

**INSTRUCTOINS FOR PDE-4104
PRACTICAL NURSING STUDENT INSTRUCTIONAL HOURS
July 1, 2012 through June 30, 2013**

GENERAL INSTRUCTIONS

This form is used to collect data on student instructional (classroom and clinical) hours that will determine the full-time equivalent (FTE) students of Practical Nursing (PN) programs. Quarterly payments will be made based on actual quarterly FTE enrollments. Reconciliation will be made based on the final report submitted by July 15 and any adjustments will be made in the September payment.

The PDE-4104 should be completed for each due date indicating the data for that quarter along with the prior quarters. The form should be completed and either e-mailed to abal@pa.gov in the Bureau of Career and Technical Education, 11 Floor, 333 Market Street, Harrisburg, PA 17126-0333. The final due date of July 15, 2013 requires data for all four quarters as well as summary data and must be mailed because it requires an original signature.

WHO TO REPORT

Students enrolled in PN programs for which reimbursement is requested. These programs must be in compliance with the Rules and Regulations of the State Board of Nursing for Practical Nurses. Only students meeting the required classroom and clinical instruction should be included. Do not include out of state students. No extra study time or remedial time will be considered. All students should be included regardless of funding source. Do not exclude hours of students for sick leave or personal reasons for absence other than withdrawal.

CALCULATIONS

One FTE is equivalent to 1,200 hours of classroom and clinical hours. Payment is based on \$1,800 per FTE and is subject to funding availability. If the state appropriation is not sufficient to pay total statewide FTEs, PDE will apply a reduction factor. For each quarter, calculate the payment using the actual hours divided by 1,200 multiplied by \$1,800. Actual hours should be rounded to whole or half hours only. Do not round other figures. The final reconciliation will be made using the July 15, 2013 data. Actual hours for the year should agree with your attendance data.

SUMMARY

The Total Actual Hours for Year is the total of the actual hours of the four quarters. Total Actual Hours divided by 1,200 times \$1,800 will give you Reimbursement Earned in Fiscal Year 2012-2013. Actual Received as of June 30, 2012 is the Initial Payment plus the December Quarterly Payment, March Quarterly payment and June Quarterly Payment. Your Final Payment will be the difference between Reimbursement Earned and Actual Received less any reduction factor necessary.

SIGNATURE BLOCK

An original signature of the AVTS Director or Superintendent is only necessary with the final submission, which is due on July 15, 2013. Photocopies of the PDE-4104 may be sent for each submission.

ADDITIONAL PDE REPORT REQUIREMENTS

PN enrollments and instructors are to be reported on the Application for Reimbursement of Adult Vocational-Technical Education Programs (PDE-4049). This form provides statistical data and drives reimbursement for all other adult vocational education programs.

Names, addresses and student characteristics of all PN completers are to be listed for follow-up purposes on the Adult Vocational-Technical Education Programs Completers of Other Occupational Programs (PDE-4048).

These forms are included in the Adult Vocational-Technical Education mailing which is mailed in the spring of 2013 and due in the Division of Data Services on July 15, 2013.