

### **How to correctly log Clinical Experience Hours:**

1. Your name, Clinical Level (0,I,II,III,IV,V), month, and current year must all be filled in at the top of each form.
2. Each week begins on Sunday and ends on Saturday. You may indeed have more than 7 lines filled in if you are in the ATR more than once a day, which is why there are more than 7 lines for each week. Each Sunday, begin logging your hours in the next box on the form.
3. Your hours must be totaled at the end of each week prior to obtaining your supervising ATC's signature.
4. At the end of the month, you must keep your grand total in the allotted space at the bottom left hand corner on the back side of the form. This will make it easier for you to total your hours at the end of the semester.
5. *Your supervising ATC must sign off on your hours at the **end of each week!*** Your atc will not sign more than 2 weeks at a time; if you fail to obtain the required signature for three consecutive weeks, the supervising atc can refuse to sign thereby the hours from those unsigned weeks will not be counted.
6. Each completed form should be placed in your permanent file in the Clinical Coordinator's office at the end of the month. You are permitted no more than two Clinical Experience Log forms in the binder at one time. At the end of each month, the Clinical Coordinator will go through the binder and throw out any forms that exceed the previously stated limit of two forms/ats. this will result in permanent loss of these hours.
7. Hours will be recorded to the nearest  $\frac{1}{4}$  of an hour.  
:15= .25 h, :30 = .5 h, :45 = .75 h. For example, 10AM – 12:45PM would be recorded as 2.75 h.