Well-Being Excellence

American Nurses Credentialing Center

Well-Being Excellence® Credential
Standards Document Submission Guide

Introduction

The Well-Being Excellence Document Submission Guide is an internal working document intended for the applicant's records. This serves as a guide to ensure the Well-Being Excellence Elements Document (ED) submission includes all the required items and incorporates formatting requirements for proper document review.

Overall Formatting Guidelines

Below are the formatting guidelines for the ED. Documents that are not in compliance with these guidelines will not be approved for review:

1. Organization's assigned Well-Being Excellence number must appear in the header or footer of each page of the ED
2. A common, 12-point, easy to read font type is used for all files (i.e. Calibri, Times New Roman, Arial)
3. Use of website hyperlinks, videos, and PDF comment bubbles are **not permitted** and will not be reviewed if submitted.
4. The ED is not to exceed **750 pages in its entirety** and each individual file for upload cannot exceed 100 MB. Any document exceeding this limit will be returned
    a. Each file should be compressed to its smallest size to ensure upload capabilities

Standards Document Organization

1. The ED must be separated into the following single files:
    a. Organizational Overview
    b. Foundational Elements
    c. Advanced Elements (Silver & Gold Tier)
    d. Glossary

2. The Program Overview may include an addendum with: organization overview (optional) and other ANCC designation or recognition program certificates (if needed to meet deemed status). Refer to ANCC published crosswalks on NursingWorld for specifics on deemed status

3. The glossary must include:
    a. All acronyms or abbreviations used throughout the document

    b. Terms that require a definition or clarification

4. A table of contents (TOC) must be included at the beginning of the FE and AE files to indicate the page number on which each FE or AE response begins

5. Each ED file must be uploaded **in pdf format with bookmarks** – this is required for each FE and AE response and exhibit with their corresponding FE or AE files.
    a. To review how to insert a pdf bookmark, please see the "Resources" folder in ShareFile.
    b. Document will be returned to organization if not pdf bookmarked.

***Figure 1*:** Example of FE and exhibit bookmarks



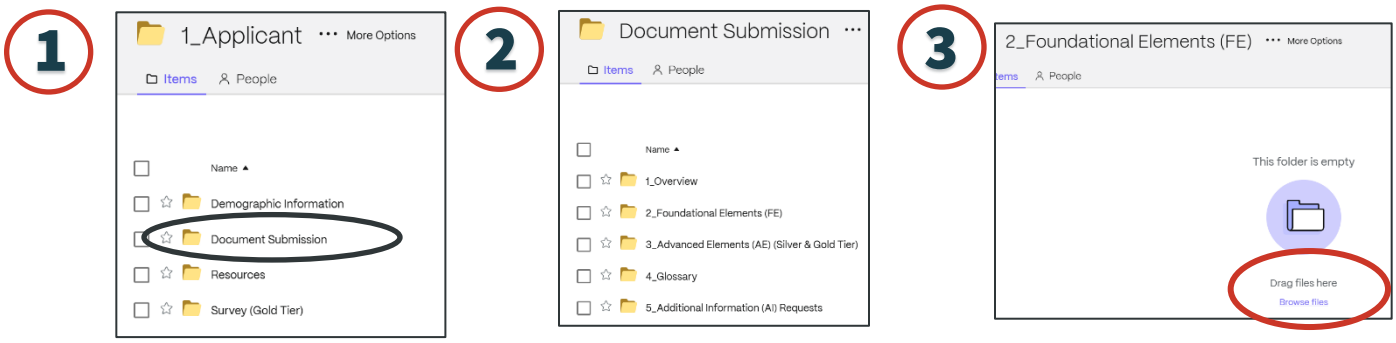
Uploading the Standards Document

The document is ready for upload once the applicant has included the required evidence and complied with the formatting guidelines. The ED will be uploaded into ShareFile, accessible by the Well-Being Champion and Executive Sponsor. Access to ShareFile will be provided by WBE Program

Office at time of organization's welcome call. Applicants are able to upload files, but **cannot delete**. To delete an uploaded document, please contact the WBE Office and/or your analyst.

1. In the "Document Submission" folder, upload each ED section into the proper folder:
    a. Organizational Overview
    b. Foundational Elements
    c. Advanced Elements (Silver & Gold Tier)
    d. Glossary
    e. f/when necessary, Additional Information requests will also be uploaded here

***Figure 2*:** Showcase of ShareFile Document Submission Process



2. All documents must be uploaded by the document submission deadline date.
    a. No further edits are allowed once the transition is completed.
    b. Please review to ensure you have uploaded the correct documents prior to the deadline. If you need assistance with deleting a file, please contact your WBE analyst to assist. Organizations may only upload, **not** delete content.
3. If Additional Information (AI) is requested following the first review, upload documentation to the "Additional Information (AI) Requests" folder for WBE appraiser review.

Approve Appraisers

Applicants are given the opportunity to approve their assigned appraiser team before the document submission date. Well-Being Excellence Office will send an email with access to the names and CVs of the assigned appraiser team, allowing the organization to determine whether a conflict of interest (COI) exists with any of the appraiser team members. If it is determined a COI does exist, the applicants will contact the Well-Being Excellence Office to discuss further. The email will be sent prior to the document submission date with instructions on how to approve or declare a COI.

Deemed Status for ANCC Programs

Well-Being Excellence applicants are given the opportunity to earn deemed status, if currently Pathway-designated and/or Magnet-recognized. As of August 2026, registrants seeking deemed status must upload certificates(s) of recognition or designation when applying in Well-Being Excellence Applicant Registration form (WEAR). Refer to most updated crosswalk on Well-Being Excellence's main page on NursingWorld for complete list of potential elements with deemed status. Organizations must confirm with their Sr. Well-Being Analyst that they will be submitting for deemed status, prior to submission deadline.

In order for the assigned appraiser team to approve, applicants are required to submit documentation of certificate of Magnet® Recognition and/or Pathway to Excellence® designation (as applicable) in their ED. Certificates are to be included in an appendix in the Program Overview, after PO4 and must be included in TOC. The organization's name on the certificate must match the name of the organization applying for the WBE credential.

With questions on this document, please reach out to the Well-Being Excellence Office
wellbeingexcellence@ana.org