

EXHIBIT "A" Instructions

The State Board of Career Colleges and Schools Form PSR 0020 Exhibit "A" is one of the most important parts of the application. The following are standard definitions:

CLOCK HOURS

The number of hours per week in class (lecture/discussion) or laboratory ("Hands-on" experience). If you are a clock hour school, you will complete this section (do not complete the "Credit Hours" section). If the program is more than 300 clock hours, you must include an explanation as to how tuition will be collected and how the program will be divided for refund purposes (Form PSR 0014).

CREDIT HOURS

Credit hours can only be awarded as whole or half units (i.e. 2 or 2.5 credit hours, not 2.25) and are awarded on the basis of the amount of academic work required in a course, under the following guidelines:

- (1) One credit for each lecture/discussion clock hour per week, assuming two outside preparation hours for each class hour.
- (2) One credit for each two hours of laboratory work per week, assuming an additional hour of follow-up work for each two laboratory hours.
- (3) One credit for each three hours laboratory work per week with no outside work required. If you are a credit hour school, you will complete this section and the clock hour section.

TECHNICAL COURSE

A unit of learning that yields skills, knowledge, and appreciation essential to the specific occupation for which the student is being trained.

NON-TECHNICAL COURSE

Any course in the curriculum that is not technical in nature and includes general education courses, basic courses or other related courses.

(Revised 10/11)