

Calculating Instructor Hours

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Reminder

- This webinar is not eligible for CPS CEUs.

Meet Jami!



What Can I Count?

- Time spent lecturing in front of the students
- Time spent assisting with hands-on activities during chapters
- Time spent assisting with skills evaluations (during testing, not set-up)
- Time spent conducting quiz reviews
- Time spent at the check-up event

What Does Not Count?

- Monitoring another instructor while they teach
- Setting up classroom or outdoor activities
- Proctoring/grading the quizzes

Sample Agenda #1

Start Time	End Time	Duration	Description	Instructor	Monitor
0900	1000	1h	Chapter 1	A	B
0900	0930	30m	Diagnose VOPS	C, D	

- Instructor A is teaching chapter 1.
- B is sitting on the back of the classroom following along in the Instructor Manual.
- Instructors C and D are outside completing the vehicle occupant protection systems sheets.

How many teaching hours does each instructor earn?

Sample Agenda #1 Review

- Correct answer is D
 - Instructor A earns 1 hour for teaching chapter 1
 - Instructor B does not earn any hours for monitoring chapter 1
 - Instructors C and D do not earn any hours for diagnosing vehicles

Sample Agenda #2

Start Time	End Time	Duration	Description	Instructor
1300	1320	20m	Pre-quiz review	A
1320	1400	40m	Quiz	A – proctor and grade
1400	1410	10m	Post-quiz review	A

- Instructor A conducts a 20 minute pre-quiz review, then monitors students taking the quiz.
- A grades the quizzes as they are handed in.
- Students take 40 minutes to complete the quiz.
- A conducts a 10 minute post-quiz review.

How many teaching hours does Instructor A earn?

Sample Agenda #2 Review

- Correct answer is B
 - Instructor A earns teaching hours for the pre- and post-quiz reviews
 - Instructor A does not earn hours for proctoring and/or grading the quizzes

Sample Agenda #3

Start Time	End Time	Duration	Description	Instructor
0900	1030	1h 30m	Chapter 9	A
1030	1100	30m	Practice Installs	A,B,C
1030	1100	30m	Set up for chapter 10	D

- Instructor A teaches chapter 9, then takes students outside to practice RF installations.
- A, B, and C remain outside to check installs and answer questions.
- D is inside the classroom setting up for chapter 10.
- The lecture inside lasted 90 minutes. Practice outside lasted 30 minutes.

How many teaching hours does each instructor earn?

Sample Agenda #3 Review

- Correct answer is C
 - Instructor A earns 120 minutes for the 90 minute lecture on chapter 9 and the 30 minute installation practice outside
 - Instructors B and C each earn 30 minutes for the installation practice outside
 - Instructor D does not earn any hours for the set-up

Sample Agenda #4

Start Time	End Time	Duration	Description	Instructor
1100	1130	30m	Set-up SE3 scenarios	A
1130	1240	70m	Skills Eval #3	B,C

- Instructor A spends 30 minutes setting up misuse scenarios for Skills Evaluation #3 outside in vehicles, then leaves to pick up lunch.
- B and C stay outside with students to sign off their testing sheets.
- Testing takes 70 minutes.

How many teaching hours does each instructor earn?

Sample Agenda #4 Review

- Correct answer is B
 - Instructor A does not earn hours for setting up Skills Evaluation #3
 - Instructors B and C each earn 70 minutes for participating in Skills Evaluation #3

Sample Agenda #5

Start Time	End Time	Duration	Description	Instructor
1240	1300	20m	Event form	A
1300	1600	3h	Seat Check Event	A, B, C

- Instructor A spends 20 minutes going over the event inspection form while B and C get clipboards ready in the back of the classroom.
- A, B, and C monitor students during the 3 hour seat check event.

How many teaching hours does each instructor earn?

Sample Agenda #5 Review

- Correct answer is A
 - Instructor A earns 20 minutes for instructing the students on how to use the inspection form for the event
 - Instructors A, B and C each earn 3 hours for participating in the seat check event

Discussion!

Questions?

All questions are good ones!

Ask them now or later.

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Thank you!