

ARKANSAS INSURANCE DEPARTMENT

APPENDIX B

COURSE VALUATION

FOR USE WITH 23 CAR pt.18

All **Correspondence Courses** must use one of the following formulas to calculate the number of hours for the course: (round up fractional hours if .50 or above)
Correspondence courses include Webinar, teleconference and video/Audio/CD/DVD self study

All **Classroom** courses must have a timed outline of the oral presentation attached to this form.

Formula A:

Textbooks---1 credit for every 15 pages--600-700 words equal one text page
Computer course---3 screens equals 1 text page (aggregate total of 600 to 700 words per screen)
Forty-five (45) screens equal 1 credit hour
Multiply credit hours by 1.00 for basic level course; 1.25 for intermediate level course and 1.50 for advanced course. Total equals number of credit hours.

Formula B:

Divide the total number of words by 180=number of minutes to read material
Divide number of minutes by 50=credit hours
Multiply number of hours by 1.00 for basic level course; 1.25 for intermediate course and 1.50 for advanced course

1. Course Name:
2. Method Used for Valuation: Formula A Formula B Classroom (Circle One)
3. If using formula A or formula B provide calculation below:

Formula C: If classroom, distance learning or seminar, attach a detailed and timed outline of the class or seminar. For distance learning, a detailed timed outline of the course and document is the way attendance is verified.

Department Use:

Notes: _____ _____
