

## Continuing Education Time Conversion

The terminology for continuing education credits can be confusing and misunderstood. Each state credentialing and licensing board may have its own unique terminology and guidelines for continuing education credits. The WV Board of Sanitarians uses the term continuing education hours (CEH) as the increments for credentialing. However, many training providers report the time in other units. To help ease confusion, the WV Board of Sanitarians has defined the following terms:

Continuing Education Hour (CEH) and Continuing Education Credit (CE) are considered to be the same thing and will receive equal credit for the event. These terms are based on contact hours of actual instructional time and **do not include break times or lunchtime**.

A continuing education unit (CEU) requires 10 contact hours for each CEU. Therefore, 1 CEU = 10 CEH/CE. If less than 1 CEU is awarded, then the chart below will be used to determine the instructional time to be awarded.

CE Units (CEUs)	Contact Hours (CE or CEH)
-----	0.5 hour (=30 minutes)
.10 CEUs	1.0 hours
.15 CEUs	1.5 hours
.20 CEUs	2.0 hours
.25 CEUs	2.5 hours
.30 CEUs	3.0 hours
.35 CEUs	.35 hours
.40 CEUs	4.0 hours
.45 CEUs	4.5 hours
.50 CEUs	5.0 hours
.55 CEUs	5.5 hours
.60 CEUs	6.0 hours
.65 CEUs	6.5 hours
.70 CEUs	7.0 hours
.75 CEUs	7.5 hours
.80 CEUs	8.0 hours
.85 CEUs	8.5 hours
.90 CEUs	9.0 hours
.95 CEUs	9.5 hours
1.0 CEUs	10.0 hours