

Practice Skill Evaluation

You may take the Skill Evaluation on a practice basis for an additional fee. The practice examination will not be considered a formal attempt, but if you pass all components, you may count it toward COT certification; however, no refund for the examination package fee will be issued. If all areas are not passed, you will need to take the full initial Skill Evaluation. Contact the Certification Department for more information about this option.

Skill Evaluation Preparation Strategies

The COT Skill Evaluation confirmation letter contains a link to an online tutorial and a procedural checklist. The checklist details the steps necessary to perform each task. The following suggestions may assist you in preparing for the Skill Evaluation:

- ◆ Review the tutorial carefully for critical information on the mechanics of the computer-simulated Skill Evaluation. 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 candidates how to perform the tasks, it will assist you in becoming familiar with how to maneuver through the exam and record results.
- ◆ Understand the theory behind the task 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.

Completion of the Skill Evaluation

There are three possible outcomes to the initial attempt of the Skill Evaluation:

1. **Pass** – You successfully complete all seven skill areas. In this case, you are awarded the COT credential, and no retesting is necessary.
2. **Condition** – You successfully complete some, but not all, of the seven skill areas. In this case, you have received a “conditional” pass. You will have the opportunity to retest in the areas you did not successfully complete provided that you are within the 24-month (two year) time period from the date your initial multiple-choice application was approved.
3. **Fail** – You do not successfully complete any of the seven skill areas. In this case, you must reapply and repeat the entire Skill Evaluation at a future session, provided that you are within the 24-month (two year) time period from the date your initial multiple-choice application was approved.

If a retest is not successful, you will be expected to repeat only the areas in which you were not successful. A candidate may retest up to five times as long as you remain within the 24-month (two year) time period stated above. If you do not pass within the 24-month (two year) time period, or after six attempts, a new COT multiple-choice examination application needs to be submitted with all eligibility requirements, and the required fees.

COT Recertification

An initial certification is valid for 36 months (three years). After that period, recertification is required every three years to maintain the use of the credential. The recertification period begins exactly 36 months from the month and year that you obtained initial certification.

To recertify, certificants may use one of two pathways:

| Recertification Pathway | Application Requirement | Continuing Education Requirement |
|-------------------------------------|--|---|
| Continuing Education Credits | <ul style="list-style-type: none"> ◆ Recertification application printable at www.jcahpo.org postmarked by your recertification date ◆ Sponsoring ophthalmologist signature ◆ Recertification fee. Please see page 34 to review the fee schedule. | <p>27 Credits with a minimum of 18 JCAHPO Group A credits. The other 9 credits may be Group A or Group B credits*. All credits must be earned within the 36 month recertification cycle.</p> <p>* Please see page 23 for further information about Group A and Group B credits.</p> |
| Retest in Lieu of CE Credits | <ul style="list-style-type: none"> ◆ Examination application printable at www.jcahpo.org ◆ Sponsoring ophthalmologist signature ◆ Examination fee. Please see page 34 to review the fee schedule. | <p>None. Successful completion of the COT multiple-choice exam is required for recertification.</p> |

For more information about recertification, please refer to page 23.

Maintaining Certification

Technology and practices in medicine and healthcare continually change. In order to assure that certificants continue to evolve with the industry's changing needs, the Certification Committee and 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. Recertification enables you to demonstrate your continued knowledge to employers, peers, and the general public.

An initial certification is valid for 36 months (three years). After that period, recertification is required every three years to maintain the use of the credential. The recertification period begins exactly 36 months (three years) from the month and year that you successfully completed all requirements for initial certification. A reminder letter to recertify will be sent approximately six months prior to your recertification date.

When recertifying with CE credits, all acceptable credits are classified as either Group A or Group B. Group A credits are pre-approved by JCAHPO based on ophthalmology (eye-care) content. Group B credits may be earned in the ways listed below. Certificants who are applying for recertification may choose earning either all Group A credits, or a combination of Group A & B.

All continuing education courses must be recorded on the application for recertification and duplicate courses are not allowed. The credits also need to be earned within your current 36 month certification cycle.

You can earn Group A credits by:

- ♦ Attending lectures, workshops, or distance-learning courses, such as online courses, that have been awarded JCAHPO Group A credit.
- ♦ Teaching or authoring courses awarded JCAHPO Group A credit (1:1 basis). Only one credit per course topic will be awarded per recertification cycle.

You can 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 JCAHPO Education Department for more details.
- ♦ CPR certification. You can count 1 Group B credit per course for CPR certification for a maximum of 3 Group B credits per CE cycle.

Continuing Education Requirements

| Number of Credits Required Per Each 36 month (three 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 |

"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

Sources of CE Credit

JCAHPO publishes a listing of all programs awarded CE credit under “Education - Earn Credits at Home” or “Education - Earn Credits at Meetings” at www.jcahpo.org including independent study courses with quizzes. Information on CE opportunities, including distance learning options (audio tapes, videotapes, magazine articles, on-line courses) and independent study courses with quizzes are also posted on the website.



Your Global Center for Online Ophthalmic Continuing Education

EyeCareCE was designed to increase your value as a highly skilled member of the medical eye care team. Leading ophthalmic organizations representing more than 20,000 ophthalmic medical technicians have collaborated to create the EyeCareCE website.

EyeCareCE serves as the premier e-learning network delivering affordable, accessible education and training. The website offers courses at basic, intermediate and advanced levels, with new courses added regularly. You can access interactive simulations, downloadable audio, audio/video, downloadable text, and web-based seminars.

Most courses include a quiz or assessment as the final component of an activity. Upon completion of the quiz, you will receive feedback on your results and have the opportunity to print a continuing education credit certificate for your records.

Offering assessment tests of up to 100 questions, you can complete the assessments to qualify for certificates of completion and continuing education credits or to prepare for certification examinations. To access the continuing education opportunities offered by EyeCareCE, visit www.eyecarece.org.

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 non-certified status are not permitted to represent themselves as JCAHPO-certified personnel; 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 2014, but do not recertify until December 2015, your new cycle will still be December 2014-December 2017.

If your non-certified status continues for longer than 12 months, your certification will be considered revoked. Please contact the JCAHPO Certification Department for your reinstatement options.

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 at 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.

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.

