



Criteria and Application for

Continuing Education Providers

for Allied Ophthalmic Personnel

*Certification and Education
for Eye Care Excellence*



INTERNATIONAL JOINT COMMISSION ON ALLIED
HEALTH PERSONNEL IN OPHTHALMOLOGY®

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CRITERIA AND APPLICATION FOR CONTINUING EDUCATION PROVIDERS

IJCAHPO continuing education credit is the internationally-recognized benchmark for excellence in continuing education for Allied Ophthalmic Personnel (AOP). We appreciate your organization's interest in providing IJCAHPO-accredited continuing education credit-earning opportunities for AOP.

The IJCAHPO *Criteria and Application for Continuing Education Providers* is also available on our website at www.jcahpo.org/services.

This criteria and application handbook supersedes all previous editions of the *Criteria & Application for Continuing Education Providers* currently available.



INTERNATIONAL JOINT COMMISSION ON ALLIED
HEALTH PERSONNEL IN OPHTHALMOLOGY®

Certification and Education for Eye Care Excellence

MISSION STATEMENT

To promote global eye health and prevent blindness through training program accreditation, education and the certification of Allied Ophthalmic Personnel.



GOAL

The goal of accrediting continuing education (CE) programs is primarily to promote a level of substance and quality in the training and continuing education of allied health personnel in ophthalmology. IJCAHPO CE accreditation of a program denotes that it has been reviewed and meets standards in the field.

FORMAT

Educational offerings may be delivered in various formats. For CE credit review purposes, the following formats have been identified:

- (1) Classroom (On-site)
- (2) Live Stream
- (3) Distance Learning

PROCESS

Programs submitted to IJCAHPO to be reviewed for CE credit are processed at the IJCAHPO office and forwarded for review to the IJCAHPO CE Credit Review Committee, which is comprised of ophthalmologists and certified AOP. This committee reviews each submission and awards CE credit if the established criteria are met. Applications and content are confidential.

PROGRAM DIRECTOR/CONTACT PERSON RESPONSIBILITIES

The program director/contact person is the authorized representative of the provider (Host Organization) of the CE program. The contact person is responsible for the following:

- (A) Planning and/or coordinating the program
- (B) Applying for CE credit
- (C) Implementing and evaluating the program
- (D) Retaining participant roster, sign-in sheets, completed quizzes, and program evaluations
- (E) Providing CE credit reporting forms
- (F) Submitting the registration list, sign-in sheets, and completed evaluations

DEFINITION OF TERMS

Accredited: Officially recognized as meeting the essential continuing education requirements.

CME: Continuing Medical Education.

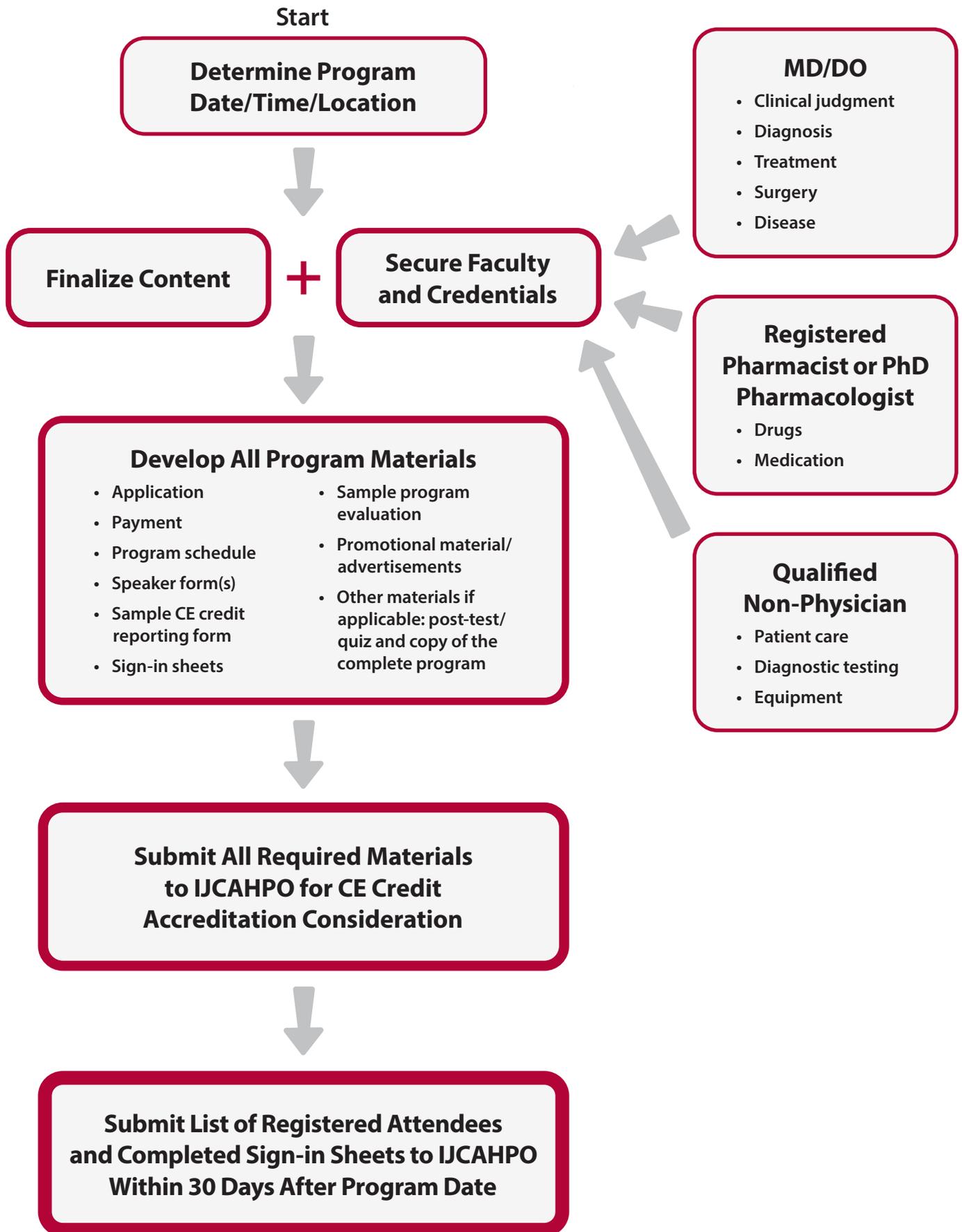
CPD: Continuing Professional Development.

Host Organization: The organization or individual who hosts an educational event whose duties include (but are not limited to) holding the event, promoting the event, securing conference space, collecting registrations, and covering expenses.

Program: An educational activity consisting of one or more lectures or presentations. The terms seminar, conference, course, meeting, and program are used interchangeably.

IMPORTANT: The program must be submitted in its entirety. Partial programs are not accepted.

PROGRAM PROCESS FLOWCHART



A. FORMAT

Educational offerings may be delivered in various formats. For CE credit review purposes, the following formats have been identified:

- (1) Classroom (On-site)
- (2) Live Stream
- (3) Distance Learning

(1) Classroom (On-Site) Education/Training Definition:

Classroom—or on-site—education/training is the traditional form of learning in which students come to a classroom or other location where learning and instruction take place with an instructor in the room (lectures, seminars, workshops [learning labs], and panel discussions).

(2) Live Stream Education Definition:

Live Stream education is a one-time educational program that is being delivered through a live broadcast over the internet, intranet, local network (or any other media) in which the instructor is at a distance from the audience. This includes when the participants are in a classroom together (removed from the instructor), if the participants are all in separate locations, or if it is combination of both.

(3) Distance Learning Education Definition:

Distance Learning education is defined as a course/program that is delivered outside of the classroom, i.e., online, email, webinar, live stream re-broadcasting, publications and mail. Distance Learning can also be in combination with traditional classroom (on-site) education/training that includes teacher and student interaction (additional fees may apply). Delivery format may be electronic, online, CD, DVD, webinar, or print media.

CALCULATE THE NUMBER OF CREDITS REQUESTED AND PAYMENT OF FEES

- 1) Add the **total number of minutes** for all courses that are submitted for credit.
- 2) Divide the **total number of minutes** for all courses by 60 to find the **total number of hours**.
- 3) Round the **total number of hours** up or down to the nearest quarter hour to determine the **total number of credits requested**.

Example: A program has 8 courses that are 50 minutes long.

- 1) $8 \text{ courses} \times 50 \text{ minutes} = 400 \text{ minutes (total number of minutes)}$
- 2) $400 \text{ minutes} \div 60 = 6.67 \text{ hours (total number of hours)}$
- 3) $\text{Total number of credits requested} = 6.75 \text{ credits}$

SUBMISSION GUIDELINES

All Programs

- The entire CE program must be submitted for credit. Partial programs and programs less than 30 minutes are not accepted.
- Courses must be submitted in full and include course descriptions, learning objectives, speaker forms, CE credit reporting forms, promotional materials, sign-in sheets, evaluations, completed application, and appropriate fees.
- Courses can be submitted in print or electronic form.
- If submitting electronically (ex: email or ShareFile) or faxing, submit one copy of the complete program. If mailing, submit two (2) copies of the complete program (course materials, PowerPoint slides, etc.). Distance education applications and supporting materials cannot be faxed.
- Fees are charged for each individual title or topic. Topics may not be grouped for Distance Learning and submitted together as one course.

Game Show Specific Guidelines

- The entire game show program must be submitted for review, along with all other required materials. Partial submissions will not be accepted.

Live Stream Specific Guidelines

- Programs must include a post-test/quiz and evaluation. Post-test/quiz must contain a minimum of 10 multiple-choice questions and should contain 10 questions per CE credit hour requested. Only those students who receive a passing grade (80% or higher) on the post-test/quiz and complete the program evaluation may receive IJCAHPO CE credit.
- If host organizations can prove registrants attended the Live Stream for programs of 3 hours or more, the IJCAHPO CE Credit Review Committee will consider waiving the post-test/quiz for the entire Live Stream program. A detailed description on how this will be done must be submitted with the application.
- If host organizations wish to re-broadcast the recording, they must complete a new Distance Learning application.

Distance Learning Specific Guidelines

- Programs must include a post-test/quiz and evaluation. Post-test/quiz must contain a minimum of 10 multiple-choice questions and should contain 10 questions per CE credit hour requested. Only those students who receive a passing grade (80% or higher) on the post-test/quiz and complete the program evaluation may receive IJCAHPO CE credit.
- When submitting for CE credit, programs must include the complete text/visuals of the course(s), along with the post-test/quiz and correct answers.
- Online access to review courses must be granted, as well as submitting in print or electronic form.

Application Must Be Complete to Be Accepted

- All applications must include all applicable items.
- All fees must be included for your application to be considered complete.
- IJCAHPO will not accept incomplete applications.

B. CE CREDIT

All Programs

- CE credit is awarded for actual instruction time, including question and answer periods. CE credit is not awarded for time spent in registration, breaks, or completion of evaluation forms. Programs less than 30 minutes are not accepted.
- CE credits are awarded on a 1:1 basis per course hour (60 minutes), not per day, and are awarded in 15-minute increments.
- The IJCAHPO CE Credit Review Committee determines the number of awarded credits using the same calculation formula for the submission and payments of credits.
- CE credits are earned only for courses actually attended. Credits are denied for missing more than 15 minutes of any course.
- The contact person/host organization is required to retain post-test/quiz answers, sign-in sheets, registration lists, evaluations, and CE credit reporting forms for each individual for a minimum of three (3) years due to IJCAHPO recertification cycles and audit purposes.
- If you falsify your application or CE credit reporting forms, falsely advertise your CE program's accreditation status, etc., all CE credits will be revoked from your program, and future applications may be denied.

Classroom (On-Site) Education/Training

- CE credit is awarded for the specific date it is requested. These programs may be repeated (with the exception of in-service training). If the content, faculty, or duration changes, the course must be submitted as a new application.

Live Stream Education

- CE credit is awarded for the specific date it is requested and is valid for the date of the program only. These programs cannot be repeated. If host organizations wish to re-broadcast the recording, they must complete a new Distance Learning application.

Distance Learning Education

- CE credit is awarded for two years in one payment. These programs cannot be repeated. After two (2) years, the program must be submitted as a new Distance Learning application.
- List the total time in hours/minutes for participants to meet all requirements of the activity. Clearly describe the method used to determine the request for an appropriate number of CE credits. One method is pilot testing, in which individuals who represent the target audience complete the learning activity and document the time required to complete it, including the post-test/quiz.
- Articles of printed materials must contain 7,500-12,000 words to be awarded 1 CE credit, depending on difficulty.
- Articles must be submitted in Microsoft Word format with the word count.
- If the program is based on a slide-type presentation (such as PowerPoint), a typical 1 CE credit course must contain a minimum of 50-70 slides of actual content.

- Distance Learning CE credits are NOT awarded on time alone; content will also be considered.
- The expiration date of the awarded CE credit must be published.
- Evaluation forms must be submitted annually at the end of the CE course's approval cycle.

C. CONTENT

Continuing education programs, for which IJCAHPO CE credit is requested, shall upgrade, extend, or expand skills and knowledge in ophthalmic medical assisting.

AOP may be taught to recognize and understand certain abnormalities and principles of therapy; however, they are not taught to make medical diagnoses or to treat diseases.

Description

Attach a brief course description for each lecture or workshop.

Learning Objectives

In measurable terms, attach a document that describes what the audience should be able to demonstrate upon completion of the course.

Prerequisite

Required for advanced courses. Outline minimum skills, knowledge, or experience you expect of the audience to fulfill learning objectives.

D. CONTINUING MEDICAL EDUCATION (CME) COURSES

Physician courses awarded CME credits have been approved by the American Medical Association (AMA) or the Canadian Medical Association (CMA). Courses that have been awarded CME Category 1 credits in Ophthalmology are automatically recognized as Group B CE credits and do not need to be submitted to IJCAHPO for review. However, reference to IJCAHPO approval may not be made in advertisements unless a formal application with fee has been submitted and the program has been accredited by IJCAHPO.

- 2 contact hours = 1 B CE credit for COAs, CCOAs, and COTs
- 1 contact hour = 1 B CE credit for COMTs

E. COPYRIGHT LAWS

By submitting a self-instructional activity for approval, you are automatically confirming that the material is original and that you are adhering to copyright laws. Copyright or copyright permission authorizes that the copyright holder has exclusive legal rights to the reproduction or distribution of their work. Prior to any use of an original work (e.g., text, graphics, tables, images, etc.), permission to reprint must be acquired from the copyright holder (i.e., author, publisher). IJCAHPO does not assess the originality of submitted educational material and is not responsible (is held harmless) for any resulting copyright infringements.

POLICIES

F. COURSE CATEGORIES

All ophthalmology (eye-care) related topics, regardless of the relation to an examination content area, can be accredited for Group A CE credit for classroom (lecture), workshops, and

Distance Learning courses. Courses/seminars must be submitted to, and approved by, IJCAHPO's CE Credit Review Committee to qualify for CE credit.

TOPICS ACCEPTED FOR CE CREDIT

Group A—Any Ophthalmic-Related Topic
Examples include, but are not limited to the following:

- | | | |
|--|---|---|
| <ul style="list-style-type: none"> • Anatomy and Physiology • Artificial Eyes (Prosthetics) • Aseptic Technique • Basic Skills: e.g., Tonometry, Lensometry, Visual Fields • Bloodborne Pathogens • Certification Examination Review Courses • Chart Documentation/EMR/EHR • Clinical Efficiency and Quality Assurance • Clinical Optics • Clinical Research • Coding • Color Vision • Communicable Diseases (AIDS/HIV) • Communication with Difficult Patients • Communicating with Patients Using English as a Second Language • Contact Lenses • CPR • Cultural Impact on Health Care—Caring for a Global Patient • Diseases of the Eye • Emergency Preparedness • Equipment/Product Training • Eye Banking | <ul style="list-style-type: none"> • Frame/Spectacle Design • General Medical Knowledge • Governmental & Regulations: e.g., Medicare (US)/OHIP (CA) or OSHA (US)/CCOHS (CA) • Guide Dogs for the Blind • History Taking • Instrument Maintenance • Instruments • Medical Ethics & Professionalism • Medicine: Alternative Therapies: e.g., Herbal Medicine • Microbiology • Nutrition • Ocular Motility • Ocular Pharmacology • Oculoplastics (Botox®) • Ophthalmic Anesthesia • Ophthalmology in Developing Countries • Patient Services • Photography • Pre-operative Preparation of Patient • Refraction (Retinoscopy and Refinement) • Risk Management and Legal Implications of Documentation | <ul style="list-style-type: none"> • Special Instruments and Techniques • Special Needs Patient Care Skills • Surgical Procedures and/or Complications • Technician's Role in Medical Legal Proceedings • Training and Supervision of Ophthalmic Personnel • Veterinary Ophthalmology |
|--|---|---|

CPD Topics Related to an Ophthalmic Practice

- Case Studies
- Information Technology (Medical-Related)
- Interprofessional Team-Based
- Patient/Customer Services
- Patient Problem Solving Techniques
- Quality Improvement
- Scheduling
- Telephone Techniques

TOPICS NOT ACCEPTED FOR CE CREDIT

Examples include, but are not limited to the following:

- | | | |
|--|---|---|
| <ul style="list-style-type: none"> • Art and Computer-Generated Graphics and Software • Completion of Evaluations • Conflict Resolution • Human Resources (HR) • Effective Communications (Generic) | <ul style="list-style-type: none"> • Listening Skills • Marketing • Merits of Certification • Personality Traits • Practice Management: e.g., Compensation and Benefits, Marketing, Strategic Planning | <ul style="list-style-type: none"> • Sales • Principles of Supervision/Adult Learning • Team Building • Topics Not Unique to Eye Care • Work-Life Balance • Stress Management |
|--|---|---|

G. SPEAKER CODE OF CONDUCT AND RESPONSIBILITY

As the leading provider of CE credits, IJCAHPO is committed to ensure all IJCAHPO-accredited CE activities provide a fair, balanced, and objective program. Further, it is our intent that any financial/commercial interest or conflict of interest a speaker has must be disclosed to IJCAHPO and all participants of the program, regardless of relationship to topic.

By agreeing to participate as a speaker for IJCAHPO or any IJCAHPO-accredited educational activity, the speaker agrees to exercise particular care so that no detriment to IJCAHPO or attendees will result because of their financial or commercial interest in another organization, product, or their consulting work for another organization. The speaker agrees that they will not promote their own personal bias upon attendees, and that they will not sell and/or solicit from the podium or at any time during the program for their own personal and/or financial gain.

H. FACULTY QUALIFICATIONS

The following faculty qualifications apply to all educational formats (refer to Policy: Format)

Clinical Judgment, Disease, Medical Diagnosis, Medical Treatment, or Surgery

Courses that involve the above topics must be taught or principally authored by a medical doctor (MD) or a doctor of osteopathy (DO). If a non-MD or non-DO is presenting or authoring the course on any of these topics, an MD or DO must play the major role in the development and delivery of the course.

Pharmacology

Courses on pharmacology must be taught or principally authored by a registered pharmacist, PhD pharmacologist, medical doctor (MD), or doctor of osteopathy (DO). Incidental references to pharmacological agents do not violate this policy.

Qualified Physician

The physician must:*

- (1) Hold a current, valid license to practice and be free from any disciplinary action by their licensing board, and
- (2) Be knowledgeable, current, and skillful in the subject area of the course as evidenced through:
 - (a) Experience in teaching similar subject areas within two years preceding this program, or
 - (b) At least one year of experience within the last two years in the specialized area in which they are teaching.

*The American Medical Association's (AMA) definition of "physician" is accepted for IJCAHPO's purpose: *"A physician is a medical doctor (MD) or doctor of osteopathy (DO) currently licensed to practice medicine and surgery in all its branches."*

Qualified Non-Physician

The non-physician must:

- (1) Be currently licensed or certified in their area of expertise, if appropriate, or
- (2) Show evidence of specialized training which may include, but not be limited to, a certificate of training or an advanced degree in the given subject area, or
- (3) Have had at least one year of experience within the last two years in the specialized area being addressed.

Certification Examination Review Courses

Instructors for Certification Examination Review Courses must hold proper credentials, such as a medical doctor (MD), doctor of osteopathy (DO), or IJCAHPO certification at or above the level in which the course is being taught.

Financial Interest Disclosure

Instructors are required to declare any financial interest, relationship, or advisory capacity with any designated company, regardless of relationship to topic. Each speaker must complete AND sign the Speaker Form. The signature of the program provider/contact person will not be accepted.

Acknowledgment of financial interest shall be made in the program bulletin or promotional flyer (e.g., an asterisk) and at the time of the presentation.

Program evaluation forms must include a question for course attendees as to whether a financial interest was disclosed during the presentation.

I. PUBLICATION ON IJCAHPO WEBSITE

Accredited classroom (or on-site) programs will be published on IJCAHPO’s website for up to 30 days prior to program date, if requested on the application.

J. BROCHURE/PROMOTIONAL MATERIAL

A copy of the brochure or promotional materials must be submitted with the application. If a final copy is not available at the time the application is submitted, a draft may be submitted until the final copy is available and sent to IJCAHPO.

K. ADVERTISING IJCAHPO CE CREDIT HOURS

IMPORTANT: Advertisement of IJCAHPO CE credits requested **CANNOT** be published anywhere until you receive written confirmation from IJCAHPO that your program application and required materials have been received.

When advertising IJCAHPO CE credit hours in promotional materials, brochures, notices, electronic media, and websites, one of the following statements **MUST** be used:

CE credit requested, but not yet received:

1. **“This program has been submitted to IJCAHPO for consideration of CE credit.”**

The number of CE credits requested, however, **CANNOT** be published and providers **CANNOT** use the statement “CE Credit Pending” in any advertisements.

CE credit received:

2. **“This program has been accredited for _____ IJCAHPO CE credits.”**

Host organizations MUST publish the CE credit expiration date (for Distance Learning):

3. **“The awarded CE credit expires on _____.”**

IMPORTANT: IJCAHPO-accredited CE programs may not use the IJCAHPO name or logo on any promotional material, course title, or infer in any way that the program is an IJCAHPO-sponsored program. Applicants for CE credit may not in any way advertise or promote, including internet metatags, any affiliation with or endorsement by IJCAHPO without the expressed written consent of IJCAHPO. Failure to comply with this provision will result in CE credit being revoked and future CE credit applications may be denied.

L. DISCLAIMERS

For all IJCAHPO-accredited CE programs, the following disclaimer is required on all publications (e.g., program advertisements, brochures, notices, etc.) and on the CE credit reporting forms:

This program is not sponsored by IJCAHPO; it is only reviewed for compliance with IJCAHPO standards and criteria and awarded continuing education credit accordingly; therefore, IJCAHPO cannot predict the effectiveness of the program or assure its quality in substance and presentation.

Certification Examination Review Courses

In addition to the above disclaimer, courses intended to prepare attendees for IJCAHPO’s certification examinations are required to have the following disclaimer on all publications (e.g., program advertisements, brochures, notices, etc.) and on the CE credit reporting forms:

Course material is based on the instructor’s interpretation of the content areas outlined in the IJCAHPO “Core Criteria Handbook for Certification and Recertification,” and the instructors of this review course have no direct knowledge of the specific certification questions.

Equipment/Product Training Courses

Courses presented as training on the implementation of specific equipment or products are required to have the following disclaimer on all publications (e.g., program advertisements, brochures, notices, etc.) and on the CE credit reporting forms:

This is proprietary information presented to allow students to master a specific task or process. Alternatives to this technology may exist and a well-informed technician should have knowledge of those alternatives as well.

M. SPONSORSHIP, COMMERCIAL SUPPORT, AND CONFLICT OF INTEREST GUIDELINES; DISCLOSURES

All applications must identify all types of sponsorship or commercial support received for the program seeking CE approval. In addition to declaring that there is sponsorship or commercial support for a program, the host organization must list the sponsoring organization(s) and the amount of sponsorship/commercial support given for that program.

In addition, the host organization applying for CE credit approval must be the organization managing the program (logistics, registrations, fees, speakers, etc.). Any breach of this will result in denial of any future CE approvals, revocation, or suspension as determined by IJCAHPO’s CE Credit Review Committee.

Sponsorship declared for a given event must be differentiated from unrestricted educational grants offered. All programs must publish any sponsors or commercial supporters in all marketing collateral for the program.

N. COMPLIANCE

Failure to comply with IJCAHPO continuing education policies or the Speaker Code of Conduct and Responsibility, may result in denial or revocation of continuing education credits and participation in IJCAHPO-sponsored events.

Revocation of IJCAHPO CE Credit

IJCAHPO reserves the right to withdraw or deny CE credit from any activity and/or provider on the following grounds:

1. Use or misrepresentation of IJCAHPO's name;
2. Use or misuse of the IJCAHPO name on any provider's marketing material without IJCAHPO's approval;
3. Misrepresentation of the information submitted in the application;
4. Failure to comply with IJCAHPO policies and procedures;
5. Misrepresentation of the advertised information for the activity;
6. Falsification of information on the CE credit reporting forms; or failure to provide IJCAHPO-required information on CE credit reporting forms;
7. Advertisement or transfer of IJCAHPO CE credit for an activity that has not been approved;
8. Misrepresentation or false representation to IJCAHPO or the participants; or
9. Falsifying applications or CE credit reporting forms.

O. ATTENDANCE AND EVALUATION RECORDS

Classroom (On-Site) Education/Training

Registration List and Sign-in Sheets: A typed registration list with attendee emails and phone numbers, as well as sign-in sheets with printed names and signatures, must be sent to IJCAHPO within 30 days after program date.

Attendance and evaluation records must be retained by the contact person/host organization for a minimum of three (3) years from the date of the presentation due to IJCAHPO recertification cycles and audit purposes. IJCAHPO reserves the right to audit the attendance records and courses listed, including course evaluations. These records must be available to IJCAHPO and/or the attendee upon request, within this three-year time frame. The following statement must be used on all marketing and on-site programming and is required for all CE programs:

CE credit for a course will be denied to individuals who miss more than 15 minutes of that course.

Live Stream and Distance Learning Education

The contact person/host organization is required to retain post-test/quiz answers, evaluations, and CE credit reporting forms for each individual for a minimum of three (3) years due to IJCAHPO recertification cycles and audit purposes.

P. APPLICATION DEADLINE AND EXPIRATION

All Programs

Application reviews may take 5-8 weeks to complete.

Classroom (On-Site) Education/Training

Completed applications must be submitted at least five (5) weeks prior to the program or a rush and/or late fee is charged. CE credit is valid for the date of the program only, which must be the begin date on the application. Programs may be repeated within one year of the begin date, with the exception of in-service training (see Policy: Program Fees for information regarding repeating programs).

Live Stream Education

Completed applications must be submitted at least five (5) weeks prior to the date of the Live Stream or a rush and/or late fee is charged. CE credit is valid for the date of the program only, which must be the begin date on the application. These programs cannot be repeated. If host organizations wish to re-broadcast the recording, they must complete a new Distance Learning application.

Distance Learning Education

Completed applications must be submitted at least five (5) weeks prior to the release of the material or a rush and/or late fee is charged. Submission of multiple courses at one time may require additional review time. CE credit is valid for two years in one payment. The expiration date of the awarded CE credit must be published. These programs cannot be repeated. After two years, the program must be submitted as a new Distance Learning application.

Q. PROGRAM CHANGES

If a host organization is requesting to change their educational format (after submitting their initial application) from Classroom to Live Stream or Distance Learning, appropriate fees for the new format will be due. IJCAHPO will use the initial application fees towards the new format fees. If a host organization is requesting to change their educational format from Live Stream or Distance Learning to Classroom, no refunds will be given.

R. COURSE DENIAL

No refunds or credits will be issued when a course is denied CE credit approval by the IJCAHPO CE Credit Review Committee.

S. COURSE CANCELLATION

If the course is cancelled or postponed by the provider after submitting the application, no refunds will be issued.

T. RETROACTIVE CE CREDIT

CE credit hours will not be awarded retroactively.

U. PROGRAM FEES

Fees are charged for each individual title or topic. Topics may not be grouped for Distance Learning and submitted together as one course. The CE fees are based on the total number of program hours. No partial program will be reviewed or qualify for CE credits. All applicable fees **MUST** be submitted with the application before the review process will begin.

Program Types

In-Service Training: Includes complimentary in-service training for its own staff by any employer (e.g., private practices, clinics, hospitals, academic, and education programs). These programs cannot be repeated.

Clinic/Hospital/Academic/Association/Society: Includes any training where any registration fee is collected from attendees.

Consultant/Business/Industry: Includes any education and training by consultants, pharmaceutical and instrument companies, and businesses.

Late Fees

A **LATE FEE** will be charged to process any application received less than five (5) weeks prior to the begin date of a program.

Rush Fees

A **RUSH FEE** will be charged to process any application needing to be reviewed by a specific date. Any application submitted five (5) business days or less prior to the begin date of the program will automatically be charged a **RUSH AND LATE FEE**.

Repeat Fees

Classroom

A program may be repeated with IJCAHPO CE credit within one year from the begin date on the application (with the exception of in-service training), provided that the program and faculty remain the same each time the program is repeated and the program evaluations continue to reflect a good rating by attendees. Notification of the program date(s) and the appropriate fee for each repeat presentation must be faxed, emailed, or postmarked to IJCAHPO at least five (5) weeks prior to the start date of the repeated presentation(s), or a late fee will be charged. Please complete the application page for all repeat orders.

If the content, faculty, or duration changes, the course must be submitted as a new application.

Live Stream

These programs cannot be repeated. If host organizations wish to re-broadcast the recording, they must complete a new Distance Learning application.

Distance Learning

Courses are approved for two years in one payment. These programs cannot be repeated. After two (2) years, the program must be submitted as a new Distance Learning application.

	CLASSROOM	LIVE STREAM	DISTANCE LEARNING
IN-SERVICE TRAINING			
Per CE hour fee	\$45 per hour	\$75 flat fee + \$45 per hour	\$75 flat fee + \$45 per hour
CLINIC/HOSPITAL/ACADEMIC/ASSOCIATION/SOCIETY			
Per CE hour fee	\$75 per hour	\$100 flat fee + \$75 per hour	\$750 flat fee + \$75 per hour
Repeat fee	\$75 first hour + \$20 per additional hour	No repeats	No repeats, Valid for 2 years
CONSULTANT/BUSINESS/INDUSTRY			
Per CE hour fee	\$100 per hour	\$350 flat fee + \$100 per hour	\$1200 flat fee + \$100 per hour
Repeat fee	\$100 first hour + \$20 per additional hour	No repeats	No repeats, Valid for 2 years
OTHER FEES			
Late	\$150	\$250	\$250
Rush	\$250	\$400	\$400
Reconsideration	Per CE hour reviewed		
Appeal	\$100		

This handbook contains writeable and downloadable forms for easy use.

Reconsideration Fees

Host organizations who challenge the decision of the IJCAHPO CE Credit Review Committee may request a one-time reconsideration. The reconsideration fee is determined per CE hour reviewed. The reconsideration request must be in writing, include all required materials and fees, and must be received within 10 days of original notification by IJCAHPO. Please allow 5-7 business days for review of reconsideration requests.

Appeal Fees

If the host organization is not satisfied with the outcome of the reconsideration request, they may request a one-time appeal and must address specific reasons for the appeal. A \$100.00 fee is charged for the appeal process. Please allow a minimum of 60 days for review of appeals. If a course is still denied after the appeal, a new application will need to be submitted.

APPLICATION CHECKLIST

All applications **MUST** include all applicable items. IJCAHPO will not process incomplete applications. All fees **MUST** be included for your application to be considered complete.

✓ CHECK WHEN COMPLETED

- Lecture Content** *(required for each lecture)*
 - Title, Time, Speaker
 - Course Duration/CE Credits
 - Target Group
 - Course Level: Basic, Intermediate, or Advanced
 - Teaching Method
 - Course Information: Description and Learning Objectives
- Speaker Form**
- CE Credit Reporting Form**
- Program Evaluation Form**
- Promotional Material/Advertisement**
- Application and Course Materials**
- Fees**
- Sign-In Sheets**
- Post-Test/Quiz (If Applicable)**

PROGRAM SCHEDULE EXAMPLE

This is provided as a template of a one-day program totaling 3.75 hours.

TIME	ACTIVITY	TITLE OF LECTURE	SPEAKER AND CREDENTIALS	CE CREDITS REQUESTED
7:30-7:55 A.M.	REGISTRATION			NOT ACCEPTED AS LEARNING ACTIVITY TIME.
7:55-8:00 A.M.	WELCOME			NOT ACCEPTED AS LEARNING ACTIVITY TIME.
8:00-9:00 A.M.	LECTURE #1	BASIC INTRODUCTION TO THE EYE AND EYE DISEASE	JOHN DOE, MD	1.0
9:00-10:00 A.M.	LECTURE #2	HISTORY TAKING	JANE SMITH, COMT	1.0
10:00-10:15 A.M.	DISCUSSION, Q&A			0.25
10:15-10:30 A.M.	BREAK			NOT ACCEPTED AS LEARNING ACTIVITY TIME.
10:30-11:00 A.M.	LECTURE #3	GLAUCOMA TREATMENTS	JOHN DOE, MD	0.5
11:00 A.M.-NOON	LECTURE #4	OPHTHALMIC TESTING FOR YOUR GLAUCOMA PATIENTS	JANE SMITH, COMT	1.0
NOON-1:00 P.M.	LUNCH			NOT ACCEPTED AS LEARNING ACTIVITY TIME.

Download APPLICATION here.

INSTRUCTIONS: If the program is comprised of several courses, complete one application for the entire program (not one for each course). If applying for multiple programs, complete one application for each program.

PROVIDER INFORMATION Classroom Live Stream Distance Learning

Host Organization: _____

Address: _____

City: _____ State: _____ Zip/Postal Code: _____ Country: _____

Contact Person: _____

Daytime Telephone: _____ E-mail: _____

PROGRAM INFORMATION

Program Title: _____ Begin Date: _____ End Date: _____

Location: (Name of facility where program will be held) _____

City: _____ State: _____ Zip/Postal Code: _____ Country: _____

Do you want this program (Classroom) published on IJCAHPO's website? Yes No

SPONSOR INFORMATION Financial support from: **Sponsor?** Yes No **Educational Grant?** Yes No

Sponsor/Grantor Name: _____ Amount: \$ _____

	CLASSROOM	LIVE STREAM	DISTANCE LEARNING	
IN-SERVICE TRAINING				\$ AMOUNT
Per CE hour fee	\$45 per hour	\$75 flat fee + \$45 per hour	\$75 flat fee + \$45 per hour	\$
CLINIC/HOSPITAL/ACADEMIC/ASSOCIATION/SOCIETY				
Per CE hour fee	\$75 per hour	\$100 flat fee + \$75 per hour	\$750 flat fee + \$75 per hour	\$
Repeat fee	\$75 first hour + \$20 per additional hour	No repeats	No repeats, Valid for 2 years	\$
CONSULTANTS/BUSINESS/INDUSTRY				
Per CE hour fee	\$100 per hour	\$350 flat fee + \$100 per hour	\$1200 flat fee + \$100 per hour	\$
Repeat fee	\$100 first hour + \$20 per additional hour	No repeats	No repeats, Valid for 2 years	\$
OTHER FEES				
Late	\$150	\$250	\$250	\$
Rush	\$250	\$400	\$400	\$
Reconsideration	Per CE hour reviewed	Per CE hour reviewed	Per CE hour reviewed	\$
Appeal	\$100	\$100	\$100	\$
TOTAL				\$

Will this Classroom program be repeated within one year? Yes No

PAYMENT INFORMATION (payable to IJCAHPO in U.S. dollars)

Check or Money Order enclosed VISA MasterCard Discover American Express

Amount: \$ _____

Credit Card Number _____

Security Code _____

Expiration Date _____

Cardholder's Address _____

Cardholder's Zip Code _____

Name as it appears on credit card (please print) _____

SIGNATURE: By mail or fax X

Date: _____

SIGNATURE: By email This serves as an official signature of authentication for all claims and information included

in this form. By checking this box, I verify that the content within this document is valid and factual. Date: _____

FOR IN-OFFICE USE ONLY: #CE Credits	Awarded: _____ A	Max. Per Person: _____	Pending: _____	Denied: _____
Reviewer Signature _____	Date: _____			

Download **SPEAKER FORM** [here](#). This form may be duplicated. Complete **ONE** form for **EACH** instructor (**DO NOT SEND CV**). Please print.

COURSE TITLE: _____

PROGRAM TITLE/DATE: _____

NAME: _____

Mailing Address: _____

Telephone: _____

EMPLOYER: _____

Email: _____

Present Position: _____

PROFESSIONAL LICENSE OR CERTIFICATION(S) (Check all that apply)

- MD DO OD COA COT COMT ROUB CDOS CCOA
 RN LPN/LVN CRNO CRA CO OC(C) ABO NCLE Other: _____

EDUCATION (POST HIGH SCHOOL): (Include basic preparation through highest degree held.)

DEGREE	INSTITUTION (NAME, CITY, STATE)	MAJOR AREA OF STUDY	YEAR DEGREE AWARDED
1.			
2.			
3.			

CURRENT AREA(S) OF SPECIALIZATION OR CONCENTRATION (Check all that apply)

- Administration Education Neuro-ophthalmology Refractive Surgery
 Cataracts General ophthalmology Pediatrics/strabismus Research Other _____
 Cornea Glaucoma Plastics Retina

BIOGRAPHY: Briefly describe your professional experience, area(s) of expertise, and any certifications, including publications, which qualify you to teach this course.

(Do not send CV)

CODE OF CONDUCT AND RESPONSIBILITY

Speakers have an obligation to attendees to provide the highest level of relevant education/learning materials and not their own personal beliefs or philosophies. Speakers are encouraged to acknowledge the fact that the audience will be comprised of all races, ages, genders, disabilities, and political affiliations. Every attendee deserves a safe and comfortable learning environment free from any sexist or discriminatory innuendos or language.

FINANCIAL INTEREST DISCLOSURE

For the purpose of this **Financial Interest Disclosure**, "Designated Company" means an entity related directly or indirectly to the manufacture or distribution of lenses, pharmaceuticals, medical devices and instruments, vision care products, or services commonly utilized by ophthalmologists.

Check all boxes that apply and sign below.

- Yes No I, or a member of my family, my professional partnership or corporation, my employer, or co-instructor(s)/co-author(s), currently or within the preceding twelve (12) months have had a financial interest in Designated Company, a financial relationship, advisory capacity with any Designated Company, or entity related to my presentation, poster, or submitted manuscript.

Complete the following if applicable:

- | | |
|--|---------------------|
| <input type="checkbox"/> Stock shareholder | Company Name: _____ |
| <input type="checkbox"/> Consultant, advisor, or employee (compensated or non-compensated)/
Participated as a member of an advisory panel | Company Name: _____ |
| <input type="checkbox"/> Educational grant or research funds | Company Name: _____ |
| <input type="checkbox"/> Received free/discounted products or services | Company Name: _____ |
| <input type="checkbox"/> Received travel stipend or honorarium | Company Name: _____ |
| <input type="checkbox"/> Corporate sponsor | Company Name: _____ |

SIGNATURE OF INSTRUCTOR

I have read, understand, and agree to comply with the above statement and to the best of my ability, agree to be bound by the "Speaker Code of Conduct and Responsibility." I verify that the content within this document is valid and factual.

Date: _____ Signature by Mail or Fax: _____

Date: _____ Signature by Email: This serves as an official signature of authentication for all claims and information included in this form.

Download CE CREDIT REPORTING FORM TEMPLATE here.

CE CREDIT REPORTING FORM MUST INCLUDE:

- Participant name
- Educational medium (Classroom, Live Stream, or Distance Learning)
- Number of CE credits earned
- Individual course title(s)
- Host organization
- Program title
- Program location (city & state)
- Distance Learning website URL for online course (if applicable)
- Program date
- Program director/administrator signature
- Applicable disclaimer(s)

This certifies that:

has successfully completed a CE course via

- Classroom
- Live Stream
- Distance Learning

on _____

and has earned the following continuing education (CE) credit hours

_____ IJCAHPO Group A

for the following courses:

Host Organization: _____

Program Title: _____

Program Location (City, State): _____

Program URL: _____

Program Director Signature: _____

This program is not sponsored by IJCAHPO; it is only reviewed for compliance with IJCAHPO standards and criteria and awarded continuing education credit accordingly; therefore, IJCAHPO cannot predict the effectiveness of the program or assure its quality in substance and presentation.

Please note: Keep this form in your personal file. IJCAHPO does NOT retain records of CE credits earned.

Download PROGRAM EVALUATION FORM here.

Host Organization: _____

Participant Name: _____

Program Title: _____

Program Location (City and State): _____

Program Date: _____

Directions: Circle the number that best describes your agreement with each statement. 1 = strongly disagree 2 = disagree 3 = neutral 4 = agree 5 = strongly agree									
Please write the instructor's name and course title in the space provided below.	Overall, I was satisfied with this course.	I would recommend this course to a colleague.	Handouts facilitated my understanding.	Presentation was organized.	Presentation met the learning objectives.	Did the course contain any commercial bias?	This course was taught at a level right for me.	Did the instructor disclose any financial interest?	
	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	Yes No	Yes No	Yes No	
1. Instructor's Name: Course Title:	Comments on instructor, course, or both:								
2. Instructor's Name: Course Title:	Comments on instructor, course, or both:								
3. Instructor's Name: Course Title:	Comments on instructor, course, or both:								
4. Instructor's Name: Course Title:	Comments on instructor, course, or both:								
5. Instructor's Name: Course Title:	Comments on instructor, course, or both:								
6. Instructor's Name: Course Title:	Comments on instructor, course, or both:								

Note: Please complete an additional evaluation form if this program has more than six courses and/or instructors.

This course was delivered using the following media (Check all that apply):

- Classroom Live Stream Distance Learning

What part of the program was most useful to you? _____

What part of the program was least useful to you? _____

General comments about the program: _____

FREQUENTLY ASKED QUESTIONS (FAQS)

1. On which topics can a COA, COT, or COMT lecture?

Patient care, diagnostic testing, equipment, history taking, and CPR are examples of topics that may be presented by qualified non-physicians.

2. Can a technician or optometrist (OD) give a lecture on disease if a medical doctor (MD) is present in the room?

No. A course that involves clinical judgment, disease, medical diagnosis, medical treatment, or surgery must be taught or principally authored by a medical doctor (MD) or a doctor of osteopathy (DO). If a non-MD or non-DO is presenting or authoring the course on any of these topics, an MD or DO must play the major role in the development and delivery of the course.

3. Do instructors receive CE credit(s) for giving a lecture?

Instructors receive the same amount of CE credit(s) as attendees. Instructors can only receive CE credit(s) one time in their 3-year certification cycle, for delivery of a specific lecture.

4. If a speaker becomes ill the day of the program, can the lecture and/or speaker be changed if I advise IJCAHPO the next business day? Would the lecture still be approved for CE credit?

Yes, we understand that crises happen. You must resubmit the course with the new information and pay the reconsideration fee. IJCAHPO will notify you if the new course is approved for CE credit.

5. Can I change a lecture and/or speaker on an approved program before the start of the program?

Yes, you will need to resubmit the course with the new information and pay the reconsideration fee. IJCAHPO will notify you if the new course is approved for CE credit.

6. Can I change a speaker on a repeat Classroom program?

No. Programs can be repeated only if the program and faculty remain the same each time the program is repeated.

7. Can I repeat part of a Classroom program?

Programs can be repeated (with the exception of in-service training), provided that the program and faculty remain the same each time the program is repeated. Using only part of the program would require a new application.

8. Can a Live Stream program be repeated?

These programs cannot be repeated. If host organizations wish to re-broadcast the recording, they must submit an application with appropriate fees as a new Distance Learning application.

9. Can Distance Learning Programs be repeated?

Courses are approved for two years in one payment. The expiration date of the awarded CE credit must be published. These programs cannot be repeated. After two (2) years, the program must be submitted as a new Distance Learning application with appropriate fees.

10. My application for a Classroom and a Live Stream event was submitted 4 weeks prior to my event; do I need to pay the Classroom and Live Stream late fees?

Yes, your program **MUST** submit the application with a Classroom **LATE FEE AND** a Live Stream **LATE FEE**.

11. How do I avoid rush and/or late fees?

Completed applications must be submitted at least five (5) weeks prior to the program or a rush and/or late fee is charged.

Examples:

1. A Classroom program is submitted 4.5 weeks before the program date. This application must be submitted with a **LATE FEE** of \$150.00.
2. A Classroom program is submitted 7 weeks before the program date but needs to be reviewed within 2 weeks of submission. This application must be submitted with a **RUSH FEE** of \$250.00.
3. A Classroom program is submitted 5 business days before the program date. This application must be submitted with a **RUSH FEE** of \$250.00 **AND** a **LATE FEE** of \$150.00 (\$400.00 total).

IJCAHPO's Career Center is your partner in hiring, training, and retaining your Allied Ophthalmic Personnel (AOP).

Employers—it will assist you to:

- Seek the right employees
- Post available jobs
- Explore candidate resumes
- Manage applications received
- Access resources

Employees will be able to:

- Connect with the right employers
- Post their resume
- Get interviewing advice
- And so much more!



Visit the IJCAHPO Career Center at

<https://careers.jcahpo.org> and find the ***Right Employee!***



IJCAHPO Certification

Certification promotes employment advancement, potential higher pay and recognition.

IJCAHPO certification is voluntary and demonstrates that the individual meets specific criteria for knowledge of allied ophthalmic care and possesses the mastery of a broad range of skills related to the needs of ophthalmic patients. The decision to become IJCAHPO certified exhibits pride in the profession, the desire to be recognized for proficiency of the certification content, and a commitment to ophthalmic patient care.

