

**Massachusetts Association of Registered Nurses
Continuing Education Committee
Accredited Approver Unit
Policy Manual**

Reviewed: March, 2010

Awarding of Contact Hours

Policy: The MARN CEC/AU will insure that approved providers of individual activities or provider units adhere to the ANCC criteria for the awarding of continuing nursing credit for all educational activity that they provide.

Procedure: The MARN CEC/AU adheres to the ANCC COA criteria for awarding contact hours. Information on this criterion is provided to applicants in each application form. These applications are available on the web site or in print upon request.

1. The appropriate measure of credit is the 60 minute contact hour.
2. A contact hour equals 60 minutes of an organized learning activity, which may include the didactic, clinical experience, or evaluation components of an activity.
3. The minimum number of contact hours to be awarded is .5 (30 minutes of learning time).
4. After the first number of contact hours, fractions or portions of the 60 minute hour should be calculated. For example, 100 minutes of learning time equals 1.6 contact hours.
5. Contact hours may be calculated to the hundredths (i.e. 1.25, 0.9, etc).
6. Contact hour calculations may ***not*** be rounded up (i.e. 100 minutes=1.66 contact hours, not 17)
7. Welcome, introductions, breaks, and viewing of exhibits are not included in calculations of contact hours. Evaluation is considered part of the learning activity and may be included in calculations of contact hours.

Contact hours for activities that are not live are calculated in a logical and defensible manner.

The official approval statement must be used when granting contact hours. (See operational requirements).