

## Duke Health & Well-Being Coach Training: Blended Format Frequently Asked Questions

### 1. What are the requirements for application to the program?

Participants must hold a minimum of an associate's degree in any field of study. Exceptions may be made for those who have 3 or more years of experience in a medical or allied health field such as medicine, nursing, physical therapy, health education, exercise physiology, psychotherapy, or nutrition.

### 2. What should I do if I'm not sure that I meet the application requirements?

The best way to find out if you meet the requirements is to fill out the **free online application**. Within the application, you will be asked to upload your resume and complete two open-ended questions to describe your areas of interest and professional goals. As we review your full background, we will be able to best make the eligibility determination. You can expect to hear back from us in approximately 2-4 weeks.

### 3. Who typically comes to your program?

We have people from diverse educational and professional backgrounds attending this program. Many represent licensed medical and allied health fields such as medicine, nursing, physical therapy, health education, social work, exercise physiology, psychotherapy, or nutrition. Others represent a wide range of professional fields such as public health, massage therapy, acupuncture, yoga therapy, personal training, ministry, education, business entrepreneurs, healthcare marketing and consultants, and other fields.

### 4. What are the steps to apply and be accepted into the program?

The first step is to fill out the free [online application](#). We will process your application within approximately 2-4 weeks. You can expect to receive an email notifying you of your application status and next steps regarding registration. Registrations are taken on a first-come, first-served basis and require payment in full. (*See #24 for payment options*)

### 5. What are the hours of the program?

The training sessions will be held Monday through Thursday during each module.

#### Module 1:

- Monday: Check-in and Welcome Session begins at 8:30 AM EST, concluding at 5:30 PM EST.
- Tuesday – Thursday: Training runs from 9:00 AM to 5:30 PM EST.

#### Module 2:

- Monday – Wednesday: Training runs from 9:00 AM to 5:30 PM EST.
- Thursday: Training concludes earlier, from 9:00 AM to 5:00 PM EST.

We kindly ask that all participants arrive on time, as each day will begin and end promptly.

**Optional Guided Self-Care:** You are warmly invited to join us on Friday of each module, from 9:00 AM to 12:00 PM EST, for guided self-care practices including mindfulness and yoga.

### 6. What course content will be covered?

Please see the Sample Syllabus.

### 7. Are there textbooks required for this program?

All required course materials will be provided to you. You are not required to purchase any additional textbooks.

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**8. Is there homework and practice coaching between modules?**

Evening homework is assigned during the onsite training days. These assignments are designed to enhance the in-person instruction and include readings in your course manual, E-learnings, as well as reflective writing exercises. You can expect to spend approximately 1 hour per evening on homework assignments.

Between the onsite training modules, you will complete several course requirements including self-paced E-Learnings, viewing Video Demonstrations, and telephonic/virtual skills practice sessions. You can expect to spend approximately 3 hours per week on these between module requirements.

**10. What if I cannot attend one of the modules? Can I take that module as part of a later training?**

The modules are designed to be sequential. For this reason, we ask that you register for a training in which you can attend all modules.

**11. Do you have an attendance policy?**

Yes. In order to receive a certificate of completion, you are required to attend each day of each module. If you anticipate that you will be missing part of any module, prior approval must be received in writing in advance of the module. We reserve the right not to award a certificate of completion if you miss significant portions of the training.

**12. What kind of official recognition or documentation will I receive at the completion of the training?**

You will receive a Certificate of Completion of the Duke Health & Well-Being Coach Training.

**13. Is the program approved by the National Board for Health and Wellness Coaching (NBHC)?**

Yes, DHWCT is an NBHC Approved Training Program. Completion of DHWCT provides program graduates eligibility to sit for the NBHC Board Exam.

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**14. Are CEUs and CCEs available?**

Continuing Education Units (CEUs) are currently pending for the Blended In-Person and Distance Learning format.

*Duke University Health System Education Services Department has been approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 8405 Greensboro Drive, Suite 800, McLean, VA 22102. In obtaining this approval, Duke University Health System Education Services Department has demonstrated its compliance with the American National Standards Institute (ANSI)/IACET standards, which are internationally recognized as standards of good practice. As an Authorized Provider, the Duke University Health System Education Services Department may offer IACET CEUs for its programs that qualify under the ANSI/IACET standards.*

In addition, Continuing Coach Education hours (CCEs) are pending for the in-person format by International Coach Federation (ICF).

**20. What is the cost of the program?**

The tuition fee is \$5,500 per person. We offer an Early Registration rate of \$4,950 if you are accepted and either pay in full or make your initial deposit by the Early Registration deadline.

**21. What does the tuition cover?**

The cost of the program covers your participation in the program, lunch Monday through Thursday, coffee and tea each morning during the on-site modules, access to the online course content, plus the printed DHWCT Course Manual, Personal Health Plan Manual, course handouts and binder. The tuition does not cover room/board, transportation or air fare. If you stay at the Hilton Garden Inn, shuttle service is provided in the morning and in the evening.

**22. Is there a discount for Duke employees?**

Yes; there is a 15% discount from the full program price for Duke employees. This brings the cost of the program to \$4,675 instead of \$5,500.

**23. Are there scholarships available to help offset the cost of tuition?**

Duke Health & Well-Being has limited funds available for partial financial assistance for the DHWCT. The funds may cover up to 10% of the registration fee. To be considered, please submit your [financial assistance application](#) before the early registration deadline for your desired course.

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#### 24. Do you offer payment plans?

You may pay in full at the time of registration, or you may make a deposit in the dollar amount of \$2,750.00, and then pay partial payments until one week prior to the registration close date, at which time payment in full will be due. Acceptance into the course without registration and payment does not reserve your place in the course. We will offer a waitlist for courses that fill to maximum capacity prior to the registration deadline.

#### 25. What is the cancellation policy?

Cancellations may be requested using the [cancellation request form](#). If you make this request at least 7 days prior to the start of the program you will receive a refund of your payment minus an administration fee equal to 10% of the *full* registration fee. If you request a cancellation fewer than 7 days before the program start date or do not arrive on your scheduled start date you will forfeit your payment.

#### 26. What kinds of hotel accommodations are available in the area?

We have a room block reserved at Hilton Garden Inn Durham/University Medical Center for March 22, 2026, through March 27, 2026, and May 18, 2026, through May 25, 2026. Booking your room is simple, just select "Book a Room" to receive your group's preferred rate of \$169.00/night.

[Book Your March Reservation](#) : Book by February 21, 2026

[Book Your May Reservation](#): Book by April 19, 2026

Additional hotels nearby include the Washington Duke Inn and the JB Duke Hotel.

#### 27. What airport is the closest?

The closest airport is the Raleigh-Durham International Airport (RDU). The airport is 18 miles from Duke University.

#### 28. What to pack for your trip in March (Module I)?

- Comfortable layers (March weather can be unpredictable—cool mornings and mild afternoons)
- A light jacket (or even a rain jacket, just in case) or fleece
- Athletic wear for yoga and walking
- Sneakers or comfortable shoes
- Reusable water bottle
- Sunscreen and sunglasses
- Journal or notebook (optional for mindfulness reflections)
- Small backpack or tote

#### **Self-Care Day – Friday, March 27 (9 AM to 12 PM EST) OPTIONAL:**

We're excited to invite you to a rejuvenating Self-Care Day filled with activities to help you unwind and reconnect:

- Gentle Yoga
- Nature Walk (*weather permitting*)
- Mindfulness Practice

## Cancellation Policy

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Due to the high demand for our services and participant limits for some of our programs we ask for your assistance in informing us of requests for cancellations as early as possible. This will allow us to offer your space to someone else.

For online only programs with no designated start date (continuously available for self-paced learning), no cancellations, refunds, or transfers are allowed.

For pre-registration programs with a designated start date, transfers are not allowed. Cancellations may be requested using the cancellation request form below. If you make this request at least 7 days prior to the start of the program you will receive a refund of your payment minus an administration fee equal to 10% of the full registration fee. If you request a cancellation fewer than 7 days before the program start date or do not arrive on your scheduled start date you will forfeit your payment.

*Exception: No tuition refunds are available for the Leadership Program in Health and Well-Being.*

For online drop-in classes registering the same day, transfers are not allowed. Cancellations may be requested using the cancellation request form below. If you make this request at least 15 minutes prior to the start of the session you will receive a full refund of your payment. Cancellation requests are not accepted fewer than 15 minutes before the session start time. If you do not join your scheduled drop-in class you will forfeit your payment.

If you are entitled to a refund, please note the following. If you paid by check or cash please allow a minimum of 30 days to receive your refund check. If you paid by credit card please allow a minimum of 5 business days to credit your account.

## Cancellation Request Form

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Please log-in to access the Cancellation Request Form.

[Payment & Discount Policies](#) | [Cancellation Policy & Request Form](#) | [Technology Waiver](#) | [Privacy Policy](#) | [Hardware/Software Requirements](#) | [DHWCT Attendance Policy](#)

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