



"First in Health &  
**Wellness**  
Coach Training"

## CHECKLIST FOR Completing the Real Balance Foundation Class

### Complete the 40 in-class hours of interactive learning

40 in-class hours

Make up missed classes (up to 3 classes) by:

- Listening to the class recording (in your class Forum on the Real Balance website)
  - Email your instructor for questions to answer for each missed class
  - Return your answers to your instructor and cc [Deborah@realbalance.com](mailto:Deborah@realbalance.com).

Complete one in-class coaching review with your instructor. This is not scored

### Complete the Ethics/Legal Modules

Read the ICF and NBHWC Ethics documents & NBHWC HIPAA documents

Listen to the Ethics & Legal Modules

Answer the questions for both modules

Return your answers to your instructor

*To access the Ethics/Legal Dropbox Folder in Dropbox:*

<https://www.dropbox.com/sh/5ah4u9k7d1msp4x/AABMKsOZpDTKlciU-hcNRvHua?dl=0>

### Complete 6 one-hour buddy coaching sessions

6 sessions – a minimum of 30 minutes coaching and 30 minutes being coached

Complete a Buddy Coach Notes form for each session

*To access the Buddy Coach Guidelines and Buddy Coach Notes in Dropbox:*

<https://www.dropbox.com/sh/fvgd5rypdenouwe/AABuu5aitsxXVJimSC3oFv3da?dl=0>

Submit all Buddy Coach Notes via the Real Balance File Transfer process:

<https://realbalance.com/file-transfer>

You may submit coach notes one at a time, 2-3 together or all at once.

## Complete the Case Study

Six coaching sessions

To access the *Case Study Guidelines*, *Case Study Form* and *Case Study Rubric* in Dropbox:  
<https://www.dropbox.com/sh/8a1q30jrzajj6w/AADk2zwWFtjPG4JGn9D8FL2ha?dl=0>

This is scored. The passing grade is 75%

Submit your Case Study via the Real Balance File Transfer process:

<https://realbalance.com/file-transfer>

## Complete the Online Exam

Exam passed

- The link will be emailed to you by Deborah after the end of the class
- The exam is open-book and is all multiple-choice questions
- You can save your work and return to complete it later
- You will get your score immediately after completing it
- You may retake it if you do not have a passing score

**The Complete Dropbox folder for the 40 Hour Foundation Class:**

<https://www.dropbox.com/sh/dhurhzemrldhp2z/AAAj0FbbKfv5NmWUCgotXlqTa?dl=0>