

- ◆ *Complete applications must be submitted no less than 8 weeks prior to the event.*
- ◆ *Forms are designed to be completed electronically.*
- ◆ *Incomplete applications will be returned.*

Instructions

I have read the instructions and submission guidelines

Cover Sheet Form

Cover sheet is completed in full

Promotional material included

Check or Credit Card information provided (if applicable)

Biographical Forms

Biographical Form completed for each presenter

Curriculum Vitae or Resume included for each presenter

Course Information Form

Course Information Form completed in full for each course being submitted

Detailed course outline and/or course handout included

Submission

Application is being submitted 8 weeks in advance of event

If not, the late application fee is included with payment (applies to all entities)

All forms are typed or prepared electronically

Complete the checklist and e-mail all information to: cpc@aoa.org

E-Mail subject line to read, *Request for Continuing Education Review*

A confirmation e-mail will be sent to the contact person once a review of material has occurred. Please contact the AOA commission on Paraoptometric Certification (CPC) office at 800-365-2219 ext. 4210 or cpc@aoa.org with any questions.