



## CLOCK HOUR CERTIFICATION FOR IRREGULAR WEEKS (SAA)

A school must complete and submit this form as part of the required application materials to the State Approving Agency *only if the program you are requesting approval for is measured in clock hours and the number of clock hours of attendance per week varies*. If a program is measured in clock hours and not credits, the VA pays benefits to a student based on the number of clock hours per week in attendance. VA benefits are paid based on the training time certified by the school. The VA week begins on Sunday and ends on Saturday. In order to calculate the amount of benefits the student will receive the school must enter the starting and ending dates for each week of the course, the number of clock hours of attendance each week, the level of training time for each week, and any breaks or holidays during each week.

**Clock Hour Training Time (Chapters 30, 35, 1606, and 1607) is Measured as Follows:**

<b>If Lecture Predominates:</b>	Full-time (FT) = 18 or more hrs/wk	3/4 time = 13-17 hrs/wk	1/2 time = 9-12 hrs/wk	<1/2 time = 5-8 hrs/wk	1/4 time or less = 1-4 hrs/wk
<b>If Lab/Practice Predominates:</b>	Full-time (FT) = 22 or more hrs/wk	3/4 time = 16-21 hrs/wk	1/2 time = 11-15 hrs/wk	<1/2 time = 6-10 hrs/wk	1/4 time or less = 1-5 hrs/wk

**Rate of Pursuit (Chapter 33):**

VA will convert clock hours to credits and then calculate the "rate of pursuit." Effective October 1, 2011, the monthly housing allowance is prorated to training time.

School Name: \_\_\_\_\_

Program Name: \_\_\_\_\_

Course Title: \_\_\_\_\_ Total Course Hours: \_\_\_\_\_

Percentage of Lecture Hours: \_\_\_\_\_ Percentage of Lab Hours: \_\_\_\_\_

Prepared By: \_\_\_\_\_ Title: \_\_\_\_\_

Program Week Number	List Date (mm/dd/year)		Weekly Clock Hours	Level of Training Time* FT; 3/4; 1/2; < 1/2; 1/4 or less	Note any Breaks and Holidays by Day(s) of the Week
	Week Starting Date (Sunday)	Week Ending Date (Saturday)			
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
<b>TOTAL CLOCK HOURS</b>					