

How to Calculate:

A. Instructional Units for High School Courses

B. Percentages of Teachers Appropriately Endorsed

A. Calculating Instructional Units for High School Courses

Rule 10 and Rule 14 provide a definition of instructional units which says:

“Instructional unit means 15 clock hours (900 minutes) of classroom instruction in a course offered in the secondary school. As an example, a course which meets for 50 minutes a day for 180 days generates 10 instructional units.”

Instructional units should be computed to the nearest one-tenth. **(Passing time between classes cannot be counted in calculating instructional units.)**

The formula for computing instructional unit is:

$$\text{Total Instructional time in minutes} \div 900 \text{ minutes} = \text{Instructional Units}$$

OR

$$(\text{Length of class period} \times \text{Number of class sessions}) \div 900 \text{ minutes} = \text{Instructional Units}$$

Example (A):

Length of class period = 50 minutes
Number of class periods = 180 days
One instructional unit = 15 clock hours
(or 900 minutes)
 $(50 \times 180) \div 900 = 10$ instructional units

Example (B):

Length of class period = 47 minutes
Number of class periods = 177 days
One instructional unit = 15 clock hours
(or 900 minutes)
 $(47 \times 177) \div 900 = 9.2$ instructional units

Credit hours and instructional units are not necessarily computed the same way, although they may be the same in many instances. Instructional units are a measurement of **time** for a course; whereas credit hours are a measurement of **credit** awarded to students for completing a course.

Rule 10 and Rule 14 provide that the number of **credit hours** given for a course may be less than the number of instructional units and may be increased up to 25 percent above the number of instructional units.

INSTRUCTIONAL UNIT CHART								
Minutes Per Class	Number of Class Sessions							
	30	40	45	60	90	135	175	180
30	1.0	1.3	1.5	2.0	3.0	4.5	5.8	6
35	1.2	1.6	1.8	2.3	3.5	5.3	6.8	7
40	1.3	1.8	2.0	2.7	4.0	6.0	7.8	8
45	1.5	2.0	2.3	3.0	4.5	6.8	8.8	9
50	1.7	2.2	2.5	3.3	5.0	7.5	9.7	10
55	1.8	2.4	2.8	3.7	5.5	8.3	10.7	11
60	2.0	2.7	3.0	4.0	6.0	9.0	11.7	12
65	2.2	2.9	3.3	4.3	6.5	9.8	12.6	13

NOTE: In computing instructional units, a school can count each course **only once**, even though it may be provided several times on a school schedule.



B. Calculating Percentages of Teachers Appropriately Endorsed

FOR ELEMENTARY SCHOOLS:

Total all teaching assignments on the basis of FTE (Full Time Equivalency).

Total all teachers teaching in area of endorsement (FTE).

Divide total assignments (FTE) into total number of teachers (FTE) teaching in area of endorsement.

(Note: Special education teachers are excluded from these calculations.)

For example:

If there are 20 FTE teaching assignments and 19.3 teachers teaching in their area of endorsement:

19.3 divided by 20 equals 97% of teachers teaching in their endorsed area.

FOR SECONDARY SCHOOLS: (9-12 or 7-12)

Total the instructional units for all secondary grade classes (9-12 or 7-12) in the school system. (All sections of all courses.)

Total the instructional units of all classes assigned to appropriately endorsed teachers. (All sections of all courses.)

Divide the total instructional units provided by the school into the total number of instructional units taught by appropriately endorsed teachers.

(Note: Special education, library, and guidance staff are excluded from these calculations.)

For example:

604 instructional units provided by the school and

500 instructional units taught by teachers holding properly endorsed certificates

500 divided by 604 equals 82.8% of the instructional units being taught by properly endorsed teachers.

Required minimum percentage of endorsed instructional staff:

Rule 10 (accredited):

Elementary: 95 percent (10-007.01A)

Middle: 90 percent (10-007.02A)

Secondary: 80 percent (10-007.03A)

Rule 14 (approved):

Elementary: 90 percent (14-005.02A)

Middle: 80 percent (14-006.02A)

Secondary: 70 percent (14-007.02A)

RESOURCES

Rule 10 (*Regulations and Procedures for the Accreditation of Schools*) August 1, 2015

Rule 14 (*Regulations and Procedures for the Legal Operation of Approved Nonpublic Schools*) July 28, 2012

Rule 21 (*Issuance of Certificates and Permits to Teach, Provide Special Services, and Administer in Nebraska Schools*) March 24, 2018

Rule 24 (*Regulations for Certificate Endorsements*) August 1, 2017

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