

Full-time equivalent (FTE) is a way to measure a worker's involvement in a project, or a student's enrollment at an educational institution. An FTE of 1.0 means that the person is equivalent to a full-time worker, while an FTE of 0.5 signals that the worker is only half-time. Typically, different scales are used to calibrate this number, depending on the type of institution (schools, industry, research) and scope of the report (personnel cost, productivity).

An FTE calculation example:

This is a good method for calculating pre-school FTE units.

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	0.1FTE	0.1FTE	0.1FTE	0.1FTE	0.1FTE
PM	0.1FTE	0.1FTE	0.1FTE	0.1FTE	0.1FTE

For every half-day of attendance a child receives 0.1 FTE.

Only children that attend M-F all day long will = 1 FTE

Breaking your FTE units into smaller parts will allow you to capture before/after school FTE units.

	Monday	Tuesday	Wednesday	Thursday	Friday
6-9am	0.05FTE	0.05FTE	0.05FTE	0.05FTE	0.05FTE
9am-noon	0.05FTE	0.05FTE	0.05FTE	0.05FTE	0.05FTE
Noon-3pm	0.05FTE	0.05FTE	0.05FTE	0.05FTE	0.05FTE
3pm-6pm	0.05FTE	0.05FTE	0.05FTE	0.05FTE	0.05FTE

*Depending on the time of year your total FTE units may not equal your licensed capacity. FTE units do not affect ratio requirements.

