

Calculating Contact Hours

Key points:

- A. Calculation of the number of contact hours must be logical and defensible.
- B. Only calculate contact hours for educational content.
- C. You may calculate contact hours to the 0.00 decimal, or you may round up or down to the nearest quarter hour. All sessions within an educational activity must use the same method for calculating – either calculating to the exact 0.00 decimal or rounding.
- D. Contact hours for written Enduring Materials are determined differently than for live activities.
- E. Contact hours may never be awarded retroactively except for a pilot study of the educational content. Please contact wnanprl@wisconsinurses.org for specific information.

Contact hours may be awarded for:

- Overview of content during introduction to educational activity, such as review of agenda or outcomes.
- Educational content
- Evaluation and/or post-test time
- Pre-work or post-work that is a planned part of the educational activity requirements.
- Advising on technical information related to using virtual platforms to receive the educational content (e.g., explaining how to annotate if needed during session to engage with educational content).

Contact hours may not be awarded for non-educational time:

- Breaks of any length
- Meals of any length (if meal is during a live presentation and not served to the table, subtract time for the participant to leave their seat and obtain the meal)
- Introduction to the educational activity that does not address content, such as general welcome statements or “house-keeping” details
- Time to visit exhibits (live or virtual) or directions for how to do so

Contact hours for live activity formats (in-person or virtual) are calculated in one of two ways:

- A. Exact number of contact hours to the 0.00 level of accuracy.
 - Divide the number of educational content minutes by 60 minutes to get the number of contact hours.
- B. Rounded DOWN or UP to the quarter hour based on number of minutes of educational content.
 - The second method is most often used when other credit types are offered that round to the nearest quarter hour (e.g., CME). Method #2:

Exact number of content minutes past the hour or before the hour:	Number of Exact Contact Hours	Round Up or Down to nearest quarter hour	Number of Rounded Contact Hours
1 - 8	X.02 – X.13	Down	X.0
9 - 14	X.15 – X.25	Up	X.25
15 - 22	X.25 – X.37	Down	X.25
23 – 30	X.38 – X.5	Up	X.5
31 – 38	X.57 – X.63	Down	X.5
39 – 45	X.65 – X.75	Up	X.75
46 – 53	X.77 – X.88	Down	X.75
54 – 60	X.9 – X.0	Up	X.0

Examples of rounding contact hours:

- Your educational activity has 2 hours and 22minutes of educational content. Exact number of contact hours = 2.37. Round DOWN to 2.25 rounded contact hours.
- Your educational activity has 2 hours and 23 minutes of educational content. Exact number of contact hours = 2.38 Round UP to 2.5 rounded contact hours.

Calculating contact hours for written Enduring Materials:

For written educational content, calculation of contact hours cannot be based on a specific “presentation” time.

Examples of how contact hours for written materials may be calculated:

- A small group of *target audience representatives* completes the assigned material. Each individual keeps track of their completion time. The Nurse Planner averages the completion times and assigns that number of contact hours for completing the activity.
- The Mergener Formula may be used. This method calculates contact hours based on word count, level of difficulty, and number of questions. The formula calculator can be found by an Internet search. At the time of this publication, the formula calculator can be found at: <http://touchcalc.com/calculators/mergener>.
- Other methods may be used if they determined by WNA to be logical and defensible.