Participation in continuing education assists the professional in remaining current in his/her field and aware of recent developments in research, theory, and practice. Maintaining a current certification through continuing education is a commitment to the principles of career-long and lifelong learning.

GENERAL MAINTENANCE REQUIREMENTS

Certified paraoptometrics must submit at least 18 hours of approved continuing education with the renewal fee every three years by the Nov. 1 deadline. All 18 hours of CE may be CPC-approved if desired, and may be a combination of online and in-person education from approved providers listed in these guidelines.

- 9 of the 18 credit hours must be CPC-approved, AND no more than nine of the hours may be from ABO, NCLE, COPE, JCAHPO or COVD (in any combination).
- Credits must be earned during the three-year renewal cycle and prior to Nov. 1 of your renewal year. Ungraded quizzes are not accepted as proof of education.
- If unsure if the education is acceptable, contact the CPC office for verification before taking a course or prior to submitting for renewal.

WAYS TO EARN CONTINUING EDUCATION

- Attend national, regional, state, or local education meetings. (Contact your state optometric/paraoptometric organization for details or CPC@AOA.org.)
- Approved online education (only from education providers listed in these guidelines)
- Oral presentation of lectures or workshops approved by the CPC
- Authorship of optometric related articles or manuscripts—requires CPC approval
- Volunteer with programs providing vision care services to underserved communities (U.S. or overseas) Documentation required. Contact CPC@AOA.org.
- CPR and/or first aid certification from American Heart Association, American Red Cross, or American Safety & Health Institute only (maximum of 4 credits awarded every three-year renewal cycle) Pediatric Advanced Life Support (PALS) and/or Advanced Cardiovascular Life Support (ACLS) from the American Heart Association may be taken once during the three-year renewal period and will be awarded 2 CPC-approved credits for each course.
**SUBMITTING RENEWAL DOCUMENTATION**

- Invoices are emailed early in the renewal year. Renewals may be submitted beginning in January of your renewal year.
- It is your responsibility to keep the CPC informed of your email and mailing address.
- Credits must be earned **during the three-year renewal cycle and prior to Nov. 1** of your renewal year.
- Credits used to renew a CPO, CPOA, or CPOT certification may not also be used to renew a CPOC certification.
- Renew early in your renewal year only, to ensure all requirements have been met before the renewal deadline.
- Renew online at [www.aoa.org](http://www.aoa.org), or by mail. If mailing, submit all CE with a copy of your renewal invoice and renewal fee. Documentation of credits earned, correct renewal fee, and renewal invoice must be mailed together in one envelope. Incomplete submissions will not be processed.
- Keep a photocopy of your entire submission for your records.
- Renewals must be received at the CPC office in St. Louis by Nov. 1 of the renewal year to avoid late fee and possible loss of certification. A postmark is NOT a guarantee of on-time delivery.
- The fee for renewals received after Nov. 1 is $195.
- If you require notification of delivery of your documentation, use a carrier that provides tracking or signature required delivery service. The CPC is not responsible for non-receipt or on-time receipt of renewal notices or submissions.
- When renewal requirements are not met by Nov. 30 of the renewal year, the certification will be dropped and status will become “non-certified.”

**WHAT HAPPENS AFTER I SUBMIT MY RENEWAL?**

- **Online renewal:** you will receive a confirmation email of your submission and a receipt for payment. You will only be contacted if there is a problem. An updated certificate will be mailed within 8 weeks.
- **Mailed renewal:** If requirements are met, a confirmation notice will be emailed to you, followed by an updated certificate mailed within 8 weeks.
- **If requirements are not met,** an explanation will be emailed to you. If renewal was received by Oct. 15 you will be allowed to submit additional credits to meet the requirements until the Nov. 1 deadline. If you choose not to resubmit, renewal fees will not be refunded.
- **Certifications lost due to non-renewal:** paraoptometric must register, pay for, and pass the certification examination within three years following the original renewal due date to reacquire the certification. Testing after more than a three-year lapse will require testing beginning at the CPO level, regardless of the level previously held.

**Participation in continuing education is a REQUIREMENT to maintain a current paraoptometric certification.**

**Failure to meet all the renewal requirements will result in loss of certification.**

**REQUIREMENTS:**
- 18 hours of CE is due by Nov. 1
- Renewal fee between Jan. 1 and Nov. 1—$95
- Renewal fee if received after Nov. 1—$195
- Renewals received after Nov. 1 must include the full renewal fee.

Incomplete submissions will not be processed. No refund of fee will be issued.

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**AOA CPC**—Commission on Paraoptometric Certification  
**ABO**—American Board of Opticianry  
**NCLE**—National Contact Lens Examiners  
**COPE**—Council on Optometric Practitioner Education  
**JCAHPO**—Joint Commission on Allied Health Personnel  
**COVD**—College of Optometrists in Vision Development