

CE CONVERSION/CALCULATION CHART

CE Credits	CE Units (CEUs)	Hours to Report to JBCC:
1 credit	-----	0.50 or .5
2 credits	.10 CEUs	1.0 or 1
3 credits	.15 CEUs	1.5
4 credits	.20 CEUs	2.0 or 2
5 credits	.25 CEUs	2.5
6 credits	.30 CEUs	3.0 or 3
7 credits	.35 CEUs	3.5
8 credits	.40 CEUs	4.0 or 4
9 credits	.45 CEUs	4.5
10 credits	.50 CEUs	5.0 or 5
11 credits	.55 CEUs	5.5
12 credits	.60 CEUs	6.0 or 6
13 credits	.65 CEUs	6.5
14 credits	.70 CEUs	7.0 or 7
15 credits	.75 CEUs	7.5
16 credits	.80 CEUs	8.0 or 8
17 credits	.85 CEUs	8.5
18 credits	.90 CEUs	9.0 or 9
19 credits	.95 CEUs	9.5
20 credits	1.0 CEUs	10.0 or 10

Example of listing quarter hours for all courses with scheduled times:

Scheduled Times:	Duration of Session:	How to list on Certificates and Course Outlines
7:45 – 8:00	15 minutes	.25
8:00 – 8:30	30 Minutes	.50
9:00 – 9:45	45 minutes	.75
8:30 – 9:30	1 Hour	1.0
9:00 – 10:15	1 hr 15 minutes	1.25
9:00 – 10:30	1 ½ hrs	1.5
8:00 – 10:00	2 hours	2.0
10:30 – 1:00	2 ½ hrs	2.5

Example of quarter hours for all **online** courses without scheduled times:

Duration of Session:	How to list on Certificates and course outlines
15 minutes	.25
30 Minutes	.50
45 minutes	.75
1 Hour	1.0
1 hr. 15 minutes	1.25
1 ½ hrs.	1.5
2 hours	2.0
2 ½ hrs.	2.5