2017
Certified
Paraoptometric
(CPO, CPOA, CPOT, CPOC)
Candidate Handbook
Purpose of the Handbook

This handbook has been produced to help you better understand what Paraoptometric Certification is, the process and procedures to become certified, and how to stay certified by renewing your certification. It also contains necessary information about the Certified Paraoptometric (CPO™), Certified Paraoptometric Assistant (CPOA™), Certified Paraoptometric Technician (CPOT™), and Certified Paraoptometric Coder (CPOC) Examinations.

Paraoptometric certification was developed and continues to be maintained by a respected panel of American Optometric Association paraoptometrics and optometrists. The AOA Commission on Paraoptometric Certification created the certification program to encourage continuing education and knowledge as the field of optometric assisting grows.

The CPO™, CPOA™, and CPOT™ examinations are accredited by the National Commission for Certifying Agencies (NCCA). The NCCA accreditation serves as a benchmark on how organizations should conduct certification and clearly distinguishes the excellence and value of CPC certification.

Please read this entire Handbook and refer to it first whenever questions arise. We also suggest you retain it for future reference. Candidates are responsible for reading these instructions carefully. If you have any questions, we encourage you to contact us using the email address or phone number listed below.

This handbook is subject to change.
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Once earned, certification must be RENEWED every three (3) years by earning 18 hours of approved continuation education credits and submitting a renewal fee by the May 31 (CPOC) or November 1 (CPO, CPOA, CPOT) deadline of your renewal year. See page 10 for more information.

2017 EXAMINATION SCHEDULE

February 2017 Testing Period
Application Deadline: January 3, 2017 (9:00pm EDT)
Testing Begins: February 11
Testing Ends: February 25

May 2017 Testing Period
Application Deadline: April 3, 2017 (9:00pm EDT)
Testing Begins: May 6
Testing Ends: May 20

August 2017 Testing Period
Application Deadline: July 3, 2017 (9:00pm EDT)
Testing Begins: August 12
Testing Ends: August 26

November 2017 Testing Period
Application Deadline: October 3, 2017 (9:00pm EDT)
Testing Begins: November 4
Testing Ends: November 18

Applications are only accepted until 9:00 PM Eastern time on the application deadline date. No late applications are accepted.

All paraoptometrics who hold a certification granted by the Commission on Paraoptometric Certification (CPC™) are required to participate in eye care related continuing education for the duration of their certification. Every third year they must meet the renewal requirements in effect at that time to retain a current certification status. The requirements for renewal include submission of proof of having attended acceptable and documented continuing education (as outlined in the renewal guidelines) with payment of the appropriate renewal fee by the renewal deadline. Failure to meet all of the requirements for renewal by the posted deadline will result in loss of certification and credentials.
GENERAL INFORMATION

All levels of the Certified Paraoptometric Examinations are prepared and administered by the Commission on Paraoptometric Certification (CPC™) with the assistance of the Professional Testing Corporation. The purpose of the examinations is to assure a level of knowledge to perform the functions of a certified paraoptometric at entry, intermediate, and advanced levels, as well as the specialty certification for paraoptometric coders. Those who successfully complete the examination(s) with a passing score will be certified with the Commission on Paraoptometric Certification.

The development of the CPC™ examinations begins with a job analysis, which results in identification of the major domains of practice through a survey of the knowledge, skills, and abilities needed for competent performance. The outline of the examinations’ contents and specifications are derived from the results of the job analysis, including the establishment of the relative emphasis or weight for each of the major sections.

Experienced practitioners are asked to draft questions for the examinations. These draft questions are reviewed by a panel of experts in the profession, editing as needed for consistency, accuracy, grammatical correctness, and conciseness of presentation, so that each item is testing for knowledge and application of content and not for reading skills.

Drafts of the examinations are drawn from the items that have been reviewed and approved for use by the subject matter experts. The CPC™ reviews all of the items on the examination one last time to ensure they are written clearly, have one and only one correct response, and are appropriate for the examinations. The CPC™ also participates in an exercise to determine the passing score each time a new form of the examination is approved.

OBJECTIVES OF CERTIFICATION

To promote excellence in the field of optometry by:
- Recognizing formally those individuals who meet all requirements of the Commission on Paraoptometric Certification.
- Encouraging continued professional growth of the paraoptometric.
- Establishing and measuring the level of knowledge required for certification; thereby, assisting the employer, public, and members of the health professions in the assessment of paraoptometrics.

ELIGIBILITY

(Applications will be randomly audited and verified.)

CPO Exam
To sit for the Certified Paraoptometric Examination, the following requirements must be met:

A. Applicants must have a minimum of a high school diploma or equivalent and
B. Must have a minimum of six (6) months full-time employment in the eye care field.

CPOA Exam
To sit for the Certified Paraoptometric Assistant Examination, one of the following requirements must be met:

A. Must have earned the CPO title, hold a current CPO designation, and verify a minimum of six months’ additional employment in the eye care field as a Certified Paraoptometric (CPO). Or
B. Graduates or students currently enrolled and in good standing* in their last semester of study at an approved optometric assistant program are eligible to sit for the examination directly without having been CPO certified. Graduates of approved optometric assistant programs, as listed in the candidate handbook (refer to Appendix A for a listing of approved programs), must have completed and graduated within the last five years. Or

C. Experience – Proof of five years or more experience. Employer must attest to this experience by completing the CPOA Reference Form. Documentation will be required.

*Students will be required to submit verification of successful completion of the program before their test results will be released to them. The examination fee will not be refunded to students who do not complete their program.

**CPOT Written Exam**
To sit for the Certified Paraoptometric Technician Written Examination, one of the following requirements must be met:

A. Must have earned the CPOA title, hold a current CPOA designation, and verify a minimum of six months’ additional employment in the eye care field as a Certified Paraoptometric Assistant (CPOA). Or

B. Graduates or students* currently enrolled and in good standing in their last semester of study at an ACOE (Accreditation Council on Optometric Education) approved optometric technician program are eligible to sit for the written examination directly without meeting the eligibility “A” criteria. Graduates of approved optometric technician programs must have completed and graduated within the last five (5) years. (Refer to Appendix A for a listing of approved technician programs.)

C. Graduates or students must now take and pass both the CPOT Written and CPOT Clinical examinations to receive the CPOT certification. Both portions must be passed within an 18-month period but not to exceed the five (5) years following graduation of an approved optometric technician program.

*Students will be required to submit verification of successful completion of the program before their test results will be released to them. The examination fee will not be refunded to students who do not complete their program.

**NOTE:** Beginning in 2017, all candidates (including graduates/students of approved technician programs) seeking the CPOT designation must pass both the CPOT Written and the CPOT Clinical examinations within an **18-month period** to be considered a Certified Paraoptometric Technician.

**CPOT Clinical Exam**
To sit for the Certified Paraoptometric Technician Clinical Examination, one of the following requirements must be met:

A. Must have earned the CPOA title, hold a current CPOA designation, and verify a minimum of six months’ additional employment in the eye care field as a Certified Paraoptometric Assistant (CPOA). Or

B. Graduates or students currently enrolled and in good standing* in their last semester of study at an ACOE (Accreditation Council on Optometric Education) approved optometric technician program are eligible to sit for the clinical examination directly without meeting the eligibility “A” criteria. Graduates of approved optometric technician programs must have completed and graduated within the last five years. (Refer to Appendix A for a listing of approved technician programs.)

C. Graduates or students must now take and pass both the CPOT Written and CPOT Clinical examinations to receive the CPOT certification. Both portions must be passed within an 18-month period but not to exceed the five (5) years following graduation of an approved optometric technician program.
Students will be required to submit verification of successful completion of the program before their test results will be released to them. The examination fee will not be refunded to students who do not complete their program.

NOTE: Beginning in 2017, all candidates (including graduates/students of approved technician programs) seeking the CPOT designation must pass both the CPOT Written and the CPOT Clinical examinations within an **18-month period** to be considered a Certified Paraoptometric Technician.

CPOC Exam
To sit for the Certified Paraoptometric Coding Examination, the following requirements must be met:

A. Applicants must have a minimum of a high school diploma or equivalent, and
B. Must have a minimum of two (2) years employment in the medical coding and billing field.

APPLICATION PROCEDURES

1. Read and follow the directions on the application and in this handbook. All applications must be completed online. The application may be found on Professional Testing Corporation’s website: www.ptcny.com/clients/cpc/.

2. Candidates for the CPOA examination are required to attach a copy of their current CPO certificate or a copy of their approved CPOA Reference Form approval letter when submitting their examination application. **DO NOT SUBMIT CPOA REFERENCE FORM APPLICATIONS WITH YOUR EXAMINATION APPLICATION!**

3. Candidates for the CPOT examination (written or clinical) are required to attach a copy of their current CPOA certificate or a copy of their graduation certificate from an approved paraoptometric technician program that is listed below and graduated within the last five (5) years.

4. The online application and appropriate fees for the examination must be received on or before the appropriate deadline listed in this handbook (see page 1).

5. All correspondence regarding the application and fees should be directed to Professional Testing Corporation at ptcny@ptcny.com or 212-356-0660.

6. Applicants will receive an emailed confirmation of application from PTC within 1-3 days of submitting the application.

Completion of Application
Candidates interested in CPC™ certification must complete the examination application in full, using their legal name exactly as it appears on their current government issued photo ID. The completed application must be submitted online with the examination fee prior to the established deadlines shown on page 1. If payment is being made by check or money order, complete the online application and mail payment to:

CPC Examinations
Professional Testing Corporation
1350 Broadway-17th Floor
New York, NY 10018
NOTE: Checks and money orders are to be made payable in U.S. funds to Professional Testing Corporation. Be certain payment clearly indicates candidate name and appropriate examination. Also, print the appropriate payment form provided by PTC and include with the check or money order.

It is the responsibility of the applicant to be certain they have applied for the correct examination. Be certain to fully read the emailed confirmation after applying. The online application webpage indicates the name of the examination in color.

The CPO examination is shown in ORANGE.

The CPOA examination is shown in GRAY.

The CPOT Written examination is shown in GOLD.

The CPOT Clinical examination is shown in GREEN.

The CPOC examination is shown in BLUE.
EXAMINATIONS

The examinations are administered during an established two-week testing period four times yearly, Monday through Saturday excluding holidays, at computer-based testing facilities managed by PSI. Scheduling is done on a first-come-first-served basis.

Test Locations
To find a testing center, visit www.ptcny.com/cbt/sites.htm or call PSI at 800-733-9267. Note when searching for a location, the sponsor is Commission on Paraoptometric Certification (CPC), not the American Optometric Association. Candidates will not be able to schedule an examination appointment until the scheduling authorization has been received by email from PTC. It is recommended that candidates add notices@ptcny.com to their email contacts or to their safe email list to ensure that the SA does not end up in a junk or spam mail folder.

Details & Fees

<table>
<thead>
<tr>
<th>Examination</th>
<th>Application Fee*</th>
<th># of Questions on Exam**</th>
<th>Time Limit to Complete Exam</th>
</tr>
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<tbody>
<tr>
<td>Certified Paraoptometric (CPO)</td>
<td>$275</td>
<td>100</td>
<td>2 hours</td>
</tr>
<tr>
<td>Certified Paraoptometric Assistant (CPOA)</td>
<td>$295</td>
<td>200</td>
<td>3 hours</td>
</tr>
<tr>
<td>Certified Paraoptometric Technician Written (CPOT)</td>
<td>$295</td>
<td>225</td>
<td>3 hours</td>
</tr>
<tr>
<td>Certified Paraoptometric Technician Clinical (CPOT)</td>
<td>$295</td>
<td>100</td>
<td>2 hours</td>
</tr>
<tr>
<td>Certified Paraoptometric Coder (CPOC)</td>
<td>$275</td>
<td>125</td>
<td>2 hours</td>
</tr>
<tr>
<td>Reschedule Fee</td>
<td>$200 (see “Rescheduling an Examination Appointment” for details)</td>
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*Student fees have been discontinued.
**All questions are multiple choice.

Once the application has been received and eligibility is verified, the candidate will receive an email confirmation from support@ptcny.com at the candidate email address shown on the application.

Refunds
There will be no refund of fees.

Rules for the Examination

CPO, CPOA, & CPOT Candidates

A. All electronic devices that can be used to record, transmit, receive, or play back audio, photographic, text, or video content, including but not limited to cell phones, laptop computers, tablets, Bluetooth devices, all wearable technology such as smart watches, MP3 players such as iPods, pagers, cameras, and voice recorders are not permitted to be used and cannot be taken into the examination room.

B. Simple, non-programmable calculators are permitted.

C. No books or reference materials may be taken into the examination room (with exception of CPOC candidates – see below.)
D. No test materials, documents, or memoranda of any sort are to be taken from the examination room except for the preliminary score report.

E. No questions concerning content of the examination may be asked during the examination. The candidate should read carefully the directions that are provided on screen at the beginning of the examination session.

F. Candidates are prohibited from leaving the testing room while their examination is in session, with the sole exception of using the restroom.

CPOC Candidates ONLY
As this is an open-book examination, candidates have the option to bring bound textbooks. However, they are limited to the following references and no other references will be permitted.

- CPT® Standard or Professional Edition (current edition)
- Codes for Optometry (current edition)

All textbooks must be bound volumes without other added or loose materials.

A. All electronic devices that can be used to record, transmit, receive, or play back audio, photographic, text, or video content, including but not limited to cell phones, laptop computers, tablets, Bluetooth devices, all wearable technology such as smart watches, MP3 players such as iPods, pagers, cameras, and voice recorders are not permitted to be used and cannot be taken into the examination room.

B. Simple, non-programmable calculators are permitted.

C. No books or reference materials, other than the materials listed above may be taken into the examination room.

D. No test materials, documents, or memoranda of any sort are to be taken from the examination room except for the preliminary score report.

E. No questions concerning content of the examination may be asked during the examination. The candidate should read carefully the directions that are provided on screen at the beginning of the examination session.

F. Candidates are prohibited from leaving the testing room while their examination is in session, with the sole exception of using the restroom.

Scheduling Your Examination Appointment
Within six (6) weeks prior to the first day of the testing period, Professional Testing Corporation will email a Scheduling Authorization (SA) to registered candidates. The SA will indicate how to schedule your examination appointment as well as the dates during which testing is available. Appointment times are first-come, first-served, so schedule your appointment as soon as you receive your SA in order to maximize your chance of testing at your preferred location and on your preferred date.

CPOT Clinical Examination candidates cannot schedule their appointment on their own. A representative from PSI will contact CPOT Clinical Examination candidates directly for scheduling 3-5 days after candidate receives his or her SA. If you do not receive a call from PSI to schedule your appointment within this timeframe contact Professional Testing Corporation immediately by calling 212-356-0660.

Any candidate not receiving a Scheduling Authorization at least three (3) weeks before the beginning of the testing period should contact Professional Testing Corporation at 212-356-0660 for a duplicate.

NOTE: It is your responsibility as the candidate to contact PSI to schedule the examination appointment. No refunds are issued for failing to make an appointment or to appear at your scheduled appointment.
**Rescheduling an Examination Appointment**

To reschedule to the next testing period:

A. A candidate who applies to take the examination but then wishes to take it during a different testing period, may be granted a one-time deferment to the next immediate testing period. **A $200 reschedule fee will apply.**

B. The candidate must request the deferment in writing to cpc@aoa.org no more than one week after the original testing period ends.

C. The candidate is responsible for contacting PSI to cancel their examination appointment, if one has been scheduled.

D. **If a candidate fails to reschedule or keep their appointment, the entire examination fee is forfeited.**

Once a deferment to the next testing period has been established, the candidate must complete a new application for the next immediate testing period and submit the rescheduling fee of $200 with the application before the application deadline. Only one deferment will be permitted.

Candidates may avoid the $200 reschedule fee if they reschedule the exam within the same two-week testing period.

**To cancel or reschedule to a different date within the two-week testing period:**

A. There is no fee for rescheduling within the two-week testing period for which you have registered.

B. You must contact PSI at 800-733-9267 no later than noon, Eastern Standard Time, of the second business day PRIOR to your scheduled appointment.

C. Rescheduling is subject to the availability of appointments at PSI.

D. Candidates may select a different testing site at which to complete their examination if no appointments are available at the original testing site.

E. If you fail to notify CPC of your intent to reschedule or fail to keep the appointment, you will forfeit the entire examination fee and will be marked as a “no show.”

**Admission to Testing Site**

Your current government-issued photo identification, such as a driver's license or passport, must be presented in order to gain admission to the testing center. **Take a printed copy of your Scheduling Authorization as well as your PSI appointment confirmation to your appointment.**

A. It is highly recommended that you become familiar with the testing site.

B. Arrival at the testing site at the appointed time is the responsibility of the candidate.

C. Plan for weather, traffic, parking, and any security requirements that are specific to the testing location.

D. Late arrival may prevent you from testing.

**Special Needs**

The CPC and PTC support the intent of and comply with the Americans with Disabilities Act (ADA). PTC will take steps reasonably necessary to make certification accessible to persons with disabilities covered under the ADA. Special testing arrangements may be made upon receipt of the application, examination fee, and a completed and signed Request for Special Needs Accommodations Form, available from www.ptcny.com or by calling PTC at (212) 356-0660. This Form must be uploaded with the online application at least **EIGHT** weeks before the testing period begins. Please use this Form if you need to bring a service dog, medicine, food or beverages needed for a medical condition with you to the testing center.
Information supplied on the Request for Special Accommodations Form will only be used to determine the need for special accommodations and will be kept confidential.

Compliance
The Commission on Paraoptometric Certification supports the intent of and complies with the Americans with Disabilities Act (ADA). The CPC™ will take steps reasonably necessary to make certification accessible to persons with disabilities covered by the ADA. Appropriate and effective modification and/or auxiliary aids will be provided to persons with such disabilities unless doing so would impose an undue burden on the Commission’s programs or fundamentally alter the measurement of skills or knowledge that the programs are intended to test. All requests for special arrangements must be made in writing at least **eight** weeks in advance of the examination date.

Statement on Nondiscrimination Policy
The Commission on Paraoptometric Certification does not discriminate against any individual on the basis of race, color, religion, gender, national origin, age, disability or any other characteristic protected by law.

Testing Software Demo
Testing software demo can be viewed online by visiting [www.ptcny.com/cbt/demo.htm](http://www.ptcny.com/cbt/demo.htm). This online demo can provide you with an idea about the features of the testing software.

Preparing for the Examination
CPC™ examinations are designed to cover the knowledge and skills to be most effective in the optometric practice. Below are ideas to help you prepare:

- Read the entire content outline as the exam will include items for every area and may include questions on the sub-categories.
- Study from one or all of the recommended references or other resources.
- Take the free sample examination on the CPC™ website.
- Get plenty of rest the night before.
- Prior to driving to the examination location, study a map and/or directions so you aren’t rushing to get to the location.

**AFTER THE EXAM – NEXT STEPS**

Exam Results (Or Report of Exam Results)
At the end of the examination, candidates will receive a printout that confirms their completion of the examination as well as an **unofficial** pass/fail test result report prior to leaving the testing center. Candidates are not eligible to use credentials (CPO, CPOA, CPOT or CPOC) until their official score report is received. Candidates will be notified in writing by Professional Testing Corporation within four (4) weeks of the close of the testing period whether they have officially passed or failed the examination. Scores on the major areas of the examination and on the total examination will also be reported. The passing score is determined by the Commission on Paraoptometric Certification. Failure to receive the report of results should be reported to Professional Testing Corporation at 212-356-0660.

Confidentiality
The CPC™ will release the individual test scores ONLY to the individual candidate. Any questions concerning test results should be referred to Professional Testing Corporation at 212-356-0660.
Retesting Policy
Retesting within the same two-week period is not allowed. Candidates who do not pass the examination are eligible to retake the examination beginning with the next regularly scheduled two-week examination period. Candidates must submit a new application and fee each time they retest.

Attaining Certification
After passing the examination, the CPC™ will send successful candidates a certificate suitable for framing in the mail. [Note: CPOT examination candidates (including graduates/students of approved technician program) must pass both the CPOT written and clinical examination within an 18-month period before receiving a certificate.] Certification pins are available for order through the CPC™ office. Those who pass the examination will be added to the roster of certified paraoptometrists of the Commission on Paraoptometric Certification.

After receiving official notification by mail from Professional Testing Corporation:

- Candidates who have achieved a passing score on the CPC™ Certified Paraoptometric Examination are eligible to use the CPO designation after their name.
- Candidates who have achieved a passing score on the CPC™ Certified Paraoptometric Assistant (CPOA) Examination are eligible to use the CPOA designation after their name.
- Candidates who have achieved a passing score on BOTH the CPC™ Certified Paraoptometric Technician Written and Clinical (CPOT) Examinations are eligible to use the CPOT designation after their name (with the exception of students/graduates of approved programs listed in this handbook.)
- Candidates who have achieved a passing score on the CPC™ Certified Paraoptometric Coder (CPOC) Examination are eligible to use the CPOC designation after their name.

CPC™ certification is recognized for a period of three years. A database of certified paraoptometrists is maintained by the CPC™ and may be reported in its publications and/or website.

Maintaining Certification
To keep a certification current, Certified Paraoptometrics (CPO), Certified Paraoptometrics Assistants (CPOA), and Certified Paraoptometric Technicians (CPOT) must participate in continuing education. Certification is renewable every three years subsequent to the completion of 18 hours of approved required education and submission of a recertification fee. (A minimum of nine (9) credit hours must be CPC approved, and no more than a total of nine (9) credits from COPE, ABO, NCLE, or JCAHPO will be accepted.) Guidelines for renewal of certification (see Appendix B) will be sent upon successful completion of the examination and are always available on the AOA website, www.aoa.org.

To keep a certification current, Certified Paraoptometric Coders must participate in continuing education. Certification is renewable every three years subsequent to the completion of 9 hours of approved required education and submission of a recertification fee. Guidelines for renewal of certification (see Appendix B) will be sent upon successful completion of the examination and are always available on the AOA website, www.aoa.org. Because the CPOC is a specialty certification, all continuing education credits must be coding and billing related, within specific domains (topics), and from the organizations listed in the renewal guidelines for the CPOC only.

Renewals
The Commission on Paraoptometric Certification (CPC) renewal program ensures certified paraoptometrists remain current in optometric assisting skills and knowledge. The purpose of renewal is to ensure that certified paraoptometrists maintain their competence to practice by increasing their knowledge, honing their skills, encouraging interaction with peers and meeting professional standards.
All paraoptometrics who hold a certification granted by the Commission on Paraoptometric Certification (CPC™) are required to participate in eye care related continuing education for the duration of their certification. Every third year they must meet the renewal requirements in effect at that time to retain a current certification status. The requirements for renewal include acceptable and documented continuing education as outlined in the renewal guidelines and payment of the appropriate renewal fee by the renewal deadline. Credits must be earned during the 3-year renewal cycle. Failure to meet all of the requirements will result in loss of certification and credentials.

Renewal Schedule and Fees
CPO™, CPOA™, and CPOT™ Guidelines: As a courtesy to certificants, renewal statements are emailed beginning in February of the renewal year. Renewal documents and payment are due every third year on or before November 1, and the cycle is set on a calendar year. For example, if one earns a CPO certification anytime between January - December 2016, the renewal will be due on or before November 1, 2019.

- Early Renewal Fee: $95 (if received at the CPC office on or before November 1)
- Renewal Fee: $195 (if received at the CPC office between November 2 and November 30)

CPO, CPOA, or CPOT certifications that are not renewed by November 30 in the appropriate renewal year will be dropped and the paraoptometric's status will become "uncertified."

CPOC™ Guidelines: As a courtesy to certificants, renewal statements are emailed in January of the renewal year. Renewal documents and payment are due every third year on or before May 31, and the cycle is set on a calendar year. For example, if one earns a CPOC certification anytime between January - December 2016, the renewal will be due on or before May 31, 2019.

- Early Renewal Fee: $95 (if received at the CPC office on or before May 31)
- Renewal Fee: $195 (if received at the CPC office between June 1 and June 30)

CPOC certifications that are not renewed by June 30 in the appropriate renewal year will be dropped and the paraoptometric's status will become "uncertified."

Please mail certification renewals to: AOA-CPC, 243 N. Lindbergh Blvd., Floor 1, St. Louis, MO 63141

Recertification
Upon failure to maintain a certified status, the individual will then be classified "non-certified." Once so classified, the individual must immediately refrain from using/displaying all related Commission on Paraoptometric Certification abbreviations on all certificates, cards, logos, and pins. Consequences for anyone claiming certification when not certified will be determined by the Commission on Paraoptometric Certification, pursuant to written guidelines established by the Commission. Should an individual wish to become recertified, they must retest at the level they had previously attained within three (3) years of the lapse of their certification. Under no circumstances will an individual be allowed to test for a level they have not previously attained.

Revocation of Certification
Certification will be revoked for any of the following reasons:

- Falsification of an application or results report
- Misrepresentation of certification status
- Unethical conduct

The CPC™ provides the appeal mechanism for challenging revocation of certification. It is the responsibility of the individual to initiate this process by contacting cpc@aoa.org or phoning 800-365-2219 ext. 4210.
Morals Policy
Applicants for paraoptometric certification are expected to be of high moral character. Should the CPC™ receive evidence that a candidate has engaged in inappropriate actions or behavior with regard to the application or testing process, or has made any false representation pertaining to his/her certification status, that individual will be subject to disqualification or such other penalty as determined by the CPC™.

Code of Conduct for Certified Paraoptometrics
Paraoptometrics who have been certified by the Commission on Paraoptometric Certification are expected to abide by a Code of Conduct. Inasmuch as certification represents to the public an attained level of knowledge and/or skill, it therefore is incumbent upon each paraoptometric to:

1. Place the welfare of the patient above all else.
2. Maintain patient confidentiality at all times.
3. Treat patients with respect and a caring attitude regardless of their backgrounds, preferences, or prejudices.
5. Promote ways for maintaining visual health and eye care to both patients and the public.
6. Continue an ongoing educational process to upgrade and enhance paraoptometric skills.
7. Conduct oneself in a professional manner in the office and be an exemplary citizen within the community.
8. Support colleagues in efforts to achieve maximum level of certification.

Violation Process
The Commission on Paraoptometric Certification will investigate allegations concerning alleged misconduct by paraoptometrics and/or Commission members and/or its consultants regarding violation of certification policies and procedures. Allegations of misconduct must be in writing, signed, and delivered directly to the CPC™ office at 243 N. Lindbergh Boulevard, Floor 1, St. Louis, MO 63141 within 120 days of the alleged violation(s). Supporting documentation should be submitted with the complaint. The Commission will review the allegation(s) and take one of the following actions:

- Dismiss the allegation(s) on grounds it lacked sufficient evidence or merit to commence an investigation; or
- Attempt to resolve any issue with the parties involved should the allegation(s) appear to be a misunderstanding; or
- Conduct a full investigation of the allegation(s) and, if deemed necessary, appoint a hearing panel.

Should an investigation be warranted, the Commission chairperson will appoint a three-member panel within 45 days of the receipt of the allegation. The panel will consist of three CPOTs chosen by the Commission chairperson, one of whom will act as the panel’s chairperson. The panel shall give not less than 30 days’ notice to the subject of the investigation of the right to appear before the panel, give testimony, confront witnesses and evidence presented, and to be represented by counsel. AOA General Counsel shall assist the panel in conducting the proceeding.

The panel will convene within 60 days of its appointment, meeting in the St. Louis office or via conference call. A record will be kept of all testimony. Upon conclusion of the hearing, the panel shall deliberate and render its written decision within 30 days. The panel’s decision shall be final unless appealed within 30 days to the full Commission.

If appealed, the Commission will review the panel’s findings within 30 days and inform the parties involved of its decision. The Commission’s decision on appeal is final and cannot be appealed. All decisions on appeal
by the Commission, as well as on hearing by the panel, concerning allegations, be they dismissed, resolved, or investigated, will be delivered in writing by certified mail with return receipt to all parties involved.

**Appeal Procedure**

All candidates for certification have the right to appeal alleged grievances concerning but not limited to: scoring, eligibility, equipment failure, exemption from certification requirements, and administrative procedures. Appeals must be received by the Commission on Paraoptometric Certification within 30 days after the examination results are sent to candidates. All appeals must be in writing and sent by certified mail along with supporting documents to Commission on Paraoptometric Certification, 243 N. Lindbergh Boulevard, Floor 1, St. Louis, MO 63141. The Commission will consider the appeal at its next regularly scheduled meeting, and the appellant will be notified in writing of its decision. The Commission's decision on all appeals is final.

**Appeal Process**

When an appeal is received by the Commission on Paraoptometric Certification, the chairperson will appoint one (1) commissioner to serve as an independent reviewer who will discuss the alleged grievance with the appellant and others as to whether the facts as stated are correct and whether there are mitigating factors and/or personal/professional situations not stated in the appeal. The independent reviewer will be neither a supporter nor a detractor in presenting his/her findings to the Commission. The independent reviewer will refrain from making any recommendation regarding the Commission's decision. The independent reviewer does not have a vote in the Commission's decision.
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 questions on the examination are of the objective, multiple-choice types. 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)
- Paraoptometric Certification CPO Review Course (PS19)
- Anatomy & Physiology Education Module (PS-07)
- Paraoptometric Skill Builder – Level 1 (PS-25)
- CPO Study Bundle (PS-20)
Other

2. Clinical Principles and Procedures

**AOA Marketplace**
  • CPO Study Guide Book (PS-04B) or CPO Study Guide CD (PS-04CD)
  • CPO Flash Cards (PS-11)
  • Paraoptometric Certification CPO Review Course (PS19)
  • Special Procedures Education Module (PS-9)
  • Soft Contact Lens Wear and Care Education Module (PS-10)
  • Fitting Toric Soft Contact Lenses Education Module (PS-12)
  • Paraoptometric Skill Builder – Level 1 (PS-25)
  • CPO Study Bundle (PS-20)

**Other**

3. Ophthalmic Optics and Dispensing

**AOA Marketplace**
  • CPO Study Guide Book (PS-04B) or CPO Study Guide CD (PS-04)
  • CPO Flash Cards (PS-11)
  • Paraoptometric Certification CPO Review Course (PS19)
  • ABCs of Optical Dispensing Education Module (PS-3)
  • Ophthalmic Dispensing Education Module (PS-08)
  • Optimizing Efficiency in the Optical Dispensary Education Module (PS-13)
  • CPO Certification Study Bundle (PS20)
  • New Horizons for Paraoptometrics – Optician Basics (PS24)
  • New Horizons for Paraoptometrics – Contact Lens Basics (PS23)
  • Paraoptometric Skill Builder Beginner Level 1 (PS25)

**Other**
  • AOA Sports Vision – [aoa.org/optometrists/membership/aoa-sections/sports-vision-section](http://aoa.org/optometrists/membership/aoa-sections/sports-vision-section)

4. Professional Issues

**AOA Marketplace**
  • CPO Study Guide Book (PS-04B) or CPO Study Guide CD (PS-04)
  • CPO Flash Cards (PS-11)
  • Paraoptometric Certification CPO Review Course (PS19)
  • Practice Management 101 Education Module (PS-6)

**Other**
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 questions on the examination are of the objective, multiple choice types. Passing score is determined by the CPC™.

I. Office Operations (15%)
   1. Practice Management
   2. 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 CPC™ does not constitute an endorsement concerning these sources 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.

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

 País de origen, Jack J.
 Butterworth-Heinemann, 2008

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

 País de origen, Harold A. et. al.
 Ophthalmic Assistant: A Text for Allied and Associated Ophthalmic Personnel. 9th ed.
 Mosby, 2013
Study Map
You may prepare for the CPOA 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 CPOA Examination, if they are used to prepare for the examination. Please note that some websites shown require a membership sign-in and password.

1. Office Operations
   **AOA Marketplace**
   - Practice Management 101 Education Module (PS6)
   - CPOA/CPOT Study Flash Cards (PS14-17)
   - Paraoptometric Resource Center Self Study Course (PS1)
   - Paraoptometric Skill Builder Intermediate – Level 2 (PS26)

2. Ophthalmic Optics and Dispensing
   **AOA Marketplace**
   - Ophthalmic Dispensing Education Module (PS8)
   - Optimizing Efficiency in the Optical Dispensary Education Module (PS13)
   - Introduction to Freeform® Education Module (PS18)
   - ABCs of Optical Dispensing Education Module (PS7)
   - New Horizons for Paraoptometrics – Optician Basics (PS24)
   - CPOA/CPOT Study Flash Cards (PS14-17)
   - Paraoptometric Resource Center Self Study Course (PS1)
   - Paraoptometric Skill Builder Intermediate Level 2 (PS26)

3. Testing and Procedures
   **AOA Marketplace**
   - CPOA/CPOT Study Flash Cards (PS14-17)
   - Paraoptometric Resource Center Self Study Course (PS1)
   - Paraoptometric Skill Builder Intermediate Level 2 (PS26)

4. Special Procedures
   **AOA Marketplace**
   - Special Procedures Education Module (PS9)
   - Fitting Toric Soft Contact Lenses Education Module (PS12)
   - Soft Contact Lens Wear and Care Education Module (PS10)
   - New Horizons for Paraoptometrics – Contact Lens Basics (PS23)
   - CPOA/CPOT Study Flash Cards (PS14-17)
   - Paraoptometric Resource Center Self Study Course (PS1)

5. Refractive Status of the Eye and Binocularity
   **AOA Marketplace**
   - CPOA/CPOT Study Flash Cards (PS14-17)
   - Paraoptometric Resource Center Self Study Course (PS1)
   - Paraoptometric Skill Builder Intermediate Level 2 (PS26)

   **Other**
6. **Basic Ocular Anatomy and Physiology**

**AOA Marketplace**
- Anatomy and Physiology Education Module (PS7)
- CPOA/CPOT Study Flash Cards (PS14-17)
- Paraoptometric Resource Center Self Study Course (PS1)
- Paraoptometric Skill Builder Intermediate Level 2 (PS26)

**Other**
This outline will provide you with information on the content of the Certified Paraoptometric Technician (CPOT) Written Examination. The following outline includes a brief explanation of the expanded areas to be tested, in addition to areas inclusive of the CPO and CPOA outlines. You should be familiar with all the terms, meanings and uses, and with the instrumentation needed for data gathering or testing procedures. All 225 questions on the examination are of the objective, multiple choice types. Passing score is determined by the CPC™.

I. Pre-Testing Procedures (20%)
   A. Case History
      1. Components
         a. Chief complaint
         b. Medical and ocular history
            (1) patient
            (2) family
         c. Occupation and avocation
   B. Visual Acuity
      1. Types and Charts
      2. Procedures
      3. Conversion
   C. Vision Screening and Preliminary Testing Techniques
      1. Visual Skills
      2. PD – Interpupillary Distance
      3. Muscle Balance
         a. Cover test
         b. Hirschberg test
         c. Maddox rod
         d. Other
      4. Near Point of Convergence
      5. Pursuits, Rotations, Saccades
      6. Eye Dominance
      7. Fusion
      8. Pupillary Responses
   D. Color Vision
      1. Types of Tests
         a. Pseudoisochromatic plates
         b. Hue discrimination
         c. Anomaloscope
         d. Other
      2. Procedures
      3. Significance of Testing
         a. Incidence
         b. Causes
      4. Classification of Disorders
   E. Stereo Acuity
      1. Types of Tests
      2. Procedures
      3. Significance of Testing

II. Clinical Procedures (28%)
   A. Corneal Topography/Automated Keratometry
      1. Procedure
2. Interpretation

B. Tonometry
   1. Instrumentation
      a. Applanation
      b. Indentation (impression)
      c. Noncontact
   2. Procedures

C. Visual Fields
   1. Instrumentation
      a. Confrontation
      b. Flat central field screening
      c. Flat central field testing
      d. Perimetry
   2. Procedures
   3. Classification of Defects
   4. Purpose
   5. Terminology

D. Sphygmomanometry

E. Contact Lenses
   1. Types
      a. Parameters
      b. Materials
   2. Pre-Fitting Evaluation
   3. Ordering Procedures
   4. Verification
   5. Care and Handling Techniques
      a. Patient
         (1) application and removal
         (2) solutions
         (3) adaptation
      b. Office
   6. Fitting Theories
   7. Special Lens Designs
   8. Progress Evaluation
   9. Modification
   10. Related Ocular Problems
       a. Giant papillary conjunctivitis
       b. Keratitis
       c. Abrasion
       d. Pseudomonas
       e. Acanthamoeba
       f. Other

F. Vision Therapy
   1. Anomalies and Associated Procedures
   2. Equipment and Techniques

G. Triage/First Aid
   1. Non-Ocular Involvement
   2. Ocular Involvement

H. Vision Rehabilitation
   1. Classification
   2. Aids
   3. Patient Instruction

I. Special Ocular Procedures
   1. Ocular Photography
2. Ophthalmic Ultrasound
3. Potential Acuity Measurement
4. Contrast Sensitivity
5. Biomicroscopy
6. Surgery
7. Other

III. Ophthalmic Optics and Dispensing (18%)

A. Optical Principles of Light
   1. Lenses
   2. Mirrors
   3. Refraction
   4. Reflection
   5. Focal Length Calculations

B. Prescriptions
   1. Components
      a. Lens power
      b. Major reference point
      c. Prism
      d. Other
   2. Ordering
   3. Optical Crosses
   4. Transposition
   5. Decentration
   6. Verification and Neutralization
   7. Equivalent Power
   8. Refractive vs. Effective Power
   9. Vertex Distance

C. Lenses
   1. Materials
      a. Characteristics
      b. Thickness and weight
      c. Impact resistance
   2. Forms
      a. Convex and concave
      b. Sphere, cylinder, spherocylinder
      c. Base curves
   3. Types
      a. Single vision
      b. Multifocals
         (1) characteristics
         (2) add, intermediate powers
         (3) segment design
      c. Special prescription considerations
         (1) Aphakic
         (2) high minus
         (3) industrial/occupational
         (4) other
   4. Blank Size
   5. Tints and Coatings
      a. Colors
      b. Photochromic
      c. Polarized
      d. Ultraviolet
      e. Anti-reflection
f. Scratch coat
g. Other
6. Index of Refraction
7. Prisms
   a. Purpose, use, function
   b. Optics of prism
   c. Prentice’s rule

D. Frame Selection
   1. Materials
   2. Styling
   3. Sizing and Measurement
      a. Frame fit
      b. Segment placement
      c. Major reference point
   4. Frame Repair

E. Adjustment
   1. Frame Alignment
   2. Adjustment Procedures
      a. Frame materials
      b. Tools
      c. Techniques
   3. Patient Instruction
   4. Frame Repair

IV. Refractive Status of the Eye and Binocularity (12%)
A. Refractive Errors
   1. Types
      a. Myopia
      b. Hyperopia
      c. Astigmatism
   2. Causes
   3. Corrective Lenses

B. Refractive Conditions
   1. Types
      a. Aphakia
      b. Anisometropia
      c. Aniseikonia
      d. Amblyopia
   2. Causes
   3. Corrective Lenses

C. Eye Movements
   1. Versions
   2. Vergence

D. Binocular Vision
   1. Fusion
   2. Disorders
      a. Phoria
      b. Tropia
      c. Other
   3. Accommodative Mechanism
   4. AC/A Ratio

V. Anatomy and Physiology (15%)
A. General Anatomy and Physiology
   1. Major Systems
2. Functions of Major Systems
3. Extra-Ocular Muscles

B. Eye
1. Structure
2. Function
3. Pathology
   a. Glaucoma
   b. Cataracts
   c. Corneal problems
   d. Retinal problems
   e. Conjunctiva
   f. Iris
   g. Ocular adnexa
   h. Visual pathway
   i. Dry eye
4. Pharmacology
   a. Diagnostic agents
   b. Therapeutic agents
   c. Techniques

VI. Practice Management (7%)
A. Office Management
B. Professional Issues
   1. Professional and Paraprofessional Functions
   2. Liability and Malpractice
   3. Conduct, Confidentiality, and Ethics
   4. Hygiene and Infection Control
C. Government Rules and Regulations
D. Health Information Technology

Recommended Reference Material

Listed below are general references that may be useful in preparing for the CPOT Written Examination. The CPC™ does not constitute an endorsement concerning these sources and does not imply a guarantee that candidates will be successful in passing the CPOT Written Examination. Please see the CPOT Written 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
Study Map
You may prepare for the CPOT Written 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 CPOT Written Examination if they are used to prepare for the examination. Please note that some websites shown require a membership sign-in and password.

1. Pre-Testing Procedures

AOA Marketplace
- CPOA/CPOT Study Flash Cards (PS14-17)
- Paraoptometric Section Self Study Course (PS1)
- Paraoptometric Skill Builder Advanced Level 3 (PS27)

2. Clinical Procedures

AOA Marketplace
- Special Procedures Education Module (PS9)
- Fitting Toric Soft Contact Lens Education Module (PS12)
- Soft Contact Lens Wear and Care Education Module (PS10)
- New Horizons for Paraoptometrics – Contact Lens Basics (PS23)
- CPOA/CPOT Study Flash Cards (PS14-17)
- Paraoptometric Section Self Study Course (PS1)
- Paraoptometric Skill Builder Advanced Level 3 (PS27)

Other
- AOA Contact Lens and Cornea – aoa.org/optometrists/membership/aoa-sections/contact-lens-and-cornea-section
- AOA Vision Rehabilitation – aoa.org/optometrists/membership/aoa-sections/vision-rehabilitation-section

3. Ophthalmic Optics and Dispensing

AOA Marketplace
- Special Procedures Education Module (PS9)
- Fitting Toric Soft Contact Lens Education Module (PS12)
- Soft Contact Lens Wear and Care Education Module (PS10)
- New Horizons for Paraoptometrics – Contact Lens Basics (PS23)
- CPOA/CPOT Study Flash Cards (PS14-17)
- Paraoptometric Section Self Study Course (PS1)
- Paraoptometric Skill Builder Advanced Level 3 (PS27)

Other
- AOA Contact Lens and Cornea – aoa.org/optometrists/membership/aoa-sections/contact-lens-and-cornea-section
- AOA Vision Rehabilitation – aoa.org/optometrists/membership/aoa-sections/vision-rehabilitation-section

4. Refractive Status of the Eye and Binocularity
AOA Marketplace
- CPOA/CPOT Study Flash Cards (PS14-17)
- Paraoptometric Section Self Study Course (PS1)
- Paraoptometric Skill Builder Advanced Level 3 (PS27)

Other
- AOA Contact Lens and Cornea – aoa.org/optometrists/membership/aoa-sections/contact-lens-and-cornea-section
- AOA Vision Rehabilitation – aoa.org/optometrists/membership/aoa-sections/vision-rehabilitation-section

5. Anatomy and Physiology

AOA Marketplace
- Anatomy and Physiology Education Module (PS7)
- CPOA/CPOT Study Flash Cards (PS14-17)
- Paraoptometric Section Self Study Course (PS1)
- Paraoptometric Skill Builder Advanced Level 3 (PS27)

Other
- AOA Vision Rehabilitation – aoa.org/optometrists/membership/aoa-sections/vision-rehabilitation-section
- AOA Sports Vision – aoa.org/optometrists/membership/aoa-sections/sports-vision-section
CERTIFIED PARAOPHTOMETRIC TECHNICIAN CLINICAL EXAMINATION – CPOT CLINICAL

Outline
This outline will provide you with information on the content of the Certified Paraoptometric Technician (CPOT) Clinical Examination. The following outline includes a brief explanation of the expanded areas to be tested, in addition to areas inclusive of the CPO, CPOA, and CPOT Written Examination outlines. You should be familiar with all the terms, meanings and uses, and with the operation of instrumentation needed for data gathering or testing procedures. All 100 questions on the examination are of the objective, multiple-choice types. Passing score is determined by the CPC™.

I. Case History Scenarios (10%)
   A. Patient Communication
      1. Eye Contact
      2. Intonation
      3. Language
   B. Content/Documentation
      1. Chief Complaint
      2. Ocular/Medical History
      3. Allergies and Medications
      4. Family Ocular/Medical History

II. Pretesting Procedures (30%)
   A. Visual Acuity
      5. Patient Explanation/Communication
      6. Unaided Near and Far
      7. Aided Near and Far
      8. Lighting
      9. Recording
   B. Stereopsis (Stereo Fly)
      10. Patient Explanation/Communication
      11. Lighting
      12. Distance
      13. Recording
   C. Color Vision
      14. Patient Explanation/Communication
      15. Lighting
      16. Distance
      17. Monocularly
      18. Recording
   D. Ocular Motility
      19. Patient Explanation/Communication
      20. Lighting
      21. Distance
      22. Recording
   E. Confrontation Visual Fields
      23. Patient Explanation/Communication
      24. Distance
      25. Proper Monocular Procedure
      26. Recording
   F. Pupillary Response
      27. Patient Explanation/Communication
      28. Lighting
      29. Direct
30. Consensual
31. Swinging Flashlight Test
32. Recording (Example: PERRLA)

G. **Cover Test**
33. Patient Explanation/Communication
34. Lighting
35. Near
36. Far
37. Recording

### III. Special Procedures (30%)

A. **Manual Blood Pressure Measurement**
38. Patient Explanation/Communication
39. Proper Positioning of Arm and Sphygmomanometer
40. Recording

B. **Insertion and Removal of Soft Contact Lenses**
41. Patient Explanation/Communication
42. Asepsis
43. Proper Solution
44. Various Techniques, Materials/Designs

C. **Insertion and Removal of Gas Permeable Lenses**
45. Patient Explanation/Communication
46. Asepsis
47. Proper Solution
48. Proper Technique

D. **Tonometry Techniques**
49. Patient Explanation/Communication
50. Asepsis
51. Proper Technique
52. Recording

C. **Pachymetry Technique**
1. Patient Explanation/Communication
2. Asepsis
3. Proper Technique
4. Recording

D. **Instillation of Eye Drop Medications**
1. Patient Explanation/Communication
2. Asepsis
3. Proper Medication
4. Proper Technique
5. Recording

E. **Automated Visual Fields**
1. Patient Explanation/Communication
2. Proper Technique
3. Terminology

F. **Imaging**
1. Internal
   a. Patient explanation/communication
   b. Proper technique
   c. Terminology
2. External
   a. Patient explanation/communication
   b. Proper technique
   c. Terminology
IV. Optical Dispensing Techniques and Recording (30%)

A. Manual Lensometry and Neutralization Techniques
   1. Single Vision Rx
   2. Bifocal Rx
   3. Trifocal Rx
   4. Progressive Rx
      a. Standard
      b. High definition
         (1) face form
         (2) vertex distance
   5. Specialty Rx

B. Prism Measurements
   1. Identification
   2. Direction/Orientation
   3. Recording

C. Lens Measurements
   1. Seg Height
   2. Optical Centers
   3. Center Thickness
   4. Base Curve Measurement
      a. Proper technique
      b. Recording

D. Pupillary Distance
   1. Standard Millimeter Ruler
   2. Pupillometer
   3. Binocular
   4. Monocular

E. Frame Measurements
   1. Eye Size
   2. Bridge Size
   3. Temple Length

F. Frame Adjustments
   1. Common Adjustment Problems
   2. Tools and Techniques

Recommended Reference Material

Listed below are general references that may be useful in preparing for the CPOT Clinical Examination. The CPC™ does not constitute an endorsement concerning these sources and does not imply a guarantee that candidates will be successful in passing the CPOT Clinical Examination. Please see the CPOT Clinical Examination Study Map for additional sources.

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

☞ Kanski, Jack J.

☞ Mannis, Mark J. et. al.
   Contact Lenses in Ophthalmic Practice.
Study Map

You may prepare for the CPOT Clinical 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 CPOT Clinical Examination if they are used to prepare for the examination. Please note that some websites shown require a membership sign-in and password.

1. Case History

   **AOA Marketplace**
   - CPO Study Guide (PS04B or PS04CD)
   - Paraoptometric Skill Builder Beginner Level 1 (PS25)
   - Self-Study Course – Paraoptometric Assistants and Technicians (PS01)
   - Practice Management 101 Education Module (PS06)

2. Pre-Testing Procedures

   **AOA Marketplace**
   - Paraoptometric Skill Builder Beginner Level 1 (PS25)
   - Paraoptometric Skill Builder Intermediate Level 2 (PS26)
   - Paraoptometric Skill Builder Advanced Level 3 (PS27)
   - Self-Study Course – Paraoptometric Assistants and Technicians (PS01)
   - CPOA & CPOT Study Flash Cards Set Three (PS15)

3. Special Procedures

   **AOA Marketplace**
   - CPO Study Guide (PS04B or PS04CD)
   - Paraoptometric Skill Builder Beginner Level 1 (PS25)
   - Paraoptometric Skill Builder Intermediate Level 2 (PS26)
   - Self-Study Course – Paraoptometric Assistants and Technicians (PS01)
   - CPOA & CPOT Study Flash Cards Set Three (PS15)
   - Special Procedures Education Module (PS09)
   - Fitting Toric Soft Contact Lenses Education Module (PS12)
   - Soft Contact Lens Wear & Care Education Module (PS10)

4. Optical Dispensing Techniques and Recording

   **AOA Marketplace**
   - CPO Study Guide (PS04B or PS04CD)
   - Paraoptometric Skill Builder Beginner Level 1 (PS25)
   - Paraoptometric Skill Builder Intermediate Level 2 (PS26)
   - Paraoptometric Skill Builder Advanced Level 3 (PS27)
   - Self-Study Course – Paraoptometric Assistants and Technicians (PS01)
   - The ABCs of Optical Dispensing Education Module (PS03)
   - Ophthalmic Dispensing Education Module (PS08)
CERTIFIED PARAOPTOMETRIC CODER EXAMINATION – CPOC

Outline
This outline will provide you with information on the content of the Certified Paraoptometric Coding (CPOC) 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 use. All 125 questions on the examination are of the objective, multiple choice types. Passing score is determined by the CPC™.

I. Anatomy and Physiology (8%)
   A. Eye Anatomy
      1. Definitions
      2. Functions
   B. Pathology and Pharmacology
      1. Disease Definitions
      2. Common Treatments

II. Medical Terminology (8%)
   A. Prefix
      1. Numbers
      2. Conditions
      3. Directions/Positions
   B. Suffix
      1. Procedures
      2. Conditions
   C. Root Words
   D. Abbreviations

III. Review of Current Procedural Terminology® (AMA) (22%)
   A. Development of Procedure Codes
      1. Initial Purpose
      2. Evolution of the System
      3. Current Maintenance
   B. Evaluation and Management (E/M) Services Guidelines
      1. Definitions of Elements of a Service
      2. Determination of Extent of E/M Components
      3. Determination of Level of E/M
   C. Evaluation and Management Categories
      1. Office Services Definitions
         a. New patient 99201-99205
         b. Established patient 99211-99215
      2. Subsequent Nursing Facility Care Services Definitions
         a. New or established patient 99307-99310
   D. Surgery Guidelines
      1. Follow-Up Care
      2. Surgical Package Definition
      3. Multiple Procedures
      4. Surgical Materials/Supplies
   E. Ocular System Surgeries
      1. Removal of Foreign Body Definitions
         a. (e.g. 65205, 65210, 65220, 65222)
      2. Eyelids Procedures Definitions
         a. (e.g. 67800-67850, 67820, 67938)
         b. Applicable global periods
      3. Lacrimal System Procedures Definitions
a. (e.g. 68761, 68801-68840)
b. Applicable global periods

4. Co-management Procedures
   a. Intraocular Lens Procedures Definitions
      (1) (e.g. 66982, 66984, 66821)
      (2) Applicable global periods
   b. Other Surgical Procedures Definitions
      (1) (e.g. 65710, 66500, 66600, 67107)

F. Diagnostic Procedures
   1. Guidelines
   2. Definition
      a. (e.g. 76514, 76510, 76516, 76519)

G. Ophthalmic Guidelines
   1. Definitions of Service Levels

H. General Ophthalmic Services Definitions
   1. New Patient 92002, 92004
   2. Established Patient 92012, 92014

I. Special Ophthalmic Services Definitions
   1. (e.g. 92015, 92020, 92071, 92081, 92082, 92083, 92100, 92133, 92134, 92060, 92065)

J. Ophthalmoscopy Definitions
   1. (e.g. 92225, 92226, 92250)

K. Other Specialized Service Definitions
   1. (e.g. 92283, 92285, 92230)

L. Contact Lens Services
   1. Guidelines
   2. Definitions
      a. (e.g. 92310-92326)

M. Spectacle Services
   1. Guidelines
   2. Definitions
      a. 92340-92371

N. Category II Codes
   1. Guidelines
      a. Modifier
   2. Medicare Physician Quality Reporting System (PQRS, formerly PQRI)
      a. Purpose and current use
      b. PQRS measures related to optometric care

O. Category II Modifiers
   1. Definitions
   2. Types of Modifiers
      a. 1P, 2P, 3P, 8P

IV. Diagnosis Codes (24%)
A. Development of Diagnostic Codes
   1. Initial Purpose
   2. Evolution of the System
   3. Current Maintenance

B. International Classification of Diseases-Ninth Edition (ICD-10)
   1. Guidelines
   2. Categorization
   3. Supplementary Codes
      a. Guidelines for Use

C. Health Care Procedures Classification System (HCPC™S)
   1. Guidelines
2. Definitions
   a. Spectacle codes V2100-V2799
   b. Contact lens codes V2500-V2599
   c. Low vision codes V2600-V2615
   d. Prosthetics codes V2623-V2632
   e. Frame codes V2020-V2025

3. HCPCS™ modifiers

D. Medicare Correct Coding Initiative (CCI)
   1. History and Purpose
   3. Review of CCI Edits Table

E. Overview of ICD-10
   1. Purpose
   2. Implementation Date

V. Medical Records (paper/electronic) (14%)
      1. Organization of Medical Records
      2. Collection of Information
         a. Use of abbreviations
      3. Correction of Information
   B. Retaining and Purging
      1. Statute of Limitations
      2. Protection of Privacy
   C. Health Information Privacy and Accessibility Act
      1. History and Purpose
      2. Disclosures of Protected Health Information (PHI)
   D. Medical Records Reviews and Audits
      1. Internal
      2. External
   E. Reasonable and Necessary (Formerly "Medical Necessity")
      1. Advance, Beneficiary Notice (ABN Form)
         a. Purpose
         b. Form requirements
   F. Office Records
      1. HIPAA Guidelines
      2. Payment Policies
         a. Billing
      3. Storage
         a. Scanning
         b. Off-site
   G. Employee Relations
      1. Communication
      2. Corrective Action
      3. Disciplinary Actions
      4. Office Policy

VI. Claim Filing (12%)
   A. CMS – 1500 Form
      1. Completion Guidelines
      2. Example Form
   B. Timely Filing
   C. Redeterminations/Appeals

VII. Compliance (12%)
A. Compliance Program
   1. Purpose
   2. Development

B. Contracts and Agreements
   1. Medicare
      a. Definition/description
      b. Scope of practice
      c. Current policies
         (1) National Coverage Determinations (NCDs)
         (2) Local Coverage Determinations (LCDs)
      d. Medicare Provider Manual Overview

C. Other Carriers
   1. Government
   2. Private Plans
   3. Third Party

Recommended Reference Material
Listed below are general references that may be useful in preparing for the CPOC examination. The CPC™ does not constitute an endorsement concerning these sources and does not imply a guarantee that candidates will be successful in passing the CPOC examination.

AOA Marketplace
- CPT 2016 Standard or Professional Edition
- Codes for Optometry 2016
- CPT 2017 Standard or Professional Edition
- Codes for Optometry 2017
HOW TO PLACE AN AOA MARKETPLACE ORDER

WEBSITE:  store.aoa.org/

BY EMAIL:  orders@aoa.org

TELEPHONE:  800-262-2210

FAX:  314-991-4101  Attn:  AOA Marketplace

MAIL:  American Optometric Association
       Attn:  AOA Marketplace
       243 N. Lindbergh Blvd., FL 1
       St. Louis, MO 63141-7881
APPENDIX A

Paraoptometric Program School Codes
(CPOA and CPOT Candidates Only)
If you have completed a formal training program, please supply the proper code number in the space indicated on the application form. If you attended a paraoptometric program that is not listed or no longer in existence, enter “100” and the program name.

Optometric Assistant Programs
102 – Madison Area Technical College – Optometric Assistant Program
110 – McFatter Vocational-Technical Center – Optometric Assistant Program
116 – Traviss Technical Center – Optometric Assisting Program
122 – Manatee Technical College – Optometric Assisting Program
125 – Kaiser Permanente NW – Certified Optometric Assistant Training Program
126 – Tri-Service Optician School

ACOE Approved Technician Programs
202 – Madison Area Technical College – Optometric Technician Program
212 – Miami Valley Career Technology Center – Optometric Technician Program
300 – US Army Medical Center and School – Eye Specialty Program
302 – Department of the Air Force – Ophthalmic Apprentice Program

If you are using your completion of the program as the basis for eligibility to take the examination, please submit a copy of certificate of completion or associate degree with the application form.
CERTIFICATION RENEWAL GUIDE

Commission on Paraoptometric Certification (CPC™)

RENEWAL REQUIREMENTS FOR THE CPO™, CPOAT™, AND CPOT™

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 MAINTAINING THE DESIGNATION OF CPO™, CPOAT™, AND CPOT™

- To maintain a current certification, certified paraoptometrics must submit a minimum of 18 hours of approved continuing education every three years by the November 1 deadline (see details below)

- If unsure if the education is acceptable, contact the CPC™ office for verification before you take the course and before submitting for renewal

- A minimum of nine (9) credit hours must be CPC approved

- No more than a total of nine (9) credits from COPE, ABO, NCLE, or JCAHPO will be accepted

- Total credit hours are not rounded up (17.5 credit hours does not meet the requirement of 18 hours)

- Renewal credits are only acceptable if earned within the three-year renewal period and prior to the November 1 deadline

ALTERNATIVE WAYS TO EARN CONTINUING EDUCATION

- 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 (6 credit hours per 2-day mission, maximum 6 hours per renewal period; documentation required)

- Certification or recertification of American Safety & Health Institute, American Heart Association, or American Red Cross CPR and First Aid Courses (4 hours maximum)

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CERTIFICATION RENEWAL GUIDE

Commission on Paraoptometric Certification (CPC™)

REPORTING

- Documentation of credits earned, payment, and renewal invoice must be mailed together in one envelope in your renewal year.

- Renewals must be received at the CPC™ office by the deadline of November 1 of the renewal year to avoid the late fee and possible loss of certification.

- Invoices are emailed beginning in February of your renewal year.

- Don’t wait until the last minute to submit your renewal. Once you have earned the required credits submit them with a copy of your invoice and renewal fee to ensure all requirements have been met before the renewal deadline.

- 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 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 to certificants—keep a photocopy for your records.

- Credits used to renew the CPO, CPOA, or CPOT certification may not be used to renew the CPC certification.

- Credits earned for renewal must be earned prior to the November 1 deadline.

- The fee for renewals received after November 1 is $195.

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 December.

- If requirements are not met, certificants will receive a letter of explanation. (Submit early in case credits are not acceptable.)

- If designation is lost, certificants must register, pay for, and successfully pass the certification examination during the three-year period following the original renewal due date to reacquire lost level of certification. Testing after more than a three-year lapse will require beginning testing at the CPO™ level.
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 MAINTENANCE OF CPOC CERTIFICATION

- Certified paraoptometric coders must submit a minimum of 9 hours of approved continuing education every three years by the May 31 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: Only these providers and topics are accepted.

- Commission on Paraoptometric Certification (AOA)
- American Academy of Professional Coders (AAPC)
- Centers for Medicare & 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 31
Renewal fee $95
(must be submitted with proof of CE)

The Commission on Paraoptometric Certification (CPC)
CPC@aoa.org
800.365.2219, ext. 4210

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CERTIFICATION RENEWAL GUIDE
Commission on Paraoptometric Certification (CPC™)

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 CPOA, 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.