

Whole Food Practice's Nutritional Clinical Assistant (NCA) Certification

Final Pilot Program – April 2023

WEEK	TOPIC	HOURS	QUIZ? Y/N	LEARNING MODE
0 LIVE ZOOM	3/25/23 (Sat) – 9:00 am MT - NCA Kick-off Meeting – Recording uploaded to the course	1	N	Zoom, Recording & Handouts
1	Becoming an NCA	4	N	Video, Online Book, Links & Downloads
2 & 3	Directed Reading Materials (<i>may be completed anytime during the entire program, however 2 weeks given as a start</i>) <ul style="list-style-type: none"> Why Your Doctor Offers Whole Food Supplements Put Your Money Where Your Mouth Is Trophia Simple Steps & The Terrible 10 	10	Y	SRP Books or Magazines, Audio Messages
4	Office & Business System Evaluation (<i>this unit will give the enrollee time to assist with implementation activities & schedule a coaching session</i>)	4	N	Survey, eBook, Links, Downloads & Optional Coaching Meeting
5	Intro to Physiology & Anatomy	2	Y	Video, Handouts
6	Skeletal & Muscular Systems	2	Y	Video, Handouts
7	Cardiovascular & Respiratory Systems	2	Y	Video, Handouts
8	Digestive System	2	Y	Video, Handouts
9	Endocrine & Nervous System	2	Y	Video, Handouts
10	Basic Physical Exam, Observations & Intake	2	Y	Video, Practice
11 & 12	Seminar Sampler (<i>compilation of teaching topics presented by various presenters. This is the only assignment in weeks 11-12 but the 8 hours can be completed at your pace</i>)	8	Y	Online video recordings, Downloads
LIVE ZOOM	6/10/23 (Sat) – 9:00 am MT - Half-way Zoom Celebration – Recording uploaded to the course	1	Y	Zoom, Recording & Handouts
13	Whole Food Nutrition Foundations, Natural versus Synthetic	2	Y	Video, Handouts
14	Health Trends in America	2	Y	Video, Handouts

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15	Foundational Nutritional Solutions for Every Clinic	2	Y	Video, Handouts
16	Popular Diet & Eating Plans	2	Y	Video, Handouts
17	Introduction to Systems Survey and Food Diaries	2	Y	Video, Handouts
18	Toxicity, Detoxification & Weight Loss	2	Y	1 Degree of Change, SP Detox Balance Booklet, Video, Other Handouts
19	Purification Program Implementation	2	Y	Video, Handouts
20	Purification Foods, Meal Planning and Post-Purification Coaching	2	Y	Video, Handouts
21	Email Communications, Social Media and Marketing	3	N	Video, Handouts, Links & Resources
22	Telehealth Implementation & Support, including Shopify, Patient Direct, inSITE, Direct Ship, Drop Shipping & FullScript	3	N	Video, Handouts, Links & Resources
LIVE ZOOM	8/30/23 (Wed) – 5:30 pm MT - Completion Zoom Celebration – Recording uploaded to the course	1	N	Zoom, Recording & Handouts
DIRECTED CONTENT DELIVERED IN WEEKLY ASSIGNMENTS		60 Hrs/3 hrs live meetings/2 coaching sessions		
23-24	Wrap-up & Final Exam Complete the NCA Seminar Sampler, catch up on unfinished units, or review your course materials and NCA Study Guide for final exam prep. The exam can be taken during any of these final weeks if all units are completed. The exam is “open book” and allows notes, resources, and books to be used, but not internet searching for answers. Questions are based on curriculum learning and study guide materials and follow the same format as the quizzes. The exam may be taken multiple times to achieve a passing score.			Online Multiple-Choice Test Multiple Choice exam totaling 60 points. Must pass with an 80% score or better.
ESTIMATED 5 ½ MONTHS COMPLETION PERIOD FOR PILOT PROGRAM				

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Important Notes:

1. All segments of the NCA program are directed study, meaning that Whole Food Practice will provide the materials and timelines to achieve successful completion, and the costs associated with these materials are included in the tuition.
2. A dedicated NCA Community page is provided for group communications, questions and answers and sharing great ideas with peers. All enrollees are encouraged to check posts regularly.
3. Enrollees are encouraged to browse the free courses on the online store - [Visit WFP Online Store](#). Once courses are selected, they will be linked to their personal library for further learning.
4. There will be 3 live Zoom meetings held during each enrollment period and students are encouraged to attend. The first event is a Kick-off meeting prior to the start of the program, the second is a ½-way celebration, and the final live event is at the close of formal lessons. A recording of each event will be posted in the course for those that cannot participate live.
5. All quizzes and the final exam are online, open book and graded immediately. NCA enrollees must pass these tests with an 80% or better. Quizzes and the final exam may be taken as many times as necessary to achieve a passing score.
6. Completed transcripts will be sent to Texas Chiropractic College for final review and processing and an official certificate with the colleges seal will be sent in 3-6 weeks.
7. Enrollees that satisfactorily complete the program will have earned the credential NCA (Nutritional Clinical Assistant). The credential and title can be used in clinic marketing, staff announcements, nametags, resumes, etc.
8. There are no recertification requirements for this one-time certification program.
9. Completion timelines are guidelines. Enrollees will be encouraged to maintain a schedule of study that keeps them on track, but no penalty will be assessed if more time is needed. They will be dropped from active enrollee communications and will need to stay motivated to complete the program on their own.
10. Direct coaching sessions must be completed during the designated course timeframe (by the end of week 24) or they will be forfeited. This will ensure enrollees in each session receive adequate time and attention.

Questions? Please email support@wholefoodpractice.com.