



## Global Centre for Credentialing and Certification (GCCC) Calculation of Contact hours of Education and Training

### Guidelines for Calculating the Contact Hours of Education and Training

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

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Examination Applied: \_\_\_\_\_

| Programme                                 | Number of hours   | Documents to be Submitted  |
|---|---|--|
| Training Courses attended in last 5 years | 6 hours of continuing education for each training day.  | Certified true copies of the training programmes attended in last 5 years. |
| Training courses conducted                | Numbers of training hours + 1 hour preparation time for each 2 hours of training. However preparation time for same training topics will be counted once. | Details to be verified by the Employer / Supervisor                        |

#### Details of Training Courses attended in last 5 years

| Name of the programme | Name of the Organiser | Date of the programme | Venue of the programme | Continuing Education Hours | Verified by |
|-----------------------|-----------------------|-----------------------|------------------------|----------------------------|-------------|
|                       |                       |                       |                        |                            |             |
|                       |                       |                       |                        |                            |             |
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|                       |                       |                       |                        |                            |             |

(Conti...)

| Name of the programme                             | Name of the Organiser | Date of the programme | Venue of the programme | Continuing Education Hours | Verified by |
|---|-----------------------|-----------------------|------------------------|----------------------------|-------------|
|   |                       |                       |                        |                            |             |
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|   |                       |                       |                        |                            |             |
|   |                       |                       |                        |                            |             |
| <b>Total Number of Continuing Education Hours</b> |                       |                       |                        |                            |             |

**Details of Training sessions conducted in last 5 years**

| Name of the programme                           | Date of the programme | Name of the Organiser | Venue of the programme | Number of Training Hours | Preparation Time (in hours) | Verified by |
|---|-----------------------|-----------------------|------------------------|--------------------------|-----------------------------|-------------|
|   |                       |                       |                        |                          |                             |             |
|   |                       |                       |                        |                          |                             |             |
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|   |                       |                       |                        |                          |                             |             |
|   |                       |                       |                        |                          |                             |             |
|   |                       |                       |                        |                          |                             |             |
| <b>Total Number of Number of Training Hours</b> |                       |                       |                        |                          |                             |             |