PCE & HCE Hour Log

Free from Northeast Medical Institute · northeastmedicalinstitute.com · (203) 391-6766

How to use it

1. Log every shift	Fill in one row per shift on the Hour Log page: date, type, job title, organization, supervisor and hours. Print as many pages as you need.
2. Total each page	Add up the Hours column at the bottom of each page, then add your pages together by type (PCE, HCE, shadowing).
3. Prefer automatic totals?	Use the spreadsheet version of this log. It totals your hours by type and by job for your CASPA, AMCAS or NursingCAS application.
Tip	Log hours the same week you work them, and keep your supervisor's phone and email current. Programs may verify your hours.

PCE vs HCE (CASPA)

Patient Care Experience (PCE)	Hands-on work where you are directly responsible for a patient's care: for example CNA, phlebotomist, patient care technician (PCT), EMT, medical assistant or scribe in some programs.
Healthcare Experience (HCE)	Work or volunteering in a healthcare setting where you are not directly responsible for patient care: for example front desk, pharmacy technician, transport, or unit clerk.
Shadowing	Observing a PA or physician. Most programs count it separately from PCE and HCE.
Check each program	Every PA, medical and nursing program sets its own rules for what counts and how many hours it wants. Check the program's website before you apply.
Need PCE hours fast?	NMI's Hybrid CNA, Phlebotomy and PCT programs get you certified in weeks, so you can start earning PCE hours. See northeastmedicalinstitute.com/pre-health-pathways/

This log is a personal record. It doesn't replace any official verification a program asks for.

Hour Log

One row per shift. Ask your supervisor to initial the Notes column if a program needs proof.

Page total:

Date	Type	Job title / role	Organization	City, State	Supervisor name	Supervisor phone / email	Hours	Paid or volunteer	Patient-care duties (what you did)	Notes