

**CONTACT HOUR CALCULATION Form**

* Complete this form if your activity will offer contact hours on a ‘per session attended/completed’ basis rather than requiring that the learner attend the entire program in order to be awarded contact hours.
* Contact hours on this page, the time frames (minutes) on the *Educational Planning Table(s*), and the time frames listed on the activity schedule/brochure must be consistent.
* Use one row to list the Session #/Session Title for each session, individually listing any sessions that will be offered concurrently. Also list separately any time scheduled for program overview, test completion, or activity evaluation if you will offer contact hours for participating in these activities and they are not included in the time frame of another session.
* List the number of minutes in the session, including any question/discussion time.
* Calculate the exact number of contact hours for each session by dividing the number of minutes in the session by 60.
* Decide on the number of contact hours you will award for the session. If rounding the number of contact hours to the nearest or 1/10th or 1/100th is desired, you must always round down (e.g., 2.758 can be rounded to 2.7 or 2.75, **not** 2.8 or 2.76).
* Once contact hours are established for each session, identify the total number of contact hours for the entire activity by adding the contact hours for all sessions and other scheduled time(s) listed on this form and enter below.
* Then determine and enter the maximum number of contact hours an individual participant could earn – this may be equal to the total contact hours offered for the entire activity, or may be less if concurrent sessions are offered.

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| --- | --- | --- | --- | --- |
| Session # | Session Title | Minutes | ÷ 60 Calculation | **Contact Hours** |
| *Example* | *Keeping Pace with Pacemakers* | *125* | *2.0833* | ***2.0*** |
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*(Add more rows as needed by placing cursor outside of last row and clicking ‘Enter’ key.)*

**Total number of contact hours being offered for the entire activity:**

**Maximum number of contact hours an individual participant can earn:**