

Claiming Credit for Volunteer Service

The CPC will award continuing education (CE) credit for volunteering within your community, in underserved areas, or overseas while performing eye care related services as a volunteer.

Continuing education is meant to be an extension of your knowledge in the profession, therefore the award of CE is not meant to be an award just for performing tasks that you normally do every day in the office – it should be a learning experience.

Requests for CE credits will be reviewed and awarded based on the completion of the required information on the volunteer service log. Random verification audits will be performed.

To request CE credits, complete the two-page volunteer service log within 60 days of service and submit by mail to AOA-CPC, 243 N. Lindbergh Blvd, St. Louis MO 63141 or email the scanned form to cpc@aoa.org. No photographed forms will be accepted.

Credit will be calculated using the chart below.

Mission Trips/Humanitarian Aid	1 CE credit will be awarded for every 8 hours of volunteer service	Maximum of 6 credits may be awarded during a 3-yr renewal cycle
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Multiple service events may be recorded on a single sheet. If you have not completed the minimum of 8 hours of service within the 60-day period you may still submit your form for review.

- Partial credit may be awarded (minimum of 4 hours to be awarded ½ credit), or
- Seek temporary approval for the volunteer time (if less than 4 hours) and keep adding to your service log until you reach 4 or 8 hours of volunteer time. (No credit will be awarded for less than 4 hours.)

Note: Do not submit the volunteer service log as part of your certification renewal. Volunteer service hours must be approved **prior to** submitting your certification renewal documentation. A CE form to include with your renewal documentation will be provided to you after your service log has been reviewed and approved.

Suggested activities where you may volunteer:

Remote Area Medical (RAM) <https://www.ramusa.org/>

VOSH Mission Trips <https://vosh.org/>

Community or school vision screenings

If you find an activity that you believe may qualify as an eye care related activity for which you should be able to earn CE credits, ask! Contact cpc@aoa.org.

Commission on Paraoptometric Certification

Volunteer Service Log



Name _____ Phone _____

Address _____ Email Address _____

City _____ State _____ Zip _____ AOA ID# _____

Dates of Service	Number of Participation Hours	Tasks Performed (Brief Description)	# of Patients Served	Organization

Organization Name	Representative's Title & Signature:	Phone Number
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NOTE: Participants must report activity within 60 days of date(s) of service. Activities that occur within the Sept/Oct timeframe when certification renewal is due that year will be reviewed on a case by case basis. Participants will be expected to make every effort to submit their request in a timely manner.

In addition to the information requested above about your participation, please answer the following questions. If you volunteered more than once you may choose to provide a response for each experience, one of the experiences, or a combination of all experiences.

What services did you provide that you may not normally provide as part of your day-to-day duties?

In what way(s) has participating in the activity(s) helped you to become a better person or paraoptometric?

Describe the most memorable patient encounter or most interesting aspect of your experience while volunteering.

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