RENEWAL REQUIREMENTS FOR THE CPO™, CPOA™, 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™, CPOA™, OR 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)
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 address (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 CPOC 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.

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