CERTIFIED PARAOPTOMETRIC ASSISTANT – CPOA

Outline
This outline will provide you with information on the content of the Certified Paraoptometric Assistant (CPOA) examination. The following outline includes a brief explanation of the expanded areas to be tested, in addition to areas inclusive of the CPO outline. You should be familiar with all the terms, meanings and uses, and with the instrumentation needed for data gathering or testing procedures. All 200 scored questions on the examination are of the objective, multiple choice type. Passing score is determined by the CPC.

I. Office Operations (15%)
   A. Practice Management
      1. Patient Education
   B. Records Management
      1. Filing
      2. Confidentiality/Safeguards
      3. Ownership/Release
      4. Legal/Ethical Issues
   C. Telephone Techniques
      1. Scheduling
      2. Emergencies/Urgencies
      3. Triage
      4. Message Taking
      5. Handling Complaints
   D. Recall
   E. Office Finances
      1. Accounts Receivable/Payable
      2. Banking Procedures
      3. Billing
      4. Insurance
   F. Professional Issues
      1. Scope of Roles and Functions
      2. Liability and Malpractice
      3. Conduct, Confidentiality, Ethics
      4. Hygiene and Infection Control
   G. Health Information Technology
      1. Electronic Health Records/Electronic Medical Records (EHR/EMR)
      2. Basic Terminology

II. Ophthalmic Optics and Dispensing (20%)
   A. Prescriptions
      1. Components
         a. Sphere, cylinder, axis
         b. Add power
         c. Prism
         d. Measurements
      2. Optical Crosses
      3. Transposition
      4. Decentration Calculations
      5. Vertex and Effective Power
      6. Verification
         a. Instruments
         b. Prentice’s prism formula
         c. Optics
   B. Lenses
1. Lens Forms
2. Lens Types
3. Lens Styles
4. Powers/Focal Length
5. Lens Materials
6. Index of Refraction
7. Impact Resistance
8. FDA/ANSI Standards
9. Special Prescription Considerations
   a. High powers
   b. Fresnel prisms
   c. Industrial/occupational
10. Tints and Coatings

C. Frame Selection
    1. Types of Frames
    2. Parts of Frames

D. Adjustment and Dispensing
    1. Alignment
    2. Procedures
    3. Tools
    4. Techniques
    5. Pliers
    6. Pads
    7. Repair

III. Testing and Procedures (18%)
    A. Purpose and Preliminary Testing
       1. Visual Skills
       2. Interpupillary Distance
       3. Near Point of Convergence
       4. Near Point of Accommodation
       5. Cover Testing
       6. Fusion/Suppression
       7. Worth Four Dot
       8. Maddox Rod

B. Pupillary Responses

C. Case History

D. Visual Acuity
    1. Procedures
    2. Monocular and Binocular
    3. Pinhole Acuity
    4. Measurement Systems/Charts
    5. Recording Results

E. Color Vision
    1. Procedures and Recording
    2. Types of Tests

F. Stereo Acuity
    1. Purpose of Test
    2. Types of Tests
    3. Procedures

G. Examination Instrumentation
    1. Retinoscope
    2. Ophthalmoscope
    3. Biomicroscope/Slit Lamp
    4. Phoropter
5. Automated Keratometer
6. Photography
7. Optical Coherence Tomography
8. Other

IV. Special Procedures (17%)
A. Contact Lenses
   1. Terminology
   2. Materials
   3. Soft and Gas Permeable Comparisons
   4. Care and Handling
   5. Patient Instruction
   6. Verification/Measurements
   7. Special Lens Designs and Uses
B. Tonometry
   1. Instrumentation/Types
   2. Procedures/Causes
C. Visual Fields
   1. Instrumentation/Types
   2. Procedures/Measurements
   3. Defects
   4. Physiological Blind Spot
   5. Recording
D. Sphygmomanometry
E. First Aid/CPR/Emergencies
F. Vision Rehabilitation
G. Surgery

V. Refractive Status of the Eye and Binocularity (13%)
A. Refractive Errors
   1. Types
      a. Myopia
      b. Hyperopia
      c. Astigmatism
   2. Presbyopia
   3. Causes
   4. Corrective Lenses
   5. Photophobia
B. Refractive Conditions
   1. Types
      a. Aphakia
      b. Anisometropia
      c. Aniseikonia
      d. Amblyopia
   2. Causes
C. Eye Movements
   1. Versions, Ductions, Rotations, Pursuits and Saccades
   2. Convergence and Divergence
   3. Binocular Vision
   4. Accommodative Mechanism
   5. Stereopsis

VI. Basic Ocular Anatomy and Physiology (17%)
A. General Anatomy and Physiology
   1. Anterior Adnexa
2. Orbit
3. Bones
4. Anterior Segment
5. Posterior Segment
6. Crystalline Lens
7. Aqueous/Vitreous
8. Retina
9. Extra-Ocular Muscles
10. Visual Pathway
11. Cornea

B. Basic Functions of Anatomical Structures
1. Lacrimal System
2. Anterior Chamber
3. Anterior Angle
4. Posterior Chamber

C. Common Pathological and Functional Disorders
1. Lids
2. Conjunctivitis
3. Glaucoma
4. Cataracts
5. Corneal Problems
6. Retinal Disorders
7. Legal Blindness
8. Macular Degeneration

D. Basic Ocular Pharmacology
1. Types
   a. Mydriatics
   b. Miotics
   c. Cycloplegics
   d. Anesthetics
2. Instillation/Instruction
   a. Solutions
   b. Ointment

Recommended Reference Material
Listed below are general references that may be useful in preparing for the CPOA Examination. The listing of these resources does not constitute a CPC endorsement of these resources and does not imply a guarantee that candidates will be successful in passing the CPOA Examination. Please see the CPOA Study Map for additional sources.

- Brooks, Clifford W. and Irving M. Borish
  System for Ophthalmic Dispensing, 3rd ed.
  Butterworth-Heinemann, 2006

- Kanski, Jack J.
  Butterworth-Heinemann, 2008

- Mannis, Mark J. et. al.
  Contact Lenses in Ophthalmic Practice
  Springer-Verlag, Inc., 2004

- Stein, Harold A. et. al.
  Ophthalmic Assistant: A Text for Allied and Associated Ophthalmic Personnel, 9th ed.
  Mosby, 2013