

ADDITIONAL INFORMATION DOCUMENT

CALCULATING AGENDA AND CONTACT HOURS

(Note – Fictional Workshop Agenda with shaded areas giving instruction.)

ADDRESSING THE NEEDS OF THE ADULT LEARNER WORKSHOP AGENDA

TIME	EVENT	CONTACT HOURS (CHs)	#
8:00 am - 8:30 am	REGISTRATION/CONTINENTAL BREAKFAST	No CHs	0.0
8:30 am - 8:45 am	Welcome and Introductions - Sally Smith, BA, MPH	No CHs for Welcome/Intro	0.0
8:45 am - 10:15 am (90 minutes)	Overview of Adult Learning Principles - Sharon Miller, RN,C	90 minutes = 1.5 CHs	1.5
10:15 am - 10:30 am	BREAK	No CHs	0.0
10:30 am - 11:00 am (30 minutes)	Responsibilities of Teachers of Adults - Julie Ross, MSN, RN,CS	30 minutes = 0.5 CHs	0.5
11:00 am - 12:00 pm (60 minutes)	Identifying Problem Learners - Julie Ross	60 minutes = 1.0 CHs	1.0
12:00 pm - 2:00 pm (60 minutes for Keynote address)	KEYNOTE LUNCHEON Keynote Speaker (1:00 pm until 2:00 pm) Topic - Developing Teaching Plans - Sharon Miller, RN,C	No CHs for lunch 60 minutes = 1.0 CHs for the actual Keynote event	0.0 1.0
2:00 pm - 2:15 pm	BREAK	No CHs	0.0
2:15 pm - 2:45 pm (30 minutes)	Resources for Teaching Adults - Matthew Jones, EdD, MSN	30 minutes = 0.5 CHs	0.5
2:45 pm - 3:15 pm (30 minutes)	Putting It All Together - Julie Ross	30 minutes = 0.5 CHs	0.5
3:15 pm - 3:30 pm (15 minutes)	Summary and Evaluations - Julie Ross	15 minutes = 0.25 CHs	0.25
		TOTAL CONTACT HOURS =	5.25

- Calculate: Total time of actual educational activity = 315 minutes. Dividing the 315 minutes by the 60 minute contact hour = 5.25 contact hours to be awarded for this activity.
- Another method: Look at the total hours in the activity (8 a.m. to 3:30 p.m. = 7.5 hours or 450 minutes) and subtract any time not eligible for contact hour credit. Ineligible for credit are: registration (30 minutes), welcome (15 minutes), the two breaks at 15 minutes each (total of 30 minutes) and lunch (total of 60 minutes) for a total of 135 ineligible minutes during the day. 450 total minutes in the day – 135 ineligible minutes = 315 minutes of educational activity which can be awarded contact hours. 315 minutes divided by the 60 minute contact hour = 5.25 contact hours.