

Compliance with the American with Disabilities Act (ADA) – In compliance with the American Disabilities Act (ADA), IJCAHPO will provide reasonable accommodations for persons with disabilities. If you believe that you require such accommodation, please contact IJCAHPO 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 IJCAHPO. Please do not fax the application. The mailing address is:

IJCAHPO
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 IJCAHPO 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 (IJCAHPO) 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, IJCAHPO 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 IJCAHPO'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. A current list of test sites may also be viewed at www.pearsonvue.com/jcahpo by clicking on "Find a Test Site."

IJCAHPO 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 IJCAHPO. 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 IJCAHPO 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 or cell phones.
- 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. IJCAHPO 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 IJCAHPO and/or Pearson VUE. In the event a candidate is dismissed, IJCAHPO 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, using a cell phone 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 IJCAHPO, 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

IJCAHPO 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. IJCAHPO reserves the right to invalidate and/or withhold examination results if, upon investigation, violations of IJCAHPO'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 IJCAHPO with the additional \$150 due to receive their COA certification. The form should be returned to IJCAHPO within 30 days. Upon receipt of the payment, IJCAHPO 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.

IJCAHPO'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 IJCAHPO Certification Committee within 30 days. The Certification Committee's decision will be final and binding.

Confidentiality Procedures

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

- While IJCAHPO 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 IJCAHPO or be provided to the public without authorization.
- IJCAHPO 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, IJCAHPO 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, IJCAHPO 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 IJCAHPO 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 IJCAHPO. 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 IJCAHPO. 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 IJCAHPO. 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. A current list of test sites may also be viewed at 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.