

Calculating Continuing Professional Education Hours

One continuing professional education hour is earned for each fifty minutes of active participation (excluding lunches and breaks) in a professional educational activity.

Continuing professional education hours are only earned in full-hour increments and rounding must be down. For example, a QSA who attends an eight-hour presentation (480 minutes) with 90 minutes of breaks will earn seven (7) continuing professional education hours.

Sample Calculation

Educational Activity Schedule	Actual Hours	Minutes
9:00 am - 5:00 pm	8.0	480
Less: Two 15-minute breaks	0.5	30
Less: Lunch - 1 hour	1.0	60
Total hours of educational activity	6.5	390

Calculation of CE Hours

390 minutes divided by 50 minutes = 7.8 or 7 CE hours (rounded down)