Calculating Instructor Hours

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CPS Certification Program
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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

<table>
<thead>
<tr>
<th>Start Time</th>
<th>End Time</th>
<th>Duration</th>
<th>Description</th>
<th>Instructor</th>
<th>Monitor</th>
</tr>
</thead>
<tbody>
<tr>
<td>0900</td>
<td>1000</td>
<td>1h</td>
<td>Chapter 1</td>
<td>A</td>
<td>B</td>
</tr>
<tr>
<td>0900</td>
<td>0930</td>
<td>30m</td>
<td>Diagnose VOPS</td>
<td>C, D</td>
<td></td>
</tr>
</tbody>
</table>

- 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

<table>
<thead>
<tr>
<th>Start Time</th>
<th>End Time</th>
<th>Duration</th>
<th>Description</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1300</td>
<td>1320</td>
<td>20m</td>
<td>Pre-quiz review</td>
<td>A</td>
</tr>
<tr>
<td>1320</td>
<td>1400</td>
<td>40m</td>
<td>Quiz</td>
<td>A – proctor and grade</td>
</tr>
<tr>
<td>1400</td>
<td>1410</td>
<td>10m</td>
<td>Post-quiz review</td>
<td>A</td>
</tr>
</tbody>
</table>

- 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?**

8
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

<table>
<thead>
<tr>
<th>Start Time</th>
<th>End Time</th>
<th>Duration</th>
<th>Description</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>0900</td>
<td>1030</td>
<td>1h 30m</td>
<td>Chapter 9</td>
<td>A</td>
</tr>
<tr>
<td>1030</td>
<td>1100</td>
<td>30m</td>
<td>Practice Installs</td>
<td>A,B,C</td>
</tr>
<tr>
<td>1030</td>
<td>1100</td>
<td>30m</td>
<td>Set up for chapter 10</td>
<td>D</td>
</tr>
</tbody>
</table>

- 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

<table>
<thead>
<tr>
<th>Start Time</th>
<th>End Time</th>
<th>Duration</th>
<th>Description</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1100</td>
<td>1130</td>
<td>30m</td>
<td>Set-up SE3 scenarios</td>
<td>A</td>
</tr>
<tr>
<td>1130</td>
<td>1240</td>
<td>70m</td>
<td>Skills Eval #3</td>
<td>B, C</td>
</tr>
</tbody>
</table>

- 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

<table>
<thead>
<tr>
<th>Start Time</th>
<th>End Time</th>
<th>Duration</th>
<th>Description</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1240</td>
<td>1300</td>
<td>20m</td>
<td>Event form</td>
<td>A</td>
</tr>
<tr>
<td>1300</td>
<td>1600</td>
<td>3h</td>
<td>Seat Check Event</td>
<td>A, B, C</td>
</tr>
</tbody>
</table>

- 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.
Jami: CPSAudit@safekids.org
Thank you!