



**JCAHPO**  
JOINT COMMISSION ON ALLIED HEALTH  
PERSONNEL IN OPHTHALMOLOGY



**IJCAHPO**  
INTERNATIONAL JOINT COMMISSION ON ALLIED  
HEALTH PERSONNEL IN OPHTHALMOLOGY



Criteria for

# Certification & Recertification

COA<sup>®</sup> • COT<sup>®</sup> • COMT<sup>®</sup> • CCOA<sup>®</sup>  
ROUB<sup>®</sup> • CDOS<sup>®</sup> • OSA<sup>®</sup> • OSC<sup>®</sup>

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# A Message From the JCAHPO Board of Directors President



**Eydie Miller-Ellis, MD**  
JCAHPO President  
2015-2017

Congratulations on your decision to attain professional certification! It is high-level ophthalmic professionals like you – with knowledge and experience in ophthalmology – who are ideal candidates for our certifications. We appreciate your commitment to your professional development and to promoting the highest global standards of the ophthalmic technician profession.

JCAHPO's mission is to enhance the quality and availability of ophthalmic patient care by promoting the value of qualified allied health personnel and by providing certification and education. We work closely with ophthalmic professionals around the world to ensure that our programs are relevant and up-to-date.

As ophthalmic professionals, you are part of a global team known as Allied Ophthalmic Personnel (AOP). JCAHPO embraces the definition of AOP as defined by the World Health Organization (WHO) Universal eye health: A global action plan 2014-2019 (2013). The definition of AOP includes opticians, ophthalmic nurses, orthoptists, ophthalmic ocularists, ophthalmic photographers/imagers, and ophthalmic administrators.

This handbook will give you an overview of the following credentials:

- Certified Ophthalmic Assistant (COA)
- Certified Ophthalmic Technician (COT)
- Certified Ophthalmic Medical Technologist (COMT)
- Ophthalmic Surgical Assisting (OSA)
- Registered Ophthalmic Ultrasound Biometrist (ROUB)
- Certified Diagnostic Ophthalmic Sonographer (CDOS)
- Corporate Certified Ophthalmic Assistant (CCOA)
- Ophthalmic Scribe Certification (OSC)

With this information, which includes eligibility requirements for each credential, you can better set and achieve your professional goals. It also outlines the body of knowledge that you are expected to understand and which you will be tested on to earn your credential. In addition, this handbook provides detailed information to guide you through the entire certification process.

JCAHPO welcomes your questions as you prepare to earn your credential. We wish you success as you pursue your JCAHPO certification.

## The Value of Certification

*Four out of five ophthalmologists agree that certified Allied Ophthalmic Personnel (AOP) render their practice more productive. Studies have shown that certified AOP contribute more than non-certified personnel to the efficiency and quality of care in a practice. Just as in other professions, the value of certification and the importance of employing educated, trained, and qualified professionals should be a best practice in ophthalmology.*

**JCAHPO and IJCAHPO Unite:  
Forming a Global Organization for Allied Ophthalmic Personnel  
Promoting Certification and Education**

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## About This Handbook

The purpose of this handbook is to guide you through the certification process, from initial application to applying for recertification. Certification is a process that organizations use to recognize individuals who have met certain qualifications and demonstrated special knowledge and expertise. If you meet JCAHPO's eligibility criteria and pass the necessary examinations, you will become certified.

Information in this booklet may change between printings, be sure to check the JCAHPO Web site, [www.jcahpo.org](http://www.jcahpo.org), for the most current and up-to-date information.

## Why Earn JCAHPO Certification?

The Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO) credentials set the profession's standards for ensuring the knowledge and competence of practicing Allied Ophthalmic Personnel (AOP) and are recognized as the most respected global credential for AOP. JCAHPO credentials include:

- Certified Ophthalmic Assistant (COA)
- Certified Ophthalmic Technician (COT)
- Certified Ophthalmic Medical Technologist (COMT)
- Ophthalmic Surgical Assisting (OSA)
- Registered Ophthalmic Ultrasound Biometrist (ROUB)
- Certified Diagnostic Ophthalmic Sonographer (CDOS)
- Ophthalmic Scribe Certification (OSC)
- Corporate Certified Ophthalmic Assistant (CCOA)

Now more than ever, recognizing competency, establishing benchmarks, and setting performance standards are vital to the global economy. Never before have public and private sector employers relied as much on certification organizations as they do today. Professional associates are now taking a lead role in the development of credentialing programs, and JCAHPO credentials are the most globally recognized credentials for Allied Ophthalmic Personnel.

## Competency-Based

The JCAHPO credentials for Allied Ophthalmic Personnel (AOP) are competency-based, testing what a person can do compared to standards that define the practice of AOP. One cannot simply take a course to earn the credential. JCAHPO's competency-based credentials emphasize the growing importance of certified AOP.

## Individual and Workplace Benefits

- Distinguish yourself – Stay competitive in today's job market.
- Invest in your future – Many employers offer incentives for becoming certified.
- Demonstrate your leadership and initiative - It's not easy to achieve JCAHPO certification. Your credential is a tangible sign of your success and expertise.

## About JCAHPO

The Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO) was established in 1969 by six physician ophthalmology organizations to offer certification and continuing education opportunities for ophthalmic allied health personnel. Since then, more than 29,000 people in the United States, Canada, and around the world have earned JCAHPO certification.

JCAHPO is governed by a volunteer Board of Directors, comprised of representatives from participating ophthalmic organizations, and a public member. The Certification Committee, a committee of the Board of Directors, governs JCAHPO certification. The Committee provides the job-related insight necessary to ensure that the examinations are relevant and valid, and monitors procedures to ensure that examinations are administered fairly and under proper conditions.

JCAHPO has designed the certification process to serve important public needs as well as those of the ophthalmic assisting community by:

- Setting specific and measurable standards for Allied Ophthalmic Personnel (AOP) knowledge and skills
- Formally recognizing the AOPs who have met those standards
- Providing official confirmation of certificants' qualifications to employers and the public

## JCAHPO Contact Information

2025 Woodlane Drive, St. Paul, MN 55125-2998

Toll Free: (800) 284-3937; Phone: (651) 731-2944; FAX: (651) 731-0410

Email: [jcahpo@jcahpo.org](mailto:jcahpo@jcahpo.org); Website: [www.jcahpo.org](http://www.jcahpo.org)

## Equal Opportunity Employer

JCAHPO provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, sex, national origin, age, disability, or genetics. In addition to federal law requirements, JCAHPO complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. JCAHPO expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.

## The Standards that JCAHPO Meets



In August 2015, the National Commission for Certifying Agencies (NCCA) renewed the accreditation of the following JCAHPO certification programs: Certified Ophthalmic Assistant (COA), Certified Ophthalmic Technician (COT), Certified Ophthalmic Medical Technologist (COMT) and Ophthalmic Surgical Assistant (OSA).

The NCCA Standards were created to ensure that certification programs adhere to standards of practice for the certification industry. JCAHPO is one of approximately 130 organizations in the U.S. to earn NCCA accreditation. Application has not yet been made for NCCA accreditation of the Registered Ophthalmic Ultrasound Biometrist (ROUB) or the Certified Diagnostic Ophthalmic Sonographer (CDOS) certifications.

## Membership Organizations

Membership in one's professional association is very important. Participation in your professional association exemplifies your value as part of the ophthalmic team. The Association of Technical Personnel in Ophthalmology and the Canadian Society of Ophthalmic Medical Personnel are organizations of high standards and professional ethics dedicated to quality ophthalmic patient care. Both organizations contribute to the continued growth and success of technicians by providing opportunities for advanced continuing education, networking, and professional products and resources.

### Association of Technical Personnel in Ophthalmology (ATPO®)



ATPO's mission is to provide, expand, and support scientific and educational opportunities for allied health personnel in ophthalmology,

and to act as an advocate for its members and the profession.

#### Value of ATPO Membership

For over 40 years, ATPO and its members have dedicated themselves to the success of ophthalmic medical personnel. ATPO represents a diverse group of ophthalmic medical professionals (but not limited to) ophthalmic assistants, technicians, technologists, surgical and keratorefractive technicians, photographers, nurses and orthoptists.

#### ATPO Contact Information

2025 Woodlane Drive, St. Paul, MN 55125-2998  
Toll Free: (800) 482-4858; Phone: (651) 731-7245  
FAX: (651) 731-0410  
Email: [atpomembership@jcahpo.org](mailto:atpomembership@jcahpo.org)  
Website: [www.atpo.org](http://www.atpo.org)

### Canadian Society of Ophthalmic Medical Personnel (CSOMP®)



The Canadian Society of Ophthalmic Medical Personnel (CSOMP) represents all allied health care personnel in ophthalmology working in Canada.

The goals of CSOMP are to work in association with the Canadian Medical Association in accrediting

new ophthalmic programs in Canada, to provide continuing education and to maintain a strong membership consisting of all Canadian ophthalmic medical personnel.

#### CSOMP Contact Information

Canadian Society of Ophthalmic Medical Personnel  
1565 Carling Avenue, Suite 110  
Ottawa, ON K1Z 8R1 Canada  
Email: [simmsc@hdh.kari.net](mailto:simmsc@hdh.kari.net)  
Website: <http://www.cos-sco.ca/csomp/>

## Scope of Allied Ophthalmic Personnel

As part of the allied health profession, Allied Ophthalmic Personnel (AOP) are one of the members of the professional team of eye care providers. Certified AOP perform assigned procedures under the direction or supervision of a physician licensed to practice medicine and surgery, and qualified in ophthalmology. AOP are not independent practitioners and may not diagnose, treat eye disorders, or prescribe medications. They can supply vital information to the physician, who is treating patients, and may assist in areas such as surgery, patient education, and compliance.

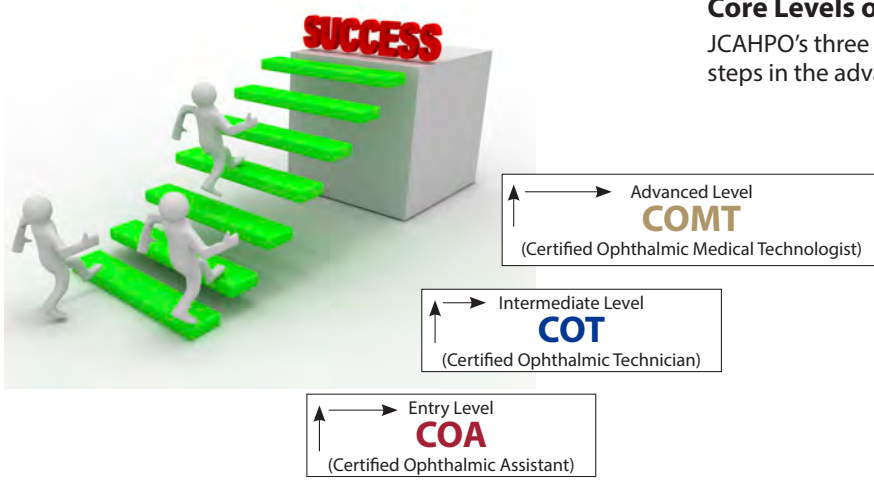
Some of the most common tasks performed by AOP at all levels of certification include:

- Taking patient histories
- Providing patient services
- Administering tests and evaluations
- Maintaining instruments
- Taking eye measurements
- Performing a variety of clinical tasks

JCAHPO certifications and examinations include knowledge and performance of techniques in the administration of eye drops, ointments, and irrigating solutions to the eye, and knowledge about oral medications and non-invasive techniques. It is not within the scope of JCAHPO certification and examination to evaluate the performance of any injection technique or similar invasive procedure when needles, trocars, cannulas, or instillation devices are placed within and beneath tissue surfaces.

While certification is an important indication of your knowledge and skill, please remember that JCAHPO does not guarantee the job performance or express an opinion of the competence of individuals who have achieved certification.

## Certification Overview



### Core Levels of Certification

JCAHPO's three core levels of certification comprise a solid foundation of steps in the advancement of your career.

Each level of certification has prerequisite eligibility requirements and examination processes. Allied Ophthalmic Personnel (AOP) may progress from one level of certification to the next, through work experience and examination. Formal training can also serve as an entry point to certification at any of the core levels.

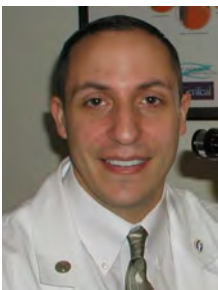
### Sub-Specialty Certification

Those who have been certified at a core level may choose to become certified in the following sub-specialty area:

- **Ophthalmic Surgical Assisting (OSA):** Achievement of this sub-specialty certification exemplifies your knowledge in the procedures and instrumentation necessary to assist in ophthalmic surgical suites.

### Specialty Certifications (A core certification is not required.)

- **Registered Ophthalmic Ultrasound Biometrist (ROUB):** The designation of ROUB signifies that the AOP, who performs A-scan biometry on the eye, has a knowledge base in biometry and physics.
- **Certified Diagnostic Ophthalmic Sonographer (CDOS):** The designation of CDOS conveys that the AOP who performs the diagnostic B-scan sonography on the eye, has obtained a knowledge base in the principles and instrumentation needed to perform eye exams using high frequency sound waves.
- **Corporate Certified Ophthalmic Assistant (CCOA):** The CCOA offers corporate employees of companies that supply products and services to the ophthalmic community, the opportunity to obtain a credential proving their knowledge in both ophthalmology and industry technology for marketing credibility.



*"Certification to me is not only a personal accomplishment, but with all the specific healthcare changes we continue to face, I feel it is also a necessity for job security."*

*- John Pignone Reed, COT, ROUB, OSC*

JCAHPO certifications are competency-based. To be eligible, candidates must fall into one of the following education and work experience categories:

**COA**

Successful completion of a multiple-choice examination is required for certification. Eligibility options are noted below.

	Required Education	Required Work Experience
<b>COA – A1</b>	COA-OMP or CMA accredited clinical training program <sup>1,2</sup> <ul style="list-style-type: none"> <li>If you completed the program more than 12 months ago, you will need to submit 18 JCAHPO Group A credits for each year following graduation.</li> </ul> (Candidates who graduate from an accredited formal training program at the Technician or Technologist level are eligible to apply for a lower-level certification under the A1 eligibility pathway).	None necessary
<b>COA – A2</b>	COA-OMP or CMA accredited non-clinical training program including distance learning programs <sup>1,2</sup> <ul style="list-style-type: none"> <li>If you completed the course more than 12 months ago, you will need to submit 18 JCAHPO Group A credits for each following graduation.</li> </ul>	500 hours under the supervision of an ophthalmologist within 12 months prior to submitting application
<b>COA – A3</b>	Graduated from high school or the equivalent <i>and</i> Approved Independent Study Course such as the JCAT course or AAO Ophthalmic Medical Assisting course. <ul style="list-style-type: none"> <li>If you completed the course more than 36 months ago, you will need to repeat the course or submit 18 Group A credits for each year following the 36-month period.</li> </ul>	1,000 hours under the supervision of an ophthalmologist within 12 months prior to submitting application

**COT**

Successful completion of multiple-choice examination and the computer-simulated COT Skill Evaluation are required for certification. Eligibility options are noted below.

	Required Education	Required Work Experience
<b>COT – T1</b>	COA-OMP or CMA accredited training program at the Technician level <sup>1,2</sup> <ul style="list-style-type: none"> <li>If you completed the program more than 12 months ago, you will need to submit 12 JCAHPO Group A credits for each year following graduation. The credits must be earned within 36 months prior to submitting your application.</li> </ul>	None necessary
<b>COT – T2</b>	Previous COA certification & JCAHPO Group A credits <ul style="list-style-type: none"> <li>You will need to submit 12 JCAHPO Group A credits earned within 12 months prior to submitting your application.</li> <li>Must maintain certification as a COA while pursuing COT certification.</li> </ul>	Employed 2,000 hours as a COA within 24 months prior to submitting application.



	Required Education	Required Work Experience
<b>COT – T3</b>	<p>Previous CO or OC(C) certification &amp; JCAHPO Group A credits</p> <ul style="list-style-type: none"> <li>You will need to submit 12 JCAHPO Group A credits earned within 12 months prior to submitting your application.</li> <li>Must maintain certification as an Orthoptist while pursuing COT certification.</li> </ul>	Employed 2,000 hours as CO or OC(C) within 24 months prior to submitting application.
<b>COT – T4</b>	<p>Fast Track option: Allows a current COA the use of 6,000 hours of non-certified work experience prior to becoming certified, and JCAHPO Group A credits</p> <ul style="list-style-type: none"> <li>You will need to submit 12 JCAHPO Group A credits earned within 12 months prior to submitting your application</li> <li>Must maintain certification as a COA while pursuing COT certification</li> </ul>	<p>Current COA certification <i>and</i> 6,000 hours of non-certified work experience with an ophthalmologist prior to becoming JCAHPO certified. Verification of previous work experience needs to be in the form of a letter from your ophthalmologist on official letterhead.</p>

### COMT

Successful completion of multiple-choice examination, computer-simulated COT Skill Evaluation, and the computer-simulated COMT Performance Test are required for certification. Eligibility options are noted below.

	Required Education	Required Work Experience
<b>COMT – TG1</b>	<p>COA-OMP or CMA accredited training program at the Technologist level &amp; two or more years of college education<sup>1,2</sup></p> <ul style="list-style-type: none"> <li>If you completed the program more than 12 months ago, you will need to submit 12 JCAHPO Group A credits for each year following graduation. The credits must be earned within 36 months prior to submitting your application.</li> <li>Successful completion of two or more years of college and/or university-level courses (90 quarter or 60 semester credits).</li> </ul>	None necessary
<b>COMT – TG2</b>	<p>COA-OMP or CMA accredited training program at the Technologist level &amp; less than two years of college education<sup>1,2</sup></p> <ul style="list-style-type: none"> <li>If you completed the program more than 12 months ago, you will need to submit 12 JCAHPO Group A credits for each year following graduation. The credits must be earned within 36 months prior to submitting your application.</li> </ul>	4,000 hours under the supervision of an ophthalmologist within 24 months prior to submitting application
<b>COMT – TG3</b>	<p>Previous COT certification &amp; JCAHPO Group A credits</p> <ul style="list-style-type: none"> <li>You will need to submit 12 JCAHPO Group A credits earned within 12 months prior to submitting your application.</li> <li>Must maintain certification as a COT while pursuing COMT certification.</li> </ul>	Employed 6,000 hours as a COT
<b>COMT – TG4</b>	<p>Previous CO or OC(C) certification &amp; JCAHPO Group A credits</p> <ul style="list-style-type: none"> <li>You will need to submit 12 JCAHPO Group A credits earned within 12 months prior to submitting your application.</li> <li>Must maintain certification as an Orthoptist while pursuing COMT certification.</li> </ul>	Employed 4,000 hours as a CO or OC(C) within 60 months prior to submitting application.

(COMT continued on next page)

	Required Education	Required Work Experience
<b>COMT – TG5</b>	<p>Fast Track option: Allows a current COT the use of 6,000 hours of non-certified work experience prior to becoming certified, and JCAHPO Group A credits.</p> <ul style="list-style-type: none"> <li>You will need to submit 12 JCAHPO Group A credits earned within 12 months prior to submitting your application.</li> <li>Must maintain certification as a COT while pursuing COMT certification.</li> </ul>	<p>Employed 3,000 hours as a COT <i>and</i> 6,000 hours of non-certified work experience with an ophthalmologist prior to becoming JCAHPO certified. Verification of previous work experience needs to be in the form of a letter from your ophthalmologist on official letterhead.</p>

**OSA**

Successful completion of a multiple-choice examination is required for certification. Eligibility options are noted below.

	Required Education	Required Work Experience
<b>OSA – SA1</b>	<p>Must have core level certification (COA, COT, or COMT).</p> <p><i>and</i> COA-OMP or CMA accredited training program for ophthalmic medical technicians that includes instruction and supervised experience in ophthalmic surgical assisting.<sup>1</sup></p>	<p>If you completed the program more than 12 months ago, you will need to provide evidence of six months of work experience in a nationally accredited operating suite, under the supervision of regularly scheduling ophthalmic surgeons, one of whom is your sponsoring ophthalmologist. The work experience must be completed within 12 months prior to submitting application.</p>
<b>OSA – SA2</b>	<p>Must have core level certification (COA, COT, or COMT).</p>	<p>Worked for 18 months in a nationally accredited operating suite functioning as a sterile first assistant, sterile scrub assistant, or non-sterile circulator. This work experience must under the supervision of regularly scheduling ophthalmic surgeons, one of whom is your sponsoring ophthalmologist. The work experience must be completed within 36 months prior to submitting application.</p>
<b>OSA – SA3</b>	<p>Must have core level certification (COA, COT, or COMT)</p> <p><i>and</i> Successful completion of an approved surgical independent study course completed within 12 months of making application.</p>	<p>Log of 15 Category A surgical cases observed within the last 12 months under the supervision of a sponsoring ophthalmologist. Category A surgical cases and the OSA case log may be found in Appendix C.</p>

**ROUB**

Successful completion of a multiple-choice examination is required for certification. Eligibility options are noted below.

	Required Education	Required Work Experience
<b>ROUB - R1</b>	<p>COA-OMP or CMA or accredited training program for ophthalmic medical technicians<sup>1</sup></p> <ul style="list-style-type: none"> <li>If you completed the program more than 36 months ago, you will need to submit 25 approved credits.</li> </ul>	<p>None necessary.</p>
<b>ROUB - R2</b>	<p>See work experience requirement</p>	<p>Employed 2,000 hours as a COA, COT, COMT, or CDOS</p>
<b>ROUB – R3</b>	<p>Continuing Education Credits</p> <ul style="list-style-type: none"> <li>5 hours of A-Scan CE credits in a classroom setting within 12 months prior to submitting application.</li> <li>1 hour of A-Scan CE credit in a hands-on course within 12 months prior to submitting application.</li> </ul>	<p>Employed 4,000 hours as an Ultrasound Biometrist under the supervision of a physician.</p>

**CDOS**

Successful completion of a multiple-choice examination is required for certification. Eligibility options are noted below.

	Required Education	Required Work Experience
<b>CDOS - B1</b>	COA-OMP or CMA accredited training program for ophthalmic medical technicians <sup>1</sup> <ul style="list-style-type: none"> <li>• 5 hours of B-Scan CE credits in a classroom or distance learning setting earned within 12 months of submitting application.</li> <li>• 1 hour of B-Scan CE credit in a hands-on setting earned within 12 months of submitting application.</li> </ul>	Case log of 20 abnormal ophthalmic B-Scan examinations, performed within 12 months prior to submitting your application. A physician must sign your case log and at least two different pathologies must be listed. Please refer to Appendix E for the CDOS case log.
<b>CDOS - B2</b>	Continuing Education Credits <ul style="list-style-type: none"> <li>• 5 hours of B-Scan CE credits in a classroom or distance learning setting earned within 12 months of submitting application.</li> <li>• 1 hour of B-Scan CE credit in a hands-on setting earned within 12 months of submitting application.</li> </ul>	Employed at least 4,000 hours as a COA, COT, COMT under physician supervision. <i>or</i> ROUB, RDCS, RDMS, R.T.(S) or CRA under physician supervision. <i>and</i> Case log of 20 abnormal ophthalmic B-Scan examinations, performed within 12 months prior to submitting your application. A physician must sign your case log and at least two different pathologies must be listed. Please refer to Appendix E for the CDOS case log.
<b>CDOS - B3</b>	Continuing Education Credits <ul style="list-style-type: none"> <li>• 5 hours of B-Scan CE credits in a classroom or distance learning setting earned within 12 months of submitting application.</li> <li>• 1 hour of B-Scan CE credit in a hands-on setting earned within 12 months of submitting application.</li> </ul>	Employed at least 6,000 hours as a sonographer <i>and</i> Case log of 20 abnormal ophthalmic B-Scan examinations, performed within 12 months prior to submitting your application. A physician must sign your case log and at least two different pathologies must be listed. Please refer to Appendix E for the CDOS case log.

**CCOA**

Successful completion of a multiple-choice examination is required for certification. Eligibility options are noted below.

	Required Education	Required Work Experience
<b>CCOA</b>	Approved Independent Study Course such as the JCAT course or AAO Ophthalmic Medical Assisting course completed within 36 months prior to submitting examination application <i>and</i> You will need to submit 12 JCAHPO Group A credits earned within 12 months prior to submitting your application.	Employed by a company or supplier of ophthalmology products and/or services.

<sup>1</sup>COA-OMP is the Commission on Accreditation of Ophthalmic Medical Programs. CMA is the Canadian Medical Association.

<sup>2</sup>Certification examination candidates who attend a formal training program may apply for the certification examination up to two months prior to graduation from the program; however, no examination results will be sent by JCAHPO to the candidate until official notification of graduation is received and verification of the work experience is received if applicable.

If you have questions regarding whether you meet the eligibility requirements, please contact JCAHPO's Certification Department.

JCAHPO certification examinations are based on the core content areas outlined in the tables below. To demonstrate competence, these content areas measure the knowledge, skills, and abilities that are necessary to pass the examination.

**COA, COT, and COMT (Effective through 7/31/2017)**

Content Area	COA%	COT%	COMT%
History Taking	8	6	3
Pupillary Assessment	3	5	4
Contact Lenses	2	3	0
Equipment Maintenance and Repair	4	4	3
Lensometry	3	5	6
Keratometry	3	5	3
Medical Ethics, Legal, and Regulatory Issues	5	3	5
Microbiology	2	3	5
Pharmacology	8	5	8
Ocular Motility	3	5	11
Assisting in Surgical Procedures	7	6	3
Ophthalmic Patient Services and Education	16	7	10
Ophthalmic Imaging	3	7	6
Refractometry	6	7	6
Spectacle Skills	3	3	0
Supplemental Skills	8	9	10
Tonometry	4	5	5
Visual Assessment	8	6	6
Visual Fields	4	6	6

Further detail regarding each COA, COT, and COMT content area may be viewed in Appendix A.

**OSA**

Content Area	OSA%
Pre-Operative Preparation of the Patient	5
Instruments	25
Aseptic Technique	20
Ophthalmic Anesthesia	5
Surgical Procedures	27
Surgical Complications	3
Ophthalmic Surgical Pharmacology	10
Minor Surgery	5

Further detail regarding each OSA content area may be viewed in Appendix C.

**ROUB**

Content Area	ROUB%
Keratometry	5
Physics	16
Biometry Instrumentation	11
Instrument Settings for Biometry	13
Examination Techniques for Biometry	18
Sources of Error in Biometry	22
Intraocular Lens Power Calculations	15

**CDOS**

Content Area	CDOS%
Anatomy and Physiology of the Eye and Orbit	7
Biometry	7
Examination Technique	13
Instrumentation	3
Pathology	59
Physics	11

**CCOA**

Content Area	CCOA%
History Taking	20
Basic Skills & Lensometry	17
Patient Services	16
Basic Tonometry	15
Instrument Maintenance	11
General Medical Knowledge	21

Further detail regarding each CCOA content area may be viewed in Appendix D.



*"The JCAHPO CCOA certification has enabled the Medical Specialist team at Regeneron to broaden their expertise in the ophthalmology field as well as understand the unique role of the technician."*

*- Deborah Reid, CCOA*

## Multiple-Choice Examination Specifications

All examinations are delivered in English. In addition to scored questions, all candidates receive between 10-25 sample questions. While they are not identified or scored, these questions are being tested for possible inclusion in future examinations. The completion of a Non-Disclosure Agreement and post-examination survey are also required in the time allotment noted below.

Examination Level	Number of Scored Questions	Examination Time
COA	200	3 hours
COT	200	3 hours
COMT	160	3 hours
OSA	75	1 hour
ROUB	170	3 hours
CDOS	175	3 hours
CCOA	200	3 hours

The multiple-choice examinations are a series of statements or questions followed by four possible answers. One answer is the single-best response, the others are distractors. While some answers may be partly correct, there is only one BEST answer.

JCAHPO examinations are developed by the Certification Committee, which includes ophthalmologists and job incumbents who are certified AOP. A variety of reference materials are used to create examination questions, which are selected from a pool of questions based on the examination specifications and content outlines.

The examination passing score is set by the committee working with a psychometrician (a specialist in the mathematics of examinations), using methods that are nationally accepted for professional examinations. These methods allow the committee to determine the minimum standard of knowledge and skill necessary to perform the assistant's job. A modified Angoff procedure is used to establish each passing score. In this commonly accepted psychometric procedure, content experts estimate the probability of each question being answered correctly by a person who meets the minimum eligibility requirements. Passing scores are not released.

Your test performance is measured against the minimum standard set by this committee of experts, rather than measured against other people who have taken the examination. Establishing the passing score in this way helps to ensure that only those candidates who have the knowledge are granted certificates. Passing scores are not based on straight percentage or a curve, nor does the performance of any other test-taker affect how your performance will be judged.

***"Certification for me makes a statement - This is my career, I am a professional. I've made the investment and continue to invest. I am knowledgeable and possess the clinical skills needed to perform my job proficiently and accurately."***

***- Natalie Loyacano, COMT, ROUB, OSA, OCS***



The COT and COMT levels of certification require completion of a practical examination in addition to a multiple-choice examination. Candidates are eligible for the practical examination(s) after successful completion of the multiple-choice examination.

COT candidates must successfully complete the computer-simulated COT Skill Evaluation to receive COT certification. COMT candidates must successfully complete the computer-simulated COT Skill Evaluation and the computer-simulated Performance Test to receive COMT certification. If a COMT candidate is already COT certified and has previously completed the COT Skill Evaluation, the candidate is not required to complete the COT Skill Evaluation again.

### COT Skill Evaluation

Candidates completing the computer-simulated COT Skill Evaluation will be asked to demonstrate their skill in each of the following seven areas:

- Lensometry – Demonstrate the ability to perform non-automated lensometry to determine the strength of the distance correction and the bifocal or trifocal add. The task may be performed in plus (+) or minus (-) cylinder.
- Visual Fields – Demonstrate the ability to perform an automated visual field on a specified automated visual field test as determined by JCAHPO.
- Ocular Motility – Demonstrate the ability to detect a phoria or tropia, and identify the direction of the deviation using appropriate cover tests.
- Keratometry – Demonstrate the ability to perform keratometry.
- Retinoscopy – Demonstrate the ability to perform retinoscopy. The task may be performed in plus(+) or minus (-) cylinder.
- Refinement – Demonstrate the ability to perform refinement. The task may be performed in plus(+) or minus (-) cylinder.
- Tonometry – Demonstrate the ability to perform applanation tonometry.

COT candidates must successfully complete the examination within 24 months of making application for the multiple-choice examination and may complete the examination up to six times.

### COMT Performance Test

Candidates completing the computer-simulated COMT Performance Test will be asked to demonstrate their skill in the following five areas:

- Measure patient's ocular motility using prism and cover tests at a distance.
- Perform manual lensometry: Identify and measure prism.
- Perform fundus photography and identify fluorescein angiography phases.
- Measure, compare, and evaluate pupil function at a distance.
- Evaluate versions and ductions, identifying any abnormalities.

COMT candidates must successfully complete the examination within 36 months of making application for the multiple-choice examination and may complete the examination up to four times.



*"JCAHPO certification means you've met a standard of ophthalmic knowledge and skills, but it means much more than that. JCAHPO certification means one is dedicated to, and proud of their career choice. Certified personnel are a value to their practice and profession."*

*- Craig Simms, COMT, ROUB, CDOS*

### Computer-Simulated Practical Examination Construction and Scoring

The computer-simulated practical examination scoring system is based on performance steps and the candidate is evaluated on how well each task is performed. The system includes these elements:

- Each skill is scored independently.
- Each skill is scored on two components: technique and accuracy of results. To determine the technique score, each skill is divided into steps. Each step is assigned a weighted value based upon its level of importance to the overall process, as determined by a panel of subject matter experts. Points are assigned for correct responses based upon the weight value of the step. A minimum has been established for achieving a “satisfactory” score. If this established minimum is not met, a “non-satisfactory” score will be assigned. Note: Only technique is scored for Visual Fields on the COT Skill Evaluation since you are not required to report results for this skill.
- To evaluate the accuracy of results, a panel of subject matter experts has established tolerance ranges for each of the required categories. To receive a “satisfactory” score on accuracy of results, all required results must fall within the tolerance ranges. Otherwise, a “non-satisfactory” score will be assigned.
- A passing score in all seven tasks is needed to successfully complete the COT Skill Evaluation and a passing score in all five tasks is needed to successfully complete the COMT Performance Test.
- There are three possible outcomes to the initial examination:
  1. Pass – You successfully complete all skills on the examination.
  2. Condition – You successfully complete some, but not all, of the skills on the examination. In this case, you receive a “conditional” pass and will have the opportunity to retest in the areas you did not successfully complete provided you are within the required time period and have not completed the examination more times than is allowed.
  3. Fail – You do not successfully complete any of the skills on the examination. In this case, you must reapply and repeat the entire examination, provided you are within the required time period and have not completed the examination more times than is allowed.

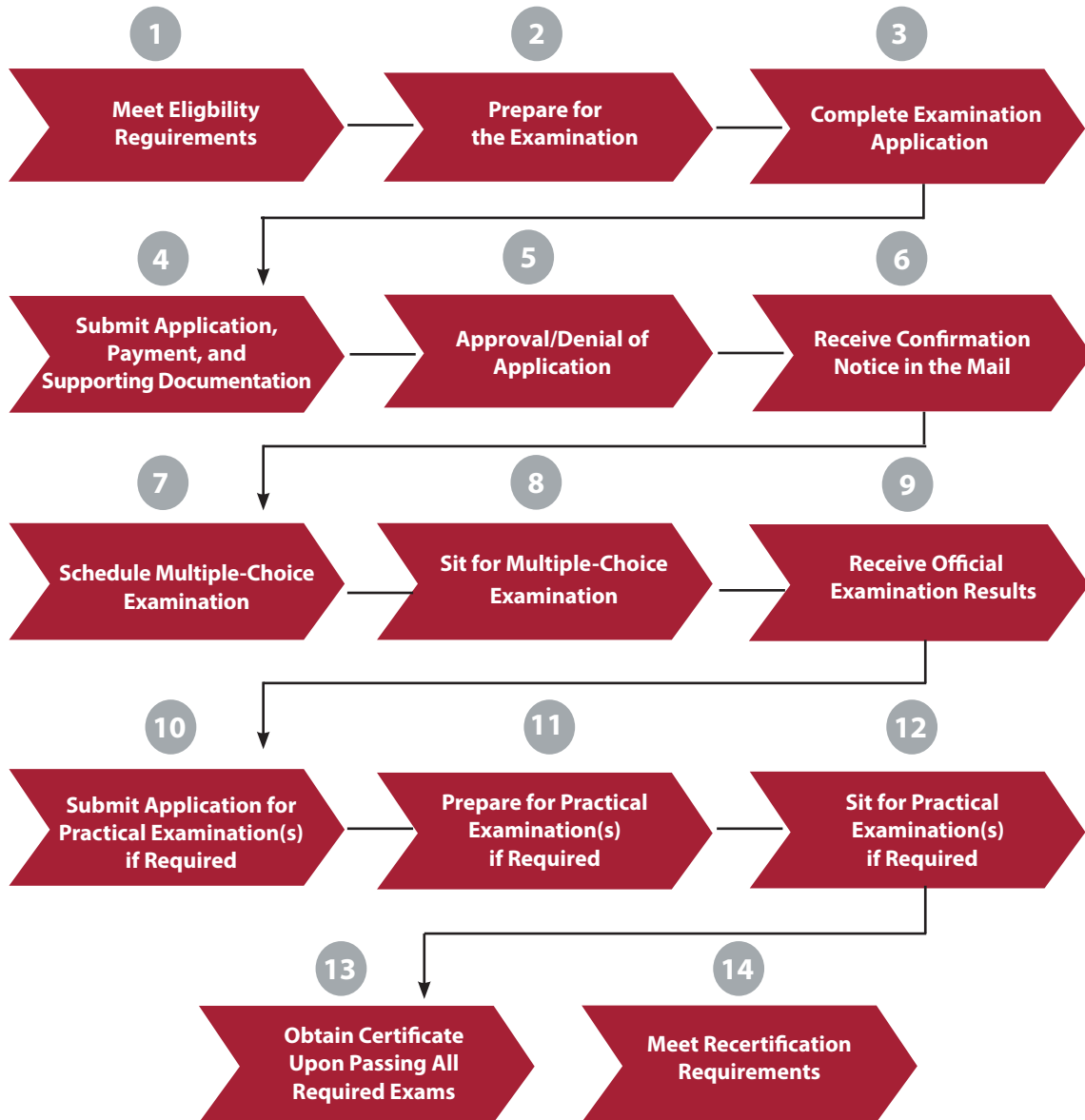
*"I feel certification empowers ophthalmic medical personnel. My certification credentials are on my name tag. Many times patients ask me what the letters stand for. When I tell them, the look on their face changes. I see them relax with the realization that I am qualified to work with them."*

*- Christine McDonald, COA, ROUB, COE, OSC*





## Candidate Examination Process – COA, COT, COMT, OSA, ROUB, CDOS, CCOA



### 1. Meet Eligibility Requirements

Please review the eligibility requirements in the section called Eligibility Criteria. JCAHPO certification is voluntary and each candidate is responsible for assuring the eligibility requirements, procedures, and deadlines are met before applying for certification.

Eligibility for certification depends upon your full compliance with all JCAHPO procedures and deadlines as outlined in the JCAHPO Standards, Procedures, and Sanctions Pertaining to Certification & Recertification found at the end of this book. As required by NCCA Standards for Accreditation of Certification Programs, JCAHPO holds all candidates for certification to the same criteria.

### Special Consideration Requests

If you do not meet the JCAHPO's eligibility criteria, but you believe that your education, training, and/or experience are equivalent, you may request a special consideration application. People who received ophthalmic training outside the United States or Canada may be among those qualifying for special consideration. The special consideration process is designed to serve applicants whose educational and/or employment background is different from the established eligibility criteria, but may be deemed equivalent.

Contact the JCAHPO Certification Department for information on the documentation required to support your special consideration request. Each request is examined on an individual basis and the process may take six to eight weeks. Special consideration is not offered to candidates who had the opportunity to qualify under the established criteria but have chosen not to do so.

## 2. Prepare for the Examination

Candidates should prepare for the examination. However, if you believe you are ready to sit for the multiple-choice examination and meet the eligibility requirements, please proceed to the examination application. Candidates are encouraged to evaluate their readiness to take the examination by reviewing the list of content areas with self-evaluation. In reviewing the content areas, make an honest assessment of your competence and experience in each of the areas.

- Multiple resources are used in the design of the examinations, so it is beneficial to study from multiple resources.
- Examination study guides are available for purchase at [www.jcahpo.org](http://www.jcahpo.org) on the store page.
- Examination review courses offered by ATPO are available online at [www.eyecarece.org](http://www.eyecarece.org).
- Study at a pace that suits your needs and do not cram for the examination.
- Focus on doing your personal best; your score is not affected by another's results.

## 3. Complete the Application for Examination

Each candidate must complete the Application for Examination before any determination can be made on eligibility for the certification examination. The application is available on pages 41 - 44 of this book or online at [www.jcahpo.org](http://www.jcahpo.org). If an application is incomplete, JCAHPO will send a letter requesting additional information to the candidate.

- **Section 1 - Examination Type** – Section 1 of the application for examination requires you to select your examination type. Please indicate which certification examination you are requesting.

**COA Practice Examination** - If you are making application for the Certified Ophthalmic Assistant (COA) examination, you have the option to choose a COA practice examination. The COA practice examination allows candidates to sit for the COA examination for an initial fee of \$150. If the candidate passes the examination, they may pay an additional \$150 to obtain a COA certificate within 30 days of receiving their official practice examination results from JCAHPO. The practice examination will not be considered a formal attempt unless a passing score has been achieved. If a passing score is not achieved, there are no refunds and candidates will be required to retest with the initial COA examination fee within 12 months of the practice examination date.

- **Section 2 – JCAHPO Identification Number** – Please include your JCAHPO ID number if known. If you do not currently have a JCAHPO ID number, you may leave this section blank.
- **Section 3 – Applicant** – The name you indicate on the application must match two forms of identification that you will present at the test site. Please notify JCAHPO immediately of any name or address changes. Name changes do require a copy of verification such as a copy of a marriage license or current form of ID.
- **Section 4 – Eligibility** - Please refer to the section called Eligibility Criteria to determine which option you are using.
- **Section 5 – Payment** - Payment amounts are available on the Fee Schedule on page 37. Please indicate if you would like to include the rush processing fee of \$50.00. The normal processing time for your application is 2 to 4 weeks. You may pay by check, money order, or credit card. JCAHPO accepts Visa, MasterCard, Discover, or American Express.

Military personnel, including military veterans, should contact the Certification Department to inquire about reduced examination fees.

All fees are subject to change and include a non-refundable charge for processing. Refund amounts, if any vary depending on when JCAHPO receives cancellation requests. JCAHPO will not redeposit a check returned for non-sufficient funds (NSF). A handling fee for returned checks or declined credit cards will be assessed.

- **Section 6 – Responsibility Statement** - You will need to check the boxes on question 9 and sign the bottom of this section. If your answer is Yes to any of the questions listed, please include a statement of explanation and a copy of official verification to show any penalties have been completed.

**Statement of Non-Disclosure** – JCAHPO examinations are confidential and proprietary. The examination(s) are available to you, the examinee, solely for the purpose of assessing your proficiency level in the content areas referenced in the examination(s) for which you are eligible. You are expressly prohibited from disclosing, publishing, reproducing, or transmitting the examination(s) in any manner, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose. By signing the application, you agree to the above disclosure statement. If you do not agree to the disclosure statement and do not sign the application, you will not be eligible to take any JCAHPO certification examination.

- **Section 7 – Employer** - All applicants other than CCOA applicants should complete Section A. CCOA applicants should complete Section B.
- **Section 8 - Sponsor/Employer Endorsement** – All applicants must include a sponsor/employer endorsement. Applicants for the COA, COT, COMT, and OSA certification examinations must include the endorsement of a sponsoring ophthalmologist. The ophthalmologist may be your employer or another licensed ophthalmologist. ROUB and CDOS applicants need to include the endorsement of a physician. CCOA certification examination applications require the endorsement of the employer/supervisor.
- **Section 9 – Release of Examination Data and ADA Compliance** – JCAHPO reserves the right to use, for any purpose, all examination data in aggregate reports related to exam performance. Release of such data will not include names or personal, identifiable information.

**Compliance with the American with Disabilities Act (ADA)** – In compliance with the American Disabilities Act (ADA), JCAHPO will provide reasonable accommodations for persons with disabilities. If you believe that you require such accommodation, please contact JCAHPO to receive a special accommodations questionnaire. Return the completed questionnaire with your application, along with documentation of your disability from a qualified health care provider.

#### 4. Submit Application, Payment, and Supporting Documentation

The application for examination and payment must be mailed to JCAHPO. Please do not fax the application. The mailing address is:

JCAHPO  
2025 Woodlane Drive  
St. Paul, MN 55125-2998

Please include copies of any required supporting documentation such as verification of completion of your formal training program or copies of JCAHPO Group A credits.

#### 5. Approval/Denial of Application

Normal processing time for your application for examination will be two to four weeks. If the application is not complete, the Certification Department will send you a written request for additional information with a deadline to submit the information before the application is denied. There are no refunds for denied applications.

**Statement of Nondiscrimination** – The Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO) shall admit candidates without regard to age, sex, race, color, national origin, disability, religion, sexual orientation, or marital status to all rights, privileges, programs, and examinations. It shall not discriminate on the basis of age, sex, race, color national origin, disability, religion, sexual orientation, or marital status in the administration of its certification and recertification policies.

#### 6. Receive Confirmation Notice

Upon approval of your application for examination, JCAHPO will send you a confirmation notice. The confirmation notice will provide a toll-free number and other scheduling information, including your 90-day eligibility period to schedule the examination with JCAHPO's testing vendor, Pearson VUE. The confirmation notice will also outline important information regarding identification that must be submitted at the test site.

#### 7. Schedule Multiple-Choice Examination

Upon receipt of your confirmation notice, you may schedule your examination at a Pearson VUE test site by using the toll-free number provided or going online to [www.pearsonvue.com/jcahpo](http://www.pearsonvue.com/jcahpo). A current list of test sites may also be viewed at [www.pearsonvue.com/jcahpo](http://www.pearsonvue.com/jcahpo) by clicking on "Find a Test Site."

JCAHPO does not control test site availability or examination scheduling. To avoid scheduling complications, please schedule your examination shortly after receiving the confirmation notice. Pearson VUE will provide each candidate with a confirmation number to present when you arrive at the test site on the day of your examination.

If you fail to schedule an appointment within the 90-day eligibility period indicated on your confirmation notice, you will forfeit your application fee. A new application and fee are required to reapply for the examination.

#### Appointment Changes, Cancellations, or Eligibility Extensions

- Requests to cancel an application (before you have scheduled an appointment with Pearson VUE) must be received in writing before the end of your 90-day eligibility period and a processing fee is retained.
- To cancel a scheduled examination appointment without a fee, you must call Pearson VUE at least 30 days prior to the scheduled appointment. If you cancel 5-29 business days before the appointment, Pearson VUE will collect a \$25 fee. Less than 5 business days before the test date, cancellation or failure to test will result in forfeiture of your examination fee or you will incur a no-show fee.
- If you cancel within the allowed time period, you may either reschedule with Pearson VUE or request a refund in writing from JCAHPO. All requests for refunds must be received within the 90-day eligibility period and a processing fee is retained. No refunds will be issued for cancellations that do not conform to the above policy.
- If you fail to appear for the examination or arrive more than 15 minutes late for your appointment, you will not be tested and you must pay a no-show fee prior to rescheduling your examination.
- If you are not admitted to the test center for failure to provide proper identification, you will be charged a no-show fee, which must be paid prior to rescheduling your examination.
- If you are unable to take the examination within the eligibility period indicated on your confirmation notice, you may apply for a one-time 30-day eligibility extension by submitting a written request and paying an extension fee. The written request must be received by end of your 90-day eligibility period.

- If you are unable to take the examination and cannot cancel or reschedule within the required time period due to a personal emergency, you may request consideration to reschedule the examination without paying an additional fee by contacting JCAHPO in writing within 15 days of the scheduled test date. A description of the emergency must be included in the written request, and supporting documentation (e.g. a doctor's excuse) must accompany the request. Rescheduling without an additional fee will be considered on a case-by-case basis.

### 8. Sit for Multiple-Choice Examination

Admission to the test center requires your confirmation number and two forms of identification. One form must be a government-issued ID containing both your picture and signature (driver's license, passport, government identification card, etc.). The second form of ID must contain at least your signature and be in a non-paper format (credit card, ATM card, etc.) The name on your two forms of ID must match the name on your confirmation notice EXACTLY.

- After your identity has been confirmed, you will be escorted into the testing room and assigned a test station. You may not bring any personal items into the testing room, including calculators.
- The test center proctor will provide you with a white board for use during testing. It must be returned after you complete the examination.
- If you have any computer-related questions or concerns during the examination, please ask the proctor for assistance.
- One question at a time will appear on the computer screen with the option to either answer it or mark it for review. You may use either the mouse or keyboard to enter your answer.
- At the end of the examination, you may return to the questions you marked, provided there is still time remaining. You may also review the questions you answered if time permits.
- You must finish the examination within the time allowed. The on-screen timer will tell you how much time you have left.
- After completing the examination, you will be asked to complete a short survey about your testing experience. JCAHPO will not respond directly to individual comments.
- After the examination, a Performance Report, indicating whether you passed or failed the examination will be provided. This report will include feedback on how you performed in each content area.

**Misconduct** – Any candidate who engages in misconduct during the examination may be dismissed from test administration at the discretion of JCAHPO and/or Pearson VUE. In the event a candidate is dismissed, JCAHPO reserves the right to cancel or invalidate the examination scores. Misconduct includes, but is not limited to, giving or receiving help during the examination, using notes or other study aids during the examination, removing or attempting to remove examination materials from the test center, creating a disturbance, and attempting to take the examination for someone else.

### 9. Receive Official Examination Results

Upon completion of the multiple-choice examination, you will receive notification on your computer screen that you have either passed or failed. This is considered your unofficial results (Pass/Fail). You will not see your actual score. You will also be provided with a printed Performance Report to provide feedback on the examination content areas. Take the opportunity to obtain your printed Performance Report. It is very helpful to assist you in reviewing areas which might need further study.

Your official examination results will be sent via mail by JCAHPO, two to four weeks after the completion of your examination. Official results are sent by mail only, not by email or fax.

#### Validation of Results

JCAHPO is responsible for validity and integrity of the examination results reported. On rare occasions, occurrences such as computer malfunction or misconduct by a candidate may cause an examination result to be suspect. JCAHPO reserves the right to invalidate and/or withhold examination results if, upon investigation, violations of JCAHPO's regulations are discovered. Candidates are expected to cooperate fully in the investigation.

#### COA Practice Examination

Candidates that pass the COA practice examination will receive a form to return to JCAHPO with the additional \$150 due to receive their COA certification. The form should be returned to JCAHPO within 30 days. Upon receipt of the payment, JCAHPO will issue COA certification to the candidate.

Candidates that fail the COA practice examination will be given the opportunity to complete the initial COA examination with the initial COA examination fee. The initial examination form needs to be submitted within 12 months of the practice examination date.

## Retaking the Examination

If you do not pass the examination the first time, a retest application will be sent with your official examination results. For a limited period of time, you can retake the examination at a lower price. Retest fees are included in the Fee Schedule on page 37. You have 12 months from your initial test date to submit two multiple-choice retest applications. If you do not pass your second retest, a waiting period of 12 months from your initial test date is required, after which you will need to submit a new application with all required supporting documentation and fees.

## Appeal Procedures

Any candidate may appeal determinations related to ineligibility or examination results. The appeal must be in writing and received within 30 days of being notified of examination results or ineligibility. The appeal should be addressed to the Secretary of Certification and include: a detailed written explanation of the grounds for your appeal, any evidence or documentation to support the reason a decision should be overturned, and the appeal fee. The burden of proof is the responsibility of the applicant.

JCAHPO's Secretary of Certification will submit the appeal to the members of the Appeal Committee for review, and a written notification of the Committee's decision will be mailed in 4 to 6 weeks. If the initial appeal is denied, you may appeal to the JCAHPO Certification Committee within 30 days. The Certification Committee's decision will be final and binding.

## Confidentiality Procedures

JCAHPO has established a number of policies and procedures to ensure the integrity of its examination procedures and protect candidate privacy:

- While JCAHPO reserves the right to use, for any purpose, all examination data in aggregate reports related to examination performance, release of such data will NOT include names or personal, identifiable information.
- Performance feedback reports providing data on examination performance will be released only to the candidate.
- All examination content and materials are strictly confidential and will not be released to anyone except those involved in the development and administration of the examination.
- Official examination results are sent via mail to candidate only. (NO EXCEPTIONS)
- The names of the individuals who are newly certified, who have advanced to higher level of certification, or whose certifications have expired, may be published by JCAHPO or be provided to the public without authorization.
- JCAHPO may provide verification of certification status without authorization.

## 10. Submit Application for Practical Examination(s) if Required

COT candidates and COMT candidates who are not currently COT certified will be required to complete the computer-simulated COT Skill Evaluation. COMT candidates who have previously successfully completed the COT Skill Evaluation will be required to complete the computer-simulated COMT Performance Test.

### COT Skill Evaluation

Upon successful completion of the COT or COMT multiple-choice examination, eligible candidates will receive a form for the COT Skill Evaluation. COT candidates must successfully complete all tasks on the COT Skill Evaluation within 24 months of application for the COT multiple-choice examination. Please refer to page 13 to review the tasks on the COT Skill Evaluation. Upon receipt of the completed form, JCAHPO will send candidates a confirmation notice with a tutorial link as well as a COT Skill Evaluation checklist to aid in their preparation.

Candidates may choose to complete a practice Skill Evaluation or the initial examination. The practice examination requires an additional fee and will not be considered a formal attempt. However, if a candidate passes all skills on the practice examination, they may count it towards the COT certification, with no refund of the practice examination fee issued.

Upon receipt of the confirmation notice, a candidate may make an appointment to take the computer-simulated COT Skill Evaluation at a Pearson VUE test site. All guidelines noted previously under Schedule Multiple-Choice Examination will apply.

**COMT Performance Test**

If a COMT candidate has previously completed the COT Skill Evaluation, the candidate will receive a form for the COMT Performance Test upon successful completion of the COMT multiple-choice examination. COMT candidates must successfully complete all tasks on the COMT Performance Test within 36 months of application for the COMT multiple-choice examination. Please refer to page 13 to review the tasks on the COMT Performance Test. Upon receipt of the completed form, JCAHPO will send candidates a tutorial link as well as a COMT Performance Test checklist to aid in their preparation.

The computer-simulated COMT Performance Test is available at the JCAHPO headquarters in St. Paul, Minnesota. Contact the Certification Department for additional available testing locations or to schedule an appointment to take the Performance Test in St. Paul.

**COT or COMT Candidates Pending Successful Completion of the Practical Examinations**

Non-certified candidates who have passed the COT multiple-choice examination but conditionally pass, fail, or choose to delay the COT Skill Evaluation may be granted a certification at the COA level if they submit a written request to JCAHPO. If a COT candidate is currently certified as a COA, they must maintain COA certification while pursuing COT certification.

Non-certified candidates who have passed the COMT multiple-choice examination but conditionally pass, fail, or choose to delay the Skill Evaluation and the Performance Test may be granted certification at the COA level if they submit a written request to JCAHPO. Candidates who have passed the COMT multiple-choice examination and the COT Skill Evaluation, but conditionally pass, fail, or choose to delay the Performance Test may be granted certification at the COT level if they submit a written request to JCAHPO. If a COMT candidate is currently certified as a COT, they must maintain COT certification while pursuing COMT certification.

**11. Prepare for Practical Examination(s) if Required**

Upon approval to complete the computer-simulated practical examination, candidates will receive a tutorial and a procedural checklist. The checklist details the steps necessary to perform each skill. The following steps may assist you in preparing for the computer-simulated practical examination:

- Review the tutorial carefully for critical information on the mechanics of the computer-simulated examination. The tutorial allows you the opportunity to manipulate some of the dials and controls on the simulated equipment. While the tutorial is not intended to teach you how to perform the skills, it will assist you in becoming familiar with how to maneuver through the examination, and record results.
- Understand the theory behind the skill in order to build your confidence and help you make on-the-spot decisions during the evaluation.
- Review the procedural checklist for a detailed list of steps and the preferred order in which to perform them.
- Ask your employer for opportunities to practice the skills on actual equipment in your work setting.

**12. Sit for Practical Examination(s) if Required****COT Skill Evaluation**

Upon receipt of your confirmation notice, you may schedule your examination at a Pearson VUE test site by using the toll-free number provided or going online to [www.pearsonvue.com/jcahpo](http://www.pearsonvue.com/jcahpo). A current list of test sites may also be viewed at [www.pearsonvue.com/jcahpo](http://www.pearsonvue.com/jcahpo) by clicking on Find a Test Site. All of the Pearson VUE guidelines noted previously under Sit for Multiple-Choice Examination will apply.

You will have a total of two hours to complete the initial COT Skill Evaluation. Time limits on retests are as follows: Lensometry – 15 minutes; Visual Fields – 15 minutes; Ocular Motility – 14 minutes; Keratometry – 10 minutes; Retinoscopy – 20 minutes; Refinement – 20 minutes; Tonometry – 20 minutes.

**COMT Performance Test**

Upon receipt of confirmation that your application was approved, you may make an appointment to take the examination by contacting the Certification Department. You will have a total of 60 minutes to complete the initial examination. There is no time limit on completing the individual skills.

### 13. Obtain Certificate Upon Passing All Required Exams

A paper certificate and wallet card will be issued to all credential holders who have passed the required examinations and shall include the following:

- Credential holder's name
- Credential holder's ID number
- Credentials title
- JCAHPO as the certificate issuer
- Signature of JCAHPO authorizing agent
- Certificate term of validity
- JCAHPO seal
- Initial date of JCAHPO certification

Candidates who earn JCAHPO certification may continue to use the credential as long as they comply with recertification requirements and must abide by JCAHPO's policy concerning the use of the designation for various purposes including logos and trademarks.

Candidates that achieve a higher-level certification (e.g. a COA that obtained COT certification or a COT that obtained COMT certification), may request a pro-rated refund of their current recertification fee. Submit the refund request in writing to JCAHPO's Certification Department within 60 days of achieving your new credential.

### 14. Meet Recertification Requirements

Recertification through continued study demonstrates that designees are using the knowledge and skills represented by the certification. By using the designation, you are promoting your high level of experience and knowledge. Without a program in place to keep up with the dynamic changes in the field of Allied Ophthalmic Personnel, the power and prestige of the designation would be diminished.

JCAHPO certifications are valid for 36 months (three years). To maintain the credential, the Certification Committee and the Board of Directors established the recertification process: a process that requires you to keep current with new developments in the field of ophthalmology through continuing education credits or re-examination.

A reminder email to recertify will be sent approximately six months prior to your recertification date. When recertifying with continuing education credits, an applicant needs to submit the following postmarked by their recertification date:

- Recertification Application – printable at [www.jcahpo.org](http://www.jcahpo.org) under Certification/Recertification.
- The recertification fee. Please refer to the fee schedule on page 37.
- The required total of continuing education credits as indicated in the table below. All credits need to be earned within your 36-month cycle and duplicate courses are not allowed. All credits should be recorded on page 4 of the application and all first-time applicants and late applicants need to submit copies of the verification of CEs earned.

Number of Credits Required Per Each 36-month (3 year) Cycle			
Credential	Total Number of Credits Required	Minimum Number of Group A Credits Required	Maximum Number of Group B Credits Permitted
COA & CCOA	18	12	6
COT	27	18	9
COMT	36	18	18
Credential	Total Number of Credits Required	Minimum Number of Credits Related to Exam Content Outline	Maximum Number of Credits Not Related to Exam Content Outline
ROUB	25	10	15
CDOS	25	15	10

You may earn Group A credits by:

- Attending lectures, workshops, or distance-learning courses, such as online courses, that have been awarded JCAHPO Group A credit. For a list of opportunities, go to [www.jcahpo.org](http://www.jcahpo.org) and click on Education.
- Teaching courses awarded JCAHPO Group A credit (1:1 basis). Only one credit per course topic will be awarded per recertification cycle.

You may earn Group B credits by:

- Attending Grand Rounds or Physicians Continuing Medical Education (CME) in ophthalmology, Category 1 courses approved by the AMA or CMA that meet JCAHPO's Group A content areas (2 hours attended=1 credit for COAs, CCOAs, and COTs; 1 hour attended=1 credit for COMTs).
- Authoring or coauthoring a scientific publication and/or poster. JCAHPO reviews submissions for consideration of credit: Maximum of 5 credits for first author and 3 credits for coauthor. Contact the Education Department for more details.
- CPR certification. You may count 1 Group B credit per course for CPR certification for a maximum of 3 Group B credits per CE cycle.

### **ROUB and CDOS Continuing Education Credits**

ROUB and CDOS certificants may submit continuing education credits from the following organizations:

- |   |   |
|---|---|
| ■ JCAHPO Group A credits                                    | ■ AMA Category 1 CMEs                                 |
| ■ AOA Category 1 credits                                    | ■ American College of Cardiology (ACC)                |
| ■ American Society of Echocardiography (ASE)                | ■ Accreditation Council for CME (ACCME)               |
| ■ Canadian Society of Diagnostic Medical Sonography (CSDMS) | ■ American Institute of Ultrasound in Medicine (AIUM) |
| ■ Canadian Society of Vascular Technology (CVST)            | ■ American College of Obstetrics & Gynecology (ACOG)  |
| ■ Society of Diagnostic Medical Sonographers (SDMS)         | ■ American College of Radiology (ACR)                 |
| ■ Society of Vascular Technology (SVT)                      |   |

### **Non-Certified Status**

If you do not apply for recertification or miss the recertification application deadline, you will be placed on non-certified status. Individuals who are placed on a non-certified status are not permitted to represent themselves as JCAHPO certificants; and they may not utilize the credential after their name on business cards, stationery, name badges, etc. From the time you are placed on non-certified status, you will have 12 months (one year) to apply for recertification before your credential becomes revoked. Within that 12 month period, the number of continuing education credits required to recertify does not increase, but a late fee will be assessed. You will not receive a new recertification date if you recertify within the 12 month non-certified status. For example, if you are due to recertify in December 2016, but do not recertify until December 2017, your new cycle will still be December 2016-December 2019. If your non-certified status continues for longer than 12 months, your certification will be considered revoked. If you are in a revoked status, please contact the Certification Department for your reinstatement options.

### **Revocation of Certification**

Once certification has been granted, it may be revoked for disciplinary reasons. Conduct which may initiate disciplinary action may include, but is not limited to, supplying false information on the application or supporting documentation, engaging in inappropriate or dishonest conduct during the examination, or otherwise failing to comply with the JCAHPO Standards, Procedures, and Sanctions Pertaining to Certification and Recertification. Please refer to pages 38-40 to view the JCAHPO Standards, Procedures, and Sanctions Pertaining to Certification and Recertification.

### **Recertification Application Audits**

If you are applying for recertification for the first time or are late recertifying, please include copies of the evidence of credits earned with your recertification application. JCAHPO also conducts random audits of recertification applications, requesting proof of attendance and credits earned of all CE courses listed on the application. Please retain all documentation to verify credits in case you are audited. Once you have received your certificate and wallet card, there is no need to retain documentation except for your own records.

### **Recertification Alternative to Earning CE Credits**

Certificants may retest at their most recent level of certification in lieu of earning continuing education credits. The certification must not be in a revoked status. COT and COMT certificants are only required to complete the multiple-choice examination to retest for recertification. Applicants that wish to retest in lieu of earning continuing education credits for recertification should submit the following:

- Application for Examination – printable on the "Get Certified" page at [www.jcahpo.org](http://www.jcahpo.org) under Certification/Recertification.
- Examination fee. Please see the Fee Schedule on page 37.



### OSA Recertification

OSA certificants are required to submit a log of 30 surgical cases at the same time their core level is due for recertification. The surgical log is printable at [www.jcahpo.org](http://www.jcahpo.org) on the Recertification page. For more information about the case log requirement, please refer to page 32. You also have the option of submitting 10 surgical CE credits to substitute for up to 10 surgical cases. JCAHPO approved or AMA CME are acceptable.

Because the OSA sub-specialty is linked to your core level of certification, your first recertification cycle may be shorter than the standard 36 months (three years). Once these two cycles are synchronized, you will be due to apply for recertification in both areas every 36 months.

For example - David is currently a COT who passed the OSA examination on June 15, 2015. His current COT certificate is valid from January 2014 through January 2017. His new OSA certificate will be dated June 2015 through January 2017. After recertifying, his certification cycle for both areas will be January 2017 through January 2020.

### Denial of Recertification

If, during the process of applying for recertification, allegations of a violation of the JCAHPO Standards, Procedures, and Sanctions Pertaining to Certification and Recertification are investigated and proven true, this may result in the denial of recertification, either on a temporary or permanent basis, depending on the circumstances. Certificants are expected to fully cooperate with the investigation.

### Recertification Appeal Procedures

Any candidate may appeal determinations related to denial of recertification. The appeal must be in writing and received within 30 days of being notified of denial. The appeal should be addressed to the Secretary of Certification and include: a detailed written explanation of the grounds for your appeal, any evidence or documentation to support the reason a decision should be overturned, and the appeal fee. The burden of proof is the responsibility of the applicant.

JCAHPO's Secretary of Certification will submit the appeal to the members of the Appeal Committee for review, and a written notification of the Committee's decision will be mailed in 4 to 6 weeks. If the initial appeal is denied, you may appeal to the JCAHPO Certification Committee within 30 days. The Certification Committee's decision will be final and binding.

### Special Consideration for Hardship

Individuals who are unable to complete the recertification requirements due to hardship have an opportunity to request a review of their case. A written request must be submitted to the Secretary of Certification. The request must be postmarked within 30 days of recertification deadline and include detailed supporting documentation regarding the hardship. Examples of hardship include health, natural disasters, and extended active duty with the military.



*"Many uncertified AOP have said JCAHPO certification does not make someone an ophthalmic technician. I tell them that may be true. However, JCAHPO certification is proof that you ARE an ophthalmic technician. Prove it to yourself and get certified."*

*- Sergina Flaherty, COMT, OSC*

Certified individuals retiring from the eye care profession, upon approval, may receive the retired credential. e.g. COA (Ret.)

### **Eligibility**

A certificant may apply for the retirement credential at the most recent level of certification, if they meet the following requirements:

- The certification must be in good standing for the last ten years. This means the certification may not have been in a revoked status for the last ten years.
- The certificant may no longer receive payment for serving in the eye care field and should not plan on using their certification professionally again. Volunteer work is acceptable.

### **Application**

A certificant must submit a letter of request with the application for the retirement credential. To request an application, please contact the JCAHPO Certification Department.

Applications must be submitted within 30 days prior to the certification expiration date. An initial fee of \$45 is required to accompany the application. It is not necessary to have a sponsoring ophthalmologist sign the application.

### **Recertification**

A retired credential needs to be renewed every three years. An application and renewal fee of \$30 needs to be submitted at the time of renewal. If a renewal fee is not received, the certification will go into revoked status. Once the retirement credential is revoked, an individual may request a one-time option of reinstatement. The request needs to be in writing and include an explanation of any extenuating circumstances.

### **Returning to a Practicing Credential**

If a certificant wishes to return to a practicing credential instead of the retired credential they need to:

- Submit a complete examination application including a sponsoring ophthalmologist's signature.
- Successfully complete the certification examination(s) at the level at which they retired, or a lower level. This includes the practical examination for the COT and COMT level of the certification.

The Ophthalmic Scribe Certification (OSC) is designed to test the knowledge of creating and maintaining patient medical records under the supervision of an ophthalmologist. These records include the documentation of a comprehensive patient history, physical examination, medications, lab results, and other essential patient information. This examination is CMS Stage 2 Eligible Professional Meaningful Use Core Measure compliant. A Clinical Documentation for CMS Rule form for your ophthalmologist’s use is on the next page.

This open resource examination is comprised of 125 questions in ten core content areas:

1. Electronic Health Records
2. History Taking
3. Ophthalmic Abbreviations
4. Ophthalmic Acronyms
5. Ophthalmic Anatomy
6. Ophthalmic Instruments
7. Ophthalmic Terminology
8. Ophthalmic Pharmacology
9. Ophthalmic Patient Services
10. Ophthalmic Supplemental Skills

To purchase the OSC certification examination, please go to the Store page at [www.jcahpo.org](http://www.jcahpo.org). Pricing is based on the following: JCAHPO certification, ATPO membership, or if your sponsoring ophthalmologist is a member of ASRS, or AAO/AAOE.

You will receive a temporary certificate upon passing the online examination. A permanent certificate will be mailed to you within four weeks of passing your examination.

### Recommended Eligibility Pathways

The following pathways are recommended, but not required to sit for the OSC examination:

Eligibility Pathway	Education and Work Experience
<b>OSC-1</b>	Candidates who choose to become Ophthalmic Scribe Certified and are currently certified by JCAHPO.
<b>OSC-2</b>	1-year certificate scribe program or 2-year associates scribe degree within 12 months prior to completing examination. The program must have included coursework in anatomy, medical terminology, risk management, legal issues relating to healthcare documentation, and English grammar and punctuation.
<b>OSC-3</b>	Have been employed at least 1,000 hours within 12 months prior to completing examination under the direct supervision of an ophthalmologist as a medical scribe or front office personnel; or “non-certified” ophthalmic medical professional (assistant, technician, or technologist).

### Recertification

The OSC certification is valid for three years. Recertification is accomplished by passing the online examination.



**Clinical Documentation for CMS Rule**

This form serves as documentation that my Ophthalmic Medical Assisting and Scribe Staff are JCAHPO certified and JCAHPO has attested to their achievement of the knowledge and skills.

\_\_\_\_\_ (Employee Name) is employed by  
 \_\_\_\_\_ (Physician/Practice Name). HE/SHE is JCAHPO certified as  
 and has demonstrated successful completion of examination on the knowledge and skill as follows:

- \_\_\_\_\_ Certified Ophthalmic Assistant (COA<sup>®</sup>)
- \_\_\_\_\_ Certified Ophthalmic Technician (COT<sup>®</sup>)
- \_\_\_\_\_ Certified Ophthalmic Medical Technologist (COMT<sup>®</sup>)
- \_\_\_\_\_ Ophthalmic Scribe Certified (OSC<sup>®</sup>)

A copy of my employee’s certificate of JCAHPO Certification is attached.

As the employer, I attest that my employee who is JCAHPO certified performs the following Ophthalmic Medical Assisting or Scribe duties.

COA, COT, and COMT Certification Content Knowledge & Skills	Select All That Apply	Current Tasks Performed
History Taking		
Pupillary Assessment		
Contact Lenses		
Equipment Maintenance and Repair		
Lensometry		
Keratometry		
Medical Ethics, Legal, and Regulatory Issues		
Microbiology		
Pharmacology		
Ocular Motility		
Assisting in Surgical Procedures		
Ophthalmic Patient Services and Education		
Ophthalmic Imaging		
Refractometry		
Spectacle Skills		
Supplemental Skills		
Tonometry		
Visual Assessment		
Visual Fields		
Scribe Certification Content Knowledge & Skills	Select All That Apply	Current Task Performed
History Taking		
Ophthalmic Patient Services and Education		
Ophthalmic Terminology		
Medical Ethics & Legal Issues		
The Medical Note/Records		

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Date

### COA, COT, and COMT Content Area Percentages

CONTENT AREA	COA %	COT %	COMT %
History Taking	8	6	3
Pupillary Assessment	3	5	4
Contact Lenses	2	3	0
Equipment Maintenance and Repair	4	4	3
Lensometry	3	5	6
Keratometry	3	5	3
Medical Ethics, Legal, and Regulatory Issues	5	3	5
Microbiology	2	3	5
Pharmacology	8	5	8
Ocular Motility	3	5	11
Assisting in Surgical Procedures	7	6	3
Ophthalmic Patient Services and Education	16	7	10
Ophthalmic Imaging	3	7	6
Refractometry	6	7	6
Spectacle Skills	3	3	0
Supplemental Skills	8	9	10
Tonometry	4	5	5
Visual Assessment	8	6	6
Visual Fields	4	6	6

#### Skill Areas for the COT Skill Evaluation (Also required for COMT level if not previously COT certified)

Candidates will be asked to demonstrate their skill in each of the following seven areas:

- ◆ **Lensometry:** Demonstrate the ability to perform non-automated lensometry to determine the strength of the distance correction and the bifocal or trifocal add.
- ◆ **Visual Fields:** Demonstrate the ability to perform an automated visual field on a specified automated visual field test as determined by JCAHPO.
- ◆ **Ocular Motility:** Demonstrate the ability to detect a phoria or tropia, and identify the direction of the deviation using appropriate cover tests.
- ◆ **Keratometry:** Demonstrate the ability to perform keratometry.
- ◆ **Retinoscopy:** Demonstrate the ability to perform retinoscopy.
- ◆ **Refinement:** Demonstrate the ability to perform refinement.
- ◆ **Tonometry:** Demonstrate the ability to perform applanation tonometry.

#### Skill Areas for the COMT Performance Test

Candidates will be asked to demonstrate their skill in each of the following five areas:

- ◆ Measure patient's ocular motility using prism and cover tests at a distance.
- ◆ Perform manual lensometry: Identify and measure prism.
- ◆ Perform fundus photography and identify fluorescein angiography phases.
- ◆ Measure, compare, and evaluate pupil function at a distance.
- ◆ Evaluate versions and ductions, identifying any abnormalities.



## COA, COT, and COMT Sub-Content Areas

Higher level examinations may contain areas also found in lower level examinations.

CONTENT AREAS	COA (Basic)	COT (Intermediate)	COMT (Advanced)
<b>HISTORY TAKING</b>	Ocular Medical Medication Social Family	Ocular Medical Medication Social Family	Ocular Medical Medication Social Family
<b>PUPILLARY ASSESSMENT</b>	Measure Compare Evaluate	Measure Compare Evaluate RAPD	Measure Compare Evaluate RAPD
<b>CONTACT LENSES</b>	Measure Patient Instruction Patient Counsel Fitting	Measure Patient Instruction Patient Counsel Fitting	
<b>EQUIPMENT MAINTENANCE AND REPAIR</b>	Ophthalmic Lenses, Instruments, and Equipment	Ophthalmic Lenses, Instruments, and Equipment	Ophthalmic Lenses, Instruments, and Equipment
<b>LENSOMETRY</b>	Neutralize Spectacles ♦ Automated ♦ Manual	Neutralize Spectacles ♦ Automated ♦ Manual Fresnel Ground-in prism Slab-off	Neutralize Spectacles ♦ Automated ♦ Manual Fresnel Ground-in prism Slab-off
<b>KERATOMETRY</b>	Corneal Curvature	Corneal Curvature Keratometer	Corneal Curvature Keratometer
<b>MEDICAL ETHICS, LEGAL, AND REGULATORY ISSUES</b>	Coding Government/institutional rules and regulations Quality assurance Ethical & legal standards Scribing Confidentiality Informed consent	Coding Government/institutional rules and regulations Quality assurance Ethical & legal standards Scribing Confidentiality Informed consent	Coding Government/institutional rules and regulations Quality assurance Ethical & legal standards Scribing Confidentiality Informed consent
<b>MICROBIOLOGY</b>	Office antisepsis Universal precautions	Office antisepsis Universal precautions Specimens and biopsies Cultures	Office antisepsis Universal precautions Specimens and biopsies Cultures
<b>PHARMACOLOGY</b>	Ocular medications (instilling and identifying) Educate patients on medications Drug reactions	Ocular medications (instilling and identifying) Educate patients on medications Drug reactions	Ocular medications (instilling and identifying) Educate patients on medications Drug reactions
<b>OCULAR MOTILITY</b>	Version and Ductions ♦ Functions ♦ Anomalies Cover Tests Stereoaucuity Nystagmus	Version and Ductions ♦ Functions ♦ Anomalies Near point convergence Near point accommodation Fusional convergence amplitudes Cover Tests Strabismus with prisms Worth 4-Dot test Maddox rod Krimsky Stereoaucuity Nystagmus Amblyopia therapy Convergence training	Version and Ductions ♦ Functions ♦ Anomalies Near point convergence Near point accommodation Fusional convergence amplitudes Cover Tests Strabismus with prisms Worth 4-Dot test Maddox rod Krimsky Stereoaucuity Nystagmus Amblyopia therapy Convergence training
<b>ASSISTING IN SURGICAL PROCEDURES</b>	Instrument preparation Refractive surgery Aseptic technique Non-refractive laser therapy Intraocular injections Yag laser Sterilization Surgical site identification Laser safety	Instrument preparation Refractive surgery Aseptic technique Non-refractive laser therapy Intraocular injections Yag laser Sterilization Surgical site identification Scrub technician duties Surgical ophthalmic equipment ♦ Phacoemulsifier ♦ Vitrectomy units ♦ Laser automated keratometer Laser safety	Instrument preparation Refractive surgery Aseptic technique Non-refractive laser therapy Intraocular injections

**COA, COT, and COMT Sub-Content Areas**

Higher level examinations may contain areas also found in lower level examinations.

Content Areas	COA (Basic)	COT (Intermediate)	COMT (Advanced)
<b>OPHTHALMIC PATIENT SERVICES &amp; EDUCATION</b>	Patient Education <ul style="list-style-type: none"> <li>◆ Surgery</li> <li>◆ Systemic &amp; ocular diseases</li> <li>◆ Anatomy &amp; physiology (general &amp; ocular)</li> <li>◆ Safety glasses</li> </ul> Patient Instruction <ul style="list-style-type: none"> <li>◆ Medication</li> <li>◆ Tests</li> <li>◆ Procedures</li> <li>◆ Treatments</li> </ul> Eye Dressings Patient flow Triage Forms & Manuals Vital signs CPR	Patient Education <ul style="list-style-type: none"> <li>◆ Surgery</li> <li>◆ Systemic &amp; ocular diseases</li> <li>◆ Anatomy &amp; physiology (general &amp; ocular)</li> <li>◆ Safety glasses</li> </ul> Patient Instruction <ul style="list-style-type: none"> <li>◆ Medication</li> <li>◆ Tests</li> <li>◆ Procedures</li> <li>◆ Treatments</li> </ul> Eye Dressings Patient flow Triage Forms & Manuals Vital signs CPR	Patient Education <ul style="list-style-type: none"> <li>◆ Surgery</li> <li>◆ Systemic &amp; ocular diseases</li> <li>◆ Anatomy &amp; physiology (general &amp; ocular)</li> <li>◆ Safety glasses</li> </ul> Patient Instruction <ul style="list-style-type: none"> <li>◆ Medication</li> <li>◆ Tests</li> <li>◆ Procedures</li> <li>◆ Treatments</li> </ul> Eye Dressings Patient flow Triage Forms & Manuals Vital signs CPR
<b>OPHTHALMIC IMAGING</b>	Slit lamp/anterior segment photography Fundus photography External photography Diagnostic/standardized A-Scan Corneal topography Scanning laser tests for glaucoma/retina <ul style="list-style-type: none"> <li>◆ HRT</li> <li>◆ GDx</li> <li>◆ OCT</li> </ul>	Slit lamp/anterior segment photography Fundus photography Fluorescein angiography External photography Imaging artifacts Diagnostic/standardized A-Scan B-Scan Corneal topography Scanning laser tests for glaucoma/retina <ul style="list-style-type: none"> <li>◆ HRT</li> <li>◆ GDx</li> <li>◆ OCT</li> </ul>	Slit lamp/anterior segment photography Fundus photography Fluorescein angiography External photography Imaging artifacts Diagnostic/standardized A-Scan B-Scan Corneal topography Scanning laser tests for glaucoma/retina <ul style="list-style-type: none"> <li>◆ HRT</li> <li>◆ GDx</li> <li>◆ OCT</li> </ul>
<b>REFRACTOMETRY</b>	Refractive error (automated) Manifest refractometry	Refractive error (automated) Manifest refractometry Retinoscopy	Refractive error (automated) Manifest refractometry Retinoscopy
<b>SPECTACLE SKILLS</b>	Transpose cylinder readings	Transpose cylinder readings Prescriptions Vertex distance <ul style="list-style-type: none"> <li>◆ Measure</li> <li>◆ Conversion</li> </ul>	
<b>SUPPLEMENTAL SKILLS</b>	IOL power calculation A/C depth Pachymetry Calibrate biometry instruments Tear Tests <ul style="list-style-type: none"> <li>◆ Schirmer</li> <li>◆ BUT</li> <li>◆ Rose Bengal</li> </ul> Glare testing Color vision testing Contact A-Scan Laser interferometry (IOL Master)	IOL power calculation Low vision A/C depth Pachymetry Tear Tests <ul style="list-style-type: none"> <li>◆ Schirmer</li> <li>◆ BUT</li> <li>◆ Rose Bengal</li> </ul> Calibration <ul style="list-style-type: none"> <li>◆ Biometry instruments</li> <li>◆ Topography unit</li> </ul> Anterior chamber depth Exophthalmometry Glare testing Color vision testing Contact A-Scan Wavefront diagnostics Corneal sensitivity testing Laser interferometry (IOL Master)	IOL power calculation Low vision A/C depth Pachymetry Tear Tests <ul style="list-style-type: none"> <li>◆ Schirmer</li> <li>◆ BUT</li> <li>◆ Rose Bengal</li> </ul> Calibration <ul style="list-style-type: none"> <li>◆ Biometry instruments</li> <li>◆ Topography unit</li> </ul> Anterior chamber depth Exophthalmometry Glare testing Color vision testing Contact and Immersion A-Scan Laser interferometry (IOL Master) Wavefront diagnostics Corneal sensitivity testing
<b>TONOMETRY</b>	Goldmann applanation tonometer <ul style="list-style-type: none"> <li>◆ Clean, Disinfect, Calibrate</li> </ul>	Goldmann applanation tonometer <ul style="list-style-type: none"> <li>◆ Clean, Disinfect, Calibrate</li> </ul> Intraocular pressure	Goldmann applanation tonometer <ul style="list-style-type: none"> <li>◆ Clean, Disinfect, Calibrate</li> </ul> Intraocular pressure
<b>VISUAL ASSESSMENT</b>	Visual acuity Potential acuity meter measurement Pinhole acuity	Visual acuity <ul style="list-style-type: none"> <li>◆ Optotype</li> <li>◆ ETDRS</li> <li>◆ EVA</li> </ul> Projection chart Contrast sensitivity testing Potential acuity meter measurement Pinhole acuity	Visual acuity <ul style="list-style-type: none"> <li>◆ Optotype</li> <li>◆ ETDRS</li> <li>◆ EVA</li> </ul> Projection chart Contrast sensitivity testing Potential acuity meter measurement Pinhole acuity
<b>VISUAL FIELDS</b>	Amsler Grid Confrontation fields Automated perimetry	Amsler Grid Goldmann perimetry Confrontation fields Automated perimetry	Amsler Grid Goldmann perimetry Confrontation fields Automated perimetry

**New COA, COT, COMT Examination Content Areas Effective 8/1/2018  
including a comparison to previous examination content**

Content Areas	New Certified Ophthalmic Assistant (COA)	Previous Certified Ophthalmic Assistant (COA)	New Certified Ophthalmic Technician (COT)	Previous Certified Ophthalmic Technician (COT)	New Certified Ophthalmic Medical Technologist (COMT)	Previous Certified Ophthalmic Medical Technologist (COMT)
<b>Assessments</b>	<b>42%</b>		<b>45%</b>		<b>46%</b>	
<b>Sub-Content Area</b>						
A. History and Documentation	5%	8%	4%	6%	3%	3%
B. Visual Assessment	6%	8%	5%	6%	3%	6%
C. Visual Field Testing	4%	4%	4%	6%	6%	6%
D. Pupil Assessment	3%	3%	4%	5%	3%	4%
E. Tonometry	4%	4%	3%	5%	3%	5%
F. Keratometry	2%	3%	3%	5%	2%	3%
G. Ocular Motility Testing	4%	3%	5%	5%	7%	11%
H. Lensometry	3%	3%	4%	5%	4%	6%
I. Refractometry: Retinoscopy & Refinement	5%	6%	5%	7%	6%	6%
J. Biometry	3%	3%	4%	7%	3%	6%
K. Supplemental Testing	3%	8%	4%	9%	6%	10%
<b>Assisting with Interventions and Procedures</b>						
	<b>22%</b>		<b>17%</b>		<b>19%</b>	
<b>Sub-Content Area</b>						
A. Microbiology	3%	2%	2%	3%	2%	5%
B. Pharmacology	3%	8%	3%	5%	4%	8%
C. Surgical Assisting	4%	7%	4%	6%	4%	3%
D. Ophthalmic Patient Services and Education	12%	16%	8%	7%	9%	10%



Content Areas	New Certified Ophthalmic Assistant (COA)	Previous Certified Ophthalmic Assistant (COA)	New Certified Ophthalmic Technician (COT)	Previous Certified Ophthalmic Technician (COT)	New Certified Ophthalmic Medical Technologist (COMT)	Previous Certified Ophthalmic Medical Technologist (COMT)
<b>Corrective Lenses</b>	<b>4%</b>		<b>9%</b>		<b>9%</b>	
<i>Sub-Content Area</i>						
A. Optics and Spectacles	2%	3%	3%	3%	2%	0%
B. Contact Lenses	2%	2%	6%	3%	7%	0%
<b>Imaging</b>						
	<b>13%</b>		<b>15%</b>		<b>14%</b>	
<i>Sub-Content Area</i>						
A. Ophthalmic Imaging	5%	3%	7%	7%	6%	6%
B. Photography and Videography	8%	3%	8%	7%	8%	6%
<b>Office Responsibilities</b>						
	<b>19%</b>		<b>14%</b>		<b>12%</b>	
<i>Sub-Content Area</i>						
A. Equipment Maintenance and Calibration	3%	4%	1%	4%	2%	3%
B. Medical Ethics, Legal, and Regulatory Issues	4%	5%	3%	3%	2%	5%
C. Communication Skills	3%	0%	2%	0%	3%	0%
D. Administrative Duties	9%	0%	8%	0%	5%	0%

**Content Areas**

**1. Pre-Operative Preparation of the Patient – 5%**

- a. Consent
- b. Intraoperative monitoring

**2. Instruments – 25%**

- a. Identification
- b. Selection/setup
- c. Maintenance
- d. Sterilization
- e. Sutures/supplies
- f. Function

**3. Aseptic Technique – 20%**

- a. Scrubbing/gowning/gloving/prepping
- b. Circulating
- c. General Knowledge
- d. Assisting

**4. Ophthalmic Anesthesia – 5%**

- a. General anesthesia
- b. Local anesthesia
- c. Topical anesthesia

**5. Surgical Procedures – 27%**

- a. Cataract surgery
- b. Corneal surgery
- c. Glaucoma surgery
- d. Strabismus surgery
- e. Oculo-plastics surgery
- f. Orbital surgery
- g. Lacrimal surgery
- h. Refractive surgery
- i. Retinal surgery
- j. Laser surgery
- k. Other

**6. Surgical Complications – 3%**

**7. Ophthalmic Surgical Pharmacology – 10%**

- a. Miotics
- b. Viscoelastics
- c. Enzymes
- d. Mydriatics
- e. Osmotic 9
- f. Narcotics
- g. Other

**8. Minor Surgery – 5%**

- a. Assisting the surgeon
- b. Instructing the patient

**Case Requirements for Ophthalmic Surgical Assisting Recertification**

The case requirement is divided into two groups: Categories A and B. Certificants may choose to earn 100 percent of their case requirement from Category A or may choose to earn at least 90 percent of the case log from Category A and the remaining cases from Category B.

<b>Category A (at least 90% or 27 cases)</b>	<b>Retina</b>	<ul style="list-style-type: none"> <li>♦ Scleral Buckle</li> <li>♦ Vitrectomy</li> <li>♦ Membrane removal</li> <li>♦ Endo laser</li> </ul>
	<b>Lens</b>	<ul style="list-style-type: none"> <li>♦ Cataract extraction +/- IOL</li> <li>♦ Secondary IOL</li> <li>♦ IOL exchange</li> <li>♦ Implantable Contact Lens (ICL)</li> </ul>
	<b>Strabismus</b>	<ul style="list-style-type: none"> <li>♦ Muscle procedure</li> </ul>
	<b>Cornea</b>	<ul style="list-style-type: none"> <li>♦ Penetrating Keratoplasty (PKP)</li> <li>♦ Lamellar/patch graft</li> <li>♦ Pterygium with or without conjunctival transplant</li> <li>♦ Conjunctival autograft</li> <li>♦ DSAEK (Endothelial Keratoplasty)</li> </ul>
	<b>Oculo-Plastics</b>	<ul style="list-style-type: none"> <li>♦ Dacryocystorhinostomy (DCR)</li> <li>♦ Levator procedures</li> <li>♦ Ptosis repair</li> <li>♦ Orbital decompression</li> <li>♦ Ectropion &amp; Entropion repair</li> <li>♦ Lid laceration</li> <li>♦ Full thickness or partial thickness lid tumor</li> <li>♦ Endoscopic brow lift</li> <li>♦ Blepharoplasty</li> <li>♦ Conjunctivoplasty</li> <li>♦ Conjunctival tumors</li> </ul>
	<b>Glaucoma</b>	<ul style="list-style-type: none"> <li>♦ Trabeculectomy</li> <li>♦ Seton procedures</li> </ul>
	<b>Other</b>	<ul style="list-style-type: none"> <li>♦ Scleral patch</li> </ul>
<b>Category B (no more than 10% or 3 cases)</b>	<b>Lens</b>	<ul style="list-style-type: none"> <li>♦ Resposition IOL</li> </ul>
	<b>Strabismus</b>	<ul style="list-style-type: none"> <li>♦ Botulinum toxin injection</li> </ul>
	<b>Cornea</b>	<ul style="list-style-type: none"> <li>♦ Radial Keratotomy (RK)</li> <li>♦ Automated lamellar keratoplasty (ALK)</li> <li>♦ Lasik</li> <li>♦ AK</li> <li>♦ Excimer laser surgeries (e.g., PRK, PTK)</li> <li>♦ Conductive Keratoplasty</li> </ul>
	<b>Oculo-Plastics</b>	<ul style="list-style-type: none"> <li>♦ Tarsorrhaphy</li> <li>♦ Canthal plication</li> <li>♦ Chalazion</li> <li>♦ Trichiasis</li> <li>♦ Temporal artery biopsy</li> <li>♦ Nasolacrimal duct (NLD) probing</li> </ul>
	<b>Retina</b>	<ul style="list-style-type: none"> <li>♦ Intravitreal injections</li> </ul>

**Initial Application for Examination – SA3 Eligibility**

Name: _____	JCAHPO ID# _____
Sponsor's Endorsement: "I attest that _____ has performed the following case studies in a satisfactory manner. He/she has met all quality and standard expectations.	
State or Province _____	My License Number _____
Physician's Signature _____	Date _____

Please list your descriptions of 15 Category A ophthalmic surgical assisting cases below. Eligible cases are listed in Appendix C in the Criteria for Certification & Recertification handbook.

#	Description of Procedure	Date	Physician's Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

## CCOA Content Area Percentages

CONTENT AREA	CCOA %
History Taking	20
Basic Skills & Lensometry	17
Patient Services	16
Basic Tonometry	15
Instrument Maintenance	11
General Medical Knowledge	21

## CCOA Sub-Content Areas

CONTENT AREAS	CCOA
<b>HISTORY TAKING</b>	<p>Presenting Complaint/History of Presenting Illness</p> <ul style="list-style-type: none"> <li>◆ Signs and symptoms</li> <li>◆ Triage</li> <li>◆ Refractive status</li> <li>◆ Injury</li> <li>◆ Contact lenses</li> <li>◆ Confidentiality</li> </ul> <p>Past Ocular History</p> <ul style="list-style-type: none"> <li>◆ Refractive status problems</li> <li>◆ Injury</li> <li>◆ Disease and prescriptions</li> <li>◆ Surgery and laser</li> <li>◆ Contact lenses</li> </ul> <p>Family History</p> <ul style="list-style-type: none"> <li>◆ Diabetes</li> <li>◆ Glaucoma</li> <li>◆ Hypertension</li> <li>◆ Ocular diseases and dystrophies</li> <li>◆ Strabismus</li> <li>◆ Other</li> </ul> <p>Systemic Illness, Past and Present</p> <ul style="list-style-type: none"> <li>◆ Hypertension</li> <li>◆ Diabetes</li> <li>◆ Pulmonary problems</li> </ul> <p>Systemic Illness, Past and Present (cont.)</p> <ul style="list-style-type: none"> <li>◆ Arthritis</li> <li>◆ Sickle cell disease</li> <li>◆ Surgical procedures</li> <li>◆ Major infections</li> <li>◆ Other</li> </ul> <p>Medications</p> <ul style="list-style-type: none"> <li>◆ Aspirin-containing medications</li> <li>◆ Diuretics</li> <li>◆ Blood pressure medications</li> <li>◆ Birth control pills</li> <li>◆ Steroids</li> <li>◆ Other</li> </ul> <p>Allergies and Drug Reactions</p> <ul style="list-style-type: none"> <li>◆ Penicillin</li> <li>◆ Sulfa</li> <li>◆ Local anesthesia</li> <li>◆ Fluorescein</li> <li>◆ Other</li> </ul> <p>Partially Sighted Patient</p> <ul style="list-style-type: none"> <li>◆ Onset of visual loss</li> <li>◆ Use of low vision aids</li> <li>◆ Problems/goals</li> <li>◆ Home/family/community support</li> </ul>
<b>BASIC SKILLS &amp; LENSOMETRY</b>	<p>Method of Measuring/Recording Acuity</p> <ul style="list-style-type: none"> <li>◆ Distance acuity</li> <li>◆ Near acuity</li> <li>◆ Children</li> <li>◆ Low vision</li> <li>◆ Illumination of target and background</li> <li>◆ Pinhole</li> <li>◆ Artifacts</li> <li>◆ Recording</li> </ul> <p>Color Vision Testing</p> <ul style="list-style-type: none"> <li>◆ Color plates</li> <li>◆ D-15</li> <li>◆ Farnsworth-Munsell</li> <li>◆ Physiology</li> <li>◆ Children</li> </ul> <p>Lensometry</p> <ul style="list-style-type: none"> <li>◆ Sphere</li> <li>◆ Cylinder power/axis</li> </ul> <p>Lensometry (cont.)</p> <ul style="list-style-type: none"> <li>◆ Prism</li> <li>◆ Multifocal power</li> <li>◆ Multifocal induced prism</li> <li>◆ Base curve</li> <li>◆ Lensometer</li> <li>◆ Lens clock</li> <li>◆ Estimation with loose lenses</li> <li>◆ Aphakic lenses</li> <li>◆ Recording prescription</li> <li>◆ Transposition</li> </ul> <p>A-Scan Biometry</p> <p>Exophthalmometry</p> <p>Amsler Grid</p> <p>Schirmer Tests</p> <p>Evaluation of Pupils</p> <p>Estimation of Anterior Chamber Depth</p>
<b>PATIENT SERVICES</b>	<p>Ocular Dressings and Shields</p> <ul style="list-style-type: none"> <li>◆ Indications</li> <li>◆ Proper use</li> </ul> <p>Drug Delivery (Advantages/Disadvantages)</p> <ul style="list-style-type: none"> <li>◆ Drops</li> <li>◆ Ointments</li> <li>◆ Sustained release</li> <li>◆ Injections</li> <li>◆ Systemic</li> <li>◆ Complications</li> </ul> <p>Spectacle Principles</p> <ul style="list-style-type: none"> <li>◆ Interpupillary distance</li> <li>◆ Frames</li> </ul> <p>Spectacle Principles (cont.)</p> <ul style="list-style-type: none"> <li>◆ Multifocal</li> <li>◆ "Safety" lenses and frames</li> <li>◆ Adjustments and repairs</li> <li>◆ Care of spectacles</li> <li>◆ Lens materials</li> </ul> <p>Assisting Patient</p> <ul style="list-style-type: none"> <li>◆ Physically Disabled</li> <li>◆ Visually disabled</li> <li>◆ Pediatric/children</li> </ul> <p>Minor Surgery</p> <ul style="list-style-type: none"> <li>◆ Assisting surgeon</li> <li>◆ Instructing patient</li> </ul>

**CCOA Sub-Content Areas (cont.)**

<b>BASIC TONOMETRY</b>	Applanation <ul style="list-style-type: none"> <li>◆ Principles</li> <li>◆ Errors</li> <li>◆ Cleaning and sterilizing</li> <li>◆ Advantages/disadvantages</li> <li>◆ Technique</li> </ul> Non-Contact Complications and Contraindications Scleral Rigidity <ul style="list-style-type: none"> <li>◆ General concepts</li> <li>◆ Methods of assessing scleral rigidity</li> </ul>	Factors Altering Intraocular Pressure <ul style="list-style-type: none"> <li>◆ Squeezing eyelids</li> <li>◆ Heartbeat</li> <li>◆ Breath holding</li> <li>◆ Tight collar</li> <li>◆ Body position</li> <li>◆ Other</li> </ul>
<b>INSTRUMENT MAINTENANCE</b>	Acuity Projectors Ophthalmoscopes <ul style="list-style-type: none"> <li>◆ Direct</li> <li>◆ Indirect</li> </ul> Retinoscopes Lensometers Perimeters Tangent Screen Phoropters	Slit Lamps Ultrasound Keratometers Lenses Tonometers Muscle Light Special Instruments (Equipment) Surgical Instruments
<b>GENERAL MEDICAL KNOWLEDGE</b>	Cardiopulmonary Resuscitation <ul style="list-style-type: none"> <li>◆ Fainting</li> <li>◆ Cardiac Arrest</li> <li>◆ Acute drug reaction</li> </ul> Anatomy <ul style="list-style-type: none"> <li>◆ Cardiovascular</li> <li>◆ Respiratory</li> <li>◆ Endocrine</li> <li>◆ Nervous</li> <li>◆ Ocular</li> </ul> Physiology <ul style="list-style-type: none"> <li>◆ Cardiovascular</li> <li>◆ Respiratory</li> <li>◆ Endocrine</li> <li>◆ Nervous</li> <li>◆ Ocular</li> </ul> Systemic Diseases <ul style="list-style-type: none"> <li>◆ Diabetes</li> <li>◆ Hypertension</li> <li>◆ Cancer</li> <li>◆ Atherosclerosis</li> </ul>	Systemic Diseases (cont.) <ul style="list-style-type: none"> <li>◆ Blood</li> <li>◆ Infections</li> <li>◆ Blood dyscrasia</li> <li>◆ Infectious disease</li> </ul> Ocular Disease <ul style="list-style-type: none"> <li>◆ Refractive errors</li> <li>◆ Infection</li> <li>◆ Injury</li> <li>◆ Red eye</li> <li>◆ Presbyopia</li> <li>◆ Other common disorders</li> </ul> Ocular Emergencies <ul style="list-style-type: none"> <li>◆ First aid</li> <li>◆ Management in the absence of the physician</li> </ul> Metric Conversions Fundamentals of Microbial Control <ul style="list-style-type: none"> <li>◆ Sanitation</li> <li>◆ Disinfection</li> <li>◆ Sterilization</li> <li>◆ Contamination</li> </ul>

**CDOS Case Log - Initial Application for Examination**

Name: \_\_\_\_\_ JCAHPO ID# \_\_\_\_\_

Sponsor's Endorsement: "I attest that \_\_\_\_\_ has performed B-Scan examinations in a satisfactory manner. He/she has met all quality and standard expectations.

State or Province \_\_\_\_\_ My License Number \_\_\_\_\_

Physician's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please note your case log of 20 abnormal ophthalmic B-Scan examinations, performed within 12 months prior to submitting your application below:

*At least five different pathologies must be listed. It is not necessary to submit the images.*

	Description of B-Scan Examination	Type of Pathology	Date	Sponsor's Signature
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

CERTIFICATION LEVEL	DETAILS	MULTIPLE-CHOICE	SKILL EVALUATION	PERFORMANCE TEST
COA/CCOA	<p>To avoid ineligibility or a change in eligibility requirements, the application must be received within a specific time after completion of a training program – refer to the Criteria handbook for specific time frame.</p> <p>Application for retest must be received within 12 months of initial examination.</p> <p><b>Military/Government Personnel</b> Please contact JCAHPO's Certification Department about reduced exam fees for military personnel.</p>	\$300 Initial \$250 1st Retest \$150 2nd Retest		
COT		\$325 1 Multiple-choice and 1 – Skill Attempt \$275 1st Retest \$150 2nd Retest	\$85 Practice Test \$85 Retest	
COMT		\$340 1 Multiple-choice and 1 – Skill Attempt \$290 1st Retest \$150 2nd Retest	\$85 Retest	\$110 Initial \$85 Retest
OSA		\$145 \$95 Retest		
ROUB		\$200 \$150 Retest		
CDOS		\$200 \$150 Retest		
COA Practice Examination	Upon passing the exam, the additional fee required must be received within 30 days of receiving the official results.	\$150 Initial Practice \$150 After Pass Result		
Rush fee for examination application processing	Normal processing time is 2 to 4 weeks	\$50		
Confirmation letter mailed by JCAHPO for computer administered exams	Within 2 to 4 weeks of receiving an application			
Appealing certification ineligibility	Postmarked within 30 days of notification of ineligibility	\$50		
Requesting special consideration of eligibility	Note: Special consideration requests may take up to 8 weeks to process.			
Taking computer-administered exams	Exam must be taken within the 90-day eligibility period provided in the confirmation letter.			
Canceling application	Request must be received within the 90-day eligibility period. This is a non-refundable portion of the exam fee.	\$75		
Canceling/rescheduling exam appointment	Pearson VUE must be contacted at least 30 business days prior to the scheduled appointment to avoid a fee. If cancelled or rescheduled 5 – 29 business days prior to the appointment, Pearson VUE will collect \$25. No-show fee if canceled less than 5 business days prior to appointment.	\$85 No-show fee		
Extending eligibility period Note: Only one 30-day extension of the 90-day eligibility period is allowed.	Request must be received within the 90-day eligibility period.	\$50		
Appealing examination results	Postmarked within 30 days of examination results	\$50		
Denied application	Does not meet eligibility requirements or application is incomplete. No refund will be issued.			
<b>RECERTIFICATION EVENTS AND FEES</b>				
Mailing of recertification reminder by JCAHPO	Approximately 6 months prior to recertification date. Note: It is the candidate's responsibility to comply with recertification procedures and deadline even if they do not receive a reminder.			
Recertification application submitted by certificant to JCAHPO for processing	Postmarked on or before the last day of the last month in recertification cycle. Note: In the event the certificant wishes to recertify by retesting in lieu of continuing education, an examination application must be submitted and the examination fee must be paid instead of the recertification fee – see above for fee information.	\$115		
Submitting recertification application during the first 12 months after the recertification date	Postmarked within 12 months of recertification date	\$85 late fee		
Rush fee for recertification application processing	Normal processing time is 4 to 6 weeks	\$50		
Appealing recertification denials	Appeal postmarked within 30 days of denial.	\$50		
Cancelling recertification application	This is the non-refundable portion of the recertification fee	\$50		
Denial of recertification application	Does not meet eligibility requirements or application is incomplete. No refund will be issued			
<b>EVENTS AND FEES APPLICABLE TO BOTH EXAMINATION AND RECERTIFICATION</b>				
Declined credit card transaction or receipt of non-sufficient funds (NSF) check		\$25		

## I. Basic Principles

The Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO) is an organization of ophthalmological societies and associations. JCAHPO has established criteria for training, examination, certification, recertification and utilization at various levels of expertise for Allied Ophthalmic Personnel.

Certification by JCAHPO means that the individual has fulfilled the educational requirements pertaining to specifically delegated technical ophthalmic services under the direction of an employing ophthalmologist, either in his or her private office, a medical clinic, a hospital, or other medical facility. JCAHPO certification does not warrant the competence or job performance of certificants.

Certification by JCAHPO is a non-exclusive and non-transferable right to use the applicable JCAHPO certification designation(s) for the certification period, so long as the certificant remains in compliance with all JCAHPO rules and requirements. JCAHPO reserves the right to revise its rules and requirements at any time.

References herein to "individual(s)" include applicants for certification and recertification and current JCAHPO certificants.

## II. Eligibility for Certification and Recertification

- A.** No individual may apply for certification or recertification, or maintain certification, unless they comply with all JCAHPO rules and standards. Certification or recertification may be denied, revoked or otherwise affected for non-compliance with JCAHPO rules and standards.
- B.** The individual must truthfully complete and sign an application in the form provided by JCAHPO and shall provide additional information as requested. The individual must notify JCAHPO within thirty (30) days of occurrence of any change in name, address, telephone number, and any facts bearing on eligibility, certification, or recertification (including but not limited to: (i) disciplinary action by a professional licensing board or professional organization; (ii) indictment, arrest, conviction, or plea of guilty to any felony or misdemeanor; and (iii) any mental or physical condition which impairs the individual's ability to render objective and competent professional performance). Applicants must refrain from and/or correct any statement concerning their certification status which is or becomes untrue or misleading.

Upon receipt of notice of any information referenced in paragraph II B above, or any other information bearing upon the individual's certification status, JCAHPO may: (i) Request additional information from the individual, including, but not limited to, court records, evidence of rehabilitation, and related medical documentation; and/or (ii) Refer the matter to the Disciplinary Review Committee pursuant to Section VI of these rules.

- C.** In applying for certification and recertification, and in maintaining current certification, all individuals agree that:
  - 1.** The individual will not use in any way the examinations, certificates, cards, logos, and emblems of JCAHPO, the name "Joint Commission on Allied Health Personnel in Ophthalmology, Inc.," the term "JCAHPO," and abbreviations relating thereto, and JCAHPO's certification designations without the express prior written consent of JCAHPO.
  - 2.** The individual shall immediately relinquish, refrain from using, and correct, at the individual's expense, any outdated or other inaccurate use of any JCAHPO certificate, card, logo, emblem, name, and related abbreviations in case of suspension, limitation, or revocation by JCAHPO or as otherwise requested by JCAHPO.

### D. Unauthorized Use of JCAHPO's Designations and Property

JCAHPO will enforce all rights and legal remedies against any individual found to have misrepresented that they are certified by JCAHPO when they are not, or found to have engaged in unauthorized use or misappropriation of JCAHPO property (as described in Section II.C above). JCAHPO may suspend eligibility for certification in such

instances and may require the payment of damages and expenses, including attorney's fees, and a showing of rehabilitation before certification eligibility is permitted.

## III. JCAHPO Examinations

All examinations are delivered in English.

Where questions concerning a test score are raised, individuals are required to cooperate in any JCAHPO review or investigation. JCAHPO reserves the right to disregard or nullify any examination score if, in the sole opinion of JCAHPO, there is adequate reason to question the validity of the score. JCAHPO in its discretion may: (i) offer the individual an opportunity to take the examination again at no additional fee, (ii) offer the individual an opportunity to take the examination again in the ordinary course, including payment of all fees; or (iii) proceed as described in Section VI, below. No detail concerning the candidate's performance on specific examination items or the candidate's examination score will be provided. All examination information and materials are confidential and will not be released to the candidate.

## IV. Review of Application and Certification

**A.** Grounds for Action. The following are grounds for JCAHPO to deny, revoke, or otherwise act upon certification or recertification eligibility:

- 1.** Obtaining or attempting to obtain certification or recertification for oneself or another by fraud or deception of material fact in an application or any other communication to JCAHPO, including but not limited to: (a) misstatement of a material fact, and (b) failure to make statement of a material fact, or (c) failure to provide information requested by JCAHPO.
- 2.** Providing or attempting to provide ophthalmic services except as specifically delegated by an ophthalmologist.
- 3.** Misrepresentation of JCAHPO certification or certification status, including but not limited to falsification of documents, use of credential while on non-certified status, and use of credentials without attainment.
- 4.** Irregularity in connection with any JCAHPO examination, including but not limited to copying answers or permitting another to copy answers for any examination.
- 5.** Unauthorized distribution of, possession of, use of or access to pertinent materials or information regarding questions or answers relating to any JCAHPO examination or other confidential JCAHPO documents.
- 6.** Gross or repeated negligence or malpractice in providing ophthalmic care.
- 7.** Personal use of alcohol or any drug or substance to a degree which impairs professional performance providing ophthalmic care.
- 8.** Any physical or mental condition which impairs competent professional ophthalmic care performance.
- 9.** Physical or sexual abuse of a patient.
- 10.** The conviction of, plea of guilty, or plea of nolo contendere to a crime which is directly related to public health, safety, or professional performance providing ophthalmic care.
- 11.** Failure to cooperate reasonably with any JCAHPO investigation of a disciplinary matter.
- 12.** Unauthorized disclosure of confidential information.

**B.** Sanctions may be applied for violations of any of the above grounds for discipline as set forth in Section VI, below.

## V. Disciplinary Review Committee

The Disciplinary Review Committee is composed of three members, all of whom are members of the Certification Committee. A committee member may not serve on any matter in which his or her impartiality or the presence of actual or apparent conflict of interest might reasonably be questioned. It is the responsibility of the committee member to



identify any potential conflict and to disclose all appropriate facts to the Chair of the Certification Committee, who shall have final authority to determine whether the Disciplinary Review Committee member shall be replaced for that hearing.

## VI. Review Procedures

### A. Submission of Allegations

1. Allegations of a violation of JCAHPO disciplinary rules are to be referred to JCAHPO for disposition. A person concerned with possible violation of JCAHPO rules (the "complainant") must identify the person(s) alleged to be involved and the facts concerning the alleged conduct in as much detail and specificity as possible, with available documentation, in a written statement addressed to JCAHPO's Executive Director. The statement should identify by name, address, and telephone number the person making the information known to JCAHPO and others who may have knowledge of the facts and circumstances concerning the alleged conduct. The complainant may be required to supplement the information provided, or to provide a written complaint, notarized affidavit, release, or other documentation.
2. If a complainant is not available but the Executive Director has reason to believe there may have been a violation of a JCAHPO rule, the Executive Director may still refer the matter to the Disciplinary Review Committee.
3. The Executive Director shall make an initial determination of the allegations of violation. The Executive Director shall determine whether (a) the allegations fail to state a violation of JCAHPO's rules, or (b) good cause may exist to deny eligibility or question compliance with JCAHPO's rules. If the Executive Director determines that the allegations fail to state a violation of JCAHPO rules, no further action shall be taken and the Board and complainant (if any) shall be notified of this decision. Appeals of such decisions by complainants may be made in the manner described in Section VII B and C except that no fees shall be paid and no written decision shall be necessary. The Executive Director may not appeal a decision in a matter where there was no complainant.
4. If the Executive Director determines that a legitimate question of compliance with JCAHPO rules has been presented, the Executive Director shall transmit the allegations to the Disciplinary Review Committee.

### B. Procedures of the Disciplinary Review Committee

1. The Disciplinary Review Committee shall review the allegations. If the Committee determines after such review that the complaint does not justify further inquiry into possible violation of JCAHPO disciplinary rules, no further action shall be taken. The Board and the complainant (if any) shall be so informed. Appeals of such decisions may be made in the manner described in Section VII B and C except that no fees shall be paid and no written decision shall be necessary. The Executive Director may not appeal a decision in a matter with no complainant.
2. If the Committee finds by majority vote that good cause exists to question whether a violation of a JCAHPO rule has occurred, the Committee shall transmit a statement of allegations to the applicant or certificant by certified mail, return receipt requested, setting forth the applicable standard alleged to have been violated and a statement:
  - a. Of facts constituting the alleged violation of the standard;
  - b. That the applicant or certificant may request an oral hearing for the disposition of the allegations, with the applicant or certificant bearing his or her own expenses for such matter;
  - c. That the applicant or certificant shall have fifteen (15) days after receipt of the statement to notify JCAHPO if he or she disputes the allegations and/or requests an oral hearing on the record;

- d. That the applicant or certificant may attend the hearing with or without the assistance of counsel, may question any witness, and produce evidence on his or her behalf;
  - e. That the truth of allegations or failure to respond may result in sanctions including revocation; and
  - f. That if the applicant or certificant does not dispute the allegations or request a hearing, the applicant or certificant consents that the Disciplinary Review Committee may render a decision and apply available sanctions. (Available sanctions are set out in VI D.)
3. JCAHPO will not review such an application for certification until the Disciplinary Review Committee and/or the JCAHPO Board of Directors renders a final decision on the complaint authorizing staff to proceed with reviewing the application.
  4. Where an applicant or certificant has failed to respond to a complaint in the manner provided for above, or does not dispute the allegations or request a hearing, the applicant or certificant consents that the Disciplinary Review Committee may render a decision and apply available sanctions (set out in VI D).

### C. Hearing Procedures

If the applicant or certificant disputes the allegations or requests a hearing:

1. The Disciplinary Review Committee shall:
  - a. Schedule a hearing after the request is received, allowing for an adequate period for preparation for the hearing; and
  - b. Send by certified mail, return receipt requested, a Notice of Hearing to the applicant or certificant. The Notice of Hearing shall include a statement of the time and place of the hearing as selected by the Disciplinary Hearing Committee. The applicant or certificant may request modification of the date of the hearing for good cause.
2. The Disciplinary Review Committee shall maintain a verbatim oral or written transcript.
3. JCAHPO and the applicant or certificant may consult with and be represented by counsel, make opening statements, present documents and testimony, question witnesses, make closing statements, and present written briefs as scheduled by the Disciplinary Review Committee. The extent of this activity is at the complete discretion of the Disciplinary Review Committee.
4. The Disciplinary Review Committee shall determine all matters relating to the hearing. The hearing and related matters shall be determined on the record by majority vote.
5. Formal rules of evidence shall not apply. Relevant evidence may be admitted. Disputed questions shall be determined by majority vote of the Disciplinary Review Committee.
6. Proof shall be by preponderance of the evidence.
7. Whenever mental or physical disability is alleged, the applicant or certificant may be required to undergo a physical or mental examination at the expense of the applicant or certificant. The report of such an examination shall become part of the evidence considered.
8. The Disciplinary Review Committee shall issue a written decision following the hearing and any briefing. The decision shall contain factual findings, conclusions and any sanctions applied. It shall be mailed promptly by certified mail, return receipt requested, to the applicant or certificant.

## D. Sanctions

Sanctions for violation of any JCAHPO rule may include one or more of the following:

1. Denial or suspension of eligibility;
2. Re-examination or suspension from the examination process for one (1) year;
3. Revocation;
4. Non-renewal;
5. Censure;
6. Reprimand;
7. Suspension;
8. Training, education, treatment, or other corrective action;
9. Probation for up to five (5) years; and
10. Conditions relating to the above.

A failure to comply with conditions of sanctions (such as corrective action) may result in a re-evaluation of sanctions by the committee issuing the sanctions.

## VII. Appeal Procedures

- A. If the decision of the Disciplinary Review Committee finds that the allegations are not established, no further action on the appeal shall occur and the individual shall be notified.
- B. If the decision rendered by the Disciplinary Review Committee is not favorable to the applicant or certificant, and the applicant or certificant alleges that the decision of the Disciplinary Review Committee was arbitrarily or capriciously rendered, the decision may be appealed to the JCAHPO Board of Directors. The ground for appeal is limited to only those adverse decisions alleged to have been arbitrarily or capriciously rendered. The applicant or certificant may appeal the adverse determination by submitting a written appeals statement within thirty (30) days following receipt of the decision of the Disciplinary Review Committee. A fifty dollar (\$50) filing fee must accompany the written appeals statement. This fee may be waived in instances of documented and severe financial hardship. JCAHPO, through its Executive Director or a designee, may file a written response to the statement of the applicant or certificant.
- C. The JCAHPO Board of Directors by majority vote shall render a decision on the record below without hearing, although written briefs or other submissions may be submitted at the request and discretion of the JCAHPO Board of Directors.
- D. The decision of the JCAHPO Board of Directors shall be rendered in writing following any briefing. The decision shall contain factual findings, conclusions and any sanctions applied and shall be final. (Available sanctions are set out in Section VI D 1-10, above.) The decision shall be transmitted to the applicant or certificant by certified mail, return receipt requested.

## VIII. Summary Procedure

Whenever JCAHPO determines that there is cause to believe that a threat of immediate and irreparable injury to the health of the public exists, such allegations shall be forwarded to the Disciplinary Review Committee, who shall review the matter immediately by telephone or other expedited notice and hearing procedure. Following such notice and opportunity by the individual to be heard, if the Disciplinary Review Committee determines that a threat of immediate and irreparable injury to the public exists, certification may be suspended for up to sixty (60) days pending a full hearing under the procedures outlined in Section VI.

## IX. Release of Information

- A. All candidate applications, forms, and information are the property of JCAHPO.
- B. JCAHPO is not required to return, provide, or permit access to such information.

- C. By virtue of application for and/or receipt of certification, the individual applicant or certificant authorizes JCAHPO and its officers, directors, agents, employees, committees, committee members, counsel, and others to communicate any and all information relating to any JCAHPO application, certification, and review thereof including pendency or outcome of disciplinary proceedings to state and federal authorities, employers, other certificants, training programs, and others by any means.

## X. Waiver

The individual applicant or certificant agrees that he or she releases, discharges, and exonerates JCAHPO, its officers, directors, agents, employees, committees, committee members, counsel, and others for any actions taken in good faith pursuant to JCAHPO rules, standards, and procedures from any and all liability, including but not limited to liability arising out of (i) the furnishing or inspection of documents, records, and other information, and (ii) any investigation and review of application or certification made by JCAHPO.

## XI. Consideration of Eligibility

Eligibility and/or certification is considered on the following basis:

- A. In the event of a felony or misdemeanor conviction described in Section IV, a candidate may make application upon exhaustion of appeals and the completion of sentencing (including but not limited to probation, final release from confinement, or parole [if any], whichever is later);
- B. In any other event that has rendered a decision of ineligibility or revocation, a candidate may make application no earlier than one (1) year from the final decision of ineligibility or revocation.

In addition to other facts required by JCAHPO, such an individual must fully set forth the circumstances of the decision denying eligibility or revoking certification, information concerning all convictions, sentences received, and conditions of probation and parole, as well as all relevant facts and circumstances since the decision relevant to the application. The individual bears the burden of demonstrating by clear and convincing evidence that the individual has been rehabilitated and poses no danger to others.

Please type or print clearly. Please refer to the Criteria for Certification and Recertification handbook for instructions on completing this application.

**1. Examination Type**

Please check the examination for which you are applying:  COA (\$300)  COA Practice (\$150)  COT  COMT  OSA  ROUB  CCOA  CDOS  
 Please check one of the following:  
 Rush fee enclosed. Please refer to the payment section below.  This is my first time applying for this exam.  
 I have taken this exam previously - Last test date: \_\_\_/\_\_\_/\_\_\_ (month / year)  I am taking this exam to recertify my credential in lieu of continuing education credits.

**2. JCAHPO Identification Number (if applicable) ID# \_\_\_\_\_**

**3. Applicant Your name will appear on your certification as written here.**

**IMPORTANT:** The name on your two forms of identification that will be presented at the testing center when you take the exam must match exactly the name provided below.

Name:  Mr.  Mrs.  Ms. Date of Birth: (mm/dd/yy) \_\_\_/\_\_\_/\_\_\_

First	Middle	Last	Suffix	Former name (if applicable)
Home Address				Apt. #
City		State	Zip Code	Country
Home or Mobile Telephone			Business Telephone	
E-mail			FAX	

**NOTE:** Notify JCAHPO of any name or address changes. Official examination correspondence will be mailed to your home address.

**Applicant's highest educational credential completed.** (Check one box and indicate subject/discipline as appropriate.)

High school diploma  Two year college (Associate) degree  Bachelor's degree  Master's degree  Other: \_\_\_\_\_

Subject/Discipline: \_\_\_\_\_

**Applicant's occupational background** (Check all that apply.)

Certified Orthoptist  Contact Lens Technician  Ophthalmic Photographer  Optician  Registered Nurse  Other: \_\_\_\_\_

**4. Eligibility**

**NOTE:** Your application will not be processed if the appropriate section below is not completed. See the Criteria handbook for further explanation of the eligibility criteria. Supporting documentation of your education (such as a transcript or a copy of a certificate of completion) must be attached.

**COA Applicants - Check only one box.**

- Graduate of formal clinical training program (A1)
- Graduate of formal training program and work experience (A2)
- Completion of independent study course and work experience (A3)

**COT Applicants - Check only one box.**

- Graduate of formal training program (T1)
- Currently certified as a COA and work experience (T2)
- Currently certified as an orthoptist and work experience (T3)
- Currently certified as a COA and non-certified work experience (T4)

**COMT Applicants - Check only one box.**

- Graduate of formal training program and two or more years of college education (TG1)
- Graduate of formal training program, less than two years of college education, and work experience (TG2)
- Currently certified as a COT and work experience (TG3)
- Currently certified as an orthoptist and work experience (TG4)
- Current COT, work experience as a COT, and non-certified work experience (TG5)

**OSA Applicants - Check only one box.**

- Graduate of formal clinical training program (SA1)
- On-the-job training (SA2)
- Approved Surgical Assisting Course(s) and Surgical Log (SA3)

**ROUB Applicants**

- Graduate of formal training program (R1)
- Currently certified by JCAHPO as a COA, COT, COMT, or CDOS, and work experience (R2)
- Earned CE credits in classroom setting, hands-on course, and work experience (R3)

**CDOS Applicants**

- Graduate of formal training program (B1)
- Currently certified as a COA, COT, COMT, ROUB, RDCS, RT(S) or CRA, and work experience (B2)
- Earned CE credits in classroom setting, hands-on course, and work experience (B3)

**CCOA Applicants**

- Completion of independent study course and current employment with supplier of ophthalmic products and/or services.

**I comply with the criteria that corresponds to the selection made above and have attached copies of the required documentation.**

**X** \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**5. Payment**

Indicate method of payment (please refer to the fee schedule in the criteria handbook for amount): Discount Code if Applicable: \_\_\_\_\_

- Check/Money Order (drawn on a U.S. bank, in U.S. dollars, payable to JCAHPO)  VISA  MasterCard  Discover  American Express
- \$50.00 Rush Processing Fee (credit card only)

If payment is by credit card, please provide the following information:

Card Number	Security Code	Expiration Date (month / year)
Payer's Name (please print)		Authorized Signature
Payer's Billing Address		Payer's Zip Code

**6. Responsibility Statement**

**JCAHPO's Responsibility for Certification and Recertification of Medical Personnel Performing Technical Ophthalmic Services for Ophthalmologists**

JCAHPO is the federated organization of ophthalmological societies and associations which has been charged with certain responsibilities related to the education and utilization of allied health personnel in ophthalmology. To implement these goals, JCAHPO has established criteria for training, examination, certification, and utilization at various levels of expertise for Allied Ophthalmic Personnel.

Certification by JCAHPO indicates ONLY that the individual has fulfilled the eligibility requirements and successfully completed an examination for which the individual qualifies. Certification by JCAHPO does NOT imply, by any criteria, that the individual is qualified as an independent practitioner.

**AGREEMENT OF CERTIFICATION AND RECERTIFICATION**

As an applicant for certification or recertification from JCAHPO, I agree to the following:

*Numbers 1 and 2 applicable to COA, COT, COMT, OSA, CDOS, and ROUB applicants only.*

- 1. I shall perform, to the best of my ability, those technical ophthalmic services specifically delegated to me by a sponsoring ophthalmologist/physician according to his or her directions, instructions, and prescriptions.
- 2. I shall provide technical ophthalmic services only in the office of my sponsoring ophthalmologist/physician, a medical clinic, or other medical facility.

*Number 3 applicable to CCOA applicants only*

- 3. I am currently employed by a corporation that does business within the ophthalmic community and, in my position, I will be interacting with ophthalmic professionals on a continuing basis.

*Numbers 4-10 applicable to all applicants*

- 4. I authorize JCAHPO to communicate any violation of its rules or standards by me, my status of application or certification, and any matter involving me to state and federal authorities, employers, training programs, and others.
- 5. I agree not to make and to correct immediately any statements concerning my certification status which are or which become untrue or misleading. I agree to provide JCAHPO confirmation as requested by JCAHPO.
- 6. I release JCAHPO, its officers, directors, agents, employers, committee members, and others for disciplinary action taken in good faith pursuant to the rules, standards, procedures, and sanctions of JCAHPO.
- 7. I authorize JCAHPO in its discretion to request information concerning matters relevant to this application and my certification, recertification, and review of certification.
- 8. I have received and read the rules, standards, procedures and sanctions of JCAHPO. I comply with and agree to be bound by them.

**9. Please respond to the following questions:**

- Yes  No      **Have you ever had a certification or license suspended or revoked?**
- Yes  No      **Have you ever been dismissed from a job because of alcohol or other drug dependency?**
- Yes  No      **Have you ever been convicted of a crime?**

**If the answer to any question to number 9 is "Yes" include a statement of explanation with the application and a copy of verification to show any penalties have been completed.**

10. JCAHPO examinations are confidential and proprietary. The examination(s) are available to you, the examinee, solely for the purpose of assessing your proficiency level in the content areas referenced in the examination(s) for which you are eligible. You are expressly prohibited from disclosing, publishing, reproducing, or transmitting the examination(s) in any matter, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose. By signing this application you agree to the above disclosure statement. If you do not agree to the disclosure statement and do not sign the application you will not be eligible to take any JCAHPO examinations.

I affirm that all statements made in the above application are true. (Sign and date below.)

X \_\_\_\_\_  
Applicant's Signature Date

**7. Employer**

All applicants, other than CCOA applicants, complete section A. CCOA applicants complete section B.

**SECTION A (for COA, COT, COMT, OSA, ROUB, and CDOS applicants)**

Clinic Name \_\_\_\_\_

Clinic Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ FAX \_\_\_\_\_

Clinic Manager First \_\_\_\_\_ M.I. \_\_\_\_\_ Last \_\_\_\_\_

**Employer's Practice Setting** (Check all that apply)

- Private, Solo
- Private, Group: Number of Physicians  2-5  6-10  11 or more
- Hospital Clinic or HMO
- University Clinic
- Other: \_\_\_\_\_

**Employer's Main Subspecialty** (Check only one)

- Cataract and IOL
- Glaucoma
- Ophthalmic Plastic/Reconstructive Surgery
- Refractive Surgery
- Comprehensive Ophthalmology
- Low Vision
- Optical Dispensing
- Retina and Vitreous Disease
- Contact Lenses
- Neuro-Ophthalmology
- Pediatric Ophthalmology/Strabismus
- Other: \_\_\_\_\_
- Cornea and External Diseases
- Ophthalmic Pathology

**Section B (for CCOA applicants only)**

Supervisor's Name First \_\_\_\_\_ M.I. \_\_\_\_\_ Last \_\_\_\_\_

Company Name \_\_\_\_\_

Main Company Address \_\_\_\_\_

Product or Service Provided \_\_\_\_\_ Supervisor's E-Mail \_\_\_\_\_

Applicant's Job Title \_\_\_\_\_

**8. Sponsor/Employer Endorsement**

**SPONSORING OPHTHALMOLOGIST ENDORSEMENT** (for COA, COT, COMT, OSA, ROUB, CDOS applicants only)

Please check ONE of the following:  The applicant works under my direct supervision.  The applicant has my sponsorship.

*(The sponsoring ophthalmologist (or physician for ROUB or CDOS) attests that he/she knows the individual applicant, certifies that the individual is knowledgeable and skilled in the field, and that the individual is working within established JCAHPO guidelines for allied ophthalmic personnel.)*

I am an ophthalmologist (or physician for ROUB or CDOS), licensed to practice medicine in: \_\_\_\_\_  
State or Province My license number

X \_\_\_\_\_  
Sponsor's Signature Date

Sponsor's Name First \_\_\_\_\_ M.I. \_\_\_\_\_ Last \_\_\_\_\_

Clinic Name \_\_\_\_\_

Clinic Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Telephone \_\_\_\_\_ FAX \_\_\_\_\_

**EMPLOYER'S ENDORSEMENT** (CCOA applicants only)

The employer/supervisor attests that he/she knows the individual applicant, certifies that the individual is knowledgeable and skilled in the field, and that the individual is working within established JCAHPO guidelines.

X \_\_\_\_\_  
Employer's Signature Date

## 9. Release of Examination Data

JCAHPO reserves the right to use, for any purpose, all examination data in aggregate reports related to exam performance. Release of such data will not include names or personal, identifiable information. Examples of the purposes, for which such data might be used include, but are not limited to: JCAHPO research projects, grants, and formal training program reports.

Information regarding whether or not you are actively certified is public and may be verified or accessed by anyone.

If you wish to authorize JCAHPO's release of your individual, identifiable data (name) to any source, please contact JCAHPO, in writing, with the name of the intended recipient and the time period in which release can be made.

### Compliance with the Americans with Disabilities Act (ADA)

In compliance with the ADA, JCAHPO will provide reasonable accommodations for candidates with disabilities who cannot take the examination under the usual testing conditions. Disabled individuals must provide notice and appropriate documentation (at the applicant's expense) of their disability when applying for the examination.

If accommodations are necessary for you to complete a JCAHPO examination due to functional limitations imposed by a disability, you will be required to complete and return a questionnaire. Questionnaires must be submitted with proper documentation and included with the examination application.

### Application Checklist

Before mailing your application, please be sure that the following have been included:

- A copy of documentation showing successful completion of a formal educational training program or independent study course, if applicable.
- A copy of verification of college credits or JCAHPO continuing education credits, if applicable.
- OSA applicants only: A copy of a document showing official accreditation of the surgical facility by a nationally-recognized accrediting agency, if using the SA2 eligibility pathway.
- OSA applicants only: Case log of 15 observed category A surgeries if using the SA3 eligibility pathway.
- Completion of the appropriate eligibility criteria box, question #9 on section 6, and your signature on application pages 1 and 2.
- COA, COT, COMT, OSA, ROUB, and CDOS applicants: Your sponsor's signature (application page 3 of 4). Your sponsor must be an ophthalmologist if you are applying for the COA, COT, COMT, or OSA exam. ROUB and CDOS applicants may have any physician serve as their sponsor. Original signatures are required - signature stamps or computerized digitized signatures are not accepted.
- COT or COMT applicants: If using the T4 or TG5 eligibility pathway, verification of non-certified work experience from your ophthalmologist on letterhead.
- CCOA applicants only: Your supervisor's signature (application page 3 of 4). Original signatures are required - signature stamps or computerized digitized signatures are not accepted.
- CDOS applicants only: Case log of 20 abnormal ophthalmic B-scan examinations.
- Examination fee, payable to JCAHPO in U.S. dollars. (Refer to fee schedule). All applications denied due to not meeting the eligibility requirements or incomplete applications, will not receive a refund of the exam fee.

NOTE: Please retain a photocopy of your application. If any of the above-mentioned items are missing or incomplete, your application will not be processed. Mail (DO NOT FAX) your application to:



**JCAHPO**  
**2025 Woodlane Drive**  
**St. Paul, MN 55125-2998**

*Once your application is accepted, you will be assigned a 90-day eligibility period. You must schedule and take your examination during this period. This eligibility period, along with information on how to schedule your exam, will be provided to you in a confirmation letter you will receive after your application is accepted.*



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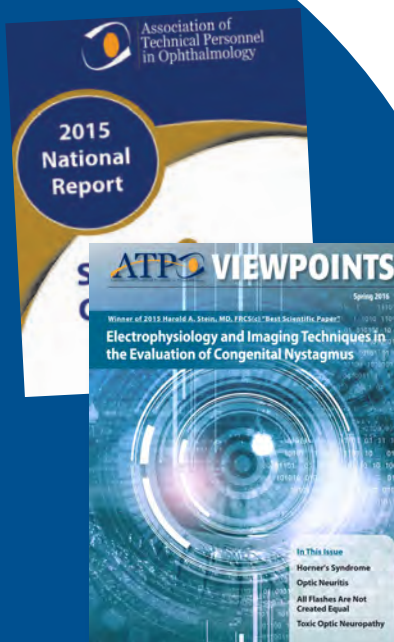
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