

SUBJECT: LICENSED PRIVATE SCHOOLS MEMORANDUM #45  
Clock Hour/Lesson/Semester Credit/Quarter Credit

TO: Chief Executive Officers/Directors  
Licensed/Registered Private Schools

FROM: James G. Hobbs, Chief  
Division of Private Licensed Schools

The State Board of Private Licensed Schools has adopted a new policy on clock hours/lessons/credit hours. This policy took effect October 15, 1993.

This new policy replaces a Board policy on use of credit hours adopted in October, 1987 and revised in June, 1989. The October, 1987 and June, 1989 policy was sent to you in Private Licensed Schools Memorandum #4 and 18. Memorandum 45 replaces Memorandums #4 and #18.

Clock Hour/Lesson/Credit Hour Policy:

Neither the Private Licensed Schools Act nor the Regulations of the State Board of Private Licensed Schools requires schools to describe their programs in clock hours, therefore:

1. A licensed or registered school and/or applicant for licensure or registration can report program length in clock hours, or in lessons (correspondence program only), or in credit hours. This information is to be reported the same way in all materials submitted to the licensing board and in all materials disseminated to students or prospective students. These materials include student information publications, enrollment agreements, and course outlines/syllabi.
2. A school must follow the definitions for clock hour and credit hour stated in the Regulations of the State Board of Private Licensed Schools, §73.1:
3. The following represents a further clarification of the clock hour and credit hour policy.
  - a. Clock hour: A period of time consisting of:
    - 1) A minimum of 50 minutes of instruction.
    - 2) A minimum of 50-minutes faculty supervised laboratory, shop training, or externship/internship in a 60-minute period; or
    - 3) Sixty Minutes of preparation in a program of study by correspondence.

- b. A credit hour is a unit of curricular material which normally can be taught in a minimum of 14 clock hours of instruction. For laboratory instruction, a credit hour represents a minimum of 28 clock hours. For shop instruction and practical experiences, including externship/internship experience, a credit hour represents a minimum of 42 clock hours.
- c. A quarter credit hour is defined as a minimum of 10 clock hours of lecture, or a minimum of 20 clock hours of laboratory/shop hours or a minimum of 30 clock hours of externship/internship experience.

If you have any questions about the policy, please call your assigned contact person at 717-783-8228 or TDD#: 717-783-8445.

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