



### **Calculating Credit for School Semester Hours**

In order to simplify the way we determine school hours based on a semester hour system we will start using the following method. This will make it easier to determine how many hours a client must work to supplement their school hours to attain the 20 hour minimum activity requirement.

12 semester hours = 20 hours  
9 semester hours = 15 hours  
6 semester hours = 10 hours  
3 semester hours = 5 hours

Use the following calculation to determine semester hours that do not fall in one of the categories listed above.

$20$  ( activity hours) divided by  $12$  (semester hours) =  $1.66$  . Multiply the number of semester hours by  $1.66$ . An example of this would be  $7$  semester hours  $\times 1.66 = 11.62$  (do not round up) for a total  $11$  activity hours.

If you have any questions ask your supervisor. Thanks