



Step #1: Become a Member

To get the process started, you have to first become a member of the Wellness Councils. Through membership, you'll receive the materials, models, documents, and guidance needed to help your company build a results-oriented wellness initiative.



Step #2: Completion of the Well Workplace Checklist

The next step in the Well Workplace process is to complete the online version of the Well Workplace Checklist. The Well Workplace Checklist is approximately 100 questions and should take you about 25 minutes to complete. When you've answered all questions, you can download a short report that will highlight your scores in each one of the benchmarks. A staff member at the national or local level will then contact you to discuss the details of your specific report. Following this discussion you will be forwarded a 38-page customized report for your future use.



Step #3: Implementation of the Well Workplace Model

After completing the Well Workplace Checklist, it's time to get to work implementing the seven critical benchmarks of results-oriented programs. This is where membership is critical. In fact, through your membership you'll receive all of the documents and have access to all of the right information to help you successfully implement these important seven benchmarks.



Step #4: Enroll and Complete Well Workplace University

Well Workplace University is the Wellness Council's signature training program. In this training experience, you will be immersed in the seven benchmarks and provided with important information that will help you successfully implement the Well Workplace model in your organization. Each year hundreds of companies attend Well Workplace University at events held throughout the country.



Step #5: Formal Completion of the Well Workplace Application

Once your program has been up and running for 12 months, it's time to begin work on the Well Workplace Application. Through years of experience and input from our previous Award winners, we guarantee that you'll find the application process to be both challenging and stimulating. To request an application, contact a representative at the Wellness Councils.



Step #6: Application Review By WELCOA

Having completed the formal application process, your entire Well Workplace portfolio will be forwarded to the national WELCOA headquarters. The applications are accepted on an ongoing basis; no specific deadlines apply. Once received, your application will undergo intense and thoughtful review. If certain sections need additional documentation and/or clarification, a staff member at the national or local level will work with you to make sure all of the details have been addressed.



Step #7: Notification

All applicants are notified of the Reviewer's decisions within eight weeks of submission. Organizations designated as Well Workplaces will be given a formal Application Review document as well as letters to both the main contact and CEO certifying them as a Well Workplace Award winner.

