

Step-by-Step Application Checklist

The checklist below is just to be used as a guide to applying for an examination. You **MUST** read the entire candidate handbook and refer to the complete policies and procedures provided therein. Any questions about the candidate handbook may be directed to CPC@AOA.org. All the items listed below can be found in the candidate handbook or by following the website links provided by each task.

- Read the candidate handbook – applicants are required to attest to having read and understood the policies documented in the handbook when completing an application.
- Verify your eligibility
- Select the appropriate examination level Review the exam details, fees and refund policy
- Before applying for an examination, you will need an electronic copy of **one** of the following to upload with your examination application:
 - For CPO exam – a completed and signed CPO Attestation Form
 - For CPOA/CPOT exam:
 - Current paraoptometric certificate, or
 - Approved CPOA Reference Form letter, or
- Proof of graduation within the last 5 years from an approved optometric assistant/technician program
- Check that you have a current, unexpired (or temporary) government issued photo ID in your legal name
- View exam schedule and select a testing period
- Locate a testing center that you are willing to travel to at <https://www.prometric.com/CPC>
- Review the reschedule policy and fees
- Review Prometric testing policies and procedures and know what to expect at the testing facility Review the instructions for completing an application
- Begin your application at <https://ptcny.com/test-sponsors/cpc/>. Contact Professional Testing Corporation (PTC) for technical support or issues with the application at 212.356.0660.
 - Use your personal or unshared business email address on your application
 - The name on your application must exactly match the name on your current, unexpired, government-issued photo ID
 - Payment is due at the time of application; applications that are submitted without a credit or debit card payment will not be reviewed or accepted by (PTC) until payment is provided. All payments must be received by the stated application
 - Proofread your application before submitting it. No refunds are provided for registering for the wrong examination, the wrong testing period, or registering under a name that doesn't match your photo ID.
- After your application is approved by PTC you will receive a confirmation email followed by a scheduling authorization email. You will not be able to schedule an examination appointment with Prometric until you have received the scheduling authorization email that contains your candidate ID number.
- Schedule your examination with Prometric online at <https://www.prometric.com/CPC> or call 800.741.0934.