

**Regulation Requirements**

As provided for in section 10 (1) of the “Consolidated Regulations, Including Amendments, Under the *Opticianry Act, 1991*, as of February 19, 2000”:

*“The [Quality Assurance] Committee shall determine the number of credits to be assigned to a continuing education activity, a professional activity or dispensing activities.”*

**Policy – Accreditation**

This document will outline the process that the Quality Assurance (QA) Committee shall use in determining the number and type of credits that it awards to Continuing Education (CE) activity submissions. This document is also intended to act as a guide for individual registrants wishing to make a submission of CE activities to the QA committee.

Contained within this document are the current methods of accreditation evaluation that are employed by the COO, as well as a detailed breakdown of the requirements of registrants who wish to obtain credits for the activities that they will be attending or have already attended.

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

Accreditation granted by the Quality Assurance Committee to an activity applies for up to **three years** from the time the activity was originally accredited.

Activities must meet the criteria set up by the Committee (see notes below for a complete explanation).

The COO reserves the right to deny accreditation to any program that it feels may be insufficient, in terms of either its quality of content or in its duration, or where the Committee feels that more information is required before a complete assessment of the activity in question can be made.

**Fees**

Individual registrants of the College are not required to pay a fee for their submission.

### **Types of Activities**

The following are examples of the types of CE activities that are considered to be creditable:

1. Live and/or multi-media Presentations (seminars/ lectures/ workshops).
2. Distance learning (print/ internet/ videos/ television).
3. Scholastic (institution-based courses).
4. Self-organized study groups.

### **General Requirements for Submissions**

1. The registrant must submit a 500 word summary outlining how the CE activity has benefited their understanding of the practice of Opticianry.
2. If the activity occurred before the request for accreditation was submitted, all reasonable attempts must be made to acquire the activity material (ie: presentations, slides, tests, etc.).
3. For any submission that is to be considered for an eyeglass or contact lens credit, the presenter must be an optician, medical doctor, or optometrist in their jurisdiction; instructor at a recognized academic institution; or have at least five years of work experience in their respective field of specialization.
4. Proof of attendance.
5. Proof of completion (ie: credit slip, certificate, etc.).

### **Additional Requirements for Submissions – Live and/or multi-media Presentations (seminars/ lectures/ workshops)**

1. Minimum 45 minutes of actual presentation time (not including set-up or question and answer period).
2. A biography or curriculum vitae must be included for every eligible presenter and adjunct/assistant instructors.
3. A complete copy of all activity material (ie: handouts, course outlines, etc.).

4. In the case of a workshop, submissions must include a list of all equipment used, as well as the number of individuals that will attend each workstation.
5. A course outline, where applicable.
6. Each submission will initially be considered for one (1) credit. Additional credits will be awarded where the submission is longer than the minimum time requirement, where each additional 45 minute interval will qualify for one credit of the same type as the initial credit awarded.

**Additional Requirements for Submissions – Distance learning (print/ internet/ videos/ television)**

1. If it is not possible to submit the original activity material, a detailed description outlining the course content, including all information pertaining to (and copies of) how completion of the CE activity was assessed.
2. Written and online course material must be a minimum of 2000 words in length.
3. Any test(s) administered to the registrant to assess their knowledge of a distance learning activity must contain questions that accurately reflect the content of activity.
4. Registrant must achieve a minimum mark of 70% on any test to receive credit.

**Additional Requirements for Submissions – Scholastic (Institution-Based Courses)**

1. A complete copy of all activity material (ie: handouts, course outlines, etc.)
2. Any program/course will be eligible to receive a maximum of 10 CE credits.

**Additional Requirements for Submissions –Self-Organized Study Groups**

1. All requests for accreditation of self-study groups must be made in advance of the activities. Self-study group activities will not be accredited retroactively.
2. The coordinator must submit a detailed course outline, including learning objectives, topics to be covered, format of study group and a copy of all study material that will be used.
3. If the meeting is to consist of a discussion group, then the coordinator must also submit a short bio and the names of all guest speakers.

4. The coordinator must indicate the estimated duration of each meeting, as well as the number of meetings that are scheduled to occur.
5. The coordinator must indicate the method that will be used to evaluate how completion of the course by the individual is to be assessed.
6. The coordinator must submit the name, registration number & signature of each study participant.
7. The coordinator must disclose any sponsoring organization.

### **Credit Definitions**

#### *EG - Eyeglass*

Credits in this category represent topics associated with eyeglass technology. Fabrication, fitting techniques, emerging technology and product specific topics related to eyeglasses are all examples of this credit.

#### *CL - Contact Lens*

Credits in this category represent topics associated with contact lens technology. Fabrication, fitting techniques, emerging technology and product specific topics related to contact lenses are all examples of this credit.

#### *EG/CL - Eyeglass/Contact lens (Refracting) credit category;*

Credits in this category represent topics & activities associated with the anatomy, physiology of the eye, the visual pathway, ocular structures & systems. Topics in this category would not be product specific. Examples include, but are not limited to,

- *Ocular anatomy & physiology*
  1. *anatomical structure & systems*
  2. *Pharmacology and impact on dispensing to client*
- *Visual pathway*
  1. *Accommodation & vision acuity evaluation*
  2. *ophthalmic instruments and their use in visual acuity evaluation and dispensing*
  3. *ocular motility*
- *Visual anomalies and the impact on dispensing to client*
- *Low vision evaluation & dispensing*

- *Patient management*

*GB - General Business*

Credits in this category represent topics associated with general business practices. Examples include:

- Financial and commercial services
- Sales and marketing techniques
- Patient relations
- Financial and business planning
- Business management and employer-specific courses

*PA - Professional Activities*

Credits in this category represent activities associated with the profession of opticianry. Examples include:

- Lab tours
- Mission and/or volunteer work
- Annual general meetings
- Emergency medical courses (such as CPR and first aid)