

14. Meet Recertification Requirements

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.

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

- JCAHPO Group A credits
- AOA Category 1 credits
- American Society of Echocardiography (ASE)
- Canadian Society of Diagnostic Medical Sonography (CSDMS)
- Canadian Society of Vascular Technology (CVST)
- Society of Diagnostic Medical Sonographers (SDMS)
- Society of Vascular Technology (SVT)
- AMA Category 1 CMEs
- American College of Cardiology (ACC)
- Accreditation Council for CME (ACCME)
- American Institute of Ultrasound in Medicine (AIUM)
- American College of Obstetrics & Gynecology (ACOG)
- American College of Radiology (ACR)

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 JCAHPO 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 JCAHPO Standards, Procedures, and Sanctions Pertaining to Certification and Recertification. Please refer to pages 38-40 to view the JCAHPO 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. JCAHPO 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.
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OSA Recertification

OSA certificants are required to submit a log of 30 surgical cases at the same time their core level is due for recertification. The surgical log is printable at www.jcahpo.org on the Recertification page. For more information about the case log requirement, please refer to page 32. You also have the option of submitting 10 surgical CE credits to substitute for up to 10 surgical cases. JCAHPO approved or AMA CME are acceptable.

Because the OSA sub-specialty is linked to your core level of certification, your first recertification cycle may be shorter than the standard 36 months (three years). Once these two cycles are synchronized, you will be due to apply for recertification in both areas every 36 months.

For example - David is currently a COT who passed the OSA examination on June 15, 2015. His current COT certificate is valid from January 2014 through January 2017. His new OSA certificate will be dated June 2015 through January 2017. After recertifying, his certification cycle for both areas will be January 2017 through January 2020.

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.

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 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.

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

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



"Many uncertified AOP have said JCAHPO certification does not make someone an ophthalmic technician. I tell them that may be true. However, JCAHPO certification is proof that you ARE an ophthalmic technician. Prove it to yourself and get certified."

- Sergina Flaherty, COMT, OSC