

2008

**Handbook
for the
Certified
Paraoptometric
Assistant
(CPOA)**



CIBA VISION™
Shared Passion for Healthy Vision and Better Life

**THE COMMISSION ON PARAOPTOMETRIC CERTIFICATION
IS ACCREDITED BY THE NATIONAL COMMISSION FOR
CERTIFYING AGENCIES.**



2008

**Handbook for the
Certified
Paraoptometric
Assistant
(CPOA)**

This handbook contains necessary information about the Certified Paraoptometric Assistant Examination. Please retain it for future reference. You are responsible for reading these instructions carefully. The Commission on Paraoptometric Certification should be notified of any changes in your name or address immediately. This handbook is subject to change.

TABLE OF CONTENTS

General Information	2
Objectives of Certification	2
Eligibility	2-3
Application Procedure	4
Completion of Application.....	4-5
Testing Centers	5-6
Requests for Special Testing Centers.....	7
Special Needs Individuals	7
Statement of Non-Discrimination Policy.....	7
Compliance	8
Eligibility Appeal Procedures	8-9
Fees	9
Schedule for Examination	9-10
Admission to Testing.....	10
Rules for Examination.....	10-11
Report of Results	11
Retesting and Rescheduling Policies	11-12
After Passing the Examination.....	12
Confidentiality	13
Paraoptometric Program Codes	13-14
Attainment of Certification, Renewal and Recertification	14-15
Revocation of Certification	15
Violation Process.....	15-17
Code of Conduct for Certified Paraoptometrics.....	17-18
Appeals on Examination	18
Outline.....	18-29
Sample Questions	29-32
References.....	32-33

GENERAL INFORMATION

The Certified Paraoptometric Assistant Examination is prepared and administered by the Commission on Paraoptometric Certification (CPC), with the assistance of the Professional Testing Corporation. The purpose of this examination is to assure a level of knowledge necessary to perform the functions of a paraoptometric assistant. Those who have successfully completed the examination will be certified with the Commission on Paraoptometric Certification as a Certified Paraoptometric Assistant (CPOA).

OBJECTIVES FOR CERTIFICATION

To promote excellence in the field of optometric assisting by:

1. Recognizing formally those individuals who meet all requirements of the Commission on Paraoptometric Certification;
2. Encouraging continued professional growth of the paraoptometric;
3. Establishing and measuring the level of knowledge required for certification of paraoptometrics; and
4. Promoting a standard of requisite knowledge required for certification; thereby assisting the employer, public, and members of the health professions in the assessment of paraoptometrics.

ELIGIBILITY

To sit for the Certified Paraoptometric Assistant Examination, one of the following requirements must be met:

-
1. Must have earned the CPO title, hold a current CPO designation and verify a minimum of six months additional employment in the eye care field as a Certified Paraoptometric (CPO), or
 2. Graduates or students currently enrolled and in good standing* in their last semester of study of an approved optometric assistant program are eligible to sit for the examination directly without meeting the above mentioned eligibility criteria. Graduates of approved optometric assistant programs must have completed and graduated within the last three years.

*** Students will be required to submit verification of successful completion of the program before their test results will be released to them.** The examination fee will not be refunded to students who do not complete their program.

3. Experience
 - a. Proof of five years or more experience. Employer must attest to this experience by completing the CPOA Reference Form.
 - b. You may substitute advanced current certifications from American Board of Opticianry (ABO); National Contact Lens Examiners (NCLE); Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO). Documentation will be required.

NOTE: CPC Certification examinations are designed for paraoptometrics who are

trained and experienced and currently work in the optometric field. Candidates who do not meet the experience requirements are NOT eligible for certification.

APPLICATION PROCEDURE

1. Obtain an application for the Certified Paraoptometric Assistant Examination from the Commission on Paraoptometric Certification, 243 N. Lindbergh Blvd., St. Louis, MO 63141-7881 or download the application in PDF format at www.aoa.org.
2. The original application and appropriate fees for the examination must be received by the Commission on Paraoptometric Certification by mail on or before the appropriate deadline listed on the examination schedule (available at www.aoa.org).
3. All correspondence regarding the application should be directed to the Commission on Paraoptometric Certification.

COMPLETION OF APPLICATION

Complete or fill in as appropriate ALL information requested on the application. Mark only one response unless otherwise indicated.

Candidate Information – Starting at the top of the application, print your name, home and business address, telephone numbers, e-mail address, and indicate preferred mailing address, testing center number (see page 4),

city, state, and examination date in the appropriate row of empty boxes.

Eligibility and Background Information – All questions must be answered. Mark only one response unless otherwise indicated.

Optional Information - These questions are optional. The information requested is to assist in complying with equal opportunity guidelines and will be used only in statistical summaries. Such information will in no way affect your test results.

Candidate Signature - When you have completed all required information, sign and date the application in the space provided. Fees - Indicate which examination you are applying for and complete the payment information.

Fold the completed application and mail with the appropriate fees in time to be received by the deadline date to:

CPC
243 N. Lindbergh Blvd.
St. Louis, MO 63141-7881

Faxed applications will not be accepted.

TESTING CENTERS

The following regional cities will serve as testing centers for the written portion of the examinations on April 5, 2008 and September 13, 2008. Indicate your choice of center on your application in the space provided, including code number. Leave test center blank if examination location is not shown. Additional locations and dates may be available. Contact the CPC office at 800-365-2219 ext. 4210 for more information.

ALABAMA 202 – Birmingham	MINNESOTA 538 – St. Cloud
ALASKA 212 – Fairbanks	MISSOURI 563 – Kansas City 566 – St. Louis
ARIZONA 222 – Tempe/Phoenix	NEBRASKA 595 – Omaha
CALIFORNIA 247 – Berkeley 255 – Los Angeles	NEW YORK 668 – New York
COLORADO 276 – Denver	NORTH CAROLINA 698 – Raleigh
FLORIDA 318 – St. Petersburg 319 – Ft. Lauderdale 310 – Jacksonville	OHIO 736 – Toledo
ILLINOIS 368 – Chicago	PENNSYLVANIA 784 – Harrisburg
INDIANA 393 – Bloomington	TENNESSEE 852 – Nashville
KANSAS 421 – Wichita	TEXAS 867 – Dallas
LOUISIANA 452 – New Orleans	UTAH 894 – Salt Lake City
MARYLAND 474 – College Park	VIRGINIA 912 – Richmond
MASSACHUSETTS 486 – Boston	WASHINGTON 929 – Spokane
MICHIGAN 508 – Detroit	WISCONSIN 962 – Madison

REQUEST FOR SPECIAL TESTING CENTERS

If a candidate lives over 300 miles from an established testing center, it may be possible for the exam candidate to make arrangements to have the test administered at a special test center near his/her home or workplace for an additional \$125 fee. If you are applying to sit for the exam at a special testing center, write the name of the city and state in which you wish to take the exam. Leave the area for Testing Center Number blank when requesting a special testing center. For additional information on special testing centers, contact the CPC office. This request is only an option for the April 5, 2008 and September 13, 2008 exam dates.

SPECIAL NEEDS INDIVIDUAL

Special testing arrangements may be made for special needs individuals submitting the application examination fee and a letter describing the nature of the disability and the special accommodations needed for testing. Request for special testing needs individuals must be received at least eight weeks before the testing date.

STATEMENT ON NON-DISCRIMINATION POLICY

The Commission on Paraoptometric Certification does not discriminate against any individual on the basis of race, color, religion, gender, national origin, age, disability or any other characteristic protected by law.

COMPLIANCE

The Commission on Paraoptometric Certification supports the intent of and complies with the Americans with Disabilities Act (ADA). The Commission will take steps reasonably necessary to make certification accessible to persons with disabilities covered by the ADA. Appropriate and effective modification and/or auxiliary aids will be provided to persons with such disabilities unless doing so would impose an undue burden on the Commission's programs or fundamentally alter the measurement of skills or knowledge that the programs are intended to test. All requests for special arrangements must be made at least eight weeks in advance of the examination date.

ELIGIBILITY APPEAL PROCEDURES

Any candidate determined ineligible to sit for certification may appeal the ineligibility. Appeals must be made in writing within 30 days of the date of notification of your ineligibility to:

Commission on Paraoptometric Certification
243 North Lindbergh Blvd.
St. Louis MO 63141-7881

The appeal should include a written explanation of the grounds for your appeal, along with any evidence or documentation to support the appeal. The Commission on Paraoptometric Certification will submit the appeal to representatives of the Certification Review Sub-Committee for review, and those appealing will be notified in writing of the Review Sub-Committee's decision.

Should this appeal be denied, you may appeal the decision within 30 days to Commission on Paraoptometric Certification for a decision which shall be final.

FEES

Certified Paraoptometric Assistant (CPOA)	\$225.00
Students*	\$100.00
Special Test Center Request	\$125.00
Rescheduling Fee	\$100.00

Note: The above fees represent the cost for examination only and does not include study materials. If the examination is being provided by a state organization, additional registration fees may apply.

A check or credit card information for the appropriate fee must accompany your application. Make check or money order payable to the Commission on Paraoptometric Certification in U.S. funds. No refunds or postponements will be made.

*Test Candidates will be considered paraoptometric students only if they are enrolled full time in a formal paraoptometric education program approved by the Commission on Paraoptometric Certification.

SCHEDULE FOR EXAMINATION

Candidates will be allotted four (4) hours to complete the 225 multiple choice question CPOA examination. The following schedule

will be observed at all regional testing centers unless otherwise notified.

8:30 a.m. - Report to testing center
9:00 a.m. - Examination begins
1:00 p.m. - Approximate time testing ends

All candidates are to report to their assigned testing center at least one-half hour prior to the start of the examination. Latecomers may be admitted to the examination but will not be permitted to write beyond the scheduled completion time.

ADMISSION TO TESTING

Professional Testing Corporation will notify candidates approximately two weeks before the testing date of final assignments for testing centers by means of an admission card showing the exact address to which candidates should report.

This admission card and a photo I.D. **MUST BE PRESENTED** in order to gain admission to the testing center. Any candidate not receiving an admission card should phone Professional Testing Corporation at 212/356-0660, no more than one week before the test date. Changes in assignments to testing centers cannot be made later than three weeks prior to the examination date.

RULES FOR EXAMINATION

1. Each candidate must bring several sharpened #2 pencils with erasers to the test.

-
2. No books, papers, or other reference materials can be taken into the examination room.
 3. Calculators are permitted, but not required.
 4. No test materials, documents, or memoranda of any sort are to be taken from the examination room.
 5. The examination will be held only on the day and time scheduled.
 6. No questions concerning the content of the examination may be asked during the testing period. The candidate should listen carefully to the instructions given by the examiner, and should carefully read the directions on the test booklet.

REPORT OF RESULTS

Within six weeks after the examination, candidates will be notified by Professional Testing Corporation of their examination results. The total score and scores on major areas of the examination will be indicated. The passing level will be determined by the Commission on Paraoptometric Certification. Failure to receive the report of the results should be reported to Professional Testing Corporation at (212) 356-0660. Students taking the examination will not be sent their examination scores until verification of graduation is received by the CPC.

RETESTING AND RESCHEDULING POLICIES

Candidates who do not pass the examination are eligible to re-take the examination

beginning with the next regularly scheduled examination date. Candidates must file a new application and fee each time they retest and must apply by the application deadline.

Candidates who cannot attend the examination on the date for which registered and who provide written notification postmarked at least three (3) weeks prior to the examination date may reschedule the examination for a \$100.00 rescheduling fee. Refunds are not issued. Transfer of fees from one candidate to another is not permitted.

Candidates who cannot attend the examination on the date for which registered and who fail to provide advance notification will have their application withdrawn and fees are forfeited. Re-application requires full payment of application fee and a new application.

AFTER PASSING THE EXAMINATION

The CPC will send successful candidates a pin and a certificate suitable for framing. Those who pass the examination will be added to the roster of the Commission on Paraoptometric Certification as a Certified Paraoptometric Assistant (CPOA). Certification is renewable every three years subsequent to the completion of 18 hours of prescribed education. Guidelines for renewal of registration will be sent upon successful completion of the examination.

CONFIDENTIALITY

The CPC will release the individual test scores ONLY to the individual candidate. Any questions concerning test results should be referred to the Professional Testing Corporation.

PARAOPTOMETRIC PROGRAM CODES

If you have completed a formal training program, please supply the proper code number in the space indicated on the application form. If you attended a paraoptometric program that is not listed or no is longer in existence, enter "100". If you attended a technician program that is no longer in existence, enter "200".

Optometric Assistant Programs

- 102 – Madison Area Technical College
- 105 – Spokane Community College
- 108 – Hawkeye Community College
- 109 – Florida Community College
- 110 – McFatter Technical Center
- 111 – Indiana University
- 116 – Traviss Technical Center
- 120 – Prince George Community College
- 121 – Hinds Community College
- 122 – Miami-Dade Community College

ACOE Accredited Optometric Technician Programs

- 202 – Madison Area Technical College
- 205 – Spokane Community College
- 208 – Indiana University

Military Programs

300 – U.S. Army Eye Specialist Program

302 – Sheppard Air Force Base

*303 – Kadena Air Base-Dept. of the Air
Force (1yr.)

(*not ACOE approved)

If you are using your completion of the program as the basis for eligibility to take the examination, please enclose a copy of your certificate of completion or associate degree with the application form.

ATTAINMENT OF CERTIFICATION, RENEWAL, AND RECERTIFICATION

Eligible candidates who have achieved a passing score on the CPC Certified Paraoptometric Assistant examination are eligible to use the CPOA designation after their names and will receive a certificate and pin from the CPC. A database of certified paraoptometrics is maintained by the CPC and may be reported in its publications and/or website.

CPC certification is recognized for a period of three years at which time the candidate must meet the requirements in effect at that time in order to retain certification. The requirements for renewal include documented continuing education and the appropriate renewal fee.

Upon failure to maintain a certified status the

individual will then be classified “non-certified”. Once so classified, the individual must immediately refrain from using/ displaying all related Commission on Paraoptometric Certification abbreviations, certificates, cards, logos, and pins. Consequences for anyone claiming certification when not certified will be determined by the Commission on Paraoptometric Certification, pursuant to written guidelines established by the Commission.

Should an individual wish to become recertified, they must retest at the highest level they had attained. Under no circumstances will an individual be allowed to test for a level they have not previously attained.

REVOCAION OF CERTIFICATION

Certification will be revoked for any of the following reasons:

1. Falsification of an application
2. Misrepresentation of certification status

The CPC provides the appeal mechanism for challenging revocation of Certification. It is the responsibility of the individual to initiate this process.

VIOLATION PROCESS

The Commission on Paraoptometric Certification

will investigate allegations concerning alleged misconduct by paraoptometric and/or Commission members and/or its consultants regarding violation of certification policies and procedures. Allegations of misconduct must be in writing, signed, and delivered directly to the Commission chairperson within 120 days of the alleged violation(s). Supporting documentation should be submitted with the complaint.

The Commission will review the allegation and take one of the following actions:

- Dismiss the allegation on grounds it lacked sufficient evidence or merit to commence an investigation;
- Attempt to resolve the issues with the parties involved should the allegation appear to be a misunderstanding; or,
- Conduct a full investigation of the allegation and if deemed necessary, appoint a hearing panel.

Should an investigation be warranted, the Commission chairperson will appoint a three member panel within 45 days of the receipt of the allegation. The panel will consist of three CPOT's chosen by the Commission chairperson, one of whom will act as the panel's chairperson. The panel shall give not less than 30 days notice to the subject of the investigation of the right to appear before the panel, give testimony, confront witnesses and evidence presented and to be represented by counsel. The AOA Office of Counsel shall assist the panel in conducting the proceeding.

The panel will convene within 60 days of its appointment, meeting in either the AOA's St. Louis or Washington office. A recorded record will be kept of all testimony. Upon conclusion of the hearing, the panel shall deliberate and render its written decision within 30 days. The panel's decision shall be final unless appealed within 30 days to the full Commission.

If appealed, the Commission will review the panel's findings within 30 days and inform the parties involved of its decision. The Commission's decision on appeal is final and cannot be appealed.

All decisions on appeal by the Commission, as well as on hearing by the panel, concerning allegations, be they dismissed, resolved, or investigated, will be delivered in writing to all parties involved by certified mail with return receipt.

CODE OF CONDUCT FOR CERTIFIED PARAOPTOMETRICS

Paraoptometrics who have been certified by the Commission on Paraoptometric Certification are expected to abide by a Code of Conduct. Inasmuch as certification represents to the public an attained level of skill, it therefore is incumbent upon each paraoptometric to:

- Place the welfare of the patient above all else;
- Maintain patient confidentiality at all times;

-
- Treat patients with respect and a caring attitude regardless of their backgrounds, preferences, or prejudices;
 - Avoid gossip and expression of personal biases;
 - Promote ways for maintaining visual health and eye care to both patients and the public;
 - Continue an ongoing educational process to upgrade and enhance paraoptometric skills;
 - Conduct oneself in a professional manner in the office and be an exemplary citizen within the community;
 - Support colleagues in efforts to achieve maximum level of certification.

APPEALS ON EXAMINATION

Candidates with reason to believe a discrepancy exists in the scoring or reporting of their test results may appeal in writing to the Commission on Paraoptometric Certification. The letter must be accompanied by supporting documents. The appeal must be received within 30 days after examination results are sent to candidates. The Commission on Paraoptometric Certification will review the appeal and notify the candidate in writing of its decision.

OUTLINE

This outline will provide you with information on the content of the Certified Paraoptometric Assistant Examination. The following outline includes a brief explanation of the

the expanded areas to be tested, in addition to area inclusive of the CPO outline. You should be familiar with all the terms, their meaning and use, and with the instrumentation needed for data gathering or testing procedures. The purpose of this assistant examination is to ensure a level of knowledge to perform the functions of a paraoptometric assistant. All 225 questions on the examination are of the objective, multiple choice type. Passing score is determined by the CPC.

I. Practice Management (13%)

A. Office Procedures

1. Office Procedures Manual
2. Records Management
 - a. Standard Procedures for Filing
3. Confidential Filing Systems
 - a. Recall Systems
 - b. Record Correction
 - c. HIPAA Regulations
 - d. Confidentiality/Safeguards
 - e. Legal Record Ownership
 - f. Release of Records
4. Computer Use

B. Patient Handling

1. Telephone Techniques
 - a. Greeting
 - b. Message Taking
 - c. Handling Complaints
2. Appointment Making
 - a. Appointment Reminders / Confirmations
3. Patient Flow
4. Public Relations
 - a. Practice Brochures
 - b. Referral Letters
 - c. Consultation Letters
 - d. Legal Reports

-
- 5. Triage
 - C. Office Finances
 - 1. Bookkeeping
 - a. Accounting Systems
 - b. Accounts Receivable
 - c. Accounts Payable
 - d. Petty Cash
 - e. Banking Procedures
 - 2. Billing
 - a. Presentation of Fees
 - b. Collection of Fees
 - D. Professional Issues
 - 1. Roles and Functions of the Professional and Paraprofessional
 - a. Delegation
 - b. Certification/Licensure
 - 2. Liability and Malpractice
 - 3. Conduct, Confidentiality and Ethics
 - 4. Hygiene and Infection Control
 - a. Asepsis
 - b. Cross-contamination
 - c. Sterilization

II. Ophthalmic Optics and Dispensing (20%)

- A. Prescriptions
 - 1. Components
 - a. Sphere, Cylinder, Axis
 - b. Add Power
 - c. Prism
 - 2. Ordering
 - 3. Optical Crosses
 - a. Surface Powers
 - b. Nominal Powers
 - 4. Transposition
 - 5. Decentration Calculations
 - 6. Vertex Distance and Effective Power

-
- 7. Verification
 - a. Instruments
 - 1) Lensometer
 - 2) Geneva Lens Clock
 - 3) Colmascope
 - 4) Calipers
 - b. Prentice's Prism Formula
 - 1) Verification of Prism
 - 2) Verification of Progressive Segment
 - 3) Verification of Base
 - 8. Optics
 - a. Converging and Diverging Light Rays
 - b. Focal Length Calculations
 - c. Major Reference Point
 - B. Lenses
 - 1. Lens Forms
 - a. Convex and Concave
 - b. Sphere, Cylinder, Spherocylinder
 - c. Plus and Minus Cylinder Form
 - d. Base Curves
 - 2. Lens Types
 - a. Optical Center
 - 1) Single Vision
 - 2) Multifocal
 - b. Basic Types and Styles
 - c. Progressive Segment Types
 - d. Add and Intermediate Powers
 - 3. Lens Materials
 - a. Characteristics/Comparison
 - 1) Aberration/Distortion
 - 4. Index of Refraction
 - a. Definition
 - b. Values
 - c. Impact Resistance
 - 1) Hardening Methods
 - 2) FDA/ANSI Standards

-
- 5. Special Prescription Considerations
 - a. Polarized Lenses
 - b. High Minus/Myodisc
 - c. Aphakia/Lenticular
 - d. Aspheric
 - e. Fresnel Prisms
 - f. Industrial/Occupational
 - 6. Tints and Coatings
 - a. Colors
 - b. Photochromic
 - c. Ultraviolet Coating
 - d. Antireflection Coating
 - e. Scratch Coating
 - f. Edge Coating
 - g. Mirror Coating
 - C. Frame Selection
 - 1. Types of Frames
 - a. Styles
 - b. Materials
 - 2. Parts of Frames
 - a. Definition
 - b. Fitting Characteristics
 - 3. Measurements
 - a. Frame Verification
 - b. Multi-focal Placement
 - c. Major Reference Point
 - D. Adjustment and Dispensing
 - 1. Standard Frame Alignment
 - 2. Adjustment Procedures
 - a. Frame Materials
 - b. Tools
 - 1) Frame Warmer
 - 2) Pliers
 - a. Pad pliers
 - b. Needle nose
 - c. Half Round/Flat jawed
 - d. Angling Pliers

-
- c. Techniques
 - 1) X-ing
 - 2) 4 Point Touch
 - 3) Pantoscopic/Retroscopic Angle
 - 4) Face formd.
 - d. Nosepad Adjustment
 - 1) Pad Arm
 - 2) Vertical Angle
 - 3) Frontal Angle
 - 4) Splay Angle
 - 3. Patient Instructions Regarding Frames and Lenses
 - 4. Frame Repair

III. Basic Procedures (20%)

- A. Purpose And Preliminary Testing Procedures/Recording
 - 1. Visual Skills
 - 2. PD-Interpupillary Distance
 - 3. Near Point of Convergence
 - 4. Near Point of Accommodation
 - 5. Pursuits/Rotations/Saccades
 - 6. EOM's
 - 7. Cover Testing
 - a. Unilateral/Alternate
 - b. Heterotropias/Heterophorias
 - 8. Eye Dominance
 - 9. Fusion/Suppression
 - 10. Worth 4 dot
 - 11. Maddox Rod
- B. Pupillary Responses
 - 1. Direct/Consensual
 - a. Marcus Gunn
 - b. Confrontation fields
- C. Case History
 - 1. Components
 - a. Chief Complaint
 - b. Documentation

-
- 2. Ocular Symptoms
 - a. Medical and Ocular History
 - 1) Patient Ocular History
 - 2) General Health History
 - 3) Family Genetic Eye Conditions
 - b. Occupation and Avocation
 - Visual Needs
 - 1) Medications
 - 2) Allergies
 - 3. Confidentiality
 - D. Visual Acuity
 - 1. Procedures
 - 2. Snellen Fraction
 - 3. With and Without Correction
 - 4. Monocular and Binocular
 - 5. Pinhole Acuity
 - 6. Testing Errors
 - 7. Measurement Systems
 - a. Types of Charts
 - b. Test Distances
 - c. Recording Results
 - E. Color Vision
 - 1. Procedures and Recording
 - 2. Monocular
 - 3. Test Distance
 - 4. Illumination
 - a. Macbeth Lamp
 - 5. Types of Tests
 - F. Stereo Acuity
 - 1. Purpose of Test
 - 2. Types of Tests
 - a. Stereo Fly
 - b. Stereo Reindeer
 - c. Stereo Butterfly
 - d. Randot

-
- 3. Procedures
 - a. Testing Distance
 - b. Illumination
 - c. Patient Position
 - d. Recording
 - e. Highest Degree of Depth Perception
 - G. Examination Instrumentation
 - 1. Retinoscope
 - 2. Ophthalmoscope
 - 3. Biomicroscope/Slit Lamp
 - 4. Phoropter
 - 5. Keratometer
 - 6. Fundus Photographer
 - 7. Optical Coherence Tomographer
 - 8. Other

IV. Special Procedures (17%)

- A. Contact Lenses
 - 1. Terminology
 - a. Parameters
 - b. Materials
 - 2. Soft and RGP Lens Comparisons
 - 3. Care and Handling
 - a. Solutions
 - b. Patient Instruction
 - 1) Application and Removal
 - 2) Emergency Procedures
 - 3) Wearing Modalities
 - a. Daily, Flexible, Continuous
 - 4) Normal Adaptation
 - a. Appearance, Comfort, Vision
 - 4. Verification
 - a. Lensometer
 - b. Radiuscope
 - c. Hand Magnifier
 - d. V-Gauge
 - e. Shadowgraph

-
- 5. Ordering Procedures
 - 6. Special Lens Designs and Uses
 - a. Ballast
 - b. Truncation
 - c. Tints
 - d. Toric
 - e. Bifocal
 - f. Other
 - B. Tonometry
 - 1. Instrumentation/Types
 - a. Applanation
 - b. Indentation
 - c. Non-Contact
 - d. Others
 - 2. Procedures
 - C. Visual Fields
 - 1. Instrumentation
 - a. Confrontation
 - b. Flat Central/Static Visual Field
 - 1) Auto Plot
 - 2) Amsler Grid
 - c. Perimetry
 - d. Automated
 - e. Absolute/Relative Scotomas
 - 2. Procedures
 - a. Test Distance
 - b. Illumination
 - c. Patient Position
 - d. Normal Field Measurements
 - e. Normal Location/Measurement of Physiologic Blind Spot
 - f. Recording
 - D. Sphygmomanometry Purpose
 - 1. Instrumentation/Terminology
 - 2. Procedures
 - a. Patient Position
 - b. Critical Time Factors in Measuring
 - c. Recording/Systolic and Diastolic

-
- 3. Incidence of Hypertension
 - 4. Normal and Abnormal Readings
 - E. First Aid/CPR /Emergencies
 - 1. Non-Ocular Involvement
 - 2. Ocular Involvement
 - 3. Certification of Health Care Providers
 - F. Low Vision
 - G. Surgery

V. Refractive Status Of The Eye And Binocularity (13%)

- A. Refractive Errors
 - 1. Types
 - a. Myopia
 - b. Hyperopia
 - c. Astigmatism
 - 1) Simple
 - 2) Compound
 - 3) Mixed
 - 4) Oblique
 - 5) Irregular
 - d. Presbyopia
 - 2. Causes
 - a. Refractive
 - b. Axial
 - 3. Corrective Lenses
- B. Refractive Conditions
 - 1. Types
 - a. Aphakia
 - b. Anisometropia
 - c. Aniseikonia
 - d. Amblyopia
 - 2. Cause
 - 3. Corrective Lenses
- C. Eye Movements
 - 1. Versions, Ductions, Rotations, Pursuits and Saccades
 - 2. Convergence and Divergence

D. Binocular Vision

1. Fusion
2. Disorders
 - a. Phoria
 - b. Tropia
 - c. Suppression
3. Accommodative Mechanism

**VI. Basic Ocular Anatomy And Physiology
(17%)**

A. General Anatomy and Physiology

1. Fibrous Tunic
2. Vascular Tunic
3. Neural Tunic
4. Anterior Adnexa
 - a. Lids
 - b. Canthi
 - c. Puncta
 - d. Lacrimal Caruncle
 - e. Plica Semilunaris
 - f. Fornices
5. Orbit
6. Bones
7. Anterior Segment
 - a. Iris
 - b. Pupil
 - c. Ciliary Body
 - d. Limbus
 - e. Cornea
 - f. Tear Layer
 - g. Conjunctiva
 - h. Episclera
 - i. Sclera
8. Posterior Segment
9. Crystalline Lens
10. Vitreous
11. Retina
12. Extraocular Muscles
13. Visual Pathway

-
- B. Basic Functions of Anatomical Structures
 - 1. Lacrimal System
 - 2. Anterior Chamber
 - 3. Anterior Angle
 - 4. Posterior Chamber
 - C. Common Pathological and Functional Disorders
 - 1. Lids
 - a. Entropion
 - b. Ectropion
 - c. Ptosis
 - 2. Conjunctivitis
 - 3. Glaucoma
 - 4. Cataracts
 - 5. Corneal Problems
 - a. Dry Eye
 - 6. Retinal Disorders
 - 7. Legal Blindness
 - D. Basic Ocular Pharmacology
 - 1. Types
 - a. Mydriatics
 - b. Miotics
 - c. Cycloplegics
 - d. Anesthetics
 - e. Stains
 - 2. Instillation
 - a. Solutions
 - 1) Suspensions
 - b. Ointment

SAMPLE QUESTIONS

Section I - Practice Management

1. When filing patient records, which of the following names is filed first?
- a. John St. James
 - b. Betty Small
 - c. Larry Stoner
 - d. Martha Simms

-
2. A patient's first impression of the optometric office is most influenced by:
- a. the location of the office
 - b. the interior decoration
 - c. the first paraoptometric the patient meets
 - d. the magazines in the reception area

**Section II - Dispensing/Frame Selection
Ophthalmic Optics**

3. What is the plus cylinder form of the following prescription? $-1.00 - 2.00 \times 090$
- a. $-1.00 + 2.00 \times 090$
 - b. $-1.00 + 2.00 \times 180$
 - c. $-3.00 + 2.00 \times 090$
 - d. $-3.00 + 2.00 \times 180$
4. What is the effect of increasing the pantoscopic tilt on the left side of a frame?
- a. Raises the frame
 - b. Raises the apparent segment height
 - c. Increases vertex distance
 - d. Increases the apparent temple length

Section III - Basic Procedures

5. When a penlight is shone at the right eye and the left pupil constricts, the response is known as:
- a. Direct
 - b. Consensual
 - c. Accommodative
 - d. Miotic
6. When measuring visual acuity, the patient reads all of the 20/25 line and 2 of the 6 letters on the 20/20 line. The patient's visual acuity should be recorded as:
- a. 20/25 +2
 - b. 20/20 -4
 - c. 20/25 -2
 - d. 20/20 +4

Section IV - Special Procedures

7. What is the term for an area of partial or complete blindness in the visual field?
- a. Scotoma
 - b. Chalazion
 - c. Hordeolum
 - d. Laceration
8. What tonometer is used with the biomicroscope?
- a. NCT
 - b. Schiottz
 - c. Tonomat
 - d. Goldmann

Section V - Refractive Status of the Eye

9. In what condition does light from a distant object focus in front of the retina?
- a. Myopia
 - b. Hyperopia
 - c. Presbyopia
 - d. Emmetropia
10. The condition in which one eye constantly turns in is called?
- a. Esophoria
 - b. Esotropia
 - c. Exophoria
 - d. Exotropia

Section VI - Basic Ocular Anatomy and Physiology

11. Which of the following is an infection of a sebaceous gland?
- a. Pingueculae
 - b. Chalazion
 - c. Hordeolum
 - d. Pterygium
12. The limbus is the juncture of the:
- a. Cornea and lens
 - b. Sclera and iris
 - c. Cornea and sclera
 - d. Iris and ciliary muscle

ANSWERS

- | | | |
|------|------|-------|
| 1. a | 5. b | 9. a |
| 2. c | 6. a | 10. b |
| 3. d | 7. a | 11. c |
| 4. a | 8. d | 12. c |

RECOMMENDED REFERENCE MATERIAL

The following are suggested references you might use in preparing for the examination. They are not the only texts or references that you can use, but they are recommended. The CPC does not constitute an endorsement concerning these sources and does not imply a guarantee that candidates will be successful in passing the Certified Paraoptometric Assistant (CPOA) examination. Most of these texts are available on loan through the International Library, Archives and Museum of Optometry (ILAMO) at the AOA St. Louis office.

American Optometric Association Paraoptometric Section. Self-Study Course for Paraoptometric Certification. 3rd ed. 2007.

Brooks, Clifford W. and Irving M. Borish. System for Ophthalmic Dispensing. 2nd ed. Butterworth-Heinemann, 2006.

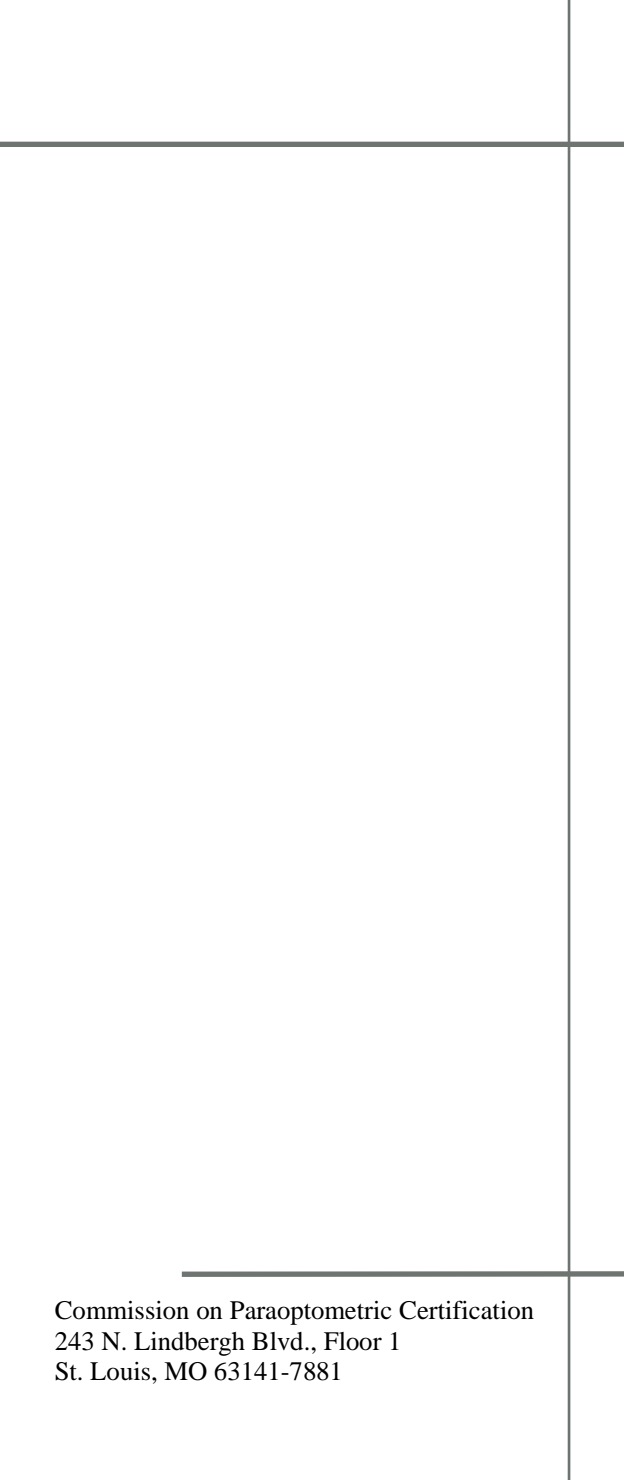
Kanski, Jack J. Clinical Ophthalmology, A Test Yourself Atlas. 2nd ed. Butterworth-Heinemann, 2002.

Mannis, Mark J. et. al. Contact Lenses in Ophthalmic Practice. Springer-Verlag, Inc. 2004.

Stein, Harold A. et. al. Ophthalmic Assistant: A Guide for Ophthalmic Medical Personnel. 7th ed. Mosby, 2000.

NOTES

NOTES



Commission on Paraoptometric Certification
243 N. Lindbergh Blvd., Floor 1
St. Louis, MO 63141-7881