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**

- To maintain a current certification, Certified Paraoptometric Coders (CPOCs) must submit at least nine (9) hours of approved continuing education every three years (see details below) with the renewal fee. **Deadline extended to 12/31/2020.**
- Credits must be earned during the three-year renewal cycle and prior to May 31 of your renewal year. **If you are unable to earn these by May 31 any credits earned after May 31 will be tracked in your record and may not be used to renew in 2023.**
- If unsure if the education is acceptable, contact the CPC office for verification before taking a course or prior to submitting for renewal.

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

**WAYS TO EARN CONTINUING EDUCATION**

- Attend national, regional, state, or local optometric/paraoptometric education meetings. (Contact your state organization for details or CPC@AOA.org.)
- Approved online education (only from education providers listed below)
- Oral presentation of lectures or billing/coding workshops approved by the CPC

**APPROVED EDUCATION PROVIDERS**

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

- Commission on Paraoptometric Certification (CPC)
- 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

**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 should be earned by May 31 if possible. For the 2020 renewal only, credits may be earned until 12/31/2020 but may not be used for renewal again in 2023.

- Credits used to renew a CPO, CPOA, or CPOT certification may not also be used to renew a CPOC certification.

- Renew early, don’t wait! Once you have earned the required credits, submit them with a copy of your renewal invoice and renewal fee to ensure all requirements have been met before the renewal deadline.

- **Documentation of credits earned, renewal fee, and renewal invoice should be submitted online, or mailed together in one envelope if necessary. Incomplete submissions will not be processed. Renew online at:** [https://www.aoa.org/paraoptometrics/certification/maintain-your-certification](https://www.aoa.org/paraoptometrics/certification/maintain-your-certification)

- Keep a photocopy or electronic copy of your entire submission for your records.

- Complete renewals must be received at the CPC office by midnight 12/31/2020 to avoid loss of certification.

- The late fee for renewals received after May 31 has been waived for 2020 only.

- 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 midnight 12/31/2020, the certification will be dropped and status will become “non-certified.”

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

- CPC staff review all items to determine if they are acceptable.

- **If requirements are met,** a confirmation notice will be emailed to you, followed by an updated certificate that will be mailed within 8 weeks.

- **If requirements are not met,** an explanation will be emailed to you. If renewal was received by Dec. 15 you will be allowed to submit additional credits to meet the requirements until the 12/31/2020 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.

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**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 12/31—$95**
- Due to COVID-19 the late renewal fee has been waived for 2020 only.
- Incomplete submissions will not be processed. No refund of fee will be issued.

CPC@AOA.org
800.365.2219
ext. 4210