

WORKSHEET - CLE Hours for Instruction - Capped at 5 hours

This is a tool ONLY – enter hours on your CLE form. DO NOT SUBMIT THIS FORM.

FORMULA

$$\text{Time Per Agenda} - \text{Break Times} = \text{Instructional Time} + \text{Prep Time} = \text{Total} \leq \text{CLE Cap}$$

FORMULA EXPLAINED

Time Per Agenda	-	Break Times	=	Instructional Time	+	Prep Time	=	Total	≤	CLE Cap
▼		▼		▼		▼		▼		
2.5 hrs	-	.5 hrs	=	2 hrs	+	1.5 hrs	=	3.5 hrs	≤	5 hours
↑		↑		↑		↑		↑		↑
Agenda entry: 9:00 am to 11:30 am Intro to Fingerprinting Juan Vucetich So, this is 2.5 hrs.		Two, 15 min breaks were taken. So, this is .5 hrs.		Total Instructional Time: 2 hrs.		Time taken to prepare for teaching. Ex. 1.5 hrs.		Total Hours Ex. 3.5 hrs		3.5 CLE hrs allowed as it is less than the 5-hr cap.

EXAMPLES

Under 5 hrs of CLE Value

Time Per Agenda	-	Break Times	=	Instructional Time	+	Prep Time	=	Total	≤	CLE Cap
▼		▼		▼		▼		▼		
2 hrs	-	.5 hrs	=	1.5 hrs	+	3 hrs	=	4.5 hrs	≤	5 hours
								<i>CLE Value is 4.5 hrs</i>		

Equal to 5 hrs of CLE Value

Time Per Agenda	-	Break Times	=	Instructional Time	+	Prep Time	=	Total	≤	CLE Cap
▼		▼		▼		▼		▼		
3 hrs	-	.5 hrs	=	2.5 hrs	+	2.5 hrs	=	5 hrs	≤	5 hours
								<i>CLE Value is 5 hrs</i>		

Over Allowed Cap

Time Per Agenda	-	Break Times	=	Instructional Time	+	Prep Time	=	Total	≤	CLE Cap
▼		▼		▼		▼		▼		
4 hrs	-	.5 hrs	=	3.5 hrs	+	3 hrs	=	6.5 hrs	≤	5 hours
								<i>CLE Value is 5 hrs due to cap.</i>		