



COLLEGE *of* OPTICIANS
OF BRITISH COLUMBIA
a B.C. Health Regulator

Quality Assurance Committee

Mandatory Continuing Education Program

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Mandatory Continuing Education

Overview

The Health Professions Act (HPA) requires each Health Regulatory organization to develop and administer a Continuing Competency Program to assure the quality of the practice of the profession and to promote continuing competence among the members. In accordance with the HPA, every Optician shall participate in the Continuing Competency Program and fulfill its requirements. The College of Opticians of British Columbia believes that the requirement of a health professional to maintain life long learning and demonstrated continued competence is good public policy.

Rapid changes in health care technology and research challenge the professional to constantly update and add to his/her expertise. Opticians need to be aware of new techniques and knowledge that may impact eye care or the services they render to clients. It is the role of the College of Opticians to ensure that opticians are learning. In addition, the public has a right to expect that registered health professionals continually demonstrate proficiency in their chosen field and are not relying on knowledge that was gained when they first entered the profession. The public rightfully expects the College of Opticians to ensure all registrants' knowledge are up-to-date.

Requirements

All registered Dispensing Opticians and Contact Lens Fitters (practicing and non-practicing) are required to complete the Mandatory Continuing Education requirements set out by the College of Opticians of BC.

A. Mandatory Continuing Education Cycles and Due Dates

Each registrant is assigned to a MCE cycle based on the year in which they were first registered as an optician. College of Opticians Mandatory Continuing Education Program requires all dispensing opticians and contact lens fitters to obtain a set number of credits over a three year cycle on an ongoing basis. Opticians have the responsibility to make sure that their skills are updated within each three-year MCE cycle. All MCE credits are due on December 31st for each three-year MCE cycle.

MCE Cycles:

- **New Registrants:** Newly registered opticians begin their three-year MCE cycle on the start of the next MCE cycle. Take for example new registrants that receive their certificate of registration as an optician between April 1, 2007-March 31, 2008. Their three-year MCE cycle would begin on January 1, 2008 and end on December 31, 2010. They would be required to complete 21 credits (Dispensing Optician)/36 credits (Contact Lens Fitter) within the three-year MCE cycle. Any credits obtained between the initial registration and before the start of the first three-year MCE cycle will be recognized by the College for that MCE cycle.
- **Upgrade from Dispensing Optician to Contact Lens Fitter:** In upgrade situations, the current MCE cycle of the Dispensing Optician is waived. The new three-year MCE cycle as Contact Lens Fitter would begin on the start of the next MCE cycle following the upgrade registration. Credits obtained between the upgrade registration date and before the start of the new three-year MCE cycle will be recognized by the COBC for that MCE cycle. For example, a Dispensing Optician has a three-year MCE cycle from January 1, 2005 to December 31, 2007. S/he upgrades to Contact Lens Fitter Dispensing Optician status on June 30, 2007.
 - His/her old three-year MCE cycle as a Dispensing Optician is waived. S/he is not required to submit MCE credits to meet the old December 31, 2007 deadline.
 - His/her new three-year MCE cycle as a Contact Lens Fitter Dispensing Optician would begin on January 1, 2008 and end on December 31, 2010. S/he would be required to complete 36 credits within the new three-year MCE cycle.

- **Opticians Applying for Reinstatement:** If an optician's certificate of registration has been suspended, they will need to submit MCE credits for every cycle that they have missed while their Certificate of Registration was suspended. All reinstated opticians are placed back into their original three-year cycle, regardless of how long their certificate of registration was suspended.

If a registrant does not submit their credits by the secondary deadline of March 31 (registration renewal deadline), they will be required to fill out a "Past-Due CE Planner" form. The Past-Due CE Planner form is an agreement between the registrant and the College to help the registrant complete his/her MCE requirements by a scheduled due date. If the registrant still fails to submit his/her MCE requirements by this final deadline, his/her registration will be suspended until the College receives his/her MCE requirements.

B. Categories of Mandatory Continuing Education

MCE courses and activities are categorized into three distinct areas of Opticianry practice:

- **EG - Eyeglass:** credits in this category represent topics associated with eyeglass technology. Examples include: fabrication, fitting techniques, emerging technology and product specific topics related to eyeglasses.
- **CL - Contact Lens:** credits in this category represent topics associated with contact lens technology. Examples include: fabrication, fitting techniques, emerging technology and product specific topics related to contact lenses.
- **EC - Eyeglass or Contact Lens -** credits in this category represent topics that are applicable to both eyeglass and contact lens dispensing. Annual General Meetings and regulatory presentations are included. Topics include: ocular anatomy and physiology, ocular conditions and diseases, diagnostic techniques, communication, troubleshooting, governance and jurisprudence as it applies to the practice of opticianry.
- **RF - Related Fields:** credits in this category represent topics associated with general business practices. Examples include: financial, commercial services, sales techniques, business trends to improve patient relations and sustainability, and economic trends to adapt to change. Credits in this category represent activities associated with the profession of Opticianry. Lab tours, missionary and volunteer work are all also examples of this credit.

C. Providers of Mandatory Continuing Education

1. **Professional Providers:** The role of the professional provider is to ensure that all registrants have access their CE courses and activities, and that their Continuing Education is specific and relevant to Opticianry issues and developments. The COBC requires all registrants to obtain at least 2/3 of their CE credits through CE courses and activities by professional providers.

The professional providers are:

- All Canadian educational institutions with accredited optician programs
- Canadian provincial and national optician associations
- Study Club registered with the COBC
- Recognized Canadian provincial opticianry organizations

As part of the dedication of professional providers to open access of their CE activities to all registrants, registrants who are not members of the host association can still attend those CE activities.

2. **Related Organizations:** The College recognizes the important contribution of industry partners and employers with product seminars, in-house training and CE activities in private practice settings. The College believes that education opportunities must be available to all registrants while at the same time acknowledges the value of closed seminars. The College limits that a maximum of 1/3 of MCE credits be obtained through Related Organizations, so to recognize the role of Related Organizations as well as ensuring that all registrants will continue to have access to the high caliber seminars offered by Professional Providers.

The College encourages Related Organizations to approach Professional Providers to not only make their CE activities available to all British Columbian opticians, but to work together on lecture development to meet the content desired by the College.

To ensure that registrants are learning the topics that the Board has determined to be important in meeting the needs of the public, the College will take an active role in encouraging the providers to design courses based on those public needs every year.

MCE providers must follow accreditation submission procedures outlined in the “Accreditation Policy for Mandatory Continuing Education” in order for MCE activities to be approved for credits prior to the scheduled event.

D. Required Mandatory Continuing Education Credits

Registrants are to complete a minimum 2/3 of the total required credits from a professional provider recognized by the COBC and the remaining 1/3 can be taken from other providers.

- Registered Dispensing Opticians (practicing and non-practicing): In the three-year cycle, Dispensing Opticians are required to complete a total 21 credits with a minimum of 12 EG credits.
- Registered Contact Lens Fitter (practicing and non-practicing): In the three-year cycle, Contact Lens Fitters are required to complete a total of 36 credits with a minimum of 12 EG credits and 15 CL credits.
- Student Contact Lens Fitters: Student Contact Lens Fitters are enrolled in an accredited Opticianry school and they are not required to complete Continuing Education.

The COBC requires a set number of CE credits for each three-year CE cycle. If registrants have completed more than the set number of required credits, the COBC will recognize a maximum of 7 MCE credits for Registered Dispensing Opticians and 12 MCE credits for Registered Contact Lens Fitters from one MCE cycle to ‘carry-over’ into the next MCE cycle (one year worth of credits). Like all MCE courses, credits obtained can only apply in the current cycle, and not pre-dated for the past or post-dated for the future.

International/out-of-province non-practicing registrants that are currently practicing in other **regulated** jurisdictions will be exempt from the College’s MCE credit requirements by sending the College an official “Letter of Good Standing” from their jurisdiction’s regulatory body and dated within the year his/her COBC MCE credits are due. The College’s assigned MCE cycles and due dates still apply.

International/out-of-province non-practicing registrants that are currently practicing in **non-regulated** jurisdictions will not be exempt from the College’s MCE credit requirements.

E. Methods to Complete Mandatory Continuing Education Requirements

1. Self-Study Club: Organize and form your own study club with Optician friends or co-workers. Study clubs are held according to the study club members' own schedules.
2. On-line or Distance Learning Courses: Opticianry associations host on-line or distance learning MCE courses and activities. Please directly contact the associations for more information.
3. MCE Courses and Activities in Person: Opticianry conventions, presentations and seminars across British Columbia and throughout Canada may be accredited with MCE credits. These are typically offered in public venues and available for all registrants. These opportunities are presented by associations, suppliers, educational institutions and the COBC itself. Registrants are also encouraged to create their own MCE course presentations. MCE courses and activities in British Columbia are required be accredited by the COBC in advance of the presentation date. All accredited MCE courses

and activities are posted on the Complete List of Approved MCE Courses and highlighted on the COBC website at MCE Activities.

4. University/College Educational Studies: MCE credits for non-Opticianry education are evaluated on a case-by-case basis by the COBC. Registrants are asked to submit course outlines, notes and additional information to the COBC to apply for MCE credits. Credits are awarded based on content and time commitment, as recommended by the Quality Assurance Committee.
5. Participation in Opticianry Organizations: MCE credits are accredited for participation at Annual General Meetings (AGM) by the COBC and Opticianry associations, serving on the COBC Board and Committees, and administering the Registration Examination.
6. Opticianry Education Development, Supervision and Publishing: MCE credits are available for developing MCE courses, presenting MCE courses, course instruction at Opticianry programs, publishing articles on Opticianry and supervising Opticianry students.
7. Volunteer Work: Registrants who engage in volunteering their Opticianry services can apply to the COBC with official documentation for MCE credits.

F. Mandatory Continuing Education Award System

It is the role of the College of Opticians to ensure that opticians are learning. After the completion of each online course or live seminar, the registrant's level of learning can be measured through an online examination. Additional credits will be awarded for registrants who choose to take the online test. The credits earned will be based on the passing mark a registrant scores on the test (minimum 10 questions).

In addition, the College of Opticians uses a multiplier system for credits to encourage registrants to take courses that the College and its Board has determined are of greater educational value and target skills necessary to meet the emerging needs of the public of British Columbia.

To recognize registrants who are dedicated to continuing education, the College will award certificates to registrants at the end of each of their assigned MCE cycle.

G. Submitting MCE Activities for Credit Approval

The following must adhere to the criteria listed in the *Accreditation Policy for Mandatory Continuing Education* to received course/credit approval:

- Providers of Continuing Education
- Accreditation of courses/events by registrants
- Study Clubs

Completion certificates must be completed by the sponsoring agency and given to the registrant. In the case of individual submissions, registrants must submit the required documents outlined in the *Accreditation Policy for Mandatory Continuing Education (Individual Optician Submission)* to the College and upon approval, a letter will be given to the registrant.

H. Responsibilities of the Registrant

All registrants are responsible for submitting the appropriate continuing education certifications and the *MCE Credit Submission Form* to the College of Opticians of BC when MCE credits are due at the end of his/her MCE cycle.

The registrant is advised to keep a copy of course completion certificates to reconcile against the College register. It is the registrant's responsibility to re-submit certificates to the College when requested to do so.

It is the responsibility of the individual applying for or submitting material already taken to provide all necessary and relevant documents as outlined in the "Accreditation Policy for Mandatory Continuing Education" in order to be considered for MCE credits. Following the guidelines for course submission does not ensure course acceptance and credits.

Accreditation Policy For Mandatory Continuing Education

Overview

The purpose of the *Accreditation Policy for Mandatory Continuing Education* is to outline the processes that the Quality Assurance Committee of the College of Opticians of British Columbia shall use in determining the number and type of credits it awards to Mandatory Continuing Education (MCE) activity submissions. This document is intended to act as a policy for the Committee as well as a guide for the coordinators of MCE activities.

Contained within the *Accreditation Policy for Mandatory Continuing Education* shall be the current methods of accreditation evaluation, as well as a detailed breakdown of the requirements for MCE providers who wish to obtain credits for activities they will be sponsoring. The COBC accepts the National Association of Canadian Optician Regulators' (NACOR) accredited course value.

By accrediting an activity for purposes of the Quality Assurance Program, the College does not imply any endorsement of any products, services or companies associated with any accredited activity.

Criteria

A. Types of Activities

The following are examples of types of activities that are considered for MCE accreditation:

1. Live Presentations (Seminar or Lecture or Workshop)
2. On-line Presentations or Distance Learning
3. Scholastic (Educational Institution Course)
4. Self-Organized Study Groups

B. General Requirements for Submissions

Every submission must be an exact representation of what will be presented.

With advance notice, the College of Opticians reserves the right to send a representative to attend any accredited courses for the purposes of reviewing the quality of the presentation and the accuracy of the information on the course submission. The review consists of ensuring that the course is taking place at the time and location and follows the submission for the accreditation as indicated on the course submission, and the relevance of the accompanying examination, if applicable.

If there are any inconsistencies between the submission and the presentation, the Committee will ask the provider/sponsor to rectify the inconsistencies. The Committee reserves the right to suspend the accreditation granted until the provider/sponsor addresses the inconsistencies.

An activity must be an organized program of learning that will contribute to the advancement **and** enhancement of professional competency and scientific knowledge in the practice of Opticianry, and be designed to reflect the educational needs of Opticians. Courses will be accredited based on their relevance to Opticianry. The Committee reserves the right to not accredit courses that does not relate to Opticianry.

Activities and topics discussed within them must be presented in an objective manner. The College encourages all providers to supply advance information of all seminars and activities for posting on the College website.

To ensure that course materials and the applied accreditation are kept up to date, MCE activities will expire after a period of **2 years** from when the activity was originally accepted. If an organization would like to continue presenting the same CE activity, please resubmit a submission.

C. Providers of Mandatory Continuing Education

The following are recognized providers of CE activities:

1. Professional Providers
2. Related Organizations
3. Registrants

D. Method of Credit Type Selection:

Course submissions are considered for accreditation in one of the four recognized categories of credits:

- EG - Eyeglass: credits in this category represent topics associated with eyeglass technology. Examples include: fabrication, fitting techniques, emerging technology and product specific topics related to eyeglasses.
 - CL - Contact Lens: credits in this category represent topics associated with contact lens technology. Examples include: fabrication, fitting techniques, emerging technology and product specific topics related to contact lenses.
 - EC - Eyeglass or Contact Lens - credits in this category represent topics that are applicable to both eyeglass and contact lens dispensing. Annual General Meetings and regulatory presentations are included. Topics include: ocular anatomy and physiology, ocular conditions and diseases, diagnostic techniques, communication, troubleshooting, governance and jurisprudence as it applies to the practice of opticianry.
 - RF - Related Fields: credits in this category represent topics associated with general business practices. Examples include: financial, commercial services, sales techniques, business trends to improve patient relations and sustainability, and economic trends to adapt to change. Credits in this category represent activities associated with the profession of Opticianry. Lab tours, missionary and volunteer work are all also examples of this credit.
1. Every submission will be initially considered for one (1) credit.
 2. To be considered for accreditation, the submission must be noticeably different from any previous submission by the same provider.
 3. Additional credits will be awarded where a submission meets the additional credit requirements as listed within this document (see “Additional Credit Requirements” section below).
 4. To be considered for accreditation, each submission will be rated on their relevance to the practice of Opticianry on a scale of 1-3. The Committee reserves the right to not accredit courses that does not relate to Opticianry (3 = Strongly relates, 2 = Relates, 1 = Does not relate).

E. Course submissions: Minimum Criteria for one (1) Credit

1. Live Presentations (Seminar/ Lecture/ Workshop)

- a) Minimum 50 minutes of actual presentation time (does not include set-up or Q&A).
- b) A speaker biography or curriculum vitae must be included for every eligible presenter. Faculties at recognized schools or Colleges of Opticianry carry the reputation of the institution and are therefore exempt from this requirement. Individuals who are not on faculty at a recognized

- school or College of Opticianry may only be listed as adjunct instructors for courses submitted for review, and only when the principal instructor is a member of the faculty. All instructors, including adjunct/assistant instructors, must provide current curriculum vitae.
- c) Complete copy of all media that will be presented must be included (e.g.: PowerPoint presentations).
 - d) A completed accreditation request form must be submitted with each activity.
 - e) In the case of a workshop, must provide what equipment will be used, the process for learning and the ratio of member/workstation with request.
 - f) In the case where an activity has graduated levels of education (beginners, intermediate, and advanced), the coordinator must submit the material for all 3 levels.
 - g) Include a digital test with answers for online testing of registrant to determine additional amount of credits a registrant may earn (minimum 10 questions).

2. Distance Learning

- a) The Provider must supply the method used to verify completion.
- b) Opticians must achieve a minimum mark of 70% on a test to receive credit(s).
- c) A completed accreditation request form must be submitted with each activity.
- d) In the case where an activity has graduated levels of education (beginners, intermediate, and advanced), the coordinator must submit the material for all 3 levels.

3. Scholastic (Educational Institution Course)

- a) The Provider must submit a course outline.
- b) The Provider must supply the method used to verify completion.
- c) Any program or course will be accredited for a maximum of 36 MCE credits.

4. Self Organized Study Groups

- a) The Coordinator must submit a course outline or study material, such as magazines or textbooks. If the meeting was a discussion group, the coordinator will submit a list of the guest speakers and topics covered.
- b) The Coordinator must submit information on the time commitment.
- c) The Coordinator must supply the method used to verify completion.

F. Additional Credit Requirements (Multiplier System)

Additional credits will be awarded to an activity when:

1. The submission meets the minimum criteria for 1 credit.
2. The submission is longer than the initial 50 minutes, (each additional 50 minute interval will qualify for credits based on the table attached to this document).
3. Submissions that instruct opticians in current research in ophthalmic education and/or medical information to increase ophthalmic technical skills (other than product presentations), jurisprudence courses (for example, courses on College Bylaws, health regulation and MCE Accreditation Policy) as it teaches opticians about the laws and structures that apply to the practice of Opticianry, and patient relations (good customer care and communication) - will be awarded the minimum credits and receive content multiplier of 2x the sum of the minimum and additional credits
4. Submissions with subject matter identified by the College as necessary to train opticians to meet changes in ophthalmic technology or ophthalmic demands of BC consumers will receive the

minimum credits and receive a content multiplier of 3x the sum of the minimum and additional credits. Any course that was given a multiplier of 3 will be reviewed by the Quality Assurance Committee, before accreditation is promised.

G. Credit Slip Requirements

The intention of outlining these requirements is to ensure that the College receives all relevant information pertaining to a completed activity, while allowing the activity providers to print their own credit slips should they be so inclined.

If there is an activity is not accredited in time for this information to be printed, no slip should be given out. The College will not accept certificates reading “Approval pending”.

It is the responsibility of the Provider to ensure that the Opticians who attended courses not yet accredited receive their credits once the course has been accredited.

The following information is required to appear on activity specific credit slips:

1. The name of the Optician who participated in the activity.
2. The registration number of the Optician who participated in the activity.
3. The signature of the Optician who participated in the activity.
4. The course code, assigned by the College of Opticians of British Columbia.
5. The title of the activity (must be the same as the title given on the accreditation request form).
6. The name of the sponsor or coordinator.
7. The name of the authorized sponsor representative.
8. The signature of the authorized sponsor representative.

In addition, the credit slips should be divisible into three identical sections (see below for specific sections):

1. Participants’ copy (Given to the Optician upon successful completion of the activity).
2. Participants’ records (Given to the Optician upon successful completion of the activity).
3. Sponsor’s records (Retained by sponsor)

H. Fees

GST has been added to all fees listed below.

To give registrants appropriate advance notice of events, any submissions submitted 30 days prior to the scheduled event will not be charged a processing fee

Activity review; submitted a minimum of 15- 30 days prior to the scheduled event: \$15 / activity

Activity rush review; less than 15 days prior to the scheduled event: \$50 / activity

Should extenuating circumstances prevail that the presenter is required reschedule; the processing fee will be applied to a future date.

Note: The College will accept personal or certified cheques, made payable to the College of Opticians of British Columbia, Visa, or MasterCard for payment. Payment must be made at the time of the request for accreditation. The College will charge an administration fee for any NSF cheque or declined credit card.

Payment guarantees a review of the activity by the College of Opticians and/or the Quality Assurance Committee. The Committee is under no obligation to accredit, except under the conditions outlined within this document. Payment does not guarantee that the activity will receive credits.

If the Committee sends back a submission for revision the provider does not need to pay again. The revised submission must be returned within 15 days of the date of notification.

Accreditation Policy for Individual Optician Submissions

A. Minimum Criteria for one (1) Credit

1. Seminar or Lecture or Workshop

- a) A speaker biography.
- b) Proof of attendance
- c) Any credit slip provided
- d) Any handouts
- e) An agenda or schedule of the activities presented
- f) If a workshop was included as part of the activity, the submission must include what equipment was used and the ratio of workstations to participants.

2. PowerPoint or Internet or Video

- a) Proof of completion (test, summary paper, etc.)
- b) Video seminars must adhere to the same criteria as a seminar/Lecture with the addition of a test or paper to prove that the Optician did view the video.
- c) The topic must be clear.
- d) Opticians must achieve a minimum mark of 70% on the test to receive the credit.
- e) Articles must be submitted with a 1 page synopsis on learning outcome.
- f) A 1 page synopsis as well as a copy of the program must be submitted with any request to accredit a television program.

3. Recognized Educational Institution

- a) Applicant must submit a course outline.
- b) Proof of successful course completion.
- c) Any program or course will be accredited for a maximum of 10 MCE credits to be applied to the three year cycle that coincides with the completion date of the program or course.

4. Self Organized Study Club

What Is A Study Club?

A study club is a group of two or more people who meet on a regular basis to review, discuss and study advanced topics related to Opticianry. Study clubs can discuss articles from journals related to the profession, review Opticianry textbooks or assess particular case studies in Opticianry. The discussions are usually narrowly directed but can lead to a wider discussion of related topics.

How to Develop a Study Club

1. Submission of Application for Study Club: To apply for CE credits through study clubs, registrants are required to first obtain pre-approval for the study club from the COBC.

Registrants are encouraged to approach other Opticians to form the study club and decide on topics of discussion. Members of the study club appoint a Study Club Co-ordinator, and s/he

is responsible for completing and submitting the *Application for Continuing Education Study Club form* to the COBC for pre-approval of the study club.

In addition to the Application form, the Study Club Co-ordinator is required to submit an Outline of the Study Materials (these documents are separate from the Application form):

- **Outline of Study:** Please include the outline the content of the study club in detail. For example: The topic is High Index Prescription Lenses, and the content could be divided as the following: materials, index refraction, lens designs, coatings, prescriptions, and lens specification.
- **Format:** The format of the study club may include lecture style, discussions, hands-on practice, PowerPoint, or other applicable methods.
- **Study Materials:** Please include detailed information about the study materials, such as title and date of publication of journals, manuals, texts, videos, case studies, and other applicable materials.
- **Time Commitment:** Report the time commitment to the study course including duration and frequency. Study Club commonly take place on a bimonthly or monthly basis

2. **COBC Approval of Study Club:** The COBC reviews the completed *Application for Continuing Education Study Club form*, the Outline of the Study and Study Materials.

When the study club is approved, the COBC will send a confirmation of approval to the Study Club Co-ordinator. The Study Club Co-ordinator is responsible for distributing this confirmation of approval to each study club participant.

3. **Verification of Study Club Completion and Submission for Credits:** After each study club session, study club members are responsible to write up a summary or review of the discussion. Each summary or review is to include the name, registration number and signature of each study club participant who was present at the session.

At the completion of the study club, study club participants submit the confirmation of approval and the written summaries or reviews of study club sessions.

5. Full-time Course Instructors

- a) For every year a registrant is employed as a full-time course instructor, s/he will receive sufficient credits to be exempted from one year of the total MCE requirements.
- b) The College of Opticians requires a letter from the teaching institution every year, indicating that the registrant is a full-time course instructor.

B. Additional Credit Requirements (Multiplier System)

Same as the *Accreditation Policy for Mandatory Continuing Education* (above)

Appendix

Appendix 1

Outline of Evaluation – How Course Accreditation Works

- A. Course submission: the sponsor or applicant must complete an application form for each course and presenter, and submit the application in writing:
1. If a Provider wishes to accredit a CE activity, the Provider must do the following:
 - a) Submit an “Application for Providers of MCE course”
 - b) Submit a “Biographical Information of the Presenter(s)”
 - c) Distribute a “Course Evaluation Form” to attendees
 2. If a Registrant of the College of Opticians wishes to accredit a CE activity not submitted by the original Provider, the Registrant must do the following:
 - a) Submit the relevant course materials;
 - b) Submit a “Credit Application for Registrant”
 3. If a Registrant of the College of Opticians wishes to submit other CE activities for accreditation, the Registrant must:
 - a) Submit an application for “other credits” (Appendix 4)
 4. If a Registrant of the College of Opticians wishes to accredit a self-study group, the registrant must:
 - a) Submit “Application for Study Club Continuing Education Credit”
- B. The Education Coordinator will review documents received by the College of Opticians by:
- Reading for content; and
 - Comparing the submitted material to the Quality Assurance Committee criteria:
1. Time assessment for live presentations:¹
 - 1 hour lectures are granted 1 credit, where 1 hour is 50 minutes
 - Video, DVD, CD-ROM presentations: 1 credit per hour²
 2. Number of pages assessment for distance modules:³
 - Less than 6 pages: 1 credit (single space, exclude test)
 - Between 6-14 pages: 1.5 credits (single space, exclude test)
 - Between 15-30 pages: 2 credits (single space, exclude test)
 - More than 31 pages: 2.5 credits (single space, exclude test)
- C. The Education Coordinator will then:
- Accept and assign a CE category to the course
 - Reject the course submission.
1. If the Education Coordinator **accepts** the course submission, s/he accredits the course by:

¹ January 2005: Guidelines for awarding credits.

² Quality Assurance Committee Minutes, April 2004.

³ Board of Directors Minutes, February 2005.

- a) Evaluating the Course Credit Multiplier⁴
 - b) Reviewing the course title to ensure the title is appropriate and professional. The College reserves the right to change titles to maintain standards.
 - c) Reviewing and assign a code to the course according to course approval checklist;
 - d) Entering the information into Excel in S:\COBC Qual MCE Course Approval;
 - e) Posting the course on College website, by listing the course code, title and assigned credits;
 - f) Sending a letter, fax or email to sponsors or applicants to confirm the course accreditation;
 - g) Filing a copy of the letter to sponsors or applicants:
 - Electronically in S:\COBC Qual MCE Course Approval\Course Approval Letters
 - h) Listing the accredited course in the upcoming QAC Agenda package.
2. If the Education Coordinator **rejects** the course submission, s/he must include in the rejection letter why the submission was rejected. The sponsor or applicant may choose to either adjust the submission to meet the requirements or the sponsor or applicant may appeal to the Quality Assurance Committee in writing within 10 days of receipt of rejection notice. The Committee must meet in a live meeting (e.g.: teleconference or in person) to assess the appeal.

⁴ Quality Assurance Committee Minutes, December 2005.

Appendix 2
Course Approval Checklist – COBC Internal Use Only

Documents:		Attached			Approved	
1	Speaker Bio	<input type="checkbox"/>			<input type="checkbox"/>	
2	Course Objective	<input type="checkbox"/>			<input type="checkbox"/>	
3	Delivery Format				<input type="checkbox"/>	
4	Pages	_____			<input type="checkbox"/>	
5	Provider				<input type="checkbox"/>	
6	Title Name					
7	Base Credit & Type				<input type="checkbox"/>	
8	Test	<input type="checkbox"/>			<input type="checkbox"/>	
9	Multiplier	1	2	3	<input type="checkbox"/>	
10	Total Credits & Type				<input type="checkbox"/>	
11	Opticianry Relevance	1	2	3		
13	Letter to Provider	<input type="checkbox"/>			____/____/____	
14	Post to Excel	<input type="checkbox"/>			____/____/____	

Appendix 3
Guidelines to Awarding CE credits

Type of CE Activity	Time	Credits
One hour lectures and lectures accompanying powerpoint presentations, and, Industry oriented workshops and seminars	One hour is 50 minutes	One credit per hour
Distance modules	Six pages or less excluding questionnaire	One credit (including the questionnaire)
Distance modules	Seven to fourteen pages excluding questionnaire	One and a half credits (including the questionnaire)
Distance modules	Fifteen to thirty pages excluding questionnaire	Two credits (including the questionnaire)
Distance modules	Thirty-one and over pages excluding questionnaire	Two and a half credits (including the questionnaire)
Video, DVD, CD-ROM	One hour is 50 minutes	One and a half credit total (including questionnaire)
Recognized Educational Institution	One hour is 50 minutes	One credit per hour to a maximum of ten credits
Scholastic Optician courses	One hour is 50 minutes	One credit per hour to a maximum of 36 credits

Appendix 4
Application for Approval of “Other” Professional Provider Credits

Contact Information	
Name	
Phone	
Fax	
Email	
Address (Address, City, Province, Postal Code)	

Activity	Details	# Credits	Maximum # Credits
Practical Examination Examiner for the College	Dates:		1 credit per day
Course Instructor (Optical Program, Univ/Tech.)	Provide official letter confirming employment from educational institution		Apply for credits (up to one year's worth of credits for full-time instructor)
CE preparation/presentation	Provide official letter confirming employment from educational institution		1 credit per hour
Board member, COBC	Date:		2 credits per year
Committee member, COBC	Date:		2 credits per year
A written and published article on opticianry	Provide copy of published article		Apply for credits
Voluntary Optical Mission Work, National and International	Provide official letter from organization stating length of volunteer time		3 credits per week
Voluntary Optical Work, Local (in B.C.)	Provide official letter from organization stating length of volunteer time		Apply for credits (up to 3 credits per 30 hours per week)
Supervision of part-time practicum course of student registered in optical training program	Provide official letter from education institution confirming supervision		4 credits, maximum 1 supervised course per year
Supervision of full-time practicum course of student registered in optical training program	Provide official letter from education institution confirming supervision		6 credits, maximum 1 supervised course per year
Study Group			Apply for credits
Vision screening work			Apply for credits
Seminars outside B.C. (e.g.: Vision Expo, CLSA)			Apply for credits
Other			Apply for credits

Appendix 5
Past-due Continuing Education Planner

Contact Lens Fitter - I require 36 credits with a minimum of 2/3 of the credits obtained from a professional provider, 12 EG credits and 15 CL credits. I will obtain credits by completing the following mandatory continuing education (MCE) activities:

MCE Activity	# Credits	Completion date
E.g.:COBC Education Day	4 EC credits	January 2, 2009

Name: _____ Registration # _____

I attest that I filled in the above information in good faith, and will complete all required credits by this date: _____. I also understand that if I do not submit my credits by this date, my registration will be suspended.

Signature: _____ Date: _____

Dispensing Optician - I require 21 credits with a minimum of 2/3 of the credits obtained from a professional provider and 12 EG credits. I will obtain credits by completing the following mandatory continuing education (MCE) activities:

MCE Activity	# Credits	Completion date
E.g.:COBC Education Day	4 EC credits	January 2, 2009

Name: _____ Registration # _____

I attest that I filled in the above information in good faith, and will complete all required credits by this date: _____. I also understand that if I do not submit my credits by this date, my registration will be suspended.

Signature: _____ Date: _____