

Guidelines for Reporting Lifelong Learning

- **What about hours I completed before the Lifelong Learning Registry was available?**

You are welcome to report any prior lifelong learning activity and are encouraged to do so especially if it occurred sometime over the past 12 months. However, if the hours were previously reported and recorded in another database, reporting pre-Registry events is optional.

1. **How many lifelong learning hours do I report for reading a book?**

As a general rule, report 2 lifelong learning hours for every 75 pages read. This standard helps to keep the focus on the input received rather than on individual reading speed. In this way, readers of the same resource receive the same number of learning hours.

2. **How many hours do I report for reading a book with a peer group/small group?**

When you read a book and discuss its message and meaning for ministry with several peers, the learning value of the experience is far greater than simply reading the book by yourself. Peer group discussion can be held in-person or by using other technology. Report 2 lifelong learning hours for every 75 pages read plus discussion time with those also reading the book.

3. **How many hours do I report for time spent preparing to teach a class in the Course of Study?**

If you teach a class in the Course of Study, report 10 hours for every 30 hours of reading and research in preparing to teach the class for the first time, or for new reading and research intended to substantially enhance a class you have taught previously. The aim of this guideline is to give “credit” for time spent on course development rather than on the administration or teaching of the course.

4. **How many hours do I report for time spent preparing to present a workshop or seminar at a conference?**

Apply the same guideline given for those preparing to teach a class in the Course of Study.

5. **How many hours do I report for time spent viewing a webinar?**

You should report the actual time required to view the webinar in its entirety and only if you were an active participant for the entire webinar.

6. **How many hours do I report for attending a Conference?**

Report the number of hours you actually attend workshops, plenary sessions, conference-related worship services, and so on. Time spent in breaks, free-time, etc. should not be reported as lifelong learning hours.

7. **How many hours do I report for completing coursework in a degree program?**

If you are enrolled and active in a degree program that directly increases your understanding and execution of the ministry to which you are assigned, you should report the program (not each course in the program) as a lifelong learning event each and every year as long as you are enrolled and active. Enter only 20.0 hours for the total number of lifelong learning hours (although you will obviously have many more hours than this!). Continue to report as you normally would any lifelong learning activity outside the coursework required for completion of the degree.

8. **How many hours do I report for participating in a mission trip?**

A mission trip can be a significant lifelong learning event. Recognizing that mission trips vary greatly in many respects, the general rule is to award 50% of the total “task-engagement hours”. Travel time, discretionary time, etc. would not be included in calculating task-engagement hours.