

Tip sheet to log hours on InPlace

- Log hours daily after **each placement session**.
 - Select direct or indirect hours
 - Activity category
- Track hours to the nearest **0.25 hour (15-minute increments)**.
- Include description under “additional comments” of the placement, particularly mentioning:
 - Select **diagnostic categories** (refer to the summary of clinical hours and guidelines for the categories)
 - Include session description including information on case studies with CE
- If multiple diagnostic categories are addressed in a single session **Split the time accordingly between categories**.
 - *Example:* A 30-minute session involving both articulation and developmental language should be logged as 15 minutes for each category.