GUIDELINES FOR APPLYING CLOCK AND CONTENT HOURS

(FOR NURSES, OCCUPATIONAL AND PHYSICAL THERAPISTS, SOCIAL WORKERS, SPEECH PATHOLOGISTS, AND GUIDANCE COUNSELORS ONLY)

Clock hours and content hours are offered for professional growth activities by internal offices and external agencies, associations, institutions, and organizations. Only Maryland activities are eligible for consideration. Most are used in conjunction with Maryland license renewal.

- Fifteen (15) clock/content hours are equivalent to one semester hour of equivalent credit.

- No more than the equivalent of six (6) semester hours can be applied to the M+30 or M+60 salary lanes from any combination of clock/content hours and/or CEU's.

- For approval, a copy of the certificate must be submitted. Each certificate must include: the name of the institution or organization offering the course, the date of the activity, the number of hours awarded, the name of the person participating in the activity, and a signature of the instructor or someone in charge of the activity.

- Reimbursement for fees related to participation in activities which earn clock/content activities will be provided according to the current reimbursement policy and procedures. This will not include books, equipment, travel, or other related costs.

- Conversion Examples:

    - **Example**: An employee attended an approved activity for 3 hours and was awarded a certificate showing 3 clock hours (3 hours divided by 15 = **.2** semester hours of equivalent credit).

    - **Example**: An employee attended an approved activity for two days. On the first day a certificate was awarded which showed 3 contact hours for that day. The second day a certificate was awarded which showed 1.5 contact hours for that day (3 + 1.5 = 4.5 contact hours divided by 15 = **.3** semester hours of equivalent credit).

Policies are subject to change without notice.