2022

Paraoptometric Examination

(CPO, CPOA, CPOT, CPOC)

Candidate Handbook

CPC™ | 243 N. LINDBERGH BLVD, FLOOR 1 | ST. LOUIS, MO 63141-7881

Attention Candidates!

This handbook has been produced to help you better understand what paraoptometric certification is, the four levels of certification, the process and procedures to become certified, and how to stay certified by renewing your certification. It is required reading for those applying and taking a paraoptometric examination. All individuals applying for a paraoptometric examination must comply with the policies, procedures and deadlines in this handbook and attest to this by signing the Candidate Attestation found on the online application. Please retain this handbook for future reference. See www.aoa.org or www.ptcny.com for handbook updates.

It also contains necessary information about the Certified Paraoptometric (CPO™), Certified Paraoptometric Assistant (CPOA™), Certified Paraoptometric Technician (CPOT™), and Certified Paraoptometric Coder (CPOC) Examinations.

The four levels of paraoptometric certification, the Certified Paraoptometric (CPO™), Certified Paraoptometric Assistant (CPOA™), Certified Paraoptometric Technician (CPOT™), and Certified Paraoptometric Coder (CPOC) have been developed by, and continues to be maintained by, a respected panel of American Optometric Association certified paraoptometrics and optometrists. The AOA Commission on Paraoptometric Certification created the certification program to encourage continuing education and knowledge as the field of optometric assisting grows.

The CPO™, CPOA™, and CPOT™ examinations are accredited by the National Commission for Certifying Agencies (NCCA). The NCCA accreditation serves as a benchmark on how organizations should conduct certification and clearly distinguishes the excellence and value of CPC certification.

Please read this entire handbook and refer to it first whenever questions arise. We also suggest you retain it for future reference. Candidates are responsible for reading these instructions carefully. If you have any questions, we encourage you to contact us using the email address or phone number listed on page 4.

This handbook is subject to change without notice.

March 2022

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St. Louis MO 63141-7881
cpc@aoa.org
www.aoa.org
800.365.2219 ext. 4210

Professional Testing Corporation (PTC)
ptcny@ptcny.com
212.356.0660

Prometric
www.prometric.com/cpc
800.741.0934

2022 EXAMINATION SCHEDULE

- Applications are accepted until 9 pm Eastern time on the application deadline date.
- Late applications are accepted until 9 pm Eastern time on the late application deadline and in addition to the examination fee, a $50 late fee will apply.
- Payment must be submitted to Professional Testing Corporation (PTC) with your application.
- The CPO, CPOA, and CPOC examinations are administered daily during four established two-week testing periods (February, May, August and November), Monday through Saturday excluding holidays, at computer-based testing facilities managed by Prometric. **The CPOT written and clinical candidates will be administered during the May and November examination periods only.**
- CPO candidates must upload their Attestation Form when applying.
- CPOA candidates with an approved CPOA Reference Form letter must upload it with their exam application.
- It is the candidate's responsibility to make their appointment with Prometric. (See page 13)
- Failure to report for an examination will result in forfeiture of all fees paid. To reapply for another examination, a new application and examination fee will be required.

Testing Dates	Application Deadline *($50 late fee will be incurred for application submitted after this date)*	Late Application Deadline *(Applications will not be accepted after this date)*
February 12-26, 2022	January 5, 2022	January 19, 2022
May 7-21, 2022 (includes CPOT testing)	March 23, 2022	April 13, 2022
August 13-27, 2022	June 29, 2022	July 20, 2022
November 5-19, 2022* (includes CPOT testing)	September 21, 2022	October 12, 2022

***Paraoptometrics whose renewal is due in 2022 and who wish to test in November for the next level of certification, must submit their renewal to the CPC office in St. Louis, MO for processing no later than Sep. 1, 2022 so that eligibility can be verified by the November application deadline.** CPO and CPOA certifications must be current at the time of testing when attempting the next level examination. (Certifications expire on Oct. 31 and therefore must be renewed prior to the November application deadline before eligibility can be verified.)

All paraoptometrics who hold a certification granted by the Commission on Paraoptometric Certification (CPC) are required to participate in approved eye care related continuing education for the duration of their certification. Every third year they must meet the renewal requirements in effect at that time to retain a current certification status. The requirements for renewal include submission of proof of having attended or participated in acceptable and documented continuing education (as outlined in the renewal guidelines) with payment of the appropriate renewal fee by the renewal deadline. Failure to meet all the requirements for renewal by the posted deadline will result in loss of certification and credentials.

For more specific information on certification renewal, see Pages 20-21 and Appendix B.

GENERAL INFORMATION

All levels of the certified paraoptometric examinations are prepared and administered by the Commission on Paraoptometric Certification (CPC) with the assistance of Professional Testing Corporation (PTC). The examinations are proctored multiple-choice examinations administered at Prometric testing locations. The purpose of the examinations is to assure a level of knowledge to perform the functions of a certified paraoptometric at entry, intermediate, and advanced levels, as well as the specialty certification for paraoptometric coders. Those who complete the examination(s) with a passing score will be certified with the Commission on Paraoptometric Certification.

The development of the CPC examinations begins with a job analysis, which results in identification of the major domains of practice through a survey of the knowledge, skills, and abilities needed for competent performance. The outline of the examinations' contents and specifications are derived from the results of the job analysis, including the establishment of the relative emphasis or weight for each of the major sections.

Experienced practitioners are asked to draft questions for the examinations. These draft questions are reviewed by a panel of subject matter experts in the profession and are edited, as needed, for consistency, accuracy, grammatical correctness, and conciseness of presentation, so that each item is testing for knowledge and application of content and not for reading skills.

Drafts of the examinations are drawn from the items that have been reviewed and approved for use by subject matter experts. The CPC reviews all the items on the examination one last time to ensure they are written clearly, have one and only one correct response, and are appropriate for the examinations. The CPC also participates in an exercise to determine the passing score and equates each new form of the examination.

CERTIFICATION LEVEL DESCRIPTIONS

Certified Paraoptometric (CPO)

A CPO™ is a person who has attained national recognition via certification by demonstrating an *understanding* of the concepts used in optometric care.

Certified Paraoptometric Assistant (CPOA)

A CPOA™ is a person who has attained national recognition via certification by demonstrating the ability to *apply* the concepts used in optometric care.

Certified Paraoptometric Technician (CPOT)

A CPOT™ is a person who has attained national recognition via certification by demonstrating the ability to *understand, apply, and interrelate* the concepts used in optometric care.

Certified Paraoptometric Coder (CPOC)

A CPOC is a person who has attained national recognition via certification by demonstrating proficiency, expertise, and validating superior knowledge in an optometric coding environment.

OBJECTIVES OF CERTIFICATION

To promote excellence in the field of optometry by:

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

ELIGIBILITY

Applications are randomly audited and verified. AOA Membership is not a requirement.

Certified Paraoptometric (CPO) Exam

To be eligible for the CPO examination, the following requirements must be met:

A. A minimum of a high school diploma or equivalent **and**

NEW

B. A minimum of six (6) months full-time employment by the time of testing (40 hours per week or equivalent) in the eye care field, **and**

C. Must complete and upload the CPO Attestation Statement with application at the time of application submission. (Download form at https://www.aoa.org/paraoptometrics/certification)

Certified Paraoptometric Assistant (CPOA) Exam

To be eligible for the CPOA examination, one of the following requirements must be met:

A. Hold a current CPO designation at the time of testing and verify a minimum of six months' additional full-time employment in the eye care field as a Certified Paraoptometric (CPO). **Or**

B. Be a graduate or student* *(see note page 8)* currently enrolled and in good standing in the last semester of study at a CPC-approved optometric assistant program (*refer to Appendix A for a listing of approved programs*). Graduates of approved optometric assistant programs, as listed in this handbook, are eligible to sit for the examination directly without having been CPO certified if the program was completed and candidate graduated within the last five years. **Or**

C. Provide proof of at least three (3) years of recent eye care experience. Requires submission of a completed CPOA Reference Form signed by the current employer with the candidate's current resume'. Form must be approved by CPC prior to applying for examination.

Certified Paraoptometric Technician (CPOT) Written Exam

To be eligible for the CPOT written examination, one of the following requirements must be met:

A. Must hold a current CPOA designation at the time of testing and verify a minimum of six months' additional full-time employment in eye care as a Certified Paraoptometric Assistant (CPOA). **Or**

B. Be a graduate or student** (*see note page 8)* currently enrolled and in good standing in the last semester of study at an ACOE (Accreditation Council on Optometric Education) approved optometric technician program (*refer to Appendix A for a listing of approved technician programs*). Graduates of approved optometric technician programs are eligible to sit for the written examination directly without meeting the eligibility "A" criteria if the program was completed and candidate graduated within the last five (5) years.

Certified Paraoptometric Technician (CPOT) Clinical Exam

To sit for the CPOT clinical examination, one of the following requirements must be met:

A. Must hold a current CPOA designation at the time of testing and verify a minimum of six months' additional full-time employment in the eye care as a Certified Paraoptometric Assistant (CPOA). **Or**

B. Graduates or students** *(see note page 8)* currently enrolled and in good standing in their last semester of study at an ACOE (Accreditation Council on Optometric Education) approved optometric technician program are eligible to sit for the clinical examination directly without meeting the eligibility "A" criteria. Graduates of approved optometric technician programs must have completed and graduated within the last five years. *(Refer to Appendix A for a listing of approved technician programs.)*

CPC recommends completing the CPOT written examination prior to attempting the CPOT clinical examination. However, this is only a recommendation and not a requirement.

NOTE: All candidates seeking the CPOT designation (including graduates and students of approved optometric technician programs) must pass both the CPOT Written and the CPOT Clinical examination within an 18-month period before being considered a Certified Paraoptometric Technician.

*** Students will be required to submit verification of completion of and graduation from 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.*

Note that as of 2021, the CPOT written and clinical examinations will be administered during the May and November testing periods only. The reason for this limitation is the low volume of candidates for the CPOT exams. Smaller groups of exam participants affect the meaningfulness of the exam equating statistics - the scoring method preferred by the National Commission for Certifying Agencies (NCCA), the accrediting organization. (Equating is a psychometric method used to compare different forms of the same examination to ensure they are equally difficult and that no group of candidates has an advantage over another group of candidates depending on which form of the examination they take.)

Certified Paraoptometric Coder (CPOC) Exam

To sit for the CPOC examination, the following requirements must be met:

A. A minimum of a high school diploma or equivalent, **and**

B. A minimum of two (2) years employment in the medical coding and billing field.

PROTECTION OF CANDIDATE/CERTIFICANT INFORMATION

Candidate and certificant information shall be kept confidential and not publicly disclosed without the expressed consent of the candidate/certificant. By applying for or maintaining certification, candidates consent to the following disclosures of their personal information:

1. For inclusion in a published directory of certified paraoptometrics maintained by the CPC;
2. For confirmation of certification status, and dates of testing from employers or prospective employers;
3. For sharing with vendors involved in the development and administration of tests;
4. To CPC volunteers and staff, as well as AOA staff and consultants.

TESTING LOCATIONS AND FEES

The CPO, CPOA and CPOC examinations are administered during an established two-week testing period four times yearly, Monday through Saturday, excluding holidays, at computer-based testing facilities managed by Prometric. The CPOT written and clinical examinations will be administered during the May and November testing periods only. Scheduling is done on a first-come-first-served basis.

Test Locations

- To find a testing center, visit www.prometric.com/cpc or call Prometric at 800.741.0934
- The sponsor is Commission on Paraoptometric Certification (CPC), not the American Optometric Association.
- Candidates will not be able to schedule an examination appointment until the Scheduling Authorization has been received by email from Professional Testing Corporation.
- It is recommended that candidates add notices@ptcny.com to their email contacts or to their safe email list to ensure that the Scheduling Authorization does not end up in a junk or spam mail folder.
- It is the candidate's responsibility to make their own testing appointment.
- Candidates not receiving a Scheduling Authorization at least three (3) weeks prior to the beginning of the testing period must contact Professional Testing Corporation at 212.356.0660.

Exam Details & Fees - 2022

Examinations are composed of objective multiple-choice questions. The number of questions on each exam is noted below. Pretest questions are randomly distributed throughout the examination and do not count towards or against a candidate's score as they are being evaluated to determine if they perform well enough statistically to be introduced as scored items on a future exam. Only scored items count towards a candidate's final score. Once the application has been received and eligibility is verified, the candidate will receive an email confirmation from support@ptcny.com at the candidate's email address shown on the application.

Examination	Application Fee	# of Scored Items on Exam	# of Additional Pre-test Items	Time Limit to Complete Exam
Certified Paraoptometric (CPO)	$285	100	20	1.5 hours
Certified Paraoptometric Assistant (CPOA)	$305	200	20	2.5 hours
Certified Paraoptometric Technician Written (CPOT)	$305	225	25	2.5 hours
Certified Paraoptometric Technician Clinical (CPOT)	$305	100	11	2 hours
Certified Paraoptometric Coder (CPOC)	$285	125	0	2 hours
Late Application	$50	Late fee is charged in addition to the exam application fee when application is submitted between the first application deadline and the late application deadline. This fee is ***non-refundable.***		
Administrative Fee**	$100	This portion of the exam fee is ***non-refundable.***		
Application Transfer Fee	$200	Applies when candidate requests to transfer to the next available testing period. See page 14 for transfer and rescheduling information. A new application and fee must be submitted to PTC.		
Rescheduling Fee	$50	**Applies to candidates who need to move their appointment within their current testing period. (5-29 days prior to scheduled appointment) See pages 13-14.** Payable directly to Prometric. Appointments may be rescheduled with Prometric online or by phone.		

Exam Fees & Refunds

- Examination fees are non-transferable.
- Refunds may be issued in cases of medical or family emergencies, or other special circumstances on a case-by-case basis as determined by the CPC. Documentation may be requested.
- Requests must be received in writing at cpc@aoa.org prior to the start of the testing period for which the candidate has applied. **Once the testing period has begun, no refunds will be approved.**
- Should your request for a refund be approved, the administrative fee** portion of the examination application fee ($100) is non-refundable.
- Refunds will be processed by Professional Testing Corporation within three (3) weeks of the close of the testing period.
- No refunds will be issued for applying for the incorrect examination or testing period, for failing to make an examination appointment, or for failing to appear at your scheduled appointment.

- Ineligible candidates will be refunded their fees minus the administrative fee. Verify that you meet the eligibility criteria found on pages 7 and 8 of this handbook prior to submitting an application.

EXAMINATION INFORMATION & APPLICATION PROCEDURES

Application Instructions & Required Documentation

All candidates must have their own individual email address. *The email address on the application **must not be a shared business email address.*** If the application is being submitted by a representative on behalf of the candidate, ***provide only the registered candidate's personal or business email address. Multiple applications using duplicate email addresses within the same testing period will be rejected.***

1. Read and follow the directions on the application and in this handbook. All applications must be completed online and submitted electronically. Click "apply online" to start a new application on Professional Testing Corporation's website: www.ptcny.com/clients/cpc/
2. High school diplomas do not need to be uploaded for the **CPO** examination.
3. Candidates for the **CPO** examination only must complete the "CPO Attestation Statement" ***and upload it when submitting their exam application***. Random audits to verify employment history may be conducted to ensure candidates meet the eligibility requirements.
   (Download form at https://www.aoa.org/paraoptometrics/certification)
   a. Paraoptometrics who are currently employed must have their employer complete and sign the top portion of the attestation statement.
   b. Previously employed or currently unemployed paraoptometrics must complete the bottom portion of the attestation statement.
4. When submitting an examination application for the **CPOA** examination, candidates must attach one of the following:
   a. A copy of their current, unexpired CPO certificate, **or**
   b. A copy of their graduation certificate (see note on next page) from a CPC-approved optometric assistant program, **or**
   c. CPOA Reference Form approval letter from CPC indicating they may bypass the CPO examination. *Do not submit a CPOA Reference Form Application that has not been approved by the CPC with your examination application!*
5. Candidates for the **CPOT** examination (written or clinical) must attach one of the following:
   a. A copy of their current, unexpired CPOA certificate, **or**
   b. A copy of their graduation certificate (see note on next page) from an ACOE-approved paraoptometric technician program
6. The online examination application must be received on or before the application deadline for the test period listed in this handbook (see page 5). Fees must be received by Professional Testing Corporation 14 days prior to the beginning of the testing period.
7. All correspondence regarding the application and fees should be directed to Professional Testing Corporation at ptcny@ptcny.com or 212.356.0660.
8. Applicants will receive an emailed confirmation of application from PTC within 1-3 days of submitting the application.

Note: When the graduation certificates are not yet available, program directors from schools that offer approved optometric assistant or technician programs may submit a list of eligible students to the CPC in lieu of a graduation certificate if applications are submitted during the last semester of the program. Contact cpc@aoa.org to request the student eligibility form.

Completion of Application

Candidates must complete the examination application in full, using their **legal name exactly as it appears on their current, unexpired driver's license, passport, U.S. military ID or other government-issued ID.**

Candidates who are registering for an examination are responsible for ensuring that the information entered on the application is correct. Before submitting your application, review it to be certain that:

- your legal name is correctly spelled and appears exactly as it does on your photo ID
- your email address (and not someone else's from the office) has been entered correctly so you receive all exam and results-related information
- the correct examination **and** the correct examination period have been selected

It is the applicant's responsibility to ensure that they have applied for the correct examination. No refunds will be issued for applying for the incorrect examination or testing period, or for applying with an incorrect name.

It is also the candidate's responsibility to ensure their name is correctly spelled on the application. Certificates provided to passing candidates will be spelled exactly as the name was submitted on the application. If you find a spelling error, contact PTC at 212.356.0660 **and** CPC at 314.983-4210 to report corrections. **A $10 fee will be charged for re-issuing certificates in a corrected name.**

Payment of Examination Fee

The completed application must be submitted online by the application deadlines shown on page 5 of this handbook.

1. Payment must be submitted at the time of application.
2. Applications received without payment will not be reviewed until payment has been received.
3. Checks and money orders must be made payable in U.S. fund to *Professional Testing Corporation.*
4. Be certain that payment clearly indicates candidate name and appropriate examination level. Print the payment from provided by PTC and include it with your payment.
5. Payments made by check or money order must be mailed immediately to:

   CPC Examinations
   Professional Testing Corporation
   1350 Broadway, Suite 800
   New York, NY 10018

NOTE: If you discover that a mistake has been made on your application or Scheduling Authorization, you must contact Professional Testing Corporation at 212.356.0660 to have a correction made before scheduling your appointment with Prometric.

Also notify the Commission on Paraoptometric Certification of any misspelling of your name and any address changes by contacting cpc@aoa.org or by phone at 314.983.4210. The CPC is not responsible for misdirected mail or mail that is not forwarded.

Test Accommodations - Compliance with Americans with Disabilities Act

The Commission on Paraoptometric Certification and Professional Testing Corporation supports the intent of and complies with the Americans with Disabilities Act (ADA). Both organizations will take steps reasonably necessary to make certification accessible to persons with disabilities covered under the ADA. According to the ADA, an individual with a disability is a person who has a physical or mental impairment that substantially limits a major life activity (such as seeing, hearing, learning, reading, concentrating, walking) or a major bodily function (such as neurological, endocrine, or digestive system). The information you provide and any documentation regarding your disability and test accommodations will be held in strict confidence. All approved testing accommodations must maintain the psychometric nature and security of the examination. Accommodations that fundamentally alter the nature or security of the exam will not be granted.

Testing arrangements may be made upon receipt of the application, examination fee, and a completed and signed *Request for Test Accommodations Form*, available from www.ptcny.com or by calling PTC at 212.356.0660. This form must be uploaded with the online application no later than 8 weeks prior to the start of your chosen testing period. Candidates who do not submit their Test Accommodations Form with their application may not be able to test during their chosen testing period and therefore be subject to rescheduling or transfer fees.

Only those requests made and received on the official *Request for Test Accommodations Form* will be reviewed. Letters from doctors and other healthcare professionals must be accompanied by the official Form and will not be accepted without the Form. All requests must be made at the time of application. Accommodations cannot be added to an existing exam appointment.

Statement on Nondiscrimination Policy

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

PREPARING FOR THE EXAM

Preparing for the Examination

CPC examinations are designed to cover the knowledge and skills to be most effective in the optometric practice. Below are ideas to help you prepare:

A. Read the entire content outline as the exam will include items for every area and may include questions on the sub-categories.
B. Study from one or all the recommended references or other resources.
C. Gather items you will need for admission to the exam several days before your appointment (your current, unexpired driver's license, passport, U.S. military ID or other government-issued ID, and suggested textbooks for use during the CPOC exam only).
D. Get plenty of rest the night before.
E. Prior to driving to the examination location, study a map and/or directions so you aren't rushing to get to the location.
F. In the event of inclement weather, check the Prometric website for closures: https://www.prometric.com/closures.
G. Prometric's website provides information on what you can expect on your test day, including test center regulations: https://www.prometric.com/sites/default/files/TestCenterRegulations.pdf

Candidates must review the COVID-19 update and policies in effect at all Prometric testing centers prior to arrival for testing: https://www.prometric.com/corona-virus-update Information about mask and social distancing requirements are included on each scheduling authorization and other correspondence from Prometric and Professional Testing Center.

EXAMINATION APPOINTMENTS

Scheduling Your Examination Appointment

Candidates whose application is approved will be emailed a Scheduling Authorization starting approximately 11 weeks before the first day of the testing window. This email will be from notices@ptcny.com. **Candidates cannot make an appointment until a Scheduling Authorization is received.** Please ensure your correct email address has been entered on the application. Add the 'ptcny.com' domain to your email safe list. If you do not receive a Scheduling Authorization at least three weeks before the beginning of the testing period, contact Professional Testing Corporation at 212.356.0660 or online at www.ptcny.com/contact.

The Scheduling Authorization will indicate how to schedule your examination appointment with Prometric as well as the dates during which testing is available. Appointment times are first-come first-serve, so schedule your appointment as soon as you receive your Scheduling Authorization to maximize your chance of testing at your preferred location and on your preferred date. Candidates who wait until the last minute run the risk of missing out on their preferred date, time, and testing center. Candidates unable to schedule an appointment will forfeit their fees.

After making your test appointment, Prometric will send a confirmation email with the date, time, and location of your exam to you. Please check this confirmation carefully to be sure it is correct. Contact Prometric at 800.741.0934 if you do not receive this email confirmation or if there is a mistake with your appointment. **Be sure to review the COVID-19 updates**: https://www.prometric.com/corona-virus-update

Note: International candidates may also schedule, reschedule, or cancel an appointment online at www.prometric.com/CPC.

IMPORTANT! Your current driver's license, passport, U.S. military ID or other government-issued ID must be presented at the test center. Expired, temporary, or paper driver's licenses or other forms of ID will NOT be accepted. The first and last name on your Scheduling Authorization must exactly match your first and last name on your photo ID. Middle names/initials do not need to be included or match – just first and last names. ***Fees will not be refunded for exams missed because of invalid ID.***

Any candidate not receiving a Scheduling Authorization at least (6) weeks before the beginning of the testing period should contact Professional Testing Corporation at 212.356.0660 for a duplicate.

> **NOTE:** It is your responsibility as the candidate to contact Prometric to schedule the examination appointment. No refunds are issued for failing to make an appointment or to appear at your scheduled appointment.
>
> Candidates who are unable to attend the examination on the date for which they registered and who elect not to transfer to another testing period, will have their application closed and no fees will be refunded.

International Testing

Candidates outside of the United States and Canada will follow the same registration and appointment processes as those testing within the U.S. No additional forms or fees are required.

Rescheduling an Appointment Within the Current Testing Period

Note: Prometric does not have the authority to transfer applications from one testing period to another, to issue refunds, or to make any other decisions or promises regarding the candidate's examination status.

To cancel your appointment or reschedule to a different date within the two-week testing period:

Examination appointments may be rescheduled within the same testing period, so long as the request is submitted within the timeframe described below, by calling or online at www.prometric.com/CPC.

Timeframe	Reschedule Permitted?	Stipulation
Requests submitted 30 days or more before the original appointment	Yes	None
Requests submitted 29 to 5 days before the original appointment	Yes	Candidate must pay Prometric a rescheduling fee of $50
Requests submitted less than 5 days before the original appointment	No	Candidates who do not arrive to test for their appointment will be considered a no-show and all their examinations fees will be forfeited. Candidates will need to reapply and pay fees for a future testing period.

Transferring Your Application to a New Testing Period

To transfer your application to the next testing period: **(see steps listed below)**

- Candidates unable to take the examination during their scheduled testing period, may request a one-time transfer to the next immediate testing period. The candidate must submit a new application for the next testing period by the application deadline and pay the **$200 application transfer fee** when the application has been approved for transfer. Applications received by the late application date must include the additional $50 late application fee, payable to PTC.
- Requests to transfer to a new testing period must be received within 30 days of your originally scheduled testing period.
- If a candidate fails to test during the original testing period and does not submit a transfer application and pay the required fee as outlined in this handbook, or fails to keep their scheduled appointment with Prometric, the application will be closed and all fees that were paid will be forfeited. No refunds will be issued.

Steps taken to transfer your application to the next testing period:

- Go to http://secure.ptcny.com/apply
- Click "start new application".
- Choose the examination level for which you are applying (CPO, CPOA, CPOT-1 Written, CPOT-2 Clinical, or CPOC) in the first drop-down menu, then choose the new examination period in the second drop-down menu. Complete the rest of the information on the page. (Note the CPOT written and clinical examinations are administered only during the May and November testing periods.)
- Complete the application, making sure to answer "yes" to the question asking if you are transferring. You will need your current PTC candidate ID number (8-digits long and starts with a capital P; for example: P11112222. This number appears on the receipt of payment from PTC as well as the Scheduling Authorization.)
- When you have finished the application, click "Submit Request for Transferring Verification" in the "Examination and Certified Information" section of the application.
- PTC Support will send you an email notifying you that your transfer application was approved and that you can log back into your application and pay the one-time transfer fee. Instructions will be included.

Call Professional Testing Corporation at 212.356.0660 if you have any questions or problems with the transfer process.

COVID-19 Arrival and Check-in Procedures

Prior to entering the test center building, test takers will be required to do the following:

I. Bring and wear a mask during the entirety of their time at the test center or your exam will be terminated. Both medical masks or cloth face coverings are acceptable, in accordance with the specifications established by the CDC. **Masks with exhale/one-way valves are prohibited to use at the testing center, due to the lack of viral particle filtration provided by these masks. Masks with wearable technology are also prohibited.** Any test taker that comes to the test center without an acceptable mask will not be allowed to test, marked as a "no show," and will not be eligible for a free reschedule.
II. Comply with any other local or federal mandates and guidelines.
III. Note: if you fall into any of the following categories, you will not be permitted to test until you no longer fit the criteria:
    A. Have been diagnosed with COVID-19 in the past 14-days;
    B. *Have been exposed to someone diagnosed with COVID-19 in the past 14-days;
    C. Are experiencing flu or cold-like symptoms; OR
    D. **Have returned from travel to a highly infected area in the past 14-days.

Candidates needing reimbursement for canceling or rescheduling an appointment due to COVID-19 illness/impact or displacement should contact CPC@aoa.org. Note that Prometric is not authorized to issue or promise refunds for any CPC exam fees.

*Medical and healthcare professionals who have been practicing safe and preventative measures using personal protective equipment with their patients are an exception.

**Highly infected areas subject to travel restrictions/quarantine requirements are typically identified at the local level via orders, directives, or guidelines. Please consult with local requirements on restricted travel in the location you wish to test.

During the check-in process, all Prometric test center employees will:

I. Have access to masks, gloves, and sanitizing materials. All test center employees will be required to wear a mask. Employees may opt to wear gloves.
II. Visually check the test taker's glasses and ID (IDs with expiration dates from February 1, 2020 forward will be acceptable for testing).
III. Require test takers to sign in on roster sheet with a Prometric-supplied pen. The pen will then be kept by the test taker throughout their testing experience and returned at check out. Scratch paper will be used during the exam, if permitted by the test taker's program.
IV. Provide test takers an assigned locker number and key to place their belongings, if needed. Test takers will retain the key, and the locker area will remain under video surveillance while the center is open.

Additional information and updates to these policies may be found at:
https://www.prometric.com/covid-19-update/test-center-policies

What to Expect at the Testing Center

PTC has partnered with Prometric Testing Centers to deliver examinations to candidates. Here is what you can expect when you arrive at your Prometric Testing Center.

- Candidate Check-In
  - I. Candidates will be asked to present their IDs
  - II. Candidates will be asked to empty and turn out their pockets
  - III. Candidates will be "wanded" or asked to walk through a metal detector
  - IV. Inspection of eyeglasses, jewelry, and other accessories will be conducted. Jewelry other than wedding and engagement rings is prohibited.
  - V. Religious headwear may be worn into the testing room; however, it may be subject to inspection by a testing center administrator before entry into the testing room is permitted.
  - VI. Prometric provides lockers for candidates to store backpacks, purses, mobile phones, jackets, food, drinks and medical supplies.
- During the Exam
  - I. No breaks are scheduled during the exam. Candidates who must leave the testing room to take a break will not be given extra time on the exam
  - II. Candidates who take an unscheduled break are subject to additional security screenings before being permitted to reenter the testing room
  - III. Accessing mobile phones or study materials during the examination is prohibited (except for the CPOC, which is an open-book examination)
  - IV. Smoking is prohibited at the testing center
  - V. All examinations are monitored and may be recorded in both audio and video format

Please keep in mind: other exams will be administered at the same time as your examination. Therefore, examinees may hear ambient noises such as typing, coughing, or people entering and exiting the testing room that cannot be avoided. Prometric is unable to provide a completely noise-free environment. However, headphones may be requested to minimize impact. Visit Prometric's website for more information about what to expect on testing day and information on COVID-19 arrival and check-in procedures at https://www.prometric.com/covid-19-update/test-center-policies

To protect the confidentiality and security of the examination, candidates are required to sign a Non-Disclosure Agreement prior to beginning their examination at the Prometric testing site.

Rules for the Examination

CPO, CPOA, CPOT & CPOC Candidates

- No electronic devices that can be used to record, transmit, receive, or play back audio, photographic, text, or video content, including but not limited to cell phones, laptop computers, tablets, Bluetooth devices, all wearable technology (e.g., fitness/smart watches, media players, pagers, cameras, and voice recorders are not permitted and cannot be taken into the examination room. Prometric provides lockers for your personal items.
- No books or reference materials may be taken into the examination room (*with exception of CPOC candidates – see page 17 for list of materials*.)
- No test materials, documents, or memoranda of any sort are to be taken from the examination room.
- No questions concerning content of the examination may be asked during the examination. The candidate should carefully read the directions that are provided on-screen at the beginning of the examination session.
- Candidates are prohibited from leaving the testing room while their examination is in session, with the sole exception of using the restroom.
- Bulky clothing, such as sweatshirts (hoodies), jackets, coats, and hats, except hats worn for religious reasons, may not be worn while taking the examination.
- All watches, including fitness/smart watches and similar devices cannot be worn during the exam.
- CPOT-2 Clinical exam candidates will be provided headphones to use while viewing videos with audio.

- Violation of any of the rules listed above may lead to forfeiture of fees, dismissal from the testing room, and cancellation of your test scores.

CPOC Candidates ONLY
This is an open-book examination based on ICD-10. All textbooks must be bound volumes without other added or loose materials. Writing or highlighting in the book is acceptable. Frequently used pages may also be turned down or marked using a paper clip. No Post-It type notes or loose bookmarks are allowed. **Only the following bound textbooks will be permitted.**

- CPT® (Current Procedural Terminology) Standard or Professional Edition (current edition recommended)
- Codes for Optometry (current edition recommended)
- ICD-10-CM International Classification of Diseases (current edition recommended)

Admission to Testing Site

Your current **(unexpired)** driver's license, passport, U.S. military ID or other government-issued ID must be presented to gain admission to the testing center. Temporary or paper forms of identification will not be accepted. Review additional COVID-19 arrival and check-in procedures on page 15.

- Failure to present your current (unexpired) driver's license, passport, U.S. military ID or other government-issued ID will prevent you from testing.
- It is highly recommended that you become familiar with the testing site location.
- Arrival at the testing site at the appointed time is the responsibility of the candidate.
- Plan for weather, traffic, parking, and any security requirements that are specific to the testing location.
- Late arrival may prevent you from testing.

EXAM VALIDATION, CONSTRUCTION & SCORING

Validation of the Examination

Every effort has been made to ensure the reliability and validity of the examinations. The examination construction process constitutes one major effort to the assurance of content validity. A major facet is the role delineation/job task analysis study to develop practice relevant test specifications for the examination. The test specifications now in use are based on the findings of the role delineation/job task analysis study.

Setting the Passing Score

The passing score for the examinations are determined using the modified Angoff technique. This technique is a criterion referenced methodology where a panel of subject matter experts carefully evaluate each item on the examination and estimate the probability that each individual question will be answered correctly by a minimally competent/just qualified candidate. The recommended passing score is then reviewed and approved by CPC.

The anchor examination becomes the standard of knowledge to which all future forms of an examination are compared. Some forms of the examination will contain individual items that may differ in difficulty than items on other forms. To compensate for these variations, test forms are compared using a psychometric process called equating. This equating process accounts for the varying item difficulties and adjusts the passing score up or down accordingly. As a result, the required standard of knowledge for passing the examination remains consistent from test form to test form.

Scores on the examinations are reported using scaled scoring, which converts the candidates' raw score (i.e., total number of correct questions) onto a consistent and standardized scale. Scaled scores allow candidate scores to be comparable from one exam form to the next. The scale range for the examination is 200 to 800 with a passing point of 500.

AFTER THE EXAM – NEXT STEPS

Exam Results

Professional Testing Corporation will email a link to candidates via the personal email address on their examination application to retrieve official score reports. **The link to the exam scores will be emailed within *approximately* four (4) weeks of the close of the testing period.** Official pass/fail status, score on the total exam, and feedback of performance in each domain, along with areas of weakness for failing candidates are included in the score report. The passing score is determined by the Commission on Paraoptometric Certification. The delay in scoring is necessary to allow for the psychometric review, equating, and administrative time required to ensure accurate and reliable scores. Failure to receive the report of results should be reported to Professional Testing Corporation at 212.356.0660. Candidates are not eligible to use credentials (CPO, CPOA, CPOT or CPOC) until their official score report is received.

Accessing Exam Results

When exam results are ready for viewing, candidates will be provided a link to access their scores. Reports are password protected; candidates will need their email address from their exam application as well as their PTC candidate ID number (8 digits long, starting with a capital P; for example: P11112222). Results are available for 90 days. We suggest printing a copy of the report for your records. After 90 days, candidates may request score reports by filing a *Request for Duplicate Score Report* form available at www.ptcny.com.

Score Confidentiality

The CPC will release the individual test scores ONLY to the individual candidate. Any questions concerning test results should be referred to Professional Testing Corporation at 212.356.0660.

Retesting Policy

Retesting within the same two-week period is not allowed. Candidates who do not pass the examination are eligible to retake the examination beginning with the next regularly scheduled two-week examination period. Candidates must submit a new application and fee each time they retest.

Attaining Certification

After the examination, the CPC will mail a certificate suitable for framing to passing candidates. Certification pins are available for order through the CPC office. Those who pass the examination will be added to the roster of certified paraoptometrics of the Commission on Paraoptometric Certification.

Reminder: CPOT examination candidates (*including graduates and students of approved technician programs*) must pass both the CPOT written and clinical examination within an 18-month period before receiving a certificate. The CPOT credential is not to be used until both exams have been passed.

After receiving official notification from Professional Testing Corporation:

- Candidates who achieve a passing score on the CPC Certified Paraoptometric Examination are eligible to use the CPO designation after their name.
- Candidates who achieve a passing score on the CPC Certified Paraoptometric Assistant (CPOA) Examination are eligible to use the CPOA designation after their name.
- Candidates who achieve a passing score on both the CPC Certified Paraoptometric Technician Written and Clinical (CPOT) Examinations are eligible to use the CPOT designation after their name.
- Candidates who achieve a passing score on the CPC Certified Paraoptometric Coder (CPOC) Examination are eligible to use the CPOC designation after their name.

CPC certification is recognized for a period of three years. A database of certified paraoptometrics is maintained by the CPC and may be reported in its publications and the AOA website.

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 knowledge and/or skill, it therefore is incumbent upon each paraoptometric to:

- Place the welfare of the patient above all else.
- Maintain patient confidentiality.
- 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.

Maintaining a Current Certification

To keep a certification current, Certified Paraoptometrics (CPO), Certified Paraoptometrics Assistants (CPOA), and Certified Paraoptometric Technicians (CPOT) and Certified Paraoptometric Coders (CPOC) are required to participate in continuing education.

- All certifications are renewable every three years.
- All credits must be earned during the 3-year renewal cycle. If unsure of the time-period in which you may earn credits toward renewal, contact the CPC office.
- Guidelines for renewal of certification (see Appendix B) are always available on the AOA website, www.aoa.org.

For the CPO, CPOA or CPOT:

1. Certification is renewable every three years by Nov. 1 and subsequent to the completion of 18 hours of approved required education and submission of a recertification fee. See renewal guidelines.

2. A minimum of nine (9) credit hours must be CPC or AOA-approved, and no more than a total of nine (9) credits from COPE, ABO, NCLE, IJCAHPO, or COVD will be accepted.

For the CPOC:

1. Certification is renewable every three years by May 31 and subsequent to the completion of 9 hours of approved required education and submission of a recertification fee. See renewal guidelines.

2. Because the CPOC is a specialty certification, ***all continuing education credits must be coding or billing related***, within specific domains (topics) and from the organizations listed in the CPOC renewal guidelines only.

Renewal Requirements & Guidelines

The CPC renewal program ensures certified paraoptometrics remain current in optometric assisting skills and knowledge. The purpose of renewal is to ensure that certified paraoptometrics maintain their competence to practice by increasing their knowledge, honing their skills, encouraging interaction with peers, and meeting professional standards.

All paraoptometrics who hold a certification granted by the Commission on Paraoptometric Certification (CPC) *are required to participate in eye care related continuing education for the duration of their certification. Every third year they must meet the renewal requirements in effect at that time to retain a current certification status. The requirements for renewal include acceptable and documented continuing education as outlined in the renewal guidelines and payment of the appropriate renewal fee by the renewal deadline. Credits must be earned during the 3-year renewal cycle. Failure to meet all the requirements will result in loss of certification and credentials.*

Renewal Schedule and Fees

CPO™, CPOA™, and CPOT™ Guidelines: As a courtesy, renewal statements are emailed beginning in February of the renewal year. Renewal documents and payment are due every third year on or before Nov. 1, and the cycle is set on a calendar year. For example, if one earns a CPO certification anytime between January - December 2022, the renewal will be due on or before Nov. 1, 2025.

Renewal Fee: $95 (if received at the CPC office on or before Nov. 1)
Late Renewal Fee: $195 (if received at the CPC office between Nov 2-30)

CPO, CPOA, or CPOT certifications that are not renewed by Nov. 30 in the appropriate renewal year will be dropped and the paraoptometric's status will become "uncertified."

CPOC™ Guidelines: As a courtesy, renewal statements are emailed in February of the renewal year. Renewal documents and payment are due every third year on or before May 31, and the cycle is set on a calendar year. For example, if one earns a CPOC certification anytime between January - December 2022, the renewal will be due on or before May 31, 2025.

Renewal Fee: $95 (if received at the CPC office on or before May 31)
Late Renewal Fee: $195 (if received at the CPC office between June 1-30)

CPOC certifications that are not renewed by June 30 in the appropriate renewal year will be dropped and the paraoptometric's status will become "uncertified."

Renewals may be submitted online using the 2022 Online Renewal Submission form at https://www.aoa.org/education/paraoptometric-resources-and-certification/paraoptometric-certification-and-renewal Scroll to the bottom of the page to view the renewal requirements, then select the blue button, "Submit Credits & Fee" to begin uploading your CE forms and to submit the renewal fee payment using a debit or credit card. No refunds will be made for incomplete renewals. Resubmission of credits is allowed to meet the requirements so long as the CE was completed by the renewal deadline and within your 3-year renewal period.

OR,

Certification renewals may be mailed to: AOA-CPC, 243 N. Lindbergh Blvd., Floor 1, St. Louis, MO 63141

Do NOT submit your renewal online AND also by mail.

LOSS OF CERTIFICATION

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 on all certificates, cards, logos, and pins. Consequences for anyone claiming certification when not certified will be determined by the CPC, pursuant to written guidelines established by the Commission. Should an individual wish to become recertified, they must retest at the level they had previously attained within three (3) years of the lapse of their certification. Under no circumstances will an individual be allowed to test for a level they have not previously attained.

Retesting Following Loss of Certification Due to Non-renewal

Immediately following lapse of a CPOA or CPOT certification, a paraoptometric may register, pay for, and retake the examination(s) at the level that was lost within one year of the lapse date. Certifications shall be considered lapsed when not renewed by November 30 of the year in which the renewal was due.

When retesting does not occur within the first year of the certification lapse, former CPOTs will be authorized to test at the CPOA level through the end of the November testing period of the second year following a lapse of their CPOT credential. Former CPOAs who do not complete retesting during the first year following lapse of their credential will then be authorized to test at the CPO level.

Morals Policy

Applicants for paraoptometric certification are expected to be of high moral character. Should the CPC receive evidence that a candidate has engaged in inappropriate actions or behavior regarding the application or testing process or has made any false representation pertaining to his/her certification status, that individual will be subject to disqualification or such other penalty as determined by the CPC.

Revocation of Certification

Certification will be revoked for any of the following reasons:

- Falsification of an application or results report
- Misrepresentation of certification status
- Unethical conduct

The CPC provides the appeal mechanism for challenging revocation of certification. It is the responsibility of the individual to initiate this process by contacting cpc@aoa.org or phoning 800.365.2219 ext. 4210 for information and assistance.

Misconduct - Violation Process

The CPC will investigate allegations concerning alleged misconduct by paraoptometrics 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 certification staff within 120 days of the alleged violation(s). The information received will be forwarded to the CPC Commission Chair. 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; **or**
- 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 chair will appoint a three-member panel within 45 days of the receipt of the allegation.

- The panel will consist of three CPOTs chosen by the Commission chair, one of whom will act as the panel's chair. 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. General Counsel shall assist the panel in conducting the proceeding.
- The panel will convene within 60 days of its appointment. A 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 in writing 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.

Grievance Appeal Procedure

All candidates for certification have the right to appeal alleged grievances concerning but not limited to scoring, eligibility, equipment failure, exemption from certification requirements, and administrative procedures. Appeals must be received by the Commission on Paraoptometric Certification within 30 days after the examination results are sent to candidates. All appeals must be in writing and sent by certified mail along with supporting documents to Commission on Paraoptometric Certification, 243 N. Lindbergh Boulevard, Floor 1, St. Louis, MO 63141. The Commission will consider the appeal at its next regularly scheduled meeting, and the appellant will be notified in writing of its decision. The Commission's decision on all appeals is final.

Grievance Appeal Process

When an appeal is received by the Commission on Paraoptometric Certification, the chairperson will appoint one (1) commissioner to serve as an independent reviewer who will discuss the alleged grievance with the appellant and others as to whether the facts as stated are correct and whether there are mitigating factors and/or personal/professional situations not stated in the appeal. The independent reviewer will be neither a supporter nor a detractor in presenting his/her findings to the Commission. The independent reviewer will refrain from making any recommendation regarding the Commission's decision. The independent reviewer does not have a vote in the Commission's decision.

Study Resources for 2022 Paraoptometric Examinations

Following the recent Job Task Analysis (JTA) survey, the Commission on Paraoptometric Certification and Professional Testing Corporation developed new paraoptometric examinations for 2021. New content outlines based on the JTA survey results are available in this 2022 Paraoptometric Examination Handbook. (Note: the CPOC examination was reviewed and revised for 2021 but is still based on ICD-10.)

As a response to the new examination content, the AOA Education Center is reviewing and updating all study materials. Some materials are no longer available in the AOA Marketplace (Education Modules). Additional study resources are available in EyeLearn or for purchase through the AOA Marketplace. Refer to the chart of comparable resources that are currently available in EyeLearn. Items numbers for purchasing materials through the AOA Marketplace can be found below this chart.

Study Material	EyeLearn Course(s)
Anatomy & Physiology	• Basic *Anatomy* and Conditions of the Eye • Makeup and the Eye: How Your Beauty Could Be Harming Your Eyes • Lumps and Bumps: A Practical Guide to Evaluation and Removal Techniques
Fitting Toric Soft Contact Lenses	• Winning with Multifocal *Contact Lenses*! • Emerging *Contact* Lens Technologies • Introduction to Scleral *Contact* Lens Fitting and Practice • Practical Implementation of In-Office *Contact* Lens Disinfection Guidelines
Ophthalmic Dispensing	• Dispensing for the Stars • Troubleshooting Pediatric Dispensing
Optimizing Efficiency in the Optical Dispensary	• Dispensing for the Stars • Troubleshooting Pediatric Dispensing
Practice Management 101	• Skill Builder: Beginner – Module 3 & 12 • Skill Builder: Advanced – Module 9, 10, 11 & 14
Soft Contact Lens Wear and Care	• Winning with Multifocal *Contact Lenses*! • Emerging *Contact* Lens Technologies • Introduction to Scleral *Contact* Lens Fitting and Practice • Practical Implementation of In-Office *Contact* Lens Disinfection Guidelines
Special Procedures	• Eye Care Part 1 • Eye Care Part 2 • Innovations for the Optometric Practice • Red Eye Emergencies: What do YOU See?
The ABCs of Optical Dispensing	• Dispensing for the Stars • Troubleshooting Pediatric Dispensing

AOA Marketplace Product codes:

PS165 – Basic Anatomy and Conditions of the Eye
PS167 – Emerging Contact Lens Technology
PS168 – Introduction to Scleral Contact Lens Fitting & Practice

PS169 – Practical Implementation of In-Office Contact Lens Disinfection Guidelines
PS172 – Eye Care Part 1
PS173 – Eye Care Part 2
PS174 – Red Eye Emergencies: What do YOU See?
PS175 – Winning with Multifocal Contact Lenses
PS176 – What is an Effective HIPAA Compliance Program? What Paraoptometrics Need to Know
PS178 – CPO Review Course
PS179 - CPOA Review Course (Part 1 of 2)
PS180 – CPOA Review Course (Part 2 of 2)
PS181 - CPOT Review Course

Note: *The listing of these resources does not constitute a CPC endorsement of these sources and does not imply a guarantee that candidates will be successful in passing any CPC examination, if they are used in examination preparation.*

Certified Paraoptometric Examination (CPO)

Outline

This outline will provide you with information on the content of the Certified Paraoptometric (CPO) Examination. The following outline includes a brief explanation of the areas covered on the examination. You should be familiar with all the terms, meanings and uses. All 100 scored questions (as well as additional pre-test questions) on the examination are of the objective, multiple-choice type. Passing score is determined by the CPC. A passing score is 80% or 80 correct out of 100.

I. Clinical Principles and Procedures (36%)

A. Prepare patient charts for workup
B. Record case histories (including chief complaint, ocular history, current medications, allergies, family history, and height, weight, BMI, etc.)
C. Perform clinical procedures
    1. blood pressure measurement (manual or automated)
    2. visual acuity testing and use pinhole occluder, in accordance with practice protocols
    3. stereoacuity testing (for example, using Randot stereotest, Stereo Fly, etc.)
    4. color vision assessment
    5. ocular motility testing and assess convergence, pursuits and saccades
    6. pupillary response test
    7. tonometry (contact or non-contact)
    8. confrontation visual field screening
    9. Amsler grid testing
    10. testing to evaluate retinal and optic nerve diseases and disorders (e.g. OCT, HRT, Fundus Photography, Diopsys, MPOD testing, visual field testing, etc.)
    11. slit lamp examination
    12. dry eye testing (e.g. SPEED questionnaire, Schirmer's test, TBUT, TearLab, PRT tear osmolarity, meibography, etc.)
    13. testing to evaluate the cornea (e.g. specular microscopy, corneal topography, pachymetry, keratometry)
    14. aberrometry
    15. refraction (manual or automated)
    16. contrast sensitivity tests
    17. low vision testing
    18. sports vision testing
    19. vision therapy testing
    20. chair-side scribing
D. Test patient for traumatic brain injuries
E. Administer, record, and transmit prescribed medications (e.g. E-prescribe, dispense prescribed samples, transmit authorized refill requests, etc.)
F. Maintain inventory of diagnostic/therapeutic medications
G. Provide patient education for relevant concern, diagnosis, or surgery
H. Assist with surgical procedures (for example, safety procedures, patient education, patient preparation, etc.)
I. Maintain ophthalmic equipment (e.g., clean and calibrate equipment, sterilize instruments and tools, perform aseptic procedures, etc.)

II. Ophthalmic Optics and Dispensing (20%)

A. Meet with sales representative
B. Order eyewear
C. Understand components of eyeglass and contact lens prescriptions
D. Perform lensometry (manual or automated)
E. Perform interpupillary distance measurement
F. Measure segment heights
G. Educate and assist the patient in selecting eyewear (for example, frame selection, specialty eyewear, lens material, lens coatings, blue light protection, etc.)
H. Use digital dispensing technology for as worn measurements
I. Fabricate eyewear
J. Edge lenses
K. Dispense/adjust/repair eyewear
L. Troubleshoot patient's problems with eyewear

III. Contact Lenses (20%)

A. Maintain/order/inventory contact lenses
B. Educate patients concerning contact lens options and fees
C. Determine/verify contact lens measurements (such as base curve, diameter, thickness, and power)
D. Perform contact lens fitting (for example, of gas permeable, soft, hybrid lenses)
E. Use slit lamp to evaluate contact lens fit
F. Insert and remove contact lenses (such as gas permeable, soft, hybrid, scleral lenses)
G. Clean (and polish) gas permeable lenses
H. Select proper care system for contact lenses
I. Educate patients on contact lens care and handling
J. Train new contact lens patients in insertion and removal techniques
K. Perform progress checks on contact lens patients
L. Troubleshoot contact lens problems

IV. Professional Issues (24%)

A. Front Desk
    1. Maintain a neat, orderly, up-to-date office
    2. Welcome/greet arriving patients
    3. Resolve patient complaints and concerns
    4. Direct patient flow
    5. Perform telephone triage
    6. Document incoming calls appropriately (for example, calls from patients, vendors, other healthcare providers, etc.)
    7. Manage patient appointments (schedule, confirm, etc.)
    8. Maintain filing systems
    9. Present fees and information to patients
B. Business Skills
    1. Assist with practice communications (for example, office newsletter, patient correspondence, etc.)
    2. Coordinate external advertising or marketing
    3. Prepare internal reports
    4. Use new software
    5. Handle employee payroll
    6. Negotiate equipment maintenance contracts/agreements

7. Maintain and update office manuals (such as office procedures, policies, etc.)
8. Manage employee schedules (office hours scheduling, staff meetings, etc.)

C. Practice Management

1. Maintain examination rooms (for example, keep examinations rooms stocked and sanitized, etc.)
2. Implement and maintain Meaningful Use (MACRA/MIPS) and PQRS
3. Purchase ophthalmic (examination equipment and) supplies
4. Take office supply inventory
5. Perform staff training (one-on-one, in-house education, credentialing, etc.)
6. Contact insurance companies regarding participation
7. Comply with federal regulations (such as HIPAA, OSHA, etc.)
8. Comply with infection control procedures
9. Maintain diagnostic listings and fee schedule
10. Use computer for Electronic Health Record
11. Perform medical coding

Knowledge Areas and Skills

- ✓ Biology
- ✓ Anatomy of the eye
- ✓ Physiology of the eye
- ✓ Eye Conditions
- ✓ Eye Disorders and Diseases
- ✓ Pharmacology
- ✓ Optics
- ✓ Basic Math/Algebra
- ✓ Medical Terminology and Abbreviations
- ✓ Conflict Resolution Skills
- ✓ Diversity Management
- ✓ Communication Skills (including interpersonal, linguistic, and writing skills)
- ✓ Leadership Skills
- ✓ Management Skills
- ✓ Stress Management
- ✓ Computer Skills
- ✓ Time Management Skills
- ✓ Professionalism

CPO Study Map

You may prepare for the CPO examination using study resources available through the AOA and various internet sources as well as hard-copy optometric texts. The attached map lists the subject matter of the examination content along with suggested resources with which to prepare. The study map on the following pages connects the individual sections of the examination to suggested study resources. The listing of these resources does not constitute a CPC endorsement of these sources and does not imply a guarantee that candidates will be successful in passing the CPO Examination if they are used to prepare for the examination. Please note that some websites shown may require a membership sign-in and password.

Basic Science

AOA Marketplace

CPO Review Course (EyeLearn) (PS178)
Basic Anatomy of the Eye (EyeLearn) (PS165)
Red Eye Emergencies – What do YOU See? (EyeLearn) (PS174)

CPO Study Guide – book (PS-04B) or digital download (PS-04D)
CPO Flash Cards (PS-11)
Paraoptometric Skill Builder – Level 1 (EyeLearn)
CPO Study Bundle (PS-20)

Other

Glossary of All Eye and Vision Conditions - aoa.org/patients-and-public/eye-and-vision-problems/glossary-of-eye-and-vision-conditions
Root Eye Dictionary - www.rooteyedictionary.com/

Clinical Principles and Procedures

AOA Marketplace

CPO Study Guide – book (PS-04B) or digital download (PS-04D)
CPO Flash Cards (PS-11)
CPO Review Course (EyeLearn) (PS-178)
Paraoptometric Skill Builder – Level 1 (EyeLearn)
CPO Study Bundle (PS-20)
CPO Review Course (EyeLearn) (PS-178)

Other

Eye and Vision Problems – aoa.org/patients-and-public/eye-and-vision-problems
Glossary of All Eye and Vision Conditions – aoa.org/patients-and-public/eye-and-vision-problems/glossary-of-eye-and-vision-conditions

Ophthalmic Optics and Dispensing

AOA Marketplace

CPO Study Guide – book (PS-04B) or digital download (PS-04D)
CPO Flash Cards (PS-11)
CPO Review Course (EyeLearn)
Paraoptometric Skill Builder – Level 1 (EyeLearn)
CPO Study Bundle (PS-20)
CPO Review Course (EyeLearn) (PS-178)

Professional Issues

AOA Marketplace

CPO Study Guide – book (PS-04B) or digital download (PS-04D)
CPO Flash Cards (PS-11)
CPO Review Course (EyeLearn) (PS-178)
What is an Effective HIPAA Compliance Program? What Paraoptometrics Need to Know (EyeLearn) (PS-176)

Other

Basic Business Terminology – articles.bplans.com/business-term-glossary/

- Walker,II, Phernell C., ABOM
  Pure Optics, 2nd ed.
  American Association of Ophthalmologists, Inc., 2021

- Remington, Lee Ann and Goodwin, Dennis, OD
  Clinical Anatomy and Physiology of the Visual System, 4th ed.,
  Elsevier, 2022

- Bennett, Edward, OD and Henry, Vinita Allee
  Clinical Manual of Contact Lenses, 5th ed.
  Lippincott Williams & Wilkin, 20198

Certified Paraoptometric Assistant Examination (CPOA)

Outline

This outline will provide you with information on the content of the Certified Paraoptometric Assistant (CPOA) examination. The following outline includes a brief explanation of the expanded areas to be tested, in addition to areas inclusive of the CPO outline. You should be familiar with all the terms, meanings and uses, and with the instrumentation needed for data gathering or testing procedures. All 200 scored questions on the examination are of the objective, multiple choice type. Passing score is determined by the CPC. A passing score is 74% or 148 correct out of 200.

I. Testing and Procedures (25%)

A. Take case histories (including chief complaint, ocular history, current medications, allergies, family history, and height, weight, BMI, etc.)
B. Administer, record, and transmit prescribed medications (e.g. E-prescribe, dispense prescribed samples, transmit authorized refill requests, etc.)
C. Perform testing procedures
    1. visual acuity testing and assess visual acuity (e.g., using pinhole occluder)
    2. stereo acuity testing (e.g., Randot, stereo fly, etc.)
    3. blood pressure measurement (manual, automated)
    4. keratometry (manual, automated)
    5. color vision assessment
    6. ocular motility testing (pursuits and saccades)
D. Maintain examination rooms (e.g., keeping them stocked and sanitized)
E. Maintain ophthalmic equipment (e.g., keeping them calibrated and sanitized)
F. Educate patients about testing procedures, prescriptions, and supplements

II. Special Procedures (25%

A. Perform clinical procedures
    1. chair-side scribing
    2. tonometry (e.g., contact, non-contact, tonopen, Goldmann, I-care, etc.)
    3. slit lamp examination
    4. visual fields testing (e.g., confrontation, automated, etc.)
    5. cover test
    6. testing for dry eye (e.g., SPEED questionnaire, Schirmer's test, TBUT, TearLab, LoneQuick, phenol-red testing, oculus, InflammaDry, etc.)
    7. meibography
    8. corneal topography
    9. specular microscopy
    10. scanning computerized ophthalmic testing
    11. glaucoma testing (e.g., GDX, HRT, etc.)
    12. Diopsys
    13. ancillary testing (e.g. OCT, Visual Field, VEP, ERG, etc.)
    14. Macular Pigment Optical Density (MPOD)
    15. pupillary response testing (e.g., near points of accommodation and convergence, etc.)
    16. Amsler grid
    17. frequency doubling technology (FDT) fields
    18. aberrometry
    19. refractometry (manual, automated)
    20. contrast sensitivity tests

21. anterior segment photography
22. fundus photography
23. low vision testing
24. pachymetry
25. traumatic brain injury testing
26. vision therapy testing

B. E-prescribe
C. Complete/copy medication refills
D. Administer diagnostic/therapeutic medications
E. Assist with performing surgical tasks
F. Coordinate referrals to other offices for surgeries or other specialty services

III. Ophthalmic Optics and Dispensing (12%)

A. Order and maintain eyewear inventory and frame display
B. Fabricate eyewear
C. Educate and assist patient in selecting eyewear (e.g., frame selection, lens material, lens coatings, blue light protection, etc.)
D. Perform interpupillary distance measurement
E. Measure segment heights
F. Dispense/adjust/repair eyewear
G. Use digital dispensing technology for as worn measurements
H. Understand and use prescriptions (e.g., writing/copying, transposition, conversion, etc.)
I. Perform lensometry (manual, automated) to verify lab prescription against doctor's prescription
J. Edge lenses
K. Tint lenses
L. Troubleshoot patients' problems with eyewear

IV. Contact Lenses (13%)

A. Maintain/order/inventory contact lenses
B. Educate patients concerning contact lens options and fees
C. Insert and remove contact lenses (e.g., soft, gas permeable, hybrid, scleral, etc.)
D. Select proper care system for contact lenses
E. Perform and evaluate contact lens fitting (e.g., soft, gas permeable, hybrid, scleral, etc.)
F. Educate patients on contact lens care and handling
G. Measure base curves using radiuscope
H. Verify contact lens diameter, thickness, and power
I. Clean and polish gas permeable lenses or prosthetic eyes
J. Use slit lamp to evaluate contact lens fit
K. Troubleshoot patients' problems with contact lenses

V. Professional Issues (25%)

A. Office Operations

1. Maintain an orderly, up-to-date office
2. Welcome/greet patients
3. Prepare patient charts for optometrist to review
4. Direct patient flow
5. Perform telephone triage
6. Take telephone messages and document in the EHR if necessary
7. Schedule and confirm appointments

8. Relay communication between doctor, patient, specialists, and pharmacy if necessary
9. Provide patient education (e.g., brochures) regarding diagnoses and ophthalmic surgery
10. Maintain accounts receivable/payable
11. Present fee and payment policies

B. Business Skills

1. Use computer to enter information into records (e.g., for billing, accounting, Electronic Health Records, incorporating doctor's comments into patient charts after appointments etc.)
2. Maintain and update office manuals (e.g., office procedures and employee policies)
3. Handle employee payroll
4. Manage employee schedules (e.g., office hours scheduling, staff meetings, etc.)
5. Maintain software
6. Coordinate external advertising
7. Prepare internal reports
8. Meet with sales representatives

C. Practice Management

1. Understand and perform medical billing and coding (e.g., verifying accuracy of procedure and coding, maintaining Meaningful Use (MACRA/MIPS) and PQRS, etc.)
2. Maintain diagnostic listings and fee schedule
3. Handle insurance issues (e.g., filing claims, contacting insurance companies for eligibility, etc.)
4. Perform staff training (e.g., one-on-one, in-house education, credentialing, etc.)
5. Purchase ophthalmic examination equipment and supplies
6. Maintain inventory of diagnostic/therapeutic medications
7. Take inventory and reorder office supplies
8. Comply with federal regulations (e.g., HIPAA, OSHA, etc.)

Knowledge Areas

- ✓ Ocular Anatomy and Physiology
- ✓ Refractive Status of the Eye and Binocularity
- ✓ Biology
- ✓ Optics
- ✓ Algebra
- ✓ Medical Terminology
- ✓ Human Resource Management
- ✓ Conflict Resolution Skills
- ✓ Diversity Management
- ✓ Communication Skills (includes interpersonal skills, writing skills, etc.)
- ✓ Leadership Skills
- ✓ Management Skills
- ✓ Stress Management
- ✓ Accounting
- ✓ Marketing
- ✓ Computer Skills
- ✓ Time Management Skills
- ✓ Website Development and Social Media Skills
- ✓ Labor Relations and Law
- ✓ Professionalism

Recommended Reference Material

Listed below are general references that may be useful in preparing for the CPOA Examination. The listing of these resources does not constitute a CPC endorsement of these resources and does not imply a guarantee that candidates will be successful in passing the CPOA Examination. Please see the CPOA Study Map for additional sources.

- Walker,II, Phernell C., ABOM
  Pure Optics, 2nd ed.
  American Association of Ophthalmologists, Inc., 2021

- Remington, Lee Ann and Goodwin, Dennis, OD
  Clinical Anatomy and Physiology of the Visual System, 4th ed.,
  Elsevier, 2022

- Ledford, Janice K.
  Principles and Practice in Ophthalmic Assisting: A Comprehensive Textbook
  SLACK, Incorporated; 2018

- Stein, Harold A. et. al.
  The Ophthalmic Assistant: A Text for Allied and Associated Ophthalmic Personnel. 10th ed.
  Elsevier – Health Sciences Division, 2017

- Bennett, Edward, OD and Henry, Vinita Allee
  Clinical Manual of Contact Lenses, 5th ed.
  Lippincott Williams & Wilkin, 2019

- Brooks, Clifford W. and Irving M. Borish
  System for Ophthalmic Dispensing. 3rd ed.
  Butterworth-Heinemann, 2006

- Kanski, Jack J.
  Clinical Ophthalmology, A Test Yourself Atlas. 3rd ed.
  Butterworth-Heinemann, 2008

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

CPOA Study Map

You may prepare for the CPOA Examination using study resources available through the AOA and various internet sources as well as hard-copy optometric texts. Examination knowledge is cumulative. Resources used to prepare for the CPO exam may also be reviewed.The attached map lists the subject matter of the examination content along with suggested resources with which to prepare. The study map on the following pages connects the individual sections of the examination to suggested study resources. The listing of these resources does not constitute a CPC endorsement of these sources and does not imply a guarantee that candidates will be successful in passing the CPOA Examination, if they are used to prepare for the examination. Please note that some websites shown require a membership sign-in and password.

Testing and Procedures

AOA Marketplace
CPOA/CPOT Study Flash Cards (Sets 1, 2, 3 & 4) (PS-14, PS-15, PS-16, PS-17)
Self-Study Course for Paraoptometric Assistants and Technicians (PS-01)
Paraoptometric Skill Builder Intermediate – Level 2 (EyeLearn)"
CPOA Review Course (EyeLearn) (AOA Marketplace Item # not currently available)

Special Procedures

AOA Marketplace
CPOA/CPOT Study Flash Cards (Sets 1, 2, 3 & 4) (PS-14, PS-15, PS-16, PS-17)
Self-Study Course for Paraoptometric Assistants and Technicians (PS-01)
CPOA Review Course (EyeLearn) (AOA Marketplace Item # not currently available)
Eye Care Part 1 (EyeLearn) (PS172)
Eye Care Part 2 (EyeLearn) (PS173)

Ophthalmic Optics and Dispensing

AOA Marketplace
CPOA/CPOT Study Flash Cards (Sets 1, 2, 3 & 4) (PS-14, PS-15, PS-16, PS-17)
Self-Study Course for Paraoptometric Assistants and Technicians (PS-01)
Paraoptometric Skill Builder Intermediate Level 2 (EyeLearn)
CPOA Review Course (EyeLearn) (AOA Marketplace Item # not currently available)

Contact Lens

AOA Marketplace
CPOA/CPOT Study Flash Cards (Sets 1, 2, 3 & 4) (PS-14, PS-15, PS-16, PS-17)
Self-Study Course for Paraoptometric Assistants and Technicians (PS-01)
Paraoptometric Skill Builder Intermediate Level 2 (EyeLearn)
CPOA Review Course (EyeLearn) (AOA Marketplace Item # not currently available)
Emerging Contact Lens Technology (EyeLearn) (PS-167)
Introduction to Scleral Lens Fitting & Practice (EyeLearn) (PS168)
Practical Implementation of In-Office Contact Lens Disinfection Guidelines (EyeLearn) (PS169)
Winning with Multifocal Contact Lenses (EyeLearn) (PS175)

Other
Eye and Vision Problems – aoa.org/patients-and-public/eye-and-vision-problems
Glossary of All Eye and Vision Conditions – aoa.org/patients-and-public/eye-and-vision-problems/glossary-of-eye-and-vision-conditions

Professional Issues

AOA Marketplace
CPOA/CPOT Study Flash Cards (Sets 1, 2, 3 & 4) (PS-14, PS-15, PS-16, PS-17)
Self-Study Course for Paraoptometric Assistants and Technicians (PS-01)

Paraoptometric Skill Builder Intermediate Level 2 (EyeLearn)
CPOA Review Course (EyeLearn) (AOA Marketplace Item # not currently available)
What is an Effective HIPAA Compliance Program? What Paraoptometrics Need to Know (EyeLearn) (PS-176)

Other

Eye and Vision Problems – aoa.org/patients-and-public/eye-and-vision-problems
Glossary of All Eye and Vision Conditions – aoa.org/patients-and-public/eye-and-vision-problems/glossary-of-eye-and-vision-conditions

Certified Paraoptometric Technician Examinations – CPOT

Outline

This outline will provide you with information on the content of the Certified Paraoptometric Technician (CPOT) written examination. The following outline includes a brief explanation of the expanded areas to be tested, in addition to areas inclusive of the CPO and CPOA outlines. You should be familiar with all the terms, meanings and uses, and with the instrumentation needed for data gathering or testing procedures. All 225 questions (as well as additional pre-test questions) on the examination are of the objective, multiple choice types. Passing score is determined by the CPC and is set at 69%, or 155 correct answers out of 225 for the written exam.

CPOT Written Examination

I. Pre-Testing Procedures (23%)

A. Take case histories (record, e.g., chief complaint, ocular/medical history, social history, medications and supplements, nutritional and smoking status, sleep history, vitals such as height, weight, and BMI, etc.)
B. Prepare patient charts
C. Review patient records for presence of required information
D. Perform pre-testing procedures
    1. aseptic or Infection Control techniques (e.g., handwashing, sterilizing equipment that comes into contact with patient, etc.)
    2. stereopsis testing (e.g., Randot, stereo fly, etc.)
    3. blood pressure measurement (manual, automated)
    4. automated keratometry
    5. color vision assessment
    6. ocular motility testing (pursuits and saccades)
    7. tonometry [indentation (e.g., I-Care, tonopen, etc.), noncontact (e.g., NCT, etc.)]
    8. screening visual field testing (e.g., confrontation, automated FDT, etc.)
    9. cover test
    10. pupillary response testing (e.g., near points of accommodation and convergence, etc.)
    11. Amsler grid
    12. visual acuity testing (monocular, binocular) and assess visual acuity (e.g., using pinhole occluder, etc.)
E. Administer, record, and transmit prescribed medications (e.g. E-prescribe, dispense prescribed samples, transmit authorized refill requests, etc.)
F. Educate patients on proper lid hygiene

II. Clinical Procedures (27%)

A. Maintain examination rooms (e.g., keeping them stocked, sanitized, and organized)
B. Maintain ophthalmic equipment (e.g., keeping them calibrated and sanitized)
C. Process new medication prescriptions or refills, or E-prescribe
D. Provide proper instruction for prescribed medications and compliance
E. Perform clinical procedures
    1. chair-side scribing
    2. slit lamp examination
    3. manual keratometry
    4. testing for ocular surface disease (e.g., SPEED questionnaire, Schirmer's test, TBUT, TearLab, LoneQuick, phenol-red testing, oculus keratography, meibography, InflammaDry, etc.)
    5. diagnostic visual field testing
    6. aberrometry

7. manual refractometry
8. contrast sensitivity tests
9. anterior segment photography
10. fundus photography
11. low vision testing
12. pachymetry
13. Goldmann tonometry
14. corneal topography
15. specular microscopy
16. scanning computerized ophthalmic testing
17. Diopsys
18. ancillary testing (e.g., OCT, Visual Field, VEP, ERG, etc.)
19. Macular Pigment Optical Density (MPOD)
20. sports vision testing
21. vision therapy testing

F. Clean and polish prosthetic eyes
G. Assist with performing surgical tasks
H. Calculate Spherical Equivalent
I. Understand use of lasers (e.g., YAG)
J. Recognize signs of traumatic brain injuries

III. Ophthalmic Optics and Dispensing (13%)

A. Order eyewear
B. Order and maintain frame display area/inventory
C. Fabricate eyewear
D. Educate and assist patient in selecting eyewear (e.g., frame selection, lens material, lens coatings, blue light protection, etc.)
E. Measure segment heights
F. Dispense/adjust/repair eyewear
G. Use digital dispensing technology for as worn measurements
H. Transpose prescriptions
I. Write/copy prescriptions
J. Perform lensometry (manual, automated)
K. Perform interpupillary distance measurement
L. Edge lenses
M. Tint lenses
N. Troubleshoot problems with eyewear
O. Measure base curve using lens clock

IV. Contact Lenses (11%)

A. Maintain/order/inventory contact lenses
B. Educate patients concerning contact lens options and fees
C. Insert/remove contact lenses (e.g., soft, gas permeable, hybrid, scleral, etc.)
D. Select proper care system for contact lenses (soft, gas permeable)
E. Use slit lamp to evaluate contact lens fit
F. Perform contact lens fitting (e.g., soft, gas permeable, hybrid, scleral, etc.)
G. Educate patients on contact lens care and handling
H. Trouble shoot contact lens problems
I. Perform progress checks on contact lens patients
J. Clean and polish gas permeable lenses

K. Verify contact lens diameter, thickness, and power
L. Measure base curve using radiuscope

V. Professional Issues (26%)

A. Office Operations
    1. Maintain a neat, orderly, up-to-date office
    2. Welcome/greet arriving patients
    3. Direct patient flow
    4. Perform telephone triage
    5. Document patient telephone calls and take messages
    6. Schedule and confirm appointments
    7. Maintain recall systems
    8. Maintain filing systems
    9. Use computer for patient registration
    10. Present fee and payment policies
B. Business
    1. Coordinate patient correspondence
    2. Maintain accounts receivable/payable
    3. Assist in publication of office newsletter
    4. Assist in use of social media
    5. Assist in website development and maintenance
    6. Maintain and update policy and procedure manuals
    7. Handle employee payrolls
    8. Manage employee schedules
    9. Implement new software
    10. Coordinate external advertising
    11. Prepare internal reports
    12. Meet with sales representatives
C. Practice Management
    1. Use computer for billing/accounting
    2. Maintain diagnostic listings and fee schedule
    3. Perform medical coding
    4. Verify accuracy of procedure and medical coding
    5. Provide patient education regarding diagnoses and ophthalmic surgery
    6. Resolve patient complaints and concerns
    7. File insurance claims
    8. Implement and maintain Meaningful Use (MACRA/MIPS) and PQRS
    9. Hire/terminate employees
    10. Supervise personnel
    11. Plan and lead staff meetings
    12. Organize in-house educational offerings
    13. Train personnel
    14. Purchase ophthalmic examination equipment and supplies
    15. Coordinate/maintain credentialing within the office
    16. Contact insurance companies regarding participation
    17. Take office supply inventory
    18. Maintain inventory of diagnostic/therapeutic medications
    19. Comply with federal regulations (e.g., HIPAA, OSHA, etc.)
    20. Perform CPR in case of emergency

CPOT Clinical Examination

Outline

This outline will provide you with information on the content of the Certified Paraoptometric Technician (CPOT) clinical examination. The following outline includes a brief explanation of the expanded areas to be tested, in addition to areas inclusive of the CPO, CPOA, and CPOT written examination outlines. You should be familiar with all the terms, meanings and uses, and with the operation of instrumentation needed for data gathering or testing procedures. All 100 questions (as well as additional pre-test questions) on the examination are of the objective, multiple-choice type. Passing score is determined by the CPC and is set at 75%, or 75 out 100 correct answers for the clinical exam.

I. Pre-Testing Procedures (45%)

A. Take case histories (record, e.g., chief complaint, ocular/medical history, social history, medications and supplements, nutritional and smoking status, sleep history, vitals such as height, weight, and BMI, etc.)
B. Prepare patient charts
C. Provide proper instruction for prescribed medications and compliance
D. Administer and record eye drops
E. Administer and record diagnostic/therapeutic medications
F. Perform
    1. aseptic or infection control techniques (e.g., handwashing, sterilizing equipment that comes into contact with patient, etc.)
    2. visual acuity testing (monocular, binocular) and assess visual acuity (e.g., using pinhole occluder, etc.)
    3. stereopsis testing (e.g., Randot, stereo fly, etc.)
    4. blood pressure measurement (manual, automated)
    5. automated keratometry
    6. color vision assessment
    7. ocular motility testing (pursuits and saccades)
    8. tonometry [indentation (e.g., I-Care, tonopen), noncontact (e.g., NCT, etc.)
    9. screening visual field testing (e.g., confrontation, automated FDT, etc.)
    10. automated refractometry
    11. cover test
    12. pupillary response testing (e.g., near points of accommodation and convergence, etc.)
    13. Amsler grid

II. Special Procedures (22%)

A. Process new medication prescriptions or refills or E-prescribe
B. Maintain ophthalmic equipment (e.g., keeping them calibrated and sanitized)
C. Perform
    1. slit lamp examination
    2. testing for ocular surface disease (e.g., SPEED questionnaire, Schirmer's test, tear breakup time evaluations, TearLab, LoneQuick, phenol-red testing, oculus keratography, meibography, InflammaDry, etc.)
    3. manual keratometry
    4. Goldmann tonometry
    5. aberrometry
    6. pachymetry
    7. anterior segment photography

8. fundus photography
9. low vision testing
10. contrast sensitivity tests
11. automated visual field testing

III. Optical Dispensing Techniques and Recording (18%)

A. Order eyewear
B. Educate and assist patient in selecting eyewear (e.g., frame selection, lens material, lens coatings, blue light protection, etc.)
C. Perform interpupillary distance measurement
D. Measure segment heights
E. Dispense/adjust/repair eyewear
F. Use digital dispensing technology for as worn measurements
G. Perform lensometry (manual, automated)
H. Troubleshoot problems with eyewear
I. Measure base curve using lens clock
J. Perform Goldmann tonometry

IV. Contact Lenses (15%)

A. Insert/remove contact lenses (e.g., soft, gas permeable, hybrid, scleral, etc.)
B. Perform contact lens fitting (e.g., soft, gas permeable, hybrid, scleral, etc.)
C. Educate patients on contact lens care and handling
D. Trouble shoot contact lens problems
E. Perform progress checks on contact lens patients
F. Clean and polish gas permeable lenses
G. Verify contact lens diameter, thickness, and power
H. Measure base curve using radiuscope

Knowledge Areas

- ✓ Biology, Anatomy and Physiology
- ✓ Refractive Status of the Eye and Binocularity
- ✓ Medical Terminology
- ✓ Human Resource Management
- ✓ Conflict Resolution Skills
- ✓ Diversity Management
- ✓ Communication Skills (including interpersonal skills, multilingual skills, and writing skills)
- ✓ Leadership Skills
- ✓ Management Skills
- ✓ Stress Management
- ✓ Accounting
- ✓ Marketing
- ✓ Computer Skills
- ✓ Time Management Skills
- ✓ Website Development Skills
- ✓ Labor Relations and Law
- ✓ Professionalism
- ✓ Social Media

- ✓ Optics
- ✓ Basic Mathematics and Algebra
- ✓ Instrumentation (including use and purpose of various testing instruments)

Recommended Reference Material for CPOT Written & Clinical

Listed below are general references that may be useful in preparing for the CPOT written examination. The listing of these resources does not constitute a CPC endorsement of these resources and does not imply a guarantee that candidates will be successful in passing the CPOT written examination. Please see the CPOT written examination Study Map for additional sources.

- Walker,II, Phernell C., ABOM
  Pure Optics, 2nd ed.
  American Association of Ophthalmologists, Inc., 2021

- Remington, Lee Ann and Goodwin, Dennis, OD
  Clinical Anatomy and Physiology of the Visual System, 4th ed.,
  Elsevier, 2022

- Ledford, Janice K.
  Principles and Practice in Ophthalmic Assisting: A Comprehensive Textbook
  SLACK, Incorporated; 2018

- Stein, Harold A. et. al.
  The Ophthalmic Assistant: A Text for Allied and Associated Ophthalmic Personnel. 10th ed.
  Elsevier – Health Sciences Division, 2017

- Bennett, Edward, OD and Henry, Vinita Allee
  Clinical Manual of Contact Lenses, 5th ed.
  Lippincott Williams & Wilkin, 2019

- Brooks, Clifford W. and Irving M. Borish
  System for Ophthalmic Dispensing. 3rd ed.
  Butterworth-Heinemann, 2006

- Kanski, Jack J.
  Clinical Ophthalmology, A Test Yourself Atlas. 3rd ed.
  Butterworth-Heinemann, 2008

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

CPOT Written and Clinical Study Map

You may prepare for the CPOT written examination using study resources available through the AOA and various internet sources as well as hard copy optometric texts. Examination knowledge is cumulative. Resources used to prepare for the CPO and CPOA exams may also be reviewed.The attached map lists the subject matter of the examination content along with suggested resources with which to prepare. The study map on the following pages connects the individual sections of the examination to suggested study resources. The listing of these resources does not constitute a CPC endorsement of these sources and does not imply a guarantee that candidates will be successful in passing the CPOT Written Examination if they are used to prepare for the examination. Please note that some websites shown require a membership sign-in and password.

!. Pre-Testing Procedures

AOA Marketplace
CPOA/CPOT Study Flash Cards (Sets 1, 2, 3 & 4) (PS-14, PS-15, PS-16, PS-17)
Self-Study Course for Paraoptometric Assistants and Technicians (PS-01)
Paraoptometric Skill Builder Advanced Level 3 (EyeLearn)
Eye Care Part 1 (EyeLearn) (PS172)
Eye Care Part 2 (EyeLearn) (PS173)

Clinical Procedures

AOA Marketplace
CPOA/CPOT Study Flash Cards (Sets 1, 2, 3 & 4) (PS-14, PS-15, PS-16, PS-17)
Self-Study Course for Paraoptometric Assistants and Technicians (PS-01)
Paraoptometric Skill Builder Advanced Level 3 (EyeLearn)
CPOA Review Course (EyeLearn) (AOA Marketplace Item # not currently available)

Other
Eye and Vision Problems – aoa.org/patients-and-public/eye-and-vision-problems
Glossary of All Eye and Vision Conditions – aoa.org/patients-and-public/eye-and-vision-problems/glossary-of-eye-and-vision-conditions

Ophthalmic Optics and Dispensing

AOA Marketplace
CPOA/CPOT Study Flash Cards (Sets 1, 2, 3 & 4) (PS-14, PS-15, PS-16, PS-17)
Self-Study Course for Paraoptometric Assistants and Technicians (PS-01)
Paraoptometric Skill Builder Advanced Level 3 (EyeLearn)
CPOA Review Course (EyeLearn) (AOA Marketplace Item # not currently available)

Other
Eye and Vision Problems – aoa.org/patients-and-public/eye-and-vision-problems
Glossary of All Eye and Vision Conditions – aoa.org/patients-and-public/eye-and-vision-problems/glossary-of-eye-and-vision-conditions

Contact Lens

AOA Marketplace
CPOA/CPOT Study Flash Cards (Sets 1, 2, 3 & 4) (PS-14, PS-15, PS-16, PS-17)
Self-Study Course for Paraoptometric Assistants and Technicians (PS-01)
Paraoptometric Skill Builder Advanced Level 3 (EyeLearn) (AOA Marketplace)
Emerging Contact Lens Technology (EyeLearn) (PS-167)
Introduction to Scleral Lens Fitting & Practice (EyeLearn) (PS168)
Practical Implementation of In-Office Contact Lens Disinfection Guidelines (EyeLearn) (PS169)

Winning with Multifocal Contact Lenses (EyeLearn) (PS175)
CPOA Review Course (EyeLearn) (AOA Marketplace Item # not currently available)

Other

Eye and Vision Problems – aoa.org/patients-and-public/eye-and-vision-problems
Glossary of All Eye and Vision Conditions – aoa.org/patients-and-public/eye-and-vision-problems/glossary-of-eye-and-vision-conditions

Professional Issues

AOA Marketplace

CPOA/CPOT Study Flash Cards (Sets 1, 2, 3 & 4) (PS-14, PS-15, PS-16, PS-17)
Self-Study Course for Paraoptometric Assistants and Technicians (PS-01)
Paraoptometric Skill Builder Advanced Level 3 (EyeLearn)
What is an Effective HIPAA Compliance Program? What Paraoptometrics Need to Know (EyeLearn) (PS-176)

Certified Paraoptometric Coder Examination – CPOC

Outline

This outline will provide you with information on the content of the Certified Paraoptometric Coder (CPOC) examination. The following outline includes a brief explanation of the areas covered on the examination. You should be familiar with all the terms, meanings and use. All 125 questions (as well as additional pre-test questions) on the examination are of the objective, multiple choice type. Passing score is determined by the CPC. A passing score is 70% or 88 correct out of 125…

I. Anatomy and Physiology (8%)
- A. Eye Anatomy
  1. Definitions
  2. Functions
- B. Pathology and Pharmacology
  1. Disease Definitions
  2. Common Treatments

II. Medical Terminology (8%)
- A. Prefix
  1. Numbers
  2. Conditions
  3. Directions/Positions
- B. Suffix
  1. Procedures
  2. Conditions
- C. Root Words
- D. Abbreviations

III. Review of Current Procedural Terminology® (AMA) (22%)
- A. Development of Procedure Codes
  1. Initial Purpose
  2. Evolution of the System
  3. Current Maintenance
- B. Evaluation and Management (E/M) Services Guidelines
  1. Definitions of Elements of a Service
  2. Determination of Extent of E/M Components
  3. Determination of Level of E/M
     a. Role of the Documentation Guidelines for the E & M Services (1995 and 1997 editions)
- C. Evaluation and Management Categories
  1. Office Services Definitions
     a. New patient 99201-99205
     b. Established patient 99211-99215
  2. Subsequent Nursing Facility Care Services Definitions
     a. New or established patient 99307-99310
- D. Surgery Guidelines
  1. Follow-Up Care
  2. Surgical Package Definition
  3. Multiple Procedures
  4. Surgical Materials/Supplies
- E. Ocular System Surgeries
  1. Removal of Foreign Body Definitions
     a. (e.g. 65205, 65210, 65220, 65222)
  2. Eyelids Procedures Definitions
     a. (e.g. 67800-67850, 67820, 67938)
     b. Applicable global periods

3. Lacrimal System Procedures Definitions
    a. (e.g. 68761, 68801-68840)
    b. Applicable global periods
4. Co-management Procedures
    a. Intraocular Lens Procedures Definitions
        (1) (e.g. 66982, 66984, 66821)
        (2) Applicable global periods
    b. Other Surgical Procedures Definitions
        (1) (e.g. 65710, 66500, 66600, 67107)

F. Diagnostic Procedures
1. Guidelines
2. Definition
    a. (e.g. 76514, 76510, 76516, 76519)

G. Ophthalmic Guidelines
1. Definitions of Service Levels

H. General Ophthalmic Services Definitions
1. New Patient 92002, 92004
2. Established Patient 92012, 92014

I. Special Ophthalmic Services Definitions
1. (e.g. 92015, 92020, 92071, 92081, 92082, 92083, 92100, 92133, 92134, 92060, 92065)

J. Ophthalmoscopy Definitions
1. (e.g. 92225, 92226, 92250)

K. Other Specialized Service Definitions
1. (e.g. 92283, 92285, 92230)

L. Contact Lens Services
1. Guidelines
2. Definitions
    a. (e.g. 92310-92326)

M. Spectacle Services
1. Guidelines
2. Definitions
    a. (e.g. 92340-92371)

N. CPT Modifiers
1. Guidelines
    a. Modifier

IV. Diagnosis Codes (24%)

A. Development of Diagnostic Codes
1. Initial Purpose
2. Evolution of the System
3. Current Maintenance

B. International Classification of Diseases-Tenth Edition (ICD-10)
1. Guidelines
2. Categorization
3. Supplementary Codes
    a. Guidelines for Use

C. Health Care Procedures Classification System (HCPCS)
1. Guidelines
2. Definitions
    a. Spectacle codes V2100-V2799
    b. Contact lens codes V2500-V2599
    c. Low vision codes V2600-V2615
    d. Prosthetics codes V2623-V2632

e. Frame codes V2020-V2025
3. HCPCS modifiers

D. **Medicare Correct Coding Initiative (CCI)**
1. History and Purpose
2. Manual Guidelines
3. Review of CCI Edits Table

E. **Overview of ICD-10**
1. Purpose
2. Implementation Date

V. Medical Records (paper/electronic) (14%)

A. **Documentation Guidelines for The Evaluation and Management Services (1995 And 1997 Editions)**
1. Organization of Medical Records
2. Collection of Information
   a. Use of abbreviations
3. Correction of Information

B. **Retaining and Purging**
1. Statute of Limitations
2. Protection of Privacy

C. **Health Information Privacy and Accessibility Act**
1. History and Purpose
2. Disclosures of Protected Health Information (PHI)

D. **Medical Records Reviews and Audits**
1. Internal
2. External

E. **Reasonable and Necessary (Formerly "Medical Necessity")**
1. Advance, Beneficiary Notice (ABN Form)
   a. Purpose
   b. Form requirements

F. **Office Records**
1. HIPAA Guidelines
2. Payment Policies
   a. Billing
3. Storage
   a. Scanning
   b. Off-site

VI. Claim Filing (12%)

A. **CMS – 1500 Form**
1. Completion Guidelines
2. Example Form

B. **Timely Filing**

C. **Redeterminations/Appeals**

VII. Compliance (12%)

A. **Compliance Program**
1. Purpose
2. Development

B. **Contracts and Agreements**
1. Medicare
   a. Definition/description
   b. Scope of practice
   c. Current policies
      (1) National Coverage Determinations (NCDs)
      (2) Local Coverage Determinations (LCDs)
   d. Medicare Provider Manual Overview

C. Other Carriers
   1. Government
   2. Private Plans
   3. Third Party

Recommended Reference Material

Listed below are general references that may be useful in preparing for the CPOC examination. The listing of these resources does not constitute a CPC endorsement of these sources and does not imply a guarantee that candidates will be successful in passing the CPOC examination.

AOA Marketplace

- Current Procedural Terminology (CPT®) Standard or Professional Edition (current edition recommended)
- Codes for Optometry (current edition recommended)

Study Map

You may prepare for the Certified Paraoptometric Coder (CPOC) examination using study resources available through the AOA and various other internet sources as well as hard copy optometric texts. The study map below lists the subject matter of the examination content along with some study resources. The study map connects available resources to individual sections of the examination. The listing of these resources does not constitute a CPC endorsement concerning these resources and does not imply a guarantee that their use will ensure candidates are successful in passing the Certified Paraoptometric Coder examination. Please note that some web sites shown require a membership sign-in and password.

Anatomy and Physiology

AOA Marketplace

- Current Procedural Terminology (CPT®) Standard or Professional Edition (current edition recommended)
- CPO Review Course (EyeLearn) (PS178)
- CPO Study Guide – book (PS-04B) or digital download (PS-04D)
- Self Study Course for Paraoptometric Assistants and Technicians (PS01)
- Insurance Processing Flash Cards (PS21)

Other

- www.aoa.org/patients-and-public/resources-for-teachers/how-your-eyes-work?sso=y
- www.aoa.org/patients-and-public/eye-and-vision-problems/glossary-of-eye-and-vision-conditions?sso=y

Medical Terminology

AOA Marketplace

- Current Procedural Terminology (CPT®) Standard or Professional Edition (current edition recommended
- CPO Review Course (EyeLearn) (PS178)
- CPO Study Guide – book (PS-04B) or digital download (PS-04D)
- Self-Study Course for Paraoptometric Assistants and Technicians (PS-01)

Review of CPT

AOA Marketplace

- Current Procedural Terminology (CPT®) Standard or Professional Edition (current edition recommended)
- Codes for Optometry (current edition recommended)
- Insurance Processing Flash Cards (PS21)

Other

Centers for Medicare and Medicaid Services - Evaluation & Management Services Guide

- www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNEdWebGuide/EMDOC.html
- www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNEdWebGuide/Downloads/97Docguidelines.pdf

ICD-10-CM International Classification of Diseases (current edition recommended)

Diagnosis Codes

AOA Marketplace

- Codes for Optometry (current edition recommended)

Other

- Centers for Medicare and Medicaid Services
  - www.cms.gov/medicare/coding/medhcpcsgeninfo/index.html
  - www.cms.gov/nationalcorrectcodinited/
  - www.cms.gov/ICD10/

Medical Records (electronic and paper)

AOA Marketplace

- CPO Study Guide – book (PS-04B) or digital download (PS-04D)
- CPOA Review Course (EyeLearn) (AOA Marketplace Item # not currently available)

Other

- Centers for Medicare and Medicaid Services - Evaluation & Management Services Guide
  - www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNEdWebGuide/index.html
  - www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNEdWebGuide/EMDOC.html
  - www.cms.gov/center/dme.asp
- U.S. Department of Health & Human Services
  - www.hhs.gov/hipaa/
- Medicare Learning Network
  - www.cms.gov/MLNProducts/downloads/ABN_Booklet_ICN006266.pdf

Claim Filing

- Centers for Medicare and Medicaid Services
  - www.cms.hhs.gov/MLNMattersArticles/downloads/MM5060.pdf
  - www.cms.gov/Regulations-and-Guidance/Administrative-Simplification/NationalProvIdentStand/

Other

- www.medicare.gov/what-medicare-covers/index.html
- www.nucc.org/index.php?option=com_content&view=article&id=12&Itemid=112
- www.nucc.org/

Compliance

- Centers for Medicare and Medicaid Services
    - www.cms.gov/DeterminationProcess/
    - www.cms.gov/DeterminationProcess/04_LCDs.asp#TopOfPage
    - www.cms.gov/Medicare/Compliance-and-Audits/Part-C-and-Part-D-Compliance-and-Audits/ComplianceProgramPolicyandGuidance.html
    - www.oig.hhs.gov/fraud/report-fraud/index.asp
    - www.oig.hhs.gov/compliance/101/index.asp

HOW TO PLACE AN AOA MARKETPLACE ORDER

WEBSITE: store.aoa.org/

BY EMAIL: orders@aoa.org

TELEPHONE: 800-262-2210

FAX: 314-991-4101 Attn: AOA Marketplace

MAIL: American Optometric Association

Attn: AOA Marketplace

243 N. Lindbergh Blvd., FL 1

St. Louis, MO 63141-7881

APPENDIX A

Optometric Assistant & Technician Program Codes (CPOA and CPOT Candidates Only)

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 longer in existence, enter "100" and the program name. (Programs noted in red are no longer offering any eyecare training programs.)

Optometric Assistant Programs

102 – Madison Area Technical College – Optometric Assistant Program
108 – Des Moines Area Community College – Optometric/Ophthalmic Program (Discontinued)
109 – Florida Community College – Optometric Assisting Program (Discontinued)
110 – McFatter Vocational-Technical Center – Optometric Assistant Program
111 – Indiana University School of Optometry – Optician/Technician Program (Discontinued)
116 – Traviss Technical Center – Optometric Assisting Program
122 – Manatee Technical College – Optometric Assisting Program (Discontinued 5/2022)
125 – Kaiser Permanente NW – Certified Optometric Assistant Training Program
126 – Tri-Service Optician School
127 – McFatter Technical High School
128 – Community College of Philadelphia – Ophthalmic Technician Program
129 – Cape Corral Technical College – Optometric Assisting Program

ACOE Approved Technician Programs

202 – Madison Area Technical College – Optometric Technician Program
208 – Indiana University – Optician/Technician Program (Discontinued)
212 – Miami Valley Career Technology Center – Optometric Technician Program (Discontinued as of 9/2017)
300 – US Army Medical Center and School – Eye Specialty Program
302 – Department of the Air Force – Ophthalmic Apprentice Program

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

Company Verification Code (business code) – applies ONLY to current MyEyeDr employees. Contact your corporate representative for more information.

APPENDIX B

Commission on Paraoptometric Certification (CPC)

CERTIFICATION RENEWAL GUIDELINES

FOR THE CPO, CPOA & CPOT—2022

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 or AOA-approved, AND no more than 9 of the hours may be from ABO, NCLE, COPE, JCAHPO or COVD (in any combination).** All hours MAY be CPC or AOA approved.
- 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 oral presentations of approved lectures or workshops at 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)
- 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.

CPO, CPOA & CPOT renewals are due at the CPC office in St. Louis by Nov. 1 of your renewal year.

REQUIREMENTS:

18 hours of CE 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 approved. No refund of fee will be issued.

9 CPC credits
+
No More Than
9 Other Credits

CPC@AOA.org

800.365.2219

ext. 4210

SUBMITTING RENEWAL DOCUMENTATION

- Invoices are emailed early in the renewal year. Renewals may be submitted beginning in January of your renewal year. Renew early **in your renewal year only**, to ensure all requirements have been met before the renewal deadline.
- 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 online at 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 accepted. Refunds will not be provided.
- 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 online or at the CPC office 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." Regaining certification will require retesting.

WHAT HAPPENS AFTER I SUBMIT MY RENEWAL?

- **Online renewal: If requirements are met,** a confirmation notice will be emailed to you and an updated certificate mailed within 8 weeks.
- **Mailed renewal: If requirements are met,** a confirmation notice will be emailed to you and 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. Resubmissions must be submitted online.

Certifications lost due to non-renewal: a paraoptometric may register, pay for, and retake the examination(s) at the level that was lost within one year of the lapse. Certifications are considered lapsed when not renewed by November 30 of the date the renewal was due. When retesting does not occur within the first year of the certification lapse, former CPOTs will be authorized to test at the CPOA level through the end of the November testing period of the second year following a lapse of their CPOT credential. Former CPOAs who do not complete retesting during the first year following lapse of their credential will then be authorized to test at the CPO level.

AMERICAN OPTOMETRIC ASSOCIATION

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.

- **CPC**—Commission on Paraoptometric Certification
- **AOA**—American Optometric Association
- **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

Commission on Paraoptometric Certification (CPC)

2022 CERTIFICATION RENEWAL GUIDELINES

FOR THE CERTIFIED PARAOPTOMETRIC CODER (CPOC)

Participation in continuing education assists the professional in remaining current in the 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

- To maintain a current certification, Certified Paraoptometric Coders (CPOCs) must submit at least nine (9) hours of approved continuing education every three years by the May 31 deadline (see details below) with the renewal fee.
- Credits must be earned during the three year renewal cycle and prior to May 31 of your renewal year.
- If unsure if the education is acceptable, contact the CPC@AOA.org for verification before taking a course or prior to submitting for renewal.

NOTE: All nine hours of CE may be CPC/AOA -approved if desired, and may be online or in-person education, or a combination of online and in-person education from only the approved providers listed below.

WAYS TO EARN CONTINUING EDUCATION

- Attend oral presentations of approved lectures or workshops at 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 below)
- Authorship of optometric related articles or manuscripts (CPC approval required)

APPROVED EDUCATION PROVIDERS

Only the providers below and only the topics to the right are accepted.

Commission on Paraoptometric Certification (CPC)

American Optometric Association (AOA)

American Academy of Professional Coders (AAPC)

Centers for Medicare and Medicaid Services (CMS)

Council on Optometric Practitioner Education (COPE)

American Medical Association (AMA) - only billing/coding topics

CPOC renewals are due at the CPC office in St. Louis by May 31 of your renewal year.

9 hours of CE of billing or coding related topics

Renewal fee until 5/31—$95

Renewal fee after 5/31—$195

Renewals received after May 31 must include the late renewal fee.

No refund will be issued for submitting an incomplete renewal.

APPROVED TOPICS

- Eye Anatomy
- Pathology & Terminology
- Medical Terminology
- Medical Records
- Compliance
- HIPAA
- CPT®
- Modifiers
- Diagnosis Codes
- Claim Filing

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 current home or business email and mailing address (shared staff email address are not allowed).
- Credits must be earned during the three year renewal cycle and prior to May 31 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, 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 accepted. Refunds will not be provided.
- Keep a photocopy of your entire submission for your records.
- Renewals must be received at the CPC office in St. Louis by May 31 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 May 31 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.
- If renewal documentation and fee are not received at the CPC office by June 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 be contacted if the requirements have not been met. 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 May 15 you will be allowed to submit additional credits to meet the requirements until the May 31 deadline. If you choose not to resubmit, renewal fees will not be refunded.
- **If certification is lost due to non-renewal**, paraoptometric must register, pay for, and pass the CPOC certification examination again to reacquire the lost certification.

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

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

9 hours of CE of billing or coding related topics

Renewal fee until 5/31—$95

Renewal fee after 5/31—$195

Renewals received after May 31 must include the late renewal fee.

No refund will be issued for submitting an incomplete renewal.

CPC@AOA.org

800.365.2219

ext. 4210

AMERICAN OPTOMETRIC ASSOCIATION

APPENDIX C

Upload completed form with exam application

CERTIFIED PARAOPTOMETRIC EXAMINATION

ATTESTATION STATEMENT – CURRENTLY EMPLOYED

Candidate's Legal Name: _____
(as it appears on their Driver's License or other state or government-issued ID)

Candidate's Address: _____

As the employer of the candidate above, I acknowledge and attest that this candidate has a minimum of a high school diploma or equivalent AND a minimum of six (6) months full-time employment (40 hours per week or equivalent) in the eye care field by the time of testing.

(THE SECTION BELOW IS TO BE COMPLETED AND SIGNED BY THE CURRENT EMPLOYER)

Supervisor/Manager Name:	Supervisor/Manager Signature:
Title:	Phone:
Company:	Email
Address:	
Dates of candidate's employment: Start Date: (Required)	End Date:

ATTESTATION STATEMENT – PREVIOUSLY EMPLOYED

Candidate's Legal Name: _____
(as it appears on their Driver's License or other state-issued ID)

Candidate's Address: _____

As the candidate named above, I attest that I am not currently employed in eyecare, have a minimum of a high school diploma or equivalent AND a minimum of six (6) months previous full-time employment (40 hours per week or equivalent) in the eye care field by the time of testing.

(THE SECTION BELOW IS TO BE COMPLETED BY THE CANDIDATE THAT IS NOT CURRENTLY EMPLOYED)

Name of previous employer:	
Title:	Phone:
Company:	Email
Address:	
Dates of candidate's employment: Start Date: (Required)	End Date:

Appendix D

Commission on Paraoptometric Certification
243 N. Lindbergh Blvd., Fl 1
St. Louis MO 63141
Phone: (800) 365-2219
Email: CPC@aoa.org • **Do not fax form.**

Certified Paraoptometric Assistant
CPOA REFERENCE FORM
Revised August 2021

Upon completion, ***submit this form to the AOA-CPC office at least one month prior to the exam application deadline date.*** Approval status will expire one year from approval date. **Do NOT submit this form with your examination application.** Approval must be received from the CPC ***prior to*** submitting the online examination application to Professional Testing Corporation.

Allow 4-6 weeks for processing. Results of the review will be e-mailed to the applicant.

APPLICANT

Last Name: First Name: MI:

Home Address:

Home City/State/Zip:

Birthdate: Email Address:

Telephone: Home Work Cell

Current Employer Name:

Employer Address:

Employer City/State/Zip:

Employed From (mo/yr):

Telephone:

Former Employer Name:

Employed From (mo/yr): Employed To (mo/yr):

Telephone:

REFERENCE PERSON

The applicant is seeking to bypass the entry CPO level examination and attempt the intermediate Certified Paraoptometric Assistant (CPOA) examination. Applicants must meet academic and/or experience requirements (a minimum of three years with at least part-time positing have been held during 3 of the last 5 years) in accordance with CPOA examination domains and must pass the CPOA examination before being awarded the credential. **The applicant's current resumé or CV must be attached.** Your evaluation of the applicant's qualifications provides important information to the CPC in determining if the applicant meets the requirements.

Name: Designation/License Held:

Title or Position: Email Address:

Company or Practice Name:

Address:

City/State/Zip

BASIS FOR YOUR COMMENTS

Period during which you have personal knowledge of applicant's professional capabilities:

From (mo/yr): To (mo/yr): Are you a relative of this applicant:

Nature of your relationship with applicant:

OBJECTIVES OF CERTIFICATION	CERTIFIED PARAOPTOMETRIC ASSISTANT EXPERIENCE
To promote excellence in the field of optometric assisting by: ▪ Recognizing formally those individuals who meet all requirements of the Commission on Paraoptometric Certification of the American Optometric Association; ▪ Encouraging continued professional growth of the paraoptometric; ▪ Establishing and measuring the level of knowledge required for certification of Paraoptometrics; and ▪ 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.	▪ To qualify for this waiver to bypass the CPO exam, paraoptometric assisting must be the primary function. ▪ Positions in which paraoptometric assisting is an inherent responsibility, but not the primary function are not considered by the CPC as CPOA experience. ▪ The CPOA must be able to demonstrate to the satisfaction of his peers, employer, and clients the ability to apply concepts used in optometric care. ▪ **Applicant must be proficient in examination domains. (office operations, ophthalmic optics and dispensing, contact lens dispensing, testing and procedures, special procedures, refractive status of the eye and binocularity, eye diseases/conditions, pharmacology, and basic ocular anatomy and physiology)**

VALIDATION OF APPLICANT'S EXPERIENCE

(Refer to experience description above)

Applicant's Position Title	What were the average hours per week the applicant worked in this position?	What is/was the applicant's primary function in this position?

Briefly describe this position and the applicant's responsibilities in the position pertaining to the areas of responsibility listed above:

Does/did the applicant have other work activities assigned to his/her job? No Yes (If yes, please describe.)

To your knowledge, does the applicant have any deficiencies in professional ethics? No Yes (If yes, please describe.)

If you have additional comments about the applicant, please note them below.

Employer Signature:	Date:

For CPC Use:

Approved Denied Date Verified

Notes