



## CEU Calculation Sheet

One Continuing Education Unit (CEU) is equal to 10 contact hours of participation in organized continuing education or training experience.

All CEU classes will be of a length of one hour or greater.

In order to determine the number of CEU to award the following formula will be applied:

- 1) Determine the total amount of contact time. If contact time is not an exact hour, then determine the fractional amount of an hour by dividing total contact time by 60 minutes, to arrive at the exact amount.

For example, a participant attends a course that is 100 hours of contact time. The CEU calculation would be:

$$100 \div 10 = 10$$

- 2) Divide the total number of hours by 10 to get the number of CEU. If this number is not an even number it can be expressed to the tenths position, but not the hundredths position.

For example, a participant attends a course that is 9 hours and 30 minutes of contact time. The CEU calculation would be:

$$9.5 \div 10 = .95 \text{ Rounded to } 1$$

### **Classroom hours:**

- 1) Will be determined by actual time spent in class in contact with instructor.
- 2) If contact hours are assigned for homework assignments for the purpose of calculating CEU, then as described below an average number of hours must be determined for completing the assignment, and the instructor must validate that each participant completed the assignment.

### **Distance Education or Training (self-paced):**

- 1) The City of Tallahassee will conduct a pilot program to determine based on at least 5 individuals the average time it takes to complete a program.
- 2) Once the number of hours to complete the program is established, a number of CEU will be assigned, by dividing the hours to complete the course by 10.
- 3) An instructor will be available to students by phone, mail, or email.
- 4) Completion of the course will require a minimum score on a post-test, and completion of any assignments.