



Certified Paraoptometric Assistant (CPOA)

A person who has attained national recognition via certification by demonstrating the ability to **apply** the concepts used in optometric care.

What tasks does a Certified Paraoptometric Assistant (CPOA) perform? Under the supervision of an optometrist, the CPOA may perform technical duties such as taking detailed patient histories, measuring visual acuity, measuring the curvature of the cornea (keratometry), glaucoma screening, blood pressure testing, and measuring the distance between the pupils of the eye.

This is a general description of the duties that a paraoptometric with a minimum of one year 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 CPOA 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 must hold a current CPO title and verify a minimum of 6 month's additional employment as a CPO in the eye care field. Experienced candidates who meet criteria on the CPOA Reference Form and who have received approval from the CPC may sit directly for the CPOA examination. Graduates from an approved optometric assistant program (see candidate handbook for listing) may begin testing at the CPOA level within 3 years of graduation.

What's the examination about? The CPOA examination consists of 200 multiple choice questions related to office operations, ophthalmic optics and dispensing, testing and procedures, special procedures, refractive status of the eye and binocularity, and basic ocular anatomy and physiology as well as the topics covered on the CPO examination. Additionally, 20 unscored questions will be included on the 2018 CPOA 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 CPOA examination. The following outline includes a brief explanation of the areas covered on the examination. Refer to the 2018 Paraoptometric Examination Handbook to view the full outline and CPOA Study Map at www.aoa.org.

- Office Operations (15%)
 - Records Management, Telephone Techniques, Recall, Office Finances, Professional Issues, Health Information Technology
- Ophthalmic Optics and Dispensing (20%)
 - Prescriptions, Lenses, Frame Selection, Adjustment and Dispensing
- Testing and Procedures (18%)
 - Purpose and Preliminary Testing, Pupillary Responses, Case History, Visual Acuity, Color Vision, Stereo Acuity, Examination Instrumentation



- Special Procedures (17%)
 - Contact Lenses, Tonometry, Visual Fields, Sphygmomanometry, First Aid/CPR/Emergencies, Vision Rehabilitation, Surgery
- Refractive Status of the Eye and Binocularity (13%)
 - Refractive Errors, Refractive Conditions, Eye Movements
- Basic Ocular Anatomy and Physiology (17%)
 - General Anatomy and Physiology, Basic Functions of Anatomical Structures, Common Pathological and Functional Disorders, Basic Ocular Pharmacology

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 **CPOA & CPOT Study Bundle** includes a Self-Study Course for Paraoptometric Assistants and Technicians, Self-Assessment Exam, CPOA & CPOT Study Flash Cards (Sets 1-4), CPOA Review Course (CD-ROM), and CPOT Review Course (CD-ROM)

Note: Items may also be ordered separately.

Self-Study Course for Paraoptometric Assistants and Technicians - This course is used to prepare for the certified paraoptometric assistant (CPOA) or certified paraoptometric technician (CPOT) exam. The course contains 19 chapters and a glossary, each of which comes in booklet form. Each individual booklet contains review questions to evaluate knowledge comprehension and retention.

CPOA & CPOT Study Flash Cards - Each CPOA/CPOT Study Flash Card Set includes approximately 100 questions that cover a variety of topics. Flash cards are effective learning tools to test the knowledge needed for the CPOA and CPOT certification examinations.

CPOA Review Course - Use the CPOA Review Course as the last step in preparing for the exam.

How much does the examination cost? The CPOA examination fee is \$300.

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.