CERTIFICATION RENEWAL GUIDE

Commission on Paraoptometric Certification (CPC™)

RENEWAL REQUIREMENTS FOR THE CPOC

Recertification through participation in continuing education assists the professional in remaining current in his/her field and aware of recent developments in research, theory, and practice. Recertification is a commitment to the principles of career-long and lifelong learning.

GENERAL REQUIREMENTS FOR MAINTAINANCE OF CPOC CERTIFICATION

- Certified paraoptometric coders must submit a minimum of 9 hours of approved continuing education every three years by the May 31st deadline
- If unsure if the education is acceptable, contact the CPC™ office for verification before you take the course
- Renewal credits are only acceptable if earned within the three-year renewal period and prior to the May 31 deadline

APPROVED CONTINUING EDUCATION PROVIDERS AND EDUCATION TOPICS

Note: These, and only these providers and topics are accepted.

- Commission on Paraoptometric Certification (AOA)
- American Academy of Professional Coders (AAPC)
- Centers for Medicare and Medicaid Services (CMS)
- Council on Optometric Practitioner Education (COPE)

Eye Anatomy: CPT®
Pathology and Pharmacology: Modifiers
Medical Terminology: Diagnosis Codes
Medical Records: Claim Filing
Compliance

CPOC Renewals
Are Due
May 31st
Renewal fee $95
(must be submitted with proof of CE)

CPC Renewals
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The Commission on Paraoptometric Certification (CPC)
CPC@aoa.org
800.365.2219, ext. 4210
RENEWAL REQUIREMENTS FOR THE CPOC

REPORTING

- Documentation, renewal fee, and invoice must be mailed together in one envelope.
- Renewals must be received at the CPC™ office by the deadline of May 31 of the renewal year to avoid late fee and possible loss of designation.
- The fee for renewals received after May 31 is $195.
- Invoices are emailed early in the renewal year (contact the CPC if invoice is not received by March 15 of your renewal year).
- It is your responsibility to keep CPC informed of your current home or business email and mailing addresses (shared staff email addresses are not allowed).
- If you require notification of delivery of your documentation you may wish to use a carrier that provides tracking or signature required delivery service for verification of receipt.
- CPC is not responsible for non-receipt of courtesy renewal invoice.
- Documentation submitted for renewal will not be returned.
- Credits used to renew the CPOC certification may not be used to renew CPO, CPOA, or CPOT certification.
- Credits earned for renewal must be earned prior to the May 31 deadline.
- If renewal is not received by June 30, CPC designation will be dropped.

“WHAT HAPPENS AFTER I SUBMIT MY RENEWAL?”

- CPC will review all items and determine if they are acceptable.
- If requirements are met, certificants will receive a letter of acceptance along with an updated certificate in July.
- If requirements are not met, certificants will receive email notification that renewal is not acceptable once documentation has been reviewed.
- If designation is lost, certificants must once again register, pay for, and pass the examination to reacquire designation.

Failure to meet all of these requirements will result in loss of CPC designation.

It is your responsibility to keep the CPC informed of your contact information and email address.