



CERTIFICATION RENEWAL GUIDELINES FOR THE CPO, CPOA & CPOT—2022

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

GENERAL MAINTENANCE REQUIREMENTS

Certified paraoptometrics must submit at least 18 hours of approved continuing education with the renewal fee every three years by the Nov. 1 deadline. All 18 hours of CE may be CPC-approved if desired, and may be a combination of online and in-person education from approved providers listed in these guidelines.

- ◆ **9 of the 18 credit hours must be CPC or AOA-approved, AND no more than 9 of the hours may be from ABO, NCLE, COPE, JCAHPO or COVD (in any combination).** All hours MAY be CPC or AOA-approved.
- ◆ Credits must be earned during the three-year renewal cycle and prior to Nov. 1 of your renewal year. Ungraded quizzes are not accepted as proof of education.
- ◆ If unsure if the education is acceptable, contact the CPC office for verification before taking a course or prior to submitting for renewal.

WAYS TO EARN CONTINUING EDUCATION

- ◆ Attend oral presentations of approved lectures or workshops at national, regional, state, or local education meetings. (Contact your state optometric/ paraoptometric organization for details or CPC@AOA.org.)
- ◆ Approved online education (only from education providers listed in these guidelines)
- ◆ Authorship of optometric related articles or manuscripts—requires CPC approval
- ◆ Volunteer with programs providing vision care services to underserved communities (U.S. or overseas) Documentation required. Contact CPC@AOA.org.
- ◆ CPR and/or first aid certification from American Heart Association, American Red Cross, or American Safety & Health Institute only (maximum of 4 credits awarded every three-year renewal cycle) Pediatric Advanced Life Support (PALS) and/or Advanced Cardiovascular Life Support (ACLS) from the American Heart Association may be taken once during the three-year renewal period and will be awarded 2 CPC-approved credits for each course.

CPO, CPOA & CPOT renewals are due at the CPC office in St. Louis by Nov. 1 of your renewal year.

REQUIREMENTS:

18 hours of CE due by Nov. 1

Renewal fee between Jan. 1 and Nov. 1—\$95

Renewal fee if received after Nov. 1—\$195

Renewals received after Nov. 1 must include the full renewal fee.

Incomplete submissions will not be approved. No refund of fee will be issued.

9 CPC credits

+

**No More Than
9 Other Credits**

CPC@AOA.org

800.365.2219

ext. 4210

SUBMITTING RENEWAL DOCUMENTATION

- ◆ Invoices are emailed early in the renewal year. Renewals may be submitted beginning in January of your renewal year. Renew early **in your renewal year only**, to ensure all requirements have been met before the renewal deadline.
- ◆ It is your responsibility to keep the CPC informed of your email and mailing address.
- ◆ Credits must be earned during the three-year renewal cycle and prior to Nov. 1 of your renewal year.
- ◆ Credits used to renew a CPO, CPOA, or CPOT certification may not also be used to renew a CPOC certification.
- ◆ Renew online at www.aoa.org, or by mail. If mailing, submit all CE with a copy of your renewal invoice and renewal fee. Documentation of credits earned, correct renewal fee, and renewal invoice must be mailed together in one envelope. Incomplete submissions will not be accepted. Refunds will not be provided.
- ◆ Keep a photocopy of your entire submission for your records.
- ◆ Renewals must be received at the CPC office in St. Louis by Nov. 1 of the renewal year to avoid late fee and possible loss of certification. A postmark is NOT a guarantee of on-time delivery.
- ◆ The fee for renewals received online or at the CPC office after Nov. 1 is \$195.
- ◆ If you require notification of delivery of your documentation, use a carrier that provides tracking or signature required delivery service. The CPC is not responsible for non-receipt or on-time receipt of renewal notices or submissions.
- ◆ When renewal requirements are not met by Nov. 30 of the renewal year, the certification will be dropped and status will become “non-certified.” Regaining certification will require retesting.

WHAT HAPPENS AFTER I SUBMIT MY RENEWAL?

- ◆ **Online renewal: If requirements are met**, a confirmation notice will be emailed to you and an updated certificate mailed within 8 weeks.
- ◆ **Mailed renewal: If requirements are met**, a confirmation notice will be emailed to you and an updated certificate mailed within 8 weeks.
- ◆ **If requirements are not met**, an explanation will be emailed to you. If renewal was received by Oct. 15 you will be allowed to submit additional credits to meet the requirements until the Nov. 1 deadline. If you choose not to resubmit, renewal fees will not be refunded. Resubmissions must be submitted online.

Certifications lost due to non-renewal: a paraoptometric may register, pay for, and retake the examination(s) at the level that was lost within one year of the lapse. Certifications are considered lapsed when not renewed by November 30 of the date the renewal was due. When retesting does not occur within the first year of the certification lapse, former CPOTs will be authorized to test at the CPOA level through the end of the November testing period of the second year following a lapse of their CPOT credential. Former CPOAs who do not complete retesting during the first year following lapse of their credential will then be authorized to test at the CPO level.

Participation in continuing education is a REQUIREMENT to maintain a current paraoptometric certification.

Failure to meet all the renewal requirements will result in loss of certification.

REQUIREMENTS:

18 hours of CE is due by Nov. 1

Renewal fee between Jan. 1 and Nov. 1—\$95

Renewal fee if received after Nov. 1—\$195

Renewals received after Nov. 1 must include the full renewal fee.

Incomplete submissions will not be processed. No refund of fee will be issued.

- ◆ **CPC**—Commission on Paraoptometric Certification
- ◆ **AOA**—American Optometric Association
- ◆ **ABO**—American Board of Opticianry
- ◆ **NCLE**—National Contact Lens Examiners
- ◆ **COPE**—Council on Optometric Practitioner Education
- ◆ **JCAHPO**—Joint Commission on Allied Health Personnel
- ◆ **COVD**—College of Optometrists in Vision Development