistic Nutrition Educational Curriculum Requirements – 24 credits (1 semester credit=45 educational hours)

1. Anatomy/Physiology - 3 semester credits
2. Biochemistry - 3 semester credits
3. Nutrition - 6 semester credits, must include:
 - a. Macronutrients
 - b. Micronutrients
 - c. Life cycle nutrition:
 1. Men's health (pediatric & geriatric)
 2. Women's health (pediatric & geriatric)
 - d. Sports nutrition
4. Nutrition & Pathophysiology - 3 semester credits, topics to be covered below (may overlap with Physiology requirements above):
 - a. Nutritional support of the body (digestive, immune, cardiovascular, musculoskeletal, nervous, lymphatic, integumentary)
 - b. Environmental influences on health & disease
 - c. Symptomology of insufficiency, excess and impaired metabolism
5. Nutritional Counseling - 6 semester credits, to include:
 - a. Comparative dietary systems
 - b. Diet analysis & planning
 - c. Popular diets review

- d. Whole foods
 - e. Cultural influences
 - f. Nutritional supplementation
 - g. Health assessments
 - h. Reviewing laboratory results
 - i. Whole foods cooking
 - j. Menu/meal planning
6. Herbology - 1 semester credits, at least 30 herbs studied
 7. Business - 1 semester credit, to include:
 - a. Legal issues surrounding nutrition practice
 - b. Practice development
 - c. Ethics - Standard of Care and Scope of Practice
 - d. Bioethics (including FERPA & HIPAA)
 8. Research - 1 semester credit

Assessment types will include:

- lesson quizzes
- essay exams
- off-book exams (for Holistic Nutrition Education programs, at least one proctored exam is recommended)
- research projects
- client evaluations/case studies
- final exam and/or final project (recommend both for Holistic Nutrition Education programs)

Nutrition Professional Scope of Practice & Standard of Care

- A Nutrition Professional advises individuals, families, and groups on how to improve diet, lifestyle, and attitude to promote optimal health. They may work with a licensed health provider to help individuals with previously diagnosed illnesses identify biochemical imbalances and toxicities that contribute to poor health. Their advice and support are founded on evidence-based and holistic principles.
- A licensed Health Provider (MD, ND, DO, DC, RN, etc.) may work with a nutrition professional to educate patients on the benefits of whole foods, lifestyle improvements and appropriate supplementation relative to their health issue or provide these services themselves.

Nutrition Professionals General Menu of Services:

- Diet and lifestyle evaluation
- Teach healthy eating
- Shopping tours

- Family meal planning
- Suggestions for improving lifestyle
- Suggestions for managing stress
- Meal plans for improved weight, mood, and energy
- Teach classes on wellness and holistic nutrition
- Advise clients on basic wellness supplementation

Nutrition Professionals Therapeutic Menu of Services:

- Intake
- Advise therapeutic menu and nutrients
- Research issues
- Provide follow-up support
- Review lab assessments
- Summarize case and group findings
- Provide recommendations
- Teach health professionals and consumers
- Consult with practitioners

Holistic Nutrition Professionals and Registered Dietitians:

Holistic Nutrition Professionals are similar to and different than Registered Dietitians (RDs).

Similarities include:

- Food-based
- Science-based
- Work in community and clinical settings

Differences include:

- Holistic Nutrition Professionals (HNPs) teach a whole, organic, chemical-free food approach to health.
- RDs are encouraged by the Academy of Nutrition and Dietetics to teach the USDA's MyPlate approach. *
- The main tenet of holistic nutrition is biochemical individuality, and therefore, HNPs develop Individualized programs to address client health concerns.
- RDs are encouraged to use Association guidelines when developing protocols for their patients, such as those published by the American Diabetes Association, the American Heart Association, etc.*
- Many states license RDs to practice Medical Nutrition Therapy (MNT); while HNPs who are not also RDs may not practice MNT.

*** NOTE: A growing number of RDs are teaching whole food and a holistic approach to health. They may or may not use the MyPlate or Association guidelines approaches with their patients.**

Role Delineation:

The HNP's job is to bring non-biased health and nutrition information to friends, neighbors, associates and the media. We educate the public on the cost/benefit of eating unprocessed local, fresh, plant-based foods. There is value in taking quality nutritional products to manage chronic nutritional deficiencies and toxicities associated with lifestyle and environmentally-related health problems.

Holistic Nutrition Professionals DO

- promote active lifestyles
- teach healthy eating

Holistic Nutrition Professionals DO NOT

- practice Medical Nutrition
- diagnose, treat, cure or prevent disease
- make unproven health claims
- misrepresent training
- use unproven devices, assessments or therapies
- use network marketing or product sales in place of individual client education

Distinguishing Features

- fresh, natural-foods basis
- educational emphasis
- client-based, not method or product-based
- refer to doctors for medical conditions
- the highest standard of accountability and integrity
- use Informed Consent and Full Disclosure forms
- adhere to NANP practice guidelines and ethics

For program review fees and application go to <https://www.nanp.org/apply-for-school-review>. All applications must be accompanied by the applicable, completed Educational Curriculum Requirements Map.

Click the image below to view and download the Holistic Nutrition Educational Curriculum Requirements Map

NANP
NATIONAL ASSOCIATION OF NUTRITION PROFESSIONALS
Building the Future for Holistic Nutrition®

HOLISTIC NUTRITION EDUCATIONAL CURRICULUM REQUIREMENTS MAP

EDUCATIONAL INSTITUTION: _____ DATE: _____
NAME OF PROGRAM: _____ TOTAL HOURS OR EDUCATIONAL WEEKS: _____
CONTACT NAME: _____ CONTACT EMAIL: _____

24 credits (1 semester credit = 3 educational hours)
Please identify each course in this program and the number of credits per course attributable to each curriculum requirement.

PROGRAM COURSE	ANATOMY/PHYSIOLOGY (3 CREDITS)	BIOCHEMISTRY (3 CREDITS)	NUTRITION (3 CREDITS)	NUTRITION & PATHOPHYSIOLOGY (3 CREDITS)	NUTRITION COUNSELING (3 CREDITS)	HERBOLGY (1 CREDIT)	BUSINESS (3 CREDITS)	RESEARCH (3 CREDITS)

SECTION 5

NATURAL CHEF TRAINING PROGRAMS

Graduates of NANP-approved natural chef training programs are eligible for Professional Membership in the NANP.

Natural Chef Educational Curriculum Requirements - 12 credits (1 semester credit=45 educational hours)

1. Fundamentals – 1 semester credit
 - a. Food safety and sanitation
 - b. Kitchen set-up:
 - i. Pantry basics
 - ii. Cookware and utensils
 - iii. Storage
 - iv. Culinary math and recipe writing
 - c. Food Foundations:
 - i. Macronutrients
 - ii. Micronutrients
 - d. Whole Foods Selection:
 - i. Organic
 - ii. Sustainability/Farm-to-Table
 - iii. Political and corporate interests
2. Techniques - 2 semester credits
 - a. Knife care and cutting skills
 - b. Cooking - baking, steaming, grilling, sautéing, braising, roasting, pressure cooking
 - c. Fermenting, juicing, sprouting, dehydrating
3. Menu planning – 2 semester credits
 - a. Seasonal cooking
 - b. Raw and living foods
 - c. International/Regional Cuisine:
 - i. Ethnic traditions
 - ii. Spices
 - iii. Therapeutic applications
 - d. Multiple Dietary Approaches:

- i. Omnivore/Pescatarian
 - ii. Vegetarian/Vegan
- e. Healthy family cooking, cooking for children: breakfast, lunch, dinner, desserts
- 4. Therapeutic applications – 2 semester credits –
 - a. Restorative foods
 - b. Detoxification
 - c. Food sensitivities/allergies – gluten, dairy, soy free
- 5. Hands-on cooking classes covering the following categories – 3 semester credits:
 - a. Whole grains and grain products
 - b. Poultry, fish, meat, eggs
 - c. Vegetables, sea vegetables
 - d. Beans, soy foods, meat alternatives
 - e. Soups and stews
 - f. Herbs, spices, seasonings, condiments, oils, and garnishes
 - g. Salads, dressings, and sauces
 - h. Appetizers, party food
 - i. Healthy bread and flatbreads
 - j. Fruits, nuts, seeds, beverages
 - k. Desserts: baked and non-baked, natural sweeteners
- 6. Client Services – 1 semester credit
 - a. Personal Chef
 - b. Catering/restaurant
 - c. Business development/legal issues
 - d. Scope of Services
- 7. Culinary Externship – 1 semester credit

Assessment types will include:

- lesson quizzes/midterm exams
- recipe development/production
- client evaluations/menu plans
- final exam and/or final project/presentation

Natural Chef Scope of Service

A Natural Chef combines traditional preparation techniques using whole foods. They cater to the needs of individuals, rather than a one-size-fits-all diet. They become experts in food preparation, flavor development, presentation, and produce healthy meals that focus on nutritional value. Natural Chefs use fresh, seasonal, organic, and local foods. They combine traditional culinary techniques with nourishing foods, for the promotion of optimal health.

Knowledge & Skillset:

- The combination of classic culinary training with therapeutic techniques for the promotion of optimal health.
- The ability to prepare meals with therapeutic ingredients that increase the nutritional content to nourish and support the health of their clients.
- The basics of nutrition theory and the fundamental relationship between food and health.
- Broad knowledge of natural ingredients and how to prepare them.
- Ability to adapt and transform everyday dishes into healthy meals.
- Knowledge of current trends in 'healthy eating' with their relative strengths and weaknesses.
- Familiarity with sustainable farming practices and what is meant by organic, biodynamic, free-range and grass-fed/finished.

Role Delineation:

A Natural Chef is a culinary expert who cooks meals with the whole body in mind. Nutrition is a foremost consideration. The role of the Natural Chef is to provide nutrient-rich meals and menu plans based on whole, seasonal, locally grown, organic foods, and nutritive herbs and spices to create meals that support metabolic balance and optimal health.

Natural Chefs DO:

- Prepare healthy cuisine that incorporates holistic nutrition and fresh, minimally processed foods procured in season.
- Work in restaurants, cafeterias, catering services, and privately for individuals who have specific health concerns.
- Teach their clients to prepare natural foods.
- Operate with the highest standard of accountability and integrity.
- Adhere to NANP's Scope of Service and Code of Ethics.

Natural Chefs DON'T:

- Practice Medical Nutrition Therapy, clinical nutrition or holistic nutrition, unless they are properly educated, licensed or certified in those fields of study.
- Make unproven or otherwise unsubstantiated claims regarding the potential efficacy of a meal or menu plan.
- Misrepresent training.

For program review fees and application go to <https://www.nanp.org/apply-for-school-review>. All applications must be accompanied by the applicable, completed Educational Requirements Map.

Click the image below to view and download the Natural Chef Training Curriculum Requirements Map

NANP
NATIONAL ASSOCIATION OF
NATURAL CHEFS
Helping you succeed in the food business.

**NATURAL CHEF TRAINING PROGRAM
CURRICULUM REQUIREMENTS MAP**

EDUCATIONAL INSTITUTION: _____ STATE: _____
NAME OF PROGRAM: _____ STATE: ALABAMA OR DISTRICT OF COLUMBIA: _____
CONTACT NAME: _____ CONTACT EMAIL: _____

17 credits (1 semester credit=45 educational hours)
Please identify each course in this program and the number of credits per course attributable to each curriculum requirement.

PROGRAM COURSES	FUNDAMENTALS (1 CREDIT)	TECHNICALS (2 CREDITS)	MENU PLANNING (2 CREDITS)	INDUSTRY APPLICATIONS (2 CREDITS)	HANDS-ON COOKING CLASSES (2 CREDITS)	CLIENT SERVICES (1 CREDIT)	COURSE EXTENSION (2 CREDITS)

1/17/2017

SECTION 6

DIETARY SUPPLEMENT EDUCATIONAL PROGRAMS

Graduates of NANP-approved dietary supplement education programs are eligible to apply to take the Dietary Supplement Professional Certification Exam.

Dietary Supplement Professional Educational Curriculum Requirements - 8 credits (1 semester credit=45 educational hours)

1. Anatomy/Physiology/Biochemistry – 1 semester credit

- a. Macronutrients
- b. Micronutrients

2. Nutritional support of the body – 2 semester credits

- a. Life cycle nutrition:
 - i. Men's health (pediatric & geriatric)
 - ii. Women's health (pediatric & geriatric)
- b. Sports nutrition
- c. Body systems:
 - iii. Blood sugar
 - iv. Cardiovascular system
 - v. Detoxification
 - vi. Digestion
 - vii. Healthy diet
 - viii. Immune system
 - ix. Liver
 - x. Mental health/stress
 - xi. Skin

3. Nutraceuticals – 2 semester credits

- a. Vitamins & minerals
- b. Herbs
- c. Homeopathy
- d. Glandulars
- e. Mushrooms

4. Legal Responsibilities - 3 semester credits, to include:
- a. DSEA (Dietary Supplement Education Act)
 - b. FALCPA (Food Allergy Labeling and Consumer Protection Act)
 - c. FDA (Food & Drug Administration)
 - d. GMP (Good Manufacturing Practice)
 - e. Delivery form
 - f. Disease treatment language
 - g. Amounts/servings
 - h. Excipients/other ingredients
 - i. Health claims
 - j. Health supportive language
 - k. Marketing claims
 - l. Proprietary blends
 - m. Structure-function claims
 - n. Supplement facts
 - o. 3rd party literature
 - p. Qualified Health Claims
 - q. Ethics - Scope of Practice

Assessment types will include:

- lesson quizzes, with customer-related questions
- oral, not essay exams
- off-book exams
- monographs, with dosage, ingredient usage, adverse effects, etc.
- final exam and/or final project

Certified Dietary Supplement Professional Scope of Service & Standard of Care

A Certified Dietary Supplement Professional (CDSP) advises consumers on the use of dietary supplements for purposes of basic health and wellness.

The CDSP Scope of Service includes:

- the presentation of information, in a regulatory compliant manner (including discussion and dissemination of printed or digital materials) about the science and/or traditional uses of individual nutraceuticals and dietary supplements to consumers
- advising consumers about the appropriate use of dietary supplements which may help support their health and wellness goals

- referring cases outside of expertise and scope of service to appropriate healthcare professionals

Role Delineation:

There is value in taking quality dietary supplements to help maintain health and wellness and address potential deficiencies or insufficiencies. The role of the Certified Dietary Supplement Professional is to assist interested consumers in selecting dietary supplements to meet their needs.

Certified Dietary Supplement Professionals (CDSPs) DO:

- maintain compliance with all applicable regulations and guidelines (in the United States this includes adhering to DSHEA – the Dietary Supplement Health and Education Act) when assisting consumers in selecting dietary supplement products
- refer to medical doctors, pharmacists or other qualified healthcare professionals for medical conditions and input regarding interactions between herbal, nutrient or other nutraceutical-based products with over the counter or prescription medications
- operate with the highest standard of accountability and integrity
- adhere to NANP’s Scope of Service and Code of Ethics

Certified Dietary Supplement Professionals (CDSPs) DO NOT:

- practice Medical Nutrition, clinical nutrition or holistic nutrition, unless they are properly educated, licensed or certified in those fields of study
- discuss interactions between herbal, nutrient, or other nutraceutical-based products with over-the-counter or prescription medications
- diagnose, prevent, cure or treat disease
- make unproven or otherwise unsubstantiated claims regarding the potential efficacy of a dietary supplement
- misrepresent training
- use unproven devices, assessments or therapies

For program review fees and application go to <https://www.nanp.org/apply-for-school-review>. All applications must be accompanied by the applicable, completed Educational Curriculum Requirements Map.

Click the image below to view and download the Dietary Supplements Educational Curriculum Requirements Map

The image shows a form titled "DIETARY SUPPLEMENT EDUCATIONAL CURRICULUM REQUIREMENTS MAP" with the NANP logo. It includes fields for "EDUCATIONAL INSTITUTION", "NAME OF PROGRAM", "CONTACT NAME", "STATE", "TOTAL NUMBER OF EDUCATIONAL HOURS", and "CONTACT EMAIL". Below these is a table with 5 columns: "PROGRAM COURSES", "ANATOMY/PHYSIOLOGY/BIOMECHANICS (1 CREDIT)", "NUTRITIONAL SUPPORT OF THE BODY (1 CREDIT)", "NUTRACEUTICALS (2 CREDITS)", and "LEGAL RESPONSIBILITIES (1 CREDIT)". The table has 10 rows for listing courses. At the bottom, there is a section for "FOR NANP INTERNAL USE" with two empty rows.

SECTION 7

BOARD EXAM PREPARATION COURSE REVIEW

Exam preparation courses should offer students a comprehensive and specific lesson plan, based on the then-current study materials, tasks, knowledge and key concepts identified by the Holistic Nutrition Credentialing Board (HNCB) for the successful passage of the Board Exam in Holistic Nutrition.

The purpose of the HNCB examination is to assess the knowledge of the holistic nutrition professional at a level consistent with the scope of practice and educational standards established by the NANP.

The HNCB examination is a closed book, proctored and timed exam that includes, but is not limited to multiple-choice, short answer, matching terms, etc. styled questions. There are no essay questions.

The goal of an exam preparation course is to help the student identify potential gaps in their knowledge for focused study to pass the board exam.

Exam preparation courses must cover the tasks, knowledge and key concepts of the following five (5) domains of the exam, details of which can be found in the Board Exam Study Guide:

- Domain I - Food & Nutrition
- Domain II - Fundamentals of Anatomy, Physiology & Biochemistry
- Domain III - Counseling Skills
- Domain IV - Nutrition in Practice
- Domain V - Research

The Board Exam Study Guide includes sample questions.

Instructors and assistant instructors of an exam preparation course must be Board Certified in Holistic Nutrition® and maintain such certification, as well as Professional Membership in the NANP in good standing.

Exam preparation courses must include the following components:

1. Study/lesson plan, including syllabi for each domain of the exam
2. A pre-test to evaluate the student's initial knowledge and identify areas of strength, weakness, and focus
3. Tutorials, either in-person or video to provide deeper understanding of key concepts
4. Flashcards, online or hardcopy
5. A minimum of three (3) practice tests
6. Post-test data to provide feedback and metrics to the student, identifying areas of further study needed
7. A minimum of three (3) one-on-one mentoring sessions with an instructor who is Board Certified in Holistic Nutrition®

The board exam is revised regularly to maintain consistency with the current practice of holistic nutrition. Schools that offer approved board exam preparation courses will be notified when the HNCB selects new or revised editions of study materials, and when it establishes new tasks, knowledge or key concepts for the exam. Prep courses will be subject to re-review by the NANP to ensure the course is consistent with any such changes. A re-review fee will apply.

SECTION 8

CONTINUING EDUCATION (CE) PROGRAM REVIEWS

Programs submitted for CE review must teach beyond basic nutrition and be holistic in nature. Programs and organizations applying for CE approval must be established for a minimum of two (2) years, with a solid financial history. NANP reserves the right to request financial data, upon program review.

The following are the types of programs the NANP will review for CEU purposes.

Advanced & Specialty Education Programs (not to exceed thirty (30) CEUs)

Full access to all program materials must be provided, including online access for programs that are taught virtually. Copies of the following (if appropriate to the program) will be required:

- Lesson plans
- Learning objectives
- Required reading lists
- Proprietary reading materials (those that cannot be accessed elsewhere)
- Samples of homework, quizzes, exams, writing assignments, and final exams

Conferences & Seminars

The NANP will only approve CE programs that are minimally ninety-five percent (95%) educational and only five percent (5%) or less sales oriented. ***Programs over five percent (5%) sales-focused will not be approved.***

Non-discrimination Statement and Policy: The National Association of Nutrition Professionals does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

HOLISTIC NUTRITION EDUCATIONAL CURRICULUM REQUIREMENTS MAP

EDUCATIONAL INSTITUTION: _____

DATE: _____

NAME OF PROGRAM: _____

TOTAL NUMBER OF EDUCATIONAL HOURS: _____

CONTACT NAME: _____

CONTACT EMAIL: _____

24 credits (1 semester credit=45 educational hours)

Please identify each course in this program and the number of credits per course attributable to each curriculum requirement.

PROGRAM COURSES	ANATOMY/PHYSIOLOGY (3 CREDITS)	BIOCHEMISTRY (3 CREDITS)	NUTRITION (6 CREDITS)	NUTRITION & PATHOPHYSIOLOGY (3 CREDITS)	NUTRITION COUNSELING (6 CREDITS)	HERBOLOGY (1 CREDIT)	BUSINESS (1 CREDIT)	RESEARCH (1 CREDIT)



HOLISTIC NUTRITION EDUCATIONAL CURRICULUM REQUIREMENTS MAP

PROGRAM COURSES	ANATOMY/PHYSIOLOGY (3 CREDITS)	BIOCHEMISTRY (3 CREDITS)	NUTRITION (6 CREDITS)	NUTRITION & PATHOPHYSIOLOGY (3 CREDITS)	NUTRITION COUNSELING (6 CREDITS)	HERBOLOGY (1 CREDIT)	BUSINESS (1 CREDIT)	RESEARCH (1 CREDIT)

FOR NANP INTERNAL USE:

EDUCATIONAL INSTITUTION: _____

DATE: _____

NAME OF PROGRAM: _____

TOTAL NUMBER OF EDUCATIONAL HOURS: _____

CONTACT NAME: _____

CONTACT EMAIL: _____

12 credits (1 semester credit=45 educational hours)

Please identify each course in this program and the number of credits per course attributable to each curriculum requirement.

PROGRAM COURSES	FUNDAMENTALS (1 CREDIT)	TECHNIQUES (2 CREDITS)	MENU PLANNING (2 CREDITS)	THERAPEUTIC APPLICATIONS (2 CREDITS)	HANDS-ON COOKING CLASSES (3 CREDITS)	CLIENT SERVICES (1 CREDIT)	CULINARY EXTERNSHIP (1 CREDIT)



NATURAL CHEF TRAINING PROGRAM CURRICULUM REQUIREMENTS MAP

PROGRAM COURSES	FUNDAMENTALS (1 CREDIT)	TECHNIQUES (2 CREDITS)	MENU PLANNING (2 CREDITS)	THERAPEUTIC APPLICATIONS (2 CREDITS)	HANDS-ON COOKING CLASSES (3 CREDITS)	CLIENT SERVICES (1 CREDIT)	CULINARY EXTERNSHIP (1 CREDIT)

FOR NANP INTERNAL USE:

DIETARY SUPPLEMENT EDUCATIONAL CURRICULUM REQUIREMENTS MAP

EDUCATIONAL INSTITUTION: _____ DATE: _____

NAME OF PROGRAM: _____ TOTAL NUMBER OF EDUCATIONAL HOURS: _____

CONTACT NAME: _____ CONTACT EMAIL: _____

8 credits (1 semester credit=45 educational hours)

Please identify each course in this program and the number of credits per course attributable to each curriculum requirement.

PROGRAM COURSES	ANATOMY/PHYSIOLOGY/BIOCHEMISTRY (1 CREDIT)	NUTRITIONAL SUPPORT OF THE BODY (2 CREDITS)	NUTRACEUTICALS (2 CREDITS)	LEGAL RESPONSIBILITIES (3 CREDITS)

FOR NANP INTERNAL USE: