

## Calculating and rounding the number of accredited hours

1. If the activity is approved for accreditation, calculate "the maximum number of hours the activity is accredited for".
2. All educational time should be included in this calculation.
3. Health breaks, meals, social activities or any activities that do not meet the educational or ethical CPD activity accreditation standards should not be included in this calculation.
4. If partial hours are assigned, please round up to the nearest 0.25 hours according to the following guide:

Actual partial hours	Rounded hours
30 min	0.5 hour
35 min	0.75 hour
40 min	0.75 hour
45 min	0.75 hour
50 min	1 hour
55 min	1 hour
1 hour	1 hour
1 hour and 5 min	1.25 hours
1 hour and 10 min	1.25 hours
1 hour and 15 min	1.25 hours
1 hour and 20 min	1.5 hours
1 hour and 25 min	1.5 hours
1 hour and 30 min	1.5 hours
1 hour and 35 min	1.75 hours
1 hour and 40 min	1.75 hours
1 hour and 45 min	1.75 hours
1 hour and 50 min	2 hours
1 hour and 55 min	2 hours
2 hours	2 hours
2 hours and 5 min	2.25 hours
2 hours and 10 min	2.25 hours
2 hours and 15 min	2.25 hours
2 hours and 20 min	2.5 hours
2 hours and 25 min	2.5 hours
2 hours and 30 min	2.5 hours
And repeat following the same rule as the number of hours increase.	