Participation and General Requirements - If a designation of CPO™, CPOA™, or CPOT™ is held, participation in continuing education activities must be reported to the CPC™ every three years. A minimum of 18 hours every three years is required. Failure to meet this requirement will result in loss of CPC™ designation.

Accepted Continuing Education - CPC™ approved continuing education and credits as indicated below in “Accepted Activities” will be accepted towards renewal. If unsure if the education is acceptable, contact the CPC™ office for verification.

Accepted Activities (Upon CPC™ Approval)
- Oral presentation of lectures and/or workshops approved by the CPC™
- Authorship or co-authorship of work related articles and manuscripts approved by the CPC™
- Service with optometric programs providing vision care to underserved countries
- Certification or recertification of ASHI, American Heart Association or American Red Cross CPR and First Aid Courses (4 hours maximum)
- No more than 9 cumulative total hours from COPE, ABO, NCLE, or JCAHPO.

Keeping Track of Credits - The individual is responsible for keeping track of their own activities and compiling supporting documents. Keep original documentation that verifies credit earned. Retain all documentation supporting the renewal as it will need to be submitted with the renewal fee and statement. The CPC™ does not maintain or track information as to the certificants continuing education activities.

Reporting
- Do not send documentation or payment until the statement is received (contact CPC if not received by September 15)
- Keep a photocopy of credits for your records. Documentation will not be returned.
- Renewals must be postmarked on or before December 31 of the renewal year to avoid loss of credential.

Counting CPC™ Approved Hours
- Keep track of hours as they are earned. Retain all credits including those that contain a .5 credit as they may be needed. Total points are not rounded up. For example, 17.5 credit hours does not meet the requirement of 18 hours.

- Credits earned during a cycle may be claimed for that cycle only. Credits do not carry over. Credits earned for renewal are only acceptable if they were earned within the three-year cycle. For example, should one become certified in 2011, the renewal is November 2014; the CPC™ would only accept credit from 2011-2014.

Reacquiring CPC™ Designation - If the designation is lost due to non-renewal, there is a three-year period from the renewal date during which one can reacquire the certification designation lost. Individuals must register, pay, and successfully pass the examination of the designation lost.

Appeals Procedures - Individuals may make a written appeal of any decision made by the CPC™ relating to renewal compliance. The appeal may:

1. Seek an extension of time to complete the CPC™ renewal requirements, or
2. Seek a partial exemption from the requirements

Requests for extensions must be received by the CPC™ no later than November 15.
Exemptions - Individuals may appeal in writing to request a partial exemption from CPC renewal requirements. An exemption allows CPC™ to waive part or all of the requirements when there is an undue hardship, incapacity, or disability, or other extenuating circumstances. Requests must be received by CPC™ by the November 15 deadline. Supporting documentation may be requested.

Where
There are many educational events offered where you may earn continuing education credits. The AOA Paraoptometric Section is a great resource. Check with your state optometric association regarding educational functions that offer CPC™ credit. See the CPC™ website http://www.aoa.org/x21736.xml for a listing of approved continuing education courses. Also, the CPC™ Facebook page lists programs and opportunities as well. Lastly, investigate CPR or First Aid Certification through American Safety and Health Institute (ASHI), American Heart Association, and American Red Cross.

Why
Rationale - Recertification of an individual’s specialty through maintenance of continuing education requirements assists the professional to remain current in his/her field and aware of recent development in research, theory, and practice of the specialty. Renewal of the certification indicates a participation or adherence to expected levels of professional growth standards within the field. Recertification is a commitment to career-long learning and a commitment to the principle of lifelong learning is therefore central to maintenance of competence and, by extension, to ensuring the public can expect high professional standards from their optometric assistants.

When
Schedule - Statements are emailed in September of the renewal year. It is your responsibility to keep CPC informed with a unique home or business email address. (Shared staff email addresses are not allowed.) Renewals are due every third year on November 1 and the cycle is set on a calendar year. For example, if one earns a CPO™ certification anytime between January-December 2013, the renewal will be due on November 1, 2016.

Notification of Renewal - CPC™ will review the credits earned and determine if they are acceptable according to the guidelines. If the renewal requirements are met (continuing education and fee received together), individuals will receive a letter of renewal acceptance along with an updated certificate. If the renewal requirements are not acceptable, individuals will receive a letter of explanation. At that time, a request for extension of time to renew can be requested. Renewals received after November 15 will be subject to the late fee, regardless if an extension was granted. If not renewed on or by December 31 of the renewal year, the CPC™ will notify the individual that the designation has been dropped. Candidates may regain the certification by retesting at the highest level they had previously held within 3 years of the missed renewal date. Testing after more than a 3 year lapse will require beginning testing at the CPO™ level.

Candidates whose renewal is due and who wish to test during the November testing period must have their renewal submitted and accepted by CPC prior to applying.

Fees
Renewal Fee $90
Late Fee $25 (all renewals postmarked after the due date and before December 31)
Administration Fee $50 (renewals postmarked after December 31 including those who have been granted an extension)

Questions
Contact the CPC office at 800-365-2219 ext. 4210 or 4135.

Note:
If you have moved or changed employers within the renewal cycle, contact CPC@aoa.org to verify that your current record is on file. CPC™ is not responsible for misdirected mail or non-receipt of the renewal invoice.