

RECERTIFICATION

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 Ophthalmology, the power and prestige of the designation would be diminished.

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

IJCAHPO certifications are valid for 36 months. To maintain a credential, the IJCAHPO 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 is sent approximately six months prior to a certifiants recertification date. When recertifying with continuing education credits, an applicant needs to submit the following postmarked by their certification date:

- Recertification Application – printable at www.jcahpo.org under Certification/Recertification
- The recertification fee (*Appendix 2*)
- The required total of continuing education credits as indicated in the following table

Number of Credits Required Per Each 36-Month Cycle			
Credential	Total Number of Credits Required	Minimum Number of IJCAHPO Credits Required	Maximum Number of Approved OPS and AOC Credits Permitted with Dual Certification
COA	18	12	6
COT	27	18	9
COMT	36	24	12

Earning Credits:

- Attending lectures, workshops, or distance-learning courses, such as online courses, that have been awarded IJCAHPO credit. Courses can be found at www.jcahpo.org and selecting “Education.”
- Teaching courses awarded IJCAHPO credit (1:1 basis). Only one credit per course topic will be awarded per recertification cycle.
- Authoring or coauthoring a scientific publication and/or poster. IJCAHPO reviews submissions for consideration of credit: Maximum of 5 credits for first author and 3 credits for coauthor. Contact the IJCAHPO Education Department for more details.
- CPR certification. You may count 1 credit per course for CPR certification for a maximum of 3 credits per CE cycle.

Effective August 1, 2020, IJCAHPO no longer accepts Group B credit towards IJCAHPO recertification. This includes CME approved by the American Medical Association (AMA) or the Canadian Medical Association (CMA).

IJCAHPO Council organizations that provide certification, recertification, and CE credits for its independent certifications shall be recognized for CE credit equivalency for IJCAHPO’s recertification requirements. Currently, these organizations include the Ophthalmic Photographer’s Society (OPS) and the American Orthoptic Council (AOC).

IJCAHPO certifiants who are OPS or AOC/AACO dual certified with IJCAHPO certification will be eligible to submit 1/3 of their recertification credits that come from these Council organizations. The CE course content must meet IJCAHPO’s examination content areas or CE credit content categories.

IJCAHPO certifiants may not submit credits from these organizations if they do not hold their certification. Verification of OPS or AOC certification will be required.

Non-Certified Status

Individuals who do not apply for recertification or miss the recertification deadline, will be placed on non-certified status. Individuals who are placed on non-certified status are not permitted to present themselves as IJCAHPO certificants; and they may not utilize the credential after their name on business cards, stationery, name badges, etc. From the time the individual is placed on non-certified status, they will have 12 months to apply for recertification before their 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. Individuals will not receive a new recertification date if they recertify within the 12 month non-certified period.

For example, if the individual is due to recertify in December 2019, but does not recertify until December 2020, the recertification cycle will remain December 2019 – December 2022. If the non-certified status continues for longer than 12 months, certification will be considered revoked. Individuals in revoked status are required to contact the IJCAHPO Certification Department for reinstatement options.

Revocation of Certification

IJCAHPO certification may be revoked for disciplinary reasons. Conduct which may initiate disciplinary action may include, but is not limited to, supplying false information on the certification application or supporting documentation, engaging in inappropriate or dishonest conduct during the examination, or otherwise failing to comply with the *IJCAHPO Standards, Procedures, and Sanctions Pertaining to Certification and Recertification*.

Recertification Application Audits

Certificants applying for recertification for the first time or recertifying late, are required to include copies of the evidence of credits earned with the recertification application. IJCAHPO also conducts random audits of recertification applications, requesting proof of attendance and credits earned for all CE courses listed on the application. It is advised to retain all documentation to verify credits in the event of an audit.

Recertification Alternative to Earning CE Credits

Individuals 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 to recertify. Certificants that choose 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 under Certification/Recertification
- Examination Fee (*Appendix 2*)

Denial of Recertification

If, during the process of applying for recertification, allegations of a violation of the IJCAHPO 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 the 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 within 6 weeks of the initial appeal communication. If the initial appeal is denied, a second appeal may be sent to the IJCAHPO Certification Committee within 30 days of notice of the first appeal decision. The Certification Committee's decision is final and binding.

Recertification 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 their recertification deadline and include detailed supporting documentation regarding the hardship. Examples of hardship include: health, natural disasters, and extended active duty military leave.