



CONTACT HOURS REPORTING

FY 2008-2009

Contact hours are a measure describing learner participation and are defined in the National Reporting System (NRS) Implementation Guidelines – June 2007, as *hours of instruction or instructional activity the learner receives from the program. Instructional activity includes any program-sponsored activity designed to promote student learning in the program curriculum, such as classroom instruction, assessment, tutoring, or participation in a learning lab.* Because of local program intake and instructional variations, there is potential for significant variation of reporting contact hours. It is critical that programs report contact hours accurately and consistently as required through OAE's annual data quality checklist (DQC) certification to the United States Department of Education (USED).

REPORTABLE HOURS*

The following conditions describe when actual contact hours should be reported for learners. The reported hours must be accurate and reasonable. Hours may be reported in increments (ex. 25 or .50 hours) or full hours.

1. Completion of student registration form (USPD, p. 1)
2. Completion of student learning plan (USPD, p. 2)
3. Completion of locator assessment, if applicable**
4. Completion of a pre-test**
5. Completion of a post-test**
6. Completion of the Official GED® Practice Test (OPT), if results are used to inform and develop an instructional plan
7. Completion of direct instructional activities performed inside the classroom
8. Completion of direct instruction based on other activities performed outside the classroom
9. Completion of counseling with learners that provides feedback on the learner's performance and progress
10. Completion of goal-setting and follow-up including discussing, setting, maintaining, and updating/reviewing goals with learners

* Distance education contact hours reporting will be addressed in the forthcoming policy, but will be similar to the conditions identified in this document.

** Approved NRS assessments identified in Virginia's assessment policy

NON-REPORTABLE HOURS

The following conditions describe when contact hours should not be reported for learners.

1. Completion of continuing education classes and programs
2. Completion of post-secondary education classes and programs
3. Completion of the Official GED Tests, including any re-tests on one or more tests
4. Completion of any other non-NRS tests that may lead to credentials or certifications (ex. Career Readiness Certificate, External Diploma Program, or Adult HS Diploma)
5. Completion of unsupervised instructional activities without direct teacher follow-up (ex. homework)

CONSIDERATIONS AND PITFALLS

Programs must report actual contact hours that are accurate and reasonable. Every effort should be made by local programs to **verify and report the actual** contact time to complete the activities described in the reportable hours section. For example, additional contact hours may be incorrectly reported when a learner arrives late to a class/session or when a learner leaves a class/session early. Local programs should audit the attendance reported for learners using the exports and reports described in the following section.

REVIEWING HOURS

Programs may use exports and various reports in the data system to review contact hours for learners. The exports (*Student Attendance, Students in Classes*) and reports (*NRS Table 4 and 4B; Student Incomplete Error Report, Student Report Card, Class Report*) may be used to assist with identifying learner contact hours as related to learners who have missing, incomplete, or over-reported contact hours.