

# Know your 90 Percent Completion Milestone

“Completion” is defined as a participant receiving 90 percent of primary workshop hours (PWHs).

## EXAMPLE 1

If my Primary Workshops are...

**12**  
**HOURS**  
total



delivered in  
**1-HOUR**  
**SESSIONS**



### How To Calculate 90%

$$\begin{array}{r} 12 \text{ hours} \\ \times .9 \text{ (90\%)} \\ \hline 10.8 \text{ hours (minimum)} \end{array}$$



In this example, client must attend through Session 11 to "complete."\*

**10.8 hrs**  
needed for completion

\*In reality, a client probably won't receive partial hours; more likely the client will reach 11 or more hours to count as "complete."

## EXAMPLE 2

If my Primary Workshops are...

**16**  
**HOURS**  
total

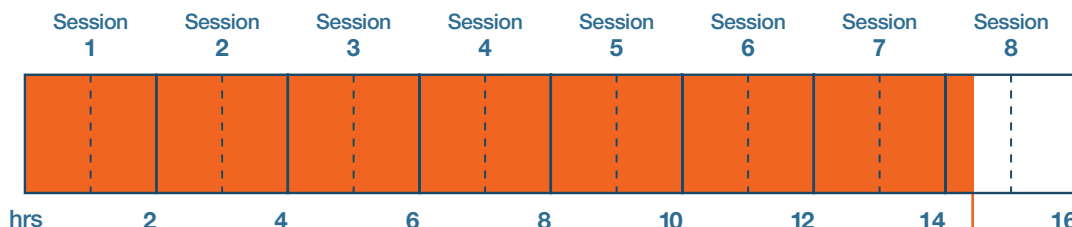


delivered in  
**2-HOUR**  
**SESSIONS**



### How To Calculate 90%

$$\begin{array}{r} 16 \text{ hours} \\ \times .9 \text{ (90\%)} \\ \hline 14.4 \text{ hours (minimum)} \end{array}$$



In this example, client must attend through Session 8 to "complete."  
7 out of 8 sessions is not enough.

**14.4 hrs**  
needed for completion

### EXAMPLE 3

## If my Primary Workshops are...

**24**  
HOURS  
total

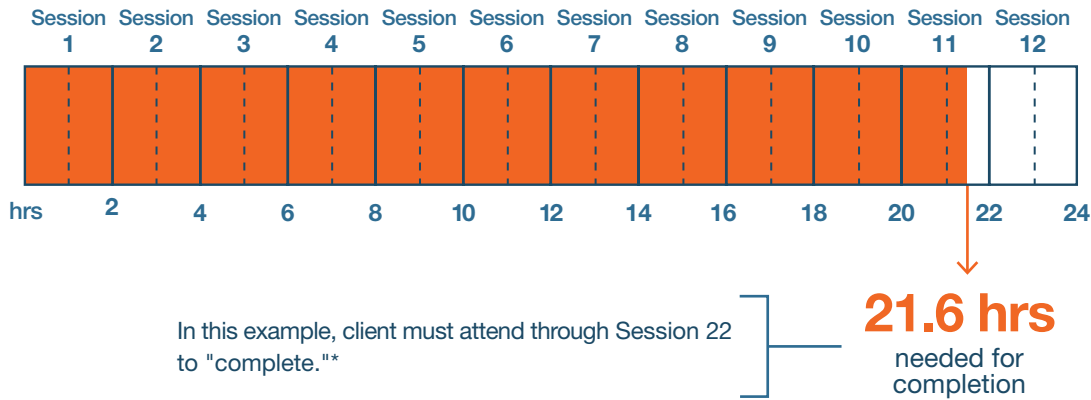


delivered in  
**2-HOUR**  
SESSIONS



#### How To Calculate 90%

$$\begin{array}{r} 24 \text{ hours} \\ \times .9 \text{ (90\%)} \\ \hline 21.6 \text{ hours (minimum)} \end{array}$$



\*In reality, a client probably won't receive partial hours; more likely the client will reach 22 or more hours to count as "complete."

### EXAMPLE 4

## If my Primary Workshops are...

**30**  
HOURS  
total



delivered in  
**3-HOUR**  
SESSIONS



#### How To Calculate 90%

$$\begin{array}{r} 30 \text{ hours} \\ \times .9 \text{ (90\%)} \\ \hline 27 \text{ hours (minimum)} \end{array}$$

