

HOW TO GUIDE: CONTACT HOURS

CWEA Local Sections can issue contact hours for any qualifying Local Section training event to count towards certification holders Continuing Education requirements. This guide will help you understand **how to calculate hours** and the **difference between automated and paper delivery** of those hours to event participants.



You can find all contact hour resources below or visit leaders.cwea.org.

CONTACT HOUR RESOURCES >

Before The Event

CALCULATE CONTACT HOURS

To calculate the number of hours earned at a training event take the total minutes of activities minus the total minutes spent on non-allowable activities (breaks, meals, social time, etc.) and divide the total by 50 minutes.

$$\frac{\text{total minutes of activities} - \text{total minutes spent on non-allowable activities}}{50 \text{ minutes}} = \text{total contact hours}$$

SET UP EVENT REGISTRATION

Use the CWEA Registration System or an external registration platform. The registration platform you choose determines whether contact hours are **automated** or recorded by **paper**.

CWEA EVENT REGISTRATION (RECOMMENDED)



Contact hours are **automated** and are added to participants' mycwea.org accounts in 1-2 weeks. Do NOT issue any paper certificates if hours are automated.

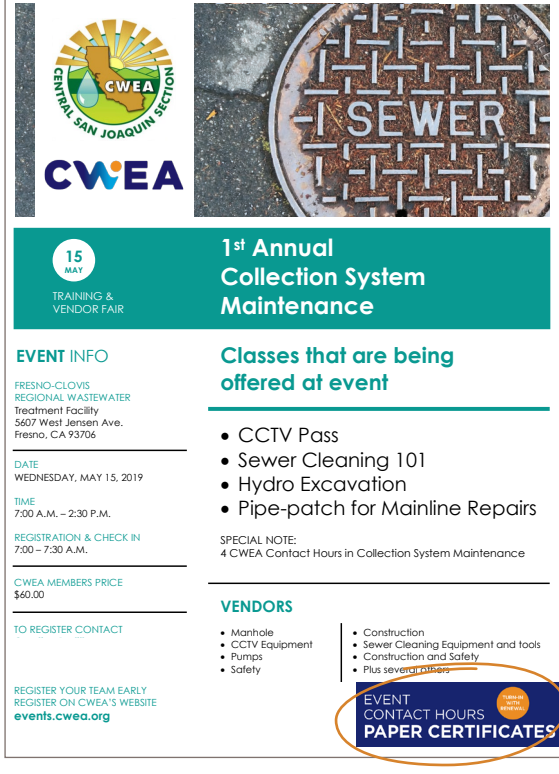
EXTERNAL REGISTRATION PLATFORM



Contact hours are tracked using **paper certificates** and are processed when an event participant mails in their certification renewal with their contact hour certificates.

PROMOTE EVENT CONTACT HOURS

Add the appropriate image file to your event promotional materials to let members know how they'll earn contact hours at your event.



DOWNLOAD IMAGE FILES

At The Event

TRACK ATTENDANCE

SIGN-IN SHEET (AUTOMATED)

CWEA Registration means contact hours are automated. Attendance must be tracked for hours to be recorded.

Use the CWEA sign-in sheet to track attendance - **provided via email**.

Use the on-site registration sheet to track walk-ins - **download below**.

After the event, submit both sheets to CWEA for hours to be processed.

ON-SITE REGISTRATION TEMPLATE

CERTIFICATE OF COMPLETION (PAPER)

Events using an external registration platform should provide event participants with their **Local Section Certificate of Completion** to record contact hours.

Event participants are responsible for keeping their certificate and turning it in with renewal.

Find your **Local Section Certificate of Completion** below

CERTIFICATES OF COMPLETION

ANNOUNCE: AUTOMATED OR PAPER

Let event participants know how their contact hours will be processed.

You can download CWEA PowerPoint templates to use at the event.



POWERPOINT TEMPLATES

After The Event

AUTOMATED HOURS

Submit the event sign-in sheet to CWEA.

Contact hours will be processed and added to participants' mycwea.org accounts in 1-2 weeks.

The event organizer will be notified by email once hours have been processed and added to participants' accounts.

PAPER CERTIFICATES

Event participants are responsible for keeping their paper Certificate of Completion after the event and turning it in with their renewal.

QUESTIONS?

Contact **Member Services** at memberservices@cwea.org

510.382.7800 option 4