

✓ Education

✓ Experience

# ✓ Certification

**You Earned It!**  
**Now Keep It!**

## Certification Designation Renewal Requirements

### What?

**Participation and General Requirements** - If a designation of CPO, CPOA, or CPOT is held, participation in continuing education activities must be reported to the CPC every three years. A minimum of 18 hours every three years is required. Failure to meet this requirement will result in loss of CPC designation.

Please note that credits cannot be carried over from previous renewal cycles.

**Accepted Continuing Education** - Only CPC approved continuing education credit will be accepted towards renewal. If unsure if the education is acceptable, contact the CPC office for verification.

#### Accepted Activities (Upon CPC Approval)

- Oral presentation of lectures and/or workshops approved by the CPC
- Authorship or co-authorship of work related articles and manuscripts approved by the CPC
- Service with optometric programs providing vision care to underserved countries
- Certification or recertification of American Heart Association or American Red Cross CPR and First Aid Courses (4 hours maximum)

### How?

**Keeping Track of Credits** - The individual is responsible for keeping track of their own activities and compiling supporting documents. Keep original documentation that verifies credit earned. Retain all documentation supporting the renewal as it will need to be submitted with the renewal statement.

## Reporting

- Do not send documentation or payment until the statement is received
- Renewals must be postmarked on or before December 31 of the renewal year to avoid loss of credential

## Counting CPC Approved Hours

-Keep track of hours as they are earned. When maintaining records, retain all credits including those that contain a .5 credit. Do keep track of these as they may be needed at the time of renewal. Total points are not rounded up. For example, one may have 17.5 credit hours at the end of the renewal cycle. This does not meet the requirement of 18 hours.

-Points earned during a cycle may be claimed for that cycle only. Points (or credits) do not carry over. Credits earned for renewal are only acceptable if they were earned within the three-year cycle. For example, should one become certified in 2011, the renewal is November 2014; the CPC would only accept credit from 2011-2014.



**Reacquiring CPC Designation** - If the designation is lost due to non-renewal, there is a three-year period from the renewal date during which one can reacquire the certification designation lost. Individuals must register, pay, and successfully pass the examination of the designation lost.

**Appeals Procedures** - Individuals may make a written appeal of any decision made by the CPC relating to renewal compliance. The appeal may:

1. Seek an extension of time to complete the CPC renewal requirements, or
2. Seek a partial exemption from the requirements

Address all appeals to the CPC Administrator/Registrar in writing within 30 days of notification of not having complied with CPC requirements. The CPC will review and act on all appeals.

**Exemptions** - Individuals may appeal in writing to request a partial exemption from CPC renewal requirements. An exemption allows CPC to waive part or all of the requirements when there is an undue hardship, incapacity, or disability, or other extenuating circumstances. Supporting documentation may be requested.

## Why?

**Rationale** - Recertification of an individual's specialty through maintenance of continuing education requirements assists the professional to remain current in his/her field and aware of recent development

in research, theory, and practice of the specialty. Renewal of the certification indicates a participation or adherence to expected levels of professional growth standards within the field. Recertification is a commitment to career-long learning and a commitment to the principle of lifelong learning is therefore central to maintenance of competence and, by extension, to ensuring the public can expect high professional standards from their optometric assistants.

## When?

**Schedule** - Statements are mailed in September of the renewal year. Renewals are due every third year on November 1 and the cycle is set on a calendar year. For example, if one earns a CPO certification anytime between January-December 2011, the renewal will be due on November 1, 2014.

**Notification of Renewal** - CPC will review the credits earned and determine if they are acceptable according to the guidelines. If the renewal requirements are met (continuing education and fee), individuals will receive a letter of renewal acceptance along with an updated certificate. If the renewal requirements are not acceptable, individuals will receive a letter of explanation. At that time, a request for extension of time to renew can be requested. Renewals received after November 15 will be subject to the late fee, regardless if an extension was granted. If not renewed on or by December 31 of the renewal year, the CPC will notify the individual that the designation has been dropped.

## Fees?

**Renewal Fee .....\$80**

**Late Fee .....\$25 (all renewals received after the due date)**