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.

I. Basic Science (27%)
   A. Anatomy
      1. Definitions of Anatomical Parts
      2. Function
   B. Common Eye Disorders
      1. Definitions
      2. Causes
   C. Terminology
      1. Prefixes
      2. Suffixes
      3. Root Words
   D. Basic Pharmacology

II. Clinical Principles and Procedures (35%)
   A. Eye Examination
      1. Case History
      2. Visual Acuity
      3. Automated Keratometry/Topography
      4. Retinoscopy
      5. Subjective Refraction
      6. Ophthalmoscopy
      7. Binocular Vision
      8. Tonometry
      9. Visual Fields
     10. Biomicroscopy
     11. Fundus Photography
     12. Tomography
     13. Blood Pressure Measurements
   B. Refractive Status
      1. Emmetropia
      2. Myopia
      3. Hyperopia
      4. Astigmatism
      5. Presbyopia
      6. Accommodation
   C. Contact Lenses
      1. Soft
      2. Gas Permeable
      3. Care and Handling
      4. Patient Education
      5. Base Curve Radius
      6. Lens Power
      7. Overall Diameter
      8. Optical Zone Diameter
      9. Peripheral Curves
10. Edge and Center Thickness

III. **Ophthalmic Optics and Dispensing (20%)**
   A. **Ophthalmic Prescriptions**
      1. Components of a Lens Prescription
      2. Add Power
      3. Prism
      4. Optics
   B. **Ophthalmic Lenses**
      1. Types of Lenses
      2. Lens Materials
      3. Neutralization
   C. **Ophthalmic Dispensing**
      1. Frame Anatomy
      2. Sizes and Measurements
      3. **Basics of Frame Selection**
      4. PD/Segment Height
      5. Ordering
      6. Basic Adjustments

IV. **Professional Issues (18%)**
   A. **Eye care Specialists and Ancillary Personnel**
   B. **Practice Management**
      1. Telephone Techniques
      2. Appointments
      3. **Record Filing Systems**
      4. Recalls
      5. Fee Presentation
      6. Collections
      7. Third Party Payments
      8. HIPAA
      9. Hygiene and Infection Control
      10. Ethics
   C. **Business Skills**
      1. Computer Applications
      2. Basic Business Technology
      3. Health Information Technology (HIT)
         a. HIT definitions

**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 require a membership sign-in and password.

1. **Basic Science**
   AOA Marketplace
   - CPO Study Guide Book (PS-04B) or CPO Study Guide CD (PS-04CD)
   - CPO Flash Cards (PS-11)
   - CPO Review Course (PS19)
   - Anatomy & Physiology Education Module (PS-07)
   - Paraoptometric Skill Builder – Level 1 (PS-25)