

Whole Person Integrative Eating (WPIE) Specialist Candidate Handbook



1) Requirements

- a. Candidates must be 18 years of age.
- b. Candidates must read the WPIE Specialist Candidate Handbook and agree to the terms and conditions.
- c. Candidates must be a credentialed health professional (see Appendix A for sample list).
- d. Candidates must complete the registration form and accept the Terms and Conditions of Candidacy.
- e. Registrations must be paid in full.
- f. The WPIE Specialist Certification is an online, open book course and exam and is designed to test the ability of the Candidate to apply information and knowledge, and problem solve. Hence, Candidates are allowed access to all online materials, textbooks and study materials and are allowed up to 3 hours for completion of the exam.
- g. Exam access is granted after all 20 modules have been fully completed.

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2) Policies

- a. **Non-discrimination Policy.** AASDN does not discriminate against any individual on the basis of gender, religion, ethnic background, or physical disability. WPIE Specialist exam procedures allow for online completion of the examination and hence provides for accommodations for Americans with disabilities.
- b. **Candidate Eligibility Policy.** Candidates are not required to be members of AASDN or to purchase any additional AASDN materials. See candidate requirements in section 1, page 1 of handbook.
- c. **Candidate Ineligibility.** A candidate may be deemed ineligible for either insufficient documentation to assess eligibility or documentation provided is incorrect, or fees do not meet eligibility requirements for the course. The AASDN reserves the right to cancel exam scores if an individual is deemed ineligible to take the exam. If a candidate is determined to be ineligible, a refund of registration fees will NOT be provided.
- d. **Candidate Information Confidentiality Policy.** No member of AASDN boards/committees or AASDN employees, or advisory committees shall divulge candidate or certified member information without express written consent from said individuals. Certified member information and confidential information consists of applications, raw certification member information, confidential numbers and email addresses. Candidates acknowledge and agree that certification status is not confidential information and that AASDN may disclose current certification status, including expiration dates, to third parties.

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WPIE Specialist Certification Exam

The WPIE Specialist Exam is an online, open book exam and is designed to test the ability of the Candidate to apply information and knowledge, and problem solve. Hence, Candidates are allowed access to online course materials, textbooks, and study materials and are allowed up to 3 hours for completion of the exam.

3) Exam Policy

- a. Students that have completed the appropriate paperwork, paid the appropriate fees, and have completed all 20 modules may take the online WPIE Specialist examination.
- b. Exam Completion Policy. Candidate must complete the exam within 12 months of purchase date. Candidates have the option to apply for and purchase an extension. To avoid forfeiture, candidates are able to extend their exam deadline for an additional 90 days from the expiration date. Candidates that fail to apply for an extension will nullify certification candidacy. Extension requests must be approved prior to the 12-month expiration date. And the extension fee must be purchased prior to the 12-month expiration date. Only one extension may be purchased. The extension period will begin from the 12-month expiration date through an additional 90 days.
- c. Exam Completion Details. Candidates are expected to conduct themselves in an ethical manner while completing the exam. Candidates must take the exam alone.
- d. Exam Security Policy. Candidates and are not allowed to share or discuss, in any form or manner, the contents of the WPIE Specialist Certification Exam. Sharing of any information contained in the WPIE Specialist Exam is in direct violation of Federal Copyright laws governing AASDN published materials. Violations of the confidentiality agreement will result in suspension or revocation of the AASDN WPIE Specialist Certification. To maintain security

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and integrity of the WPIE Specialist Exam, examination materials are not available for review.

- e. Exam Confidentiality Policy. Exam questions and content are not available for review. AASDN will not discuss exam questions with the candidate or third parties.
- f. Exam Scoring Policy. Candidates must receive a score of 80 or greater to pass the exam.
- g. Exam Results Reporting. Candidates receive immediate scores upon completion of the exam. Certification and membership details are emailed within 30 days of successful passing of exam.
- h. Exam Disciplinary Action. Candidates may be refused the WPIE Specialist Certification if: they obtained or attempted to obtain the certification by fraud, deception or artifice; knowingly assisted in obtaining or attempting to obtain certification by fraud, deception or artifice; illegally used or falsified certification certificate, credential or any other AASDN document; knowingly obtained or received unauthorized possession and/or distribution of any official WPIE Specialist testing materials which included copying, reproducing in any manner any part of the WPIE Specialist exam.
- i. Exam Results Appeal. To maintain the security and integrity of the exam, exam materials are not available for review. Candidates may send written appeal to AASDN. Address all appeals to info@asdn.org. Requests must be made no later than 30 days following the release of the examination results. Requests received later than 30 days will not be processed. AASDN will provide a response to appeals within 60 days of receipt of written appeal. Decisions by AASDN will be considered final.
- j. Request to retake the exam. Candidates that do not pass the exam may reapply after a 60-day waiting period. There is a fee associated with retaking the exam. Candidates that do not pass the exam a second time may not reapply for 6

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months and must begin the candidacy procedure again and pay full course fees.

- k. Maintain/Update Personal Information. It is the responsibility of all candidates to notify AASDN of status and address changes. Candidates may update their information by phone or by completing the change of address form in the online member center.
- l. Course Cancellation and Refund Policy. WPIE course purchases and extensions are nonrefundable.

4) Timeline

Item	Timeline
WPIE Specialist exam completion	Within 12 months from date of course purchase
Notification of exam results	Immediately upon completion of exam
Receipt of WPIE Certificate	Immediately upon completion of exam
Examination extension (additional fee)	90 day from exam expiration date
Retaking the exam (additional fee)	Waiting period of 60 days from notification
Retaking the exam (third time) (additional fee)	Waiting period of 6 months from notification
Breach of examination security	One year from notification of breach of security
Examination disciplinary action	One year from notification of disciplinary action

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5) Exam Content

The WPIE Specialist Certification Exam tests the current knowledge, skills and abilities that must be demonstrated by WPIE Specialist certification holders to safely and successfully practice in the profession.

The exam was developed by Deborah Kesten, MPH and Larry Scherwitz, PhD, Instructors and Co-Founders of WPIE. AASDN and an advisory committee of subject matter experts will periodically review and validate the exam content. The advisory committee will represent credentialed health professionals in the field.

The seven WPIE Core Principles included in the exam are meant to replace the seven overeating styles that lead to overeating, overweight, and obesity:

WPIE Core Principles
1) Emotional Eating Rx: Positive Feelings
2) Food Fretting Rx: Appreciate Food
3) Fast Foodism Rx: Get Fresh
4) Sensory Disregard Rx: Savor and “Flavor” Food with Loving Regard
5) Task Snacking Rx: Mindfulness Eating
6) Unappatizing Atmosphere Rx: Amiable Ambiance
7) Solo Dining Rx: Share Fare

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WPIE Specialist Certification Renewal

In order to stay current in evidence-based nutrition research AASDN requires all WPIE Specialist to renew their certification every two years. The purpose of recertification is to ensure that qualified professionals maintain and enhance levels of proficiency in their related fields through continuing education requirements. Continuing education programs promote growth and development of expertise and skills.

6) Policy

- 1) Continuing Education Policy. AASDN requires a total of 15 continuing education contact hours every two years. Content must be directly related to nutrition, mindfulness, wellness and over-all wellbeing. AASDN accepts documentation of work in the specific field of the credentialed health professional, such as classes, workshops, lectures, etc.
- 2) Continuing Education Units (CEU) are based on contact hours. Contact hours are defined as the number of actual clock hours spent in direct participation in a structured educational format as a learner. One (1) CEU is equivalent to one (1) contact hour. CEUs will be awarded only for activities that are completed within the reporting period (2 years). CEUs in excess of the amount required cannot be carried over for credit in subsequent reporting periods. CEUs cannot be earned prior to certification.
- 3) All WPIE Specialists are held to higher standards since they are members of the credentialed health professions. Therefore, AASDN has instituted a random audit whereby 10% of all WPIE Specialists will be asked to provide documentation of contact hours. No fees are associated with this process. WPIE Specialists that are chosen will be notified via email and must show proof of contact hours within 60 days of notification.
- 4) All WPIE Specialists NOT chosen by the random audit will NOT be required to submit documentation of contact hours but are

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required to complete the AASDN recertification Documentation Form and maintain a copy of their records for up to 7 years.

- 5) All WPIE Specialists are required to renew their WPIE Specialist Certification every 2 year and pay the current renewal fee.

WPIE Specialist Scope of Practice

This scope of practice is applicable to all non-licensed professionals that partner with qualified, licensed professionals but is specific to AASDN certified professionals. The goal of this document is to provide WPIE Specialists with clear, concise, and professional standards for working in the health and wellness field. These guidelines are aimed at clarifying issues and adherence to all national and state regulations.

STANDARD 1: Declarations and Definitions

“AASDN” refers to the American Academy of Sports Dietitians & Nutritionists. “Board” refers to the AASDN Credentialing Commission Board members. “Wellness professionals” refers to individuals that practice health in the context of a healthy balance of the mind, body, and spirit that results in an overall feeling of well-being and excludes licensed dietitians/nutritionists. “Fitness professional” refers to both health related and skilled related fitness professionals. “Athletic Trainers” refers to individuals that meet the requirements of a state licensing board and qualifications set by the Board of Certification. “WPIE Specialist” refers to a person who has successfully completed the AASDN WPIE Specialist Certification Course, passed the exam and is a member in good standing with the AASDN Credentialing Commission. A “medical condition” is a broad term that includes all diseases and disorders. The “profession” refers to the profession of nutrition in conjunction with wellness programming. “Licensed professional” refers to a licensed dietitian/nutritionist.

STANDARD 2: Code of Ethics

Individuals that engage in the practice of nutrition in conjunction with fitness/wellness programming shall adhere to the AASDN Code of Ethics. The Code provides guidance for decision-making concerning ethical matters and serves as a means for self-evaluation and reflection regarding the ethical practice of nutrition in conjunction with fitness/wellness programming.

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- a) Accurately communicate and provide educational services equitably to all individuals regardless of social or economic status, age, gender, race, ethnicity, national origin, religion, disability, diverse values, attitudes, or opinions.
- b) Be accountable for individual non-medical judgments and decisions about health and fitness, nutrition, preventive, rehabilitative, education, and/or research services.
- c) Maintain high quality professional competence through continued study of the latest research in nutrition and health and fitness as provided through respected, reliable sources.
- d) Be expected to conduct educational activities in accordance with recognized legal, scientific, ethical, and professional standards.
- e) Respect and protect the privacy, rights, and dignity of all individuals by not disclosing health and fitness, nutrition, and or research information unless required by law or when confidentiality jeopardizes the health and safety of others.
- f) Call attention to unprofessional services that result from incompetent, unethical, or illegal professional behavior.
- g) Contribute to the ongoing development and integrity of the profession by being responsive to, mutually supportive of, and accurately communicating academic and other qualifications to colleagues and associates in the field.
- h) Participate in the profession's efforts to establish high quality services by avoiding conflicts of interest and endorsements of products and supplements.
- i) Participate in and encourage critical discourse to reflect the collective knowledge and be proactive within the exercise and nutrition profession to protect the public from misinformation, incompetence, and unethical acts.
- j) Provide interventions grounded in a theoretical framework supported by research that enables a healthy lifestyle.

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STANDARD 3: Practice of Nutrition

The practice of nutrition education in conjunction with fitness/wellness programming by WPIE Specialists shall include a variety of educational activities and documents but only when created by, reviewed by, and/or in consultation with an AASDN licensed dietitian/nutritionist. No program or document change can be initiated without prior approval by AASDN. No program or document can be modified or altered in any way without approval by AASDN. The WPIE Specialist, in conjunction with the AASDN licensed professional, may provide clients with educational information through lectures, articles, and classes. The WPIE Specialist, in conjunction with the AASDN licensed professional, may utilize AASDN approved documents. Nothing in this standard authorizes the WPIE Specialist to “diagnose” disease or make nutritional recommendations for individuals requiring special dietary needs. Nothing in this standard authorizes the WPIE Specialist to provide such services without direct approval and in consultation with a licensed dietitian/nutritionist. The WPIE Specialist **cannot** provide nutrition services to individuals with medical conditions without direct oversight and in consultation with a licensed dietitian/nutritionist.

STANDARD 4: Educational Requirements

The practice of nutrition in conjunction with the WPIE Specialist Certification shall include a variety of educational requirements prior to practice which includes successful completion of the WPIE Specialist Certification Course, passing the certification examination and maintaining good standing with the AASDN Credentialing Commission. AASDN requires recertification of the WPIE Specialist certification every two years. All WPIE Specialists are required to obtain 15 continuing education hours every two years. All WPIE Specialists are held to higher standards since they are also credentialed health professionals.

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STANDARD 5: Endorsement/Sales of Nutritional Products

AASDN does not endorse any particular supplements or brand of supplements. It is beyond the scope of practice for WPIE Specialists to recommend or suggest the use of any nutrition supplementation (vitamin, mineral, herbal, ergogenic, or weight loss). Any such recommendations must come directly from the client's physician or a licensed dietitian. The WPIE Specialist shall refrain from endorsement of, or sales of, supplements and products containing supplements. Such endorsement or sales constitutes a conflict of interest and is beyond the scope of practice of a WPIE Specialist.

STANDARD 6: Professional Responsibility/Competence

The WPIE Specialist that has attained and maintained their certification and is in good legal and professional standing with all academic and certificate programs may implement programs that have been created by AASDN. It is the responsibility of the WPIE Specialist to be aware of specific statutes in their state as well as understanding their professional standard of care and limitations in working with at risk populations or individuals with medical conditions. The WPIE Specialist shall practice only within the boundaries of their competence as defined by their academic training, hands-on experience, professional certification, and in conjunction with a licensed dietitian/nutritionist. When indicated, the WPIE Specialist shall monitor their effectiveness and take steps including, but not limited to, continuing education to maintain a reasonable level of awareness of current scientific and professional information.

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AASDN Professional Code of Conduct

The AASDN Professional Code of Conduct is designed to maintain the highest level of professional and ethical conduct. AASDN expects each WPIE Specialist to uphold this Professional Code of Conduct and Scope of Practice in its entirety. Failure to comply with the Professional Code of Conduct and Scope of Practice may result in disciplinary action including, but not limited to, suspension or termination of certification. All WPIE Specialists are obligated to report any unethical behavior or violation of the Professional Code of Conduct and Scope of Practice by other WPIE Specialists.

Each WPIE Specialist must provide professional service and demonstrate safe and effective client care in their practice. Each WPIE Specialist shall:

- a) Abide by the AAASD Professional Code of Conduct, including but not limited to, refraining from illegal use of terms such as dietitian and nutritionist.
- b) Abide by the AASDN Scope of Practice. Including, but not limited to, using materials developed by qualified professionals and refraining from recommending or selling supplements which is beyond the scope of practice for all WPIE Specialists.
- c) Treat each colleague and/or client with the utmost dignity and respect, and not make false or derogatory assumptions concerning their practice.
- d) Refer clients to the appropriate medical practitioner when the WPIE Specialist becomes aware of any change in the client's health status or medication; become aware of an undiagnosed illness, injury, or risk factor; become aware of any unusual client eating behaviors. Also refer the client to appropriate health care provider when supplemental advice is requested.
- e) Remain in good standing and maintain current certification status by acquiring all necessary continuing education requirements.

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7) Confidentiality

Each WPIE Specialist shall respect the confidentiality of all client information. In their professional role, the WPIE Specialist shall: protect the client's confidentiality in conversations, advertisement and any other arena unless otherwise agreed upon by the client in writing or due to medical and/or legal necessity; protect the interests of clients who are minors by law or unable to give voluntary consent by securing the legal permission of the appropriate third party or legal guardian; store and dispose of client records in a secure manner.

8) Integrity

Each WPIE Specialist must practice with honesty, integrity and lawfulness. The WPIE Specialist shall: Maintain adequate and truthful progress notes for each client; accurately and truthfully inform the public of services rendered; honestly and truthfully represent all professional qualifications and affiliations; advertise in a manner that is honest, dignified and representative of services that can be delivered without the use of provocative and/or sexual language and or pictures.

9) Revocation of Certification

AASDN may revoke or otherwise take action with regard to the application or certification of an individual in the case of:

- a) Ineligibility for certification.
- b) Irregularity in connection with any certification application or examination.
- c) Unauthorized possession, use, access or distribution of certification examinations, score reports, answer sheets, certificates, Certificant or applicant files, documents or other materials. Material misrepresentation or fraud in any statement to AASDN or in any statement to the public in connection with professional practice, including, but not limited to, statements made to assist the

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- applicant, Certificant, or another to apply for, obtain or retain certification.
- d) Negligence or malpractice in professional work, which includes, but is not limited to, the release of confidential medical information of clients or others with whom the Certificant or applicant has a professional relationship.
 - e) The conviction of, plea of guilty or plea of no contest to a felony or misdemeanor, which is directly related to public health, athletic care or education. This includes but is not limited to rape, sexual abuse of a child or athlete, actual or threatened use of a weapon of violence; the prohibited sale or distribution of controlled substance, or its possession with the intent to distribute.
 - f) Not adhering to the eligibility requirements for certification candidacy, including breach of exam security; or not adhering to the continuing education requirements.
 - g) Not adhering to the Professional Code of Conduct and Scope of Practice.
 - h) Not cooperating with AASDN and/or AASDN Credentialing Commission investigations into alleged illegal or unethical activities. This would include but is not limited to, not cooperating with appropriate committees by withholding information, not responding to requests for information in a timely manner or providing misleading information to an AASDN committee or individual member.
 - i) Engaging in conduct that includes, but is not limited to, unauthorized use of the AASDN name to endorse any products or services without proper authority or exploitation of a client for financial gain.

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10) Disciplinary Hearing and Appeals Panels

- a) AASDN shall appoint three persons who are AASDN certified professionals to a Hearing Panel, and/or an Appeals Panel, to consider alleged violations of any Application or Certification standard set forth in this handbook. These panels may be established as standing panels. The Hearing and Appeals panels shall be composed of three full voting members and up to four non-voting (substitute) members.
- b) A quorum of either the Committee or a panel consists of three full voting members, and Committee and Panel action shall be determined by a majority vote. Committee and Panel members may not serve in any situation where their impartiality or the presence of actual or apparent conflict of interest might reasonably be questioned.
- c) When a vacancy of a full-voting member occurs in any of the panels as a result of resignation, unavailability, or disqualification, the AASDN shall designate a full voting WPIE Specialist from the list of substitute members.

11) Complaint/Review Process

Whenever the AASDN receives allegations that raise an issue the AASDN shall act as the Hearing Panel. The Hearing Panel shall review the complaint and contact the accuser by telephone or via email to set up a time and date to review the allegation. All phone conversations will be recorded, and all parties will be notified of the recording procedures. Accusers will be questioned about the facts regarding the alleged incident(s) and information relevant to the case such as times, date and location of the offense shall be reviewed with the accuser for clarity. After all those involved in the accusation are questioned, the Hearing Panel will determine if good cause exists to move further into the investigation. If the Hearing Panel determines that no good cause exists to question eligibility or compliance with the Professional Code of Conduct and Scope of Practice,

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no further action shall be taken. However, if the Hearing Panel determines by majority vote that good cause does exist, it shall direct the transmittal to the applicant or Certificant by certified mail, return receipt requested, of a letter containing a statement of the factual allegations constituting the alleged violation and the disciplinary standard allegedly violated. The letter shall also include the following recitation of rights and procedures: The applicant or Certificant shall have fifteen (15) days in which to respond to the allegations, provide comments regarding appropriate sanctions, and request a formal hearing if he or she disputes the allegations; sanctions may be imposed if the allegations are determined to be true by the Hearing Panel, or if the applicant or Certificant fails to submit a timely response; the applicant or Certificant will be deemed to consent to the imposition of sanctions by the Hearing Panel if he or she does not dispute the truthfulness of the allegations; the applicant or Certificant must appear in person if he/she requests a hearing.

12) Appeals

If the applicant or Certificant disputes the allegations and requests a hearing, the AASDN shall: forward the allegations and response of the applicant or Certificant to the hearing panel; schedule a hearing before the Hearing Panel after the request is received; send by certified mail, return receipt requested, a Notice of Hearing to the applicant or Certificant. The Notice of Hearing shall include a statement of the time and place of the hearing as selected by the AASDN after consultation with the Hearing Panel. The Hearing Panel shall maintain an audio recorded or written transcript of the proceedings. AASDN and the applicant or Certificant may make opening statements, present documents and testimony, examine and cross examine witnesses under oath, make closing statements and present written briefs as scheduled by the Hearing Panel.

The Hearing Panel shall determine all matters relating to the hearing. The hearing and related matters shall be determined on the record by majority vote. Formal rules of evidence shall not apply. Relevant evidence may be

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admitted. Disputed questions shall be determined by majority vote of the Panel. The decision of the Hearing Panel shall be rendered in writing. A decision by the Hearing Panel shall contain factual findings, conclusions of law and any sanctions applied. It shall be transmitted to the applicant or Certificant by certified mail, return receipt requested.

13) Sanctions

Sanctions for violation of any AASDN Standard may include one or more of the following: Denial or suspension of eligibility; revocation; non-renewal; censure; reprimand; suspension; training or other corrective action.

14) Terms and Conditions

Please read this Agreement carefully prior to registering for the WPIE Specialist Certification course.

This agreement is a legal agreement between you and AASDN. By purchasing the WPIE Specialist Certification course you agree to be bound by the terms of this agreement. IF YOU DO NOT AGREE WITH THE TERMS OF THIS AGREEMENT, DO NOT CLICK "I AGREE" on the registration form. Access to the course will NOT be granted unless you agree to the terms set forth in this handbook.

By enrolling in the WPIE Specialist Certification course you are legally bound to the following terms and conditions. Prices, terms and offerings are listed on www.aasdn.org and www.wpie.org and are subject to change at any time without notice.

By enrolling in the WPIE Specialist Certification program you agree that you have read the WPIE Specialist Candidate Handbook in its entirety and agree to all its terms and conditions.

AASDN accepts credit card payments, PayPal, personal and business checks, and money orders. If payment is declined for any reason the account will

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be placed on hold and the completed exam will not be processed or approved. A surcharge of \$50 (price subject to change without notice) will be required before the account will be reactivated.

Course purchases and extensions are nonrefundable and non-transferable

AASDN materials are not available for resale or redistribution under this agreement.

Except as permitted by this agreement, no member of the AASDN board/committee or employee or advisory committee member shall divulge candidate or certified member information without express written consent from said individuals. Certified member information and confidential information consists of applications, raw certification member information, confidential numbers and email addresses. You acknowledge and agree that certification status is not confidential information and that AASDN may disclose current certification status, including expiration dates, to third parties. Exam questions and content are not available for review. AASDN will not discuss exam questions with the candidate or third parties.

You acknowledge that all AASDN materials are protected by copyrights, trademarks, service marks and other proprietary rights that are owned by AASDN or by third parties that have licensed their use to AASDN. You agree to abide by all copyright notices and restrictions contained on www.aasdn.org and www.wpie.org on the AASDN materials and in accordance with this agreement. You may not copy, distribute, enter into a database, display, perform, create derivative works, transmit or otherwise use any AASDN materials, except as directly permitted by AASDN.

Documents posted in the AASDN Member Center are for your use only and they may not be modified or altered in any way and may not be distributed for resale. All Materials are provided for your own personal use and are not to be resold. You may not alter the text or remove any trademark or other notice displayed on the AASDN materials. All rights are reserved.

AASDN logos, trademarks (“Marks”) are owned by AASDN. You may not

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use such logos or “Marks” without the prior written approval of AASDN.

This agreement is:

1. The complete statement of the agreement of the parties and supersedes all prior or contemporaneous agreements between the parties with regard to the subject matter hereof;
2. May be modified only by a written document signed by both parties;
3. Is governed by the laws of Massachusetts, excluding its conflict of law rules;
4. That any litigation arising out of or relating to this agreement shall be filed in and heard by the state or federal courts with jurisdiction to hear such suits located in Boston, MA. In the event that any provision of the agreement is found to be invalid or unenforceable, the remainder of this agreement shall remain valid and enforceable according to its terms. Failure to enforce any term of this agreement will not be deemed as a waiver of future enforcement of that or any other term. Section headings are inserted for convenience only and shall not affect the meaning or interpretation of this agreement. This agreement is not assignable by you without prior written consent of AASDN.

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Appendix A

Examples of Credentialed Health Professional

Medical Doctor	Doctor of Osteopathic Medicine
Physician Assistant	Nurse Practitioner
Registered Nurse	Registered Dietitian
Licensed Social Worker	Certified Health or Wellness Coach
Psychologist	Physical Therapist
Occupational Therapist	Athletic Trainer
Chiropractic Physician	Naturopathic Physician
Licensed Acupuncturist	Certified Yoga Instructor
Exercise Physiologist	Personal Trainer (must hold a NCCA certification)