



Global Centre for Credentialing and Certification (GCC) 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

(Conti...)

Name of the programme	Name of the Organiser	Date of the programme	Venue of the programme	Continuing Education Hours	Verified by
Total Number of Continuing Education Hours					

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
Total Number of Number of Training Hours						