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.

- 18 credit hours of continuing education, in any combination, may be from AOA, CPC, ABO, NCLE, COPE or JCAHPO. (This waiver of the requirement of having 9-CPC approved credits applies to renewals due in 2020 ONLY, due to COVID-19.)
- Credits must be earned during the three-year renewal cycle and prior to Nov. 1 of your renewal year. Ungraded quizzes are not accepted as proof of education.
- If unsure if the education is acceptable, contact the CPC office for verification before taking a course or prior to submitting for renewal.

**WAYS TO EARN CONTINUING EDUCATION**

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

♦ Renewals may be submitted beginning in January of your renewal year.
♦ It is your responsibility to keep the CPC informed of your email and mailing address.
♦ Credits must be earned during the three-year renewal cycle and prior to Nov. 1 of your renewal year.
♦ Credits used to renew a CPO, CPOA, or CPOT certification may not also be used to renew a CPOC certification.
♦ Renew early in your renewal year. Once you have earned the required credits, submit them online at https://www.aoa.org/paraoptometrics/certification/maintain-your-certification or by mail with a copy of your renewal invoice and fee, in your renewal year only, to ensure all requirements have been met before the deadline.
♦ Documentation of credits earned, correct renewal fee, and renewal invoice must be mailed together in one envelope or submitted online. All payments will be processed when received. Certifications will only be renewed when submission is complete.
♦ Keep a photocopy of your entire submission for your records.
♦ In 2020 only, renewals must be received at the CPC office in St. Louis by Dec. 31 to avoid possible loss of certification. The late fee for renewals due in 2020 is being waived due to COVID-19.
♦ A postmark is NOT a guarantee of on-time delivery. Submit your renewal online at https://www.aoa.org/paraoptometrics/certification/maintain-your-certification
♦ 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 documentation and fee have not been received at the CPC office by Nov. 30 of the renewal year, the certification will be dropped and status will become “non-certified.” For 2020 renewal only, CPC will accept renewals until Dec. 31, 2020.

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 extended Dec. 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 certification examination within three years following the original renewal due date to reacquire the lost level of certification. Testing after more than a three-year lapse will require testing beginning at the CPO level, regardless of the level previously held.

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

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

REQUIREMENTS:
18 hours of CE is due by Nov. 1
Renewal fee Jan. 1 and Dec. 31—$95
The late renewal fee is being waived for renewals that are due in 2020 only, due to COVID-19. In 2020, renewal must be received by Dec. 31, 2020.
Incomplete submissions will not be processed. No refund of fee will be issued.

♦ ABO—American Board of Opticianry
♦ NCLE—National Contact Lens Examiners
♦ COPE—Council on Optometric Practitioner Education
♦ JCAHPO—Joint Commission on Allied Health Personnel