



Certified Paraoptometric (CPO)

A person who has attained national recognition via certification by demonstrating an **understanding** of the concepts used in optometric care.

What tasks does a Certified Paraoptometric (CPO) perform?

The CPO typically carries out a wide variety of front desk procedures such as scheduling appointments, recalling patients, handling insurance forms, accepting payments, and screening telephone calls. They may also be trained in the different styles of eyewear, frame repair and adjusting, office materials purchasing, and other duties of a non-technical nature.

This is a general description of the duties that a paraoptometric with a minimum of six months of full-time experience in the optometric eye care field could be expected to perform. It is not meant to be a full description, nor restriction, of the duties that an employer may require or allow a CPO to perform. To get a better understanding of your state's laws and any restrictions, contact your state's optometric association.

Eligibility for this examination includes that applicants have a minimum of six months of full-time employment in the eye care field and a high school diploma or equivalent.

What's the examination about? The CPO examination consists of 100 multiple choice questions related to basic science, clinical principles and procedures, ophthalmic optics and dispensing, and professional issues. Additionally, 20 unscored questions will be included on the 2018 CPO examination. These questions will be evaluated to determine if they perform well enough statistically to be included as scored items on future exams.

What content do I need to study?

The outline below provides a summary of information on the contents of the CPO examination. The following outline includes a brief explanation of the areas covered on the examination. Refer to the 2018 Paraoptometric Examination Handbook for Candidates to view the full outline and Study Map at www.aoa.org.

- Basic Science (27%)
 - Anatomy, Common Eye Disorders, Terminology, and Basic Pharmacology
- Clinical Principles and Procedures (35%)
 - Eye Examination, Refractive Status, and Contact Lenses
- Ophthalmic Optics and Dispensing (20%)
 - Ophthalmic Prescriptions, Ophthalmic Lenses, and Ophthalmic Dispensing
- Professional Issues (18%)
 - Eyecare Specialists and Ancillary Personnel, Practice Management, and Business Skills



How do I apply? Applications are available online at Professional Testing Corporation's (PTC) website at www.ptcny.com/clients/cpc/. Applications must be completed and submitted electronically. Payment may be submitted by debit or credit card or by check or money order by mail in time to be received by the application deadline.

Where can I find study materials? The Commission on Paraoptometric Certification (CPC) suggests the materials listed below. Additional resources are listed in the 2018 Paraoptometric Examination Candidate Handbook that is available at www.aoa.org. Items may be purchased through the [AOA Marketplace](#).

Note: *The listing of these resources does not constitute endorsement of these sources nor does it imply a guarantee that candidates will pass the examination if they are used to prepare for the examination.*



The **CPO Study Bundle** includes a CPO Study Guide (CD-ROM), CPO Study Flash Cards, Anatomy & Physiology Education Module, and CPO Review Course (CD-ROM).

Note: Items may also be ordered separately.

CPO Study Guide - Used to prepare for entry-level paraoptometric certification, the CPO Study Guide (in either CD or book formats) covers many of the topics on the CPO certification exam. May also be used as a training tool for new paraoptometric staff.

CPO Study Flash Cards - One hundred questions developed to help you test your knowledge and offer additional study resources for the first certification examination, the CPO. Questions are different from those found in the CPO Study Guide but cover the same topic areas to assist in exam preparation.

Anatomy & Physiology Education Module - This course will describe the various anatomy concepts involving how the eye works, explain eye disorders and diseases, and illustrate how vision occurs.

CPO Review Course - The CPO Review Course CD-ROM assists in the final stages of preparation to sit for the CPO Certification examination. After you have learned the information presented in the CPO Study Guide and Study Flash Cards, use this tool to gain confidence by reviewing your knowledge. This CD is designed in an easy-to-use automated audio PowerPoint presentation format guiding you through 114 slides of review information. Complete the quiz at the end of the presentation to earn one hour of continuing education credit.

See the CPO Study Map in the candidate handbook for further suggestions.

How much does the examination cost? The CPO examination fee is \$280.

How do I start the process? Check your eligibility at www.aoa.org/paraoptometrics/certification/apply or contact cpc@aoa.org or 800.365.2219 ext. 4210 for more information.