

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
- IJCAHPO as the certificate issuer
- Signature of IJCAHPO authorizing agent
- Certificate term of validity
- IJCAHPO seal
- Initial date of IJCAHPO certification

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.

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 IJCAHPO's Certification Department within 60 days of achieving your new credential.

14. Meet Recertification Requirements

Note: Please see the updated recertification requirements on page 21 of the IJCAHPO Core Criteria Certification handbook.

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.

IJCAHPO 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 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 IJCAHPO Group A credit. For a list of opportunities, go to www.jcahpo.org and click on Education.
- Teaching courses awarded IJCAHPO 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 IJCAHPO'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. IJCAHPO 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:

- | | |
|---|---|
| ■ IJCAHPO 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 IJCAHPO 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 IJCAHPO Standards, Procedures, and Sanctions Pertaining to Certification and Recertification. Please refer to pages 38-40 to view the IJCAHPO 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. IJCAHPO 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 under Certification/Recertification.
- Examination fee. Please see the Fee Schedule on page 37.