Ohio Department of Education

Ted Strickland, Governor
Deborah S. Delisle, Superintendent of Public Instruction

# Full-Time Equivalent (FTE)

**Issue Date:** May 31, 2002 **Revised:** November 30, 2005
**Sources:** Federal Programs
**Key Words:** Full Time Equivalent
**Summary:** Definition and Example for Use on Title I-TA, I-SW, II-A (T Quality), V (Innovative), VI-B (Rural) Program Pages of Consolidated Application

**Full-Time Equivalent (FTE) -** Enter the information in the FTE field as requested by the grant. If the yearly salary of any staff is paid in full or in part with the grant funds, count that part/percent of their salary as the grant FTE. Salary of staff paid from different grants should be prorated and FTEs divided accordingly. One person cannot be counted for more than one FTE unless they work extended time (before or after school, or summer).

**The formula for a Regular School Year FTE** is as follows:
180 school days x 6.5 hours per day = 1170 hours worked by a teacher during a regular school year. If more days or hours are in a particular LEA's school year, make adjustments where necessary.

If this teacher works only part of the day on the specific grant activities, determine the number of hours per day the teacher works on the grant activities, then multiply that number times the number of days worked on the grant activities per year. Example: 3 hours per day on the grant activities x 180 days per year = 540 grant hours per year.

Divide this number by the total hours worked on all activities per year:
540 grant hours divided by 1170 total hours = .46 FTE for the grant

**The formula for a Summer School FTE** is as follows:
A summer school program might be 3 hours per day x 4 weeks.
3 hours x 5 days per week = 15 hours per week x 4 weeks = 60 hours.
60 divided by 1170=.05 FTE.