

Converting Minutes into Hours:

To convert a certificate from minutes into contact hours, you need to divide the minutes by 60. We take the decimal out to the hundredths place (2nd decimal place) and round appropriately. For example, a Public School Works certificate for 20 minutes converts to 0.33 contact hours.

$$\frac{20 \text{ minutes}}{60} = 0.3333 \text{ contact hours}$$

Common Minute Conversions:

Minutes	Contact Hours
10	0.17 hours
15	0.25 hours
20	0.33 hours
25	0.42 hours
30	0.5 hours
45	0.75 hours
50	0.83 hours
60	1 hours
90	1.5 hours