Appendix B: Clock Hour Worksheet

Important. Please review the following instructions.
Only certain institutions must complete this worksheet.

Complete this worksheet ONLY IF the institution answered YES in Part 5 of Appendix A indicating that the institution offers any programs in clock hours OR that must be reported to the U.S. Department of Education in clock hours for Title IV purposes even though students may earn credit hours for graduation from these programs. For example, any program that prepares students for a licensed or professional discipline may need to be reported in clock hours to the Department.

Check with the institution’s financial aid officer to determine if the institution has programs of this nature. Such programs typically include those required to be identified in clock hours for state licensure of the program or where completing clock hours is a requirement for graduates to apply for licensure or authorization to practice the occupation. Such programs might include teacher education, nursing, or other programs in licensed fields.

Federal Formula for Minimum Number of Clock Hours of Instruction (34 CFR §668.8)

| 1 semester or trimester hour must include at least 37.5 clock hours of instruction |
| 1 quarter hour must include at least 25 clock hours of instruction               |

Name of Institution: University of Arkansas at Monticello

Identify the academic programs that are reportable in clock hours based on the information above. (The institution may attach a separate list.)

EMT Paramedic Technical Certificate

The EMT Paramedic Technical Certificate became a clock hour program beginning in Fall 2012. The program information that is reported to the Department of Education is below:

- 44 credit hours
- 1335 clock hours
- 60 weeks

Explain the institution’s credit to clock hour conversion policy.

One credit hour of lecture represents an hour (50 minutes) of instruction over a 15-week period. A three credit hour course would meet 45 clock hours during a 15-week period.

One credit hour of laboratory represents two hours of instruction over a 15-week period. A three credit hour lab would meet 90 clock hours during a 15-week period.

One credit hour of clinical represents three hours of instruction over a 15-week period. A four credit hour clinical would meet 180 clock hours during a 15-week period.

If the credit to clock hour conversion numbers are less than the federal formula, indicate what specific requirements there are, if any, for student work outside of class.

The EMT program meets or exceeds the standards set by the Arkansas Department of Transportation (ADOT) listed below.

- 600 hours in theory (theory and lab)
- 300 hours in the hospital
- 300 hours in the ambulance