American Nurses Credentialing Center

ANCC Well-Being Excellence® Applicant Roadmap

The American Nurses Credentialing Center (ANCC) Well-Being Excellence is an evidence-based recognition program that credentials organizations for prioritizing workforce health and safety. This roadmap walks you through the steps of achieving the credential and beyond.

1 Assess & Plan

- [ ] Choose your executive sponsor (ES) and well-being champion (WBC)
- [ ] Complete the organizational assessment to find your strengths and opportunities.
- [ ] Establish and implement your WBE action plan.
- [ ] Choose your target submission cycle:

March 1
July 1
December 1

STEP 1 - KEY ROLES

Executive sponsor: a senior leader who backs your application.

Well-Being champion: the person who leads the work day to day.

2 Information Gathering

- [ ] Review the Well-Being Excellence website: **nursingworld.org/WBE**
  - Review eligibility criteria
- [ ] Attend a free Well-Being Excellence information session.

STEP 2 - GOOD TO KNOW

New to the program? An information session is the easiest way to learn how it works and ask questions.

Timing depends on your organization's readiness.

3 Register to Apply

- [ ] Register 8-12 months before you target submission cycle

Choose your tier:

- Gold
- Silver
- Bronze

- [ ] Submit the Well-Being Applicant Registration (WEAR) form with your ES's CV and signed statement of understanding (SOU).
- [ ] Pay the registration fee.

STEP 3 - ABOUT TIERS

Apply at one of three tiers: Gold, Silver, or Bronze. Refer to manual for tier requirements

4 Prepare Your Submission

- [ ] Review the Elements Document (ED) submission guidelines and the free electronic application manual. A printed manual is available for purchase.
- [ ] Attend the Well-Being Excellence Program Guidance workshop.
- [ ] Submit your Well-Being Excellence Learning Community (WBLC) roster to access resources.
- [ ] Run an IT compatibility test to make sure you can reach the submission platform.
- [ ] Complete your welcome call with the Well-Being Program Office (WBO).
- [ ] Gather your evidence, descriptions, and narratives.

STEP 4 - TERMS TO KNOW

Elements Document (ED) submission guidelines: It holds the evidence and narratives that show how you meet the criteria.

WBO: the Well-Being Program Office, your main contact through the process.

WBLC: a community of applicants and credentialed organizations sharing resources and best practices.

5 Submit & Appraisal

- [ ] Submit your ED by your cycle deadline through the online ShareFile platform.

My submission deadline: _____

STEP 5 - WHAT TO EXPECT FROM THE WBO

The WBO will be communicating with you about next steps.

6 Survey | Gold tier only

- [ ] Complete the survey checklist.
- [ ] Set your survey launch with WBO:

Opens: _____

Closes: _____

- [ ] Review your weekly survey progress reports.

STEP 6 - WHAT TO EXPECT FROM THE WBO

If your ED meets criteria, your analyst will advance you to survey phase. Next comes a survey readiness call with the action items to the left.

Silver and Bronze applicants do not survey.

7 Credentialing Decision | All tiers

- [ ] The Commission on Pathway to Excellence votes on your credential, based on the requirements for your tier.
- [ ] Possible outcomes

Met your tier: you are credentialed for three years.

Met the next tier down: you're credentialed at that tier.

Neither: the application is denied. See the manual for details.

STEP 7 - WHAT TO EXPECT FROM THE WBO

You'll typically hear the decision within 2 to 4 months of your cycle deadline. Gold tier decisions will take longer due to survey process.

8 After You're Credentialed

- [ ] Attend the credentialing ceremony.
- [ ] Stay active in the WBLC for best practices and the latest updates.
- [ ] Continue involving employees in improving your well-being program.
- [ ] Share your posters, articles, and presentations externally.
- [ ] Conduct organizational assessment to sustain engagement and embed best practices.
- [ ] Refine well-being initiatives to achieve the next credential tier

STEP 8 - WHAT TO EXPECT FROM THE WBO

At approximately the 2nd anniversary of designation, contact the WBO to discuss the next steps for maintaining your designation

Good to know: your credential lasts three years.

Get started today

nursingworld.org/WBE

Questions? Contact the Well-Being Program Office
wellbeingexcellence@ana.org