# Contact Hour Tracking Procedures

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| **Consortium** |  |
| **Staff contact** |  |
| **Date of last update** |  |
| **Policy guidance** | From [Minnesota ABE Policies website](http://www.mnabe.org/abe-law-policy/mn-abe-policies) (www.mnabe.org/abe-law-policy/mn-abe-policies):   * Contact Hour Policy * Contact Hour Rounding Policy * Distance Learning Policy * GED Testing Center Contact Hours Policy |
| **Additional resources** | [Minnesota ABE Distance Learning website](https://www.literacymn.org/distancelearning) (www.literacymn.org/distancelearning) |

## Introduction

These procedures detail the local ABE consortium’s contact hour tracking procedures used at all sites. These procedures describe how the consortium is complying with Minnesota ABE policies through outlining:

* How **daily contact hours** are counted and recorded in a reliable, accurate, and timely manner for intake, orientation, support service coordination, goal setting, assessment, evaluation, and any other time the student spends interacting with ABE staff or trained ABE volunteers to discuss or debrief learning.
* How **proxy hours** are counted and recorded in a reliable, accurate, and timely manner for approved distance learning products, ensuring that there is no double counting of on-site contact hours and proxy hours.
* How **GED testing hours** are accurately counted and with which testing centers the consortium has a signed agreement.
* How contact hours and proxy hours are **monitored**, including how records are kept and evaluated.
* What **additional guidance** and procedures the ABE consortium has for local staff regarding contact hour tracking.

## Daily Contact Hours Counting and Recording

## Proxy Hours Counting and Recording

## GED Testing Contact Hours Counting and Recording

## Monitoring and Record Keeping of Contact and Proxy Hours

## Additional Procedures and Guidance