2025
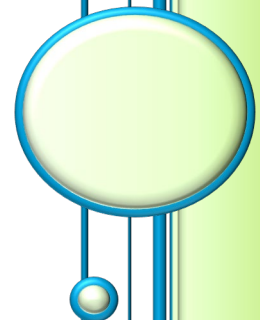
Paraoptometric Examination & Certification Renewal

(CPO, CPOA, CPOT, CPOC)

Candidate Handbook

CPC™ | 243 N. LINDBERGH BLVD, FLOOR 1 | ST. LOUIS, MO 63141-7881

Attention Candidates!

This handbook contains necessary information about paraoptometric certification and maintenance. **<u>This handbook is required reading for those applying for and taking a paraoptometric examination. All individuals applying for a paraoptometric examination must comply with the policies, procedures and deadlines in this handbook and attest to this by signing the Candidate Attestation found on the application.</u>** Please retain this handbook for future reference. See www.aoa.org or www.ptcny.com for handbook updates.

This handbook contains necessary information about the Certified Paraoptometric (CPO™), Certified Paraoptometric Assistant (CPOA™), Certified Paraoptometric Technician (CPOT™), and Certified Paraoptometric Coder (CPOC) Examinations and the requirements to maintain a certification once it has been earned.

The four levels of paraoptometric certification, the Certified Paraoptometric (CPO™), Certified Paraoptometric Assistant (CPOA™), Certified Paraoptometric Technician (CPOT™), and Certified Paraoptometric Coder (CPOC) have been developed by, and continue to be maintained by, a respected panel of American Optometric Association certified 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 on page 5.

Eligible candidates may test in person or participate in live remote proctored testing. All examination applicants must sign the consent form for live remote proctored examinations (except for those taking the Certified Paraoptometric Coder (CPOC) exam).

WARNING:
Cell phones, watches, and all other electronic devices and study materials are strictly prohibited at the testing center. Please leave these items in your car or in your assigned locker at the testing center. You may NOT access your cell phone, electronic devices, or study materials from your locker at any time. Only those candidates who are taking the Certified Paraoptometric Coder (CPOC) examination may take the reference materials listed on page 26 of this handbook with them into the examination.

This handbook is subject to change without notice.

Revised March 2025

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CONTACT INFORMATION

Commission on Paraoptometric Certification (CPC)
243 North Lindbergh Boulevard, Floor 1
St. Louis MO 63141-7881
cpc@aoa.org
www.aoa.org
800.365.2219 ext. 4210

Professional Testing Corporation (PTC)
ptcny@ptcny.com
212.356.0660

Prometric
www.prometric.com/cpc
800.741.0934

Notice to Candidates – Education Disclaimer

The Commission on Paraoptometric Certification is part of the AOA's Education Center. However, its role does not include development of education. Due to national accreditation of its programs, a clear distinction is acknowledged and enforced between the role of certification development and that of education development. The CPC was established to develop, oversee, and administer paraoptometric certification examinations. The CPC serves as an independent and autonomous entity within the AOA with respect to the development, evaluation, and administration of all paraoptometric certification program policies and decisions related to certification eligibility, recertification, examination development and administration, and certification program budget development consistent with AOA policies.

GENERAL INFORMATION

All levels of the certified paraoptometric examinations are prepared and administered by the Commission on Paraoptometric Certification (CPC) with the assistance of Professional Testing Corporation (PTC). The examinations are proctored multiple-choice examinations administered at Prometric testing locations. The purpose of the examinations is to ensure 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 complete the examination(s) with a passing score will be certified by 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 subject matter experts in the profession and are edited, 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 subject matter experts. The CPC reviews all the items on the examination one last time to ensure they are written clearly, have only one correct response, and are appropriate for the examinations. The CPC also participates in an exercise to determine the passing score and equates each new form of the examination.

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 paraoptometrics.

- 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.

EXAM VALIDATION, SETTING THE PASSING SCORE, AND SCORING

Validation of the Examination
Every effort has been made to ensure the reliability and validity of the examinations. The examination construction process constitutes one major effort to the assurance of content validity. A major facet is the role delineation/job task analysis study to develop practice relevant test specifications for the examination. The test specifications now in use are based on the findings of the role delineation/job task analysis study.

Setting the Passing Score and Scoring
The passing score for the examinations is determined using the modified Angoff technique. This technique is a criterion referenced methodology where a panel of subject matter experts carefully evaluate each item on the examination and estimate the probability that each individual question will be answered correctly by a minimally competent/just qualified candidate. The recommended passing score is then reviewed and approved by CPC.

The anchor examination becomes the standard of knowledge to which all future forms of an examination are compared. Some forms of the examination will contain individual items that may differ in difficulty than items on other forms. To compensate for these variations, test forms are compared using a psychometric process

called equating. This equating process accounts for the varying item difficulties and adjusts the passing score up or down accordingly. As a result, the required standard of knowledge for passing the examination remains consistent from test form to test form.

Scores on the examinations are reported using scaled scoring, which converts the candidates' raw score (i.e., total number of correct questions) onto a consistent and standardized scale. Scaled scores allow candidate scores to be comparable from one exam form to the next. The scale range for the examination is 200 to 800 with a passing point of 500. For more information visit: https://www.ptcny.com/pdf/ScaledScoringFAQ.pdf

Note: Hand-scoring is automatically performed on examinations that are within 1-3 points of passing to ensure that computerized scoring was correct.

PROTECTION OF CANDIDATE/CERTIFICANT INFORMATION

Candidate and certificant information shall be kept confidential and not publicly disclosed without the expressed consent of the candidate/certificant. By applying for or maintaining certification, candidates consent to the following disclosures of their personal information:
- For inclusion in a published directory of certified paraoptometrics maintained by the CPC.
- For confirmation of certification status, and dates of testing from employers or prospective employers.
- For sharing with vendors involved in the development and administration of tests.
- To CPC volunteers and staff, as well as AOA staff and consultants, on a need-to-know basis.

CODE OF CONDUCT, MORALS AND CANDIDATE RESPONSIBILITIES

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:

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

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 regarding 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.

Candidate/Applicant Responsibilities
Each candidate is responsible for the following:
- Reviewing the CPC's certification maintenance policies and procedures in the Paraoptometric Examination & Certification Renewal Candidate Handbook prior to submitting an examination application
- Adhering to the CPC morals policy and code of conduct for paraoptometrics
- Conducting themselves appropriately throughout all aspects of the examination process

- Setting up their examination appointment and appearing for testing at the prescribed date and time
- Maintaining examination confidentiality by signing a non-disclosure agreement prior to beginning an examination
- Reporting any testing irregularities or breaches of confidential information or materials to the CPC
- Keeping the CPC informed of current contact information
- Maintaining their certification according to current certification renewal requirements

CERTIFICATION LEVEL DESCRIPTIONS

Certified Paraoptometric (CPO)
A CPO™ is a person who has attained national recognition via certification by demonstrating an *understanding* of the concepts used in optometric care.

Certified Paraoptometric Assistant (CPOA)
A CPOA™ is a person who has attained national recognition via certification by demonstrating the ability to *apply* the concepts used in optometric care.

Certified Paraoptometric Technician (CPOT)
A CPOT™ is a person who has attained national recognition via certification by demonstrating the ability to *understand, apply, and interrelate* the concepts used in optometric care.

Certified Paraoptometric Coder (CPOC)
A CPOC is a person who has attained national recognition via certification by demonstrating proficiency, expertise, and validating superior knowledge in an optometric coding environment.

ELIGIBILITY

Applications are randomly audited and verified. AOA Membership is not a requirement.

Certified Paraoptometric (CPO) Exam
To be eligible for the CPO examination, the following requirements must be met:

A. A minimum of a high school diploma or equivalent **and**

B. A minimum of six (6) months of recent full-time employment by the time of testing (40 hours per week or equivalent of 1,040 hours) in the eye care field, **and**

C. Must complete and upload the CPO Attestation Statement with application at the time of application submission. (Download form at https://www.aoa.org/paraoptometrics/certification)

Certified Paraoptometric Assistant (CPOA) Exam
To be eligible for the CPOA examination, <u>one</u> of the following requirements must be met:

A. Hold a <u>current</u> CPO designation <u>at the time of testing</u> and verify a minimum of six months' additional full-time employment in the eye care field as a Certified Paraoptometric (CPO). <u>Or</u>

B. Be a graduate or student* currently enrolled and in good standing in the last semester of study at a CPC-approved optometric assistant program (*refer to Appendix A for a listing of approved programs*). Graduates of approved optometric assistant programs, as listed in this handbook, are eligible to sit for the examination directly without having been CPO certified if the program was completed and graduation was within the last five years. <u>Or</u>

C. Provide proof of at least three (3) years of recent eye care experience. Requires submission of a completed CPOA Reference Form signed by the current employer with the candidate's current resume'. <u>Form must be approved by CPC prior to applying for the examination.</u>

NOTE: *Students will be required to submit verification of completion of and graduation from 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.*

Notice to all CPOT Exam Candidates

The Commission on Paraoptometric Certification (CPC) has combined the previous two-part written and clinical examination into a single written CPOT examination. The new examination will include some images and videos that testers will refer to when answering several of the exam questions. Paraoptometrics who previously passed only one portion of the CPOT examination by the end of the November 2024 exam administration did not earn the certification. Anyone registering for an exam in 2025 will only need to pass the new one-part CPOT examination. For more information, contact CPC@aoa.org.

Certified Paraoptometric Technician (CPOT) Exam

To be eligible for the CPOT examination, <u>one</u> of the following requirements must be met:

A. Must hold a <u>current</u> CPOA designation <u>at the time of testing</u> and verify a minimum of six months' additional full-time employment in eye care as a Certified Paraoptometric Assistant (CPOA). <u>Or</u>

B. Be a graduate or student****** currently enrolled and in good standing in the last semester of study at an ACOE (Accreditation Council on Optometric Education) approved optometric technician program (*refer to page 51, Appendix A for a listing of approved technician programs*). Graduates of approved optometric technician programs are eligible to sit for the written examination directly without meeting the eligibility "A" criteria if the program was completed and candidate graduated within the last five (5) years.

**NOTE: *Students will be required to submit verification of completion of and graduation from 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.*

The CPOT examination is administered during the May and November testing periods only. The reason for this limitation is the low volume of candidates for the CPOT exam. Smaller groups of exam participants affect the meaningfulness of the exam equating statistics - the scoring method preferred by the National Commission for Certifying Agencies (NCCA), the accrediting organization. (Equating is a psychometric method used to compare different forms of the same examination to ensure they are equally difficult and that no group of candidates has an advantage over another group of candidates depending on which form of the examination they take.)

Certified Paraoptometric Coder (CPOC) Exam

To sit for the CPOC examination, the following requirements must be met:

A. A minimum of a high school diploma or equivalent, **and**

B. A minimum of two (2) years employment in the medical coding and billing field.

THE CERTIFICATION PROCESS

REVIEW

Review the Candidate Handbook in its entirety.

SELECT

Choose in-person testing at a Prometric location or live remote proctored testing.

APPLY

Submit application and fee
www.ptcny.com/clients/cpc

SCHEDULE

Use Scheduling Authorization email to make an appointment with Prometric.

PREPARE & TEST
Review the content outline and all recommended references in handbook.

RESULTS
PTC sends email link when test results are available (approx. 4 weeks after testing period closes)

Before Selecting Live Remote Proctored Testing (RPT):

- ✓ Review the difference between in-person and live remote proctoring on page 11.
- ✓ Check your system compatibility before scheduling RPT testing and again before your appointment.
- ✓ Factor in 30 minutes more than appointment time for check-in procedures.
- ✓ No breaks are allowed. You must remain in view of the camera the entire time.
- ✓ Any interruption during the testing time (power outage, loss of internet, people or pets entering the room, etc.) will result in termination of your exam and are the candidate's responsibility.
- ✓ Review Live Remote Proctoring FAQs at https://ptcny.com/remote-proctor-faqs/
  Include signed consent form for physical inspection of your workspace and person (see pages 59-60, Appendix E)

Test Center or Live Remote Proctored: What's the Difference?

	Test Center Exam	Live Remote Proctored Exam
Additional cost	No	No
ADA Accommodations offered	Yes	Yes – Extra time accommodation only
Breaks allowed	Unscheduled breaks are permitted; however, the exam timer will continue counting down. Candidates will need to undergo a security check before reentering the testing room.	Breaks are not permitted. Candidates must stay in camera view throughout testing.
Equipment needed	None – Computer provided at test center	Candidates provide their own laptop or desktop computer to take the exam. The computer must have: • Webcam • Microphone • Secure, reliable internet For complete requirements: www.prometric.com/proproctorcandidate
Testing space needed	None – testing space provided by the test center	Candidates must test alone at a desk or table in a room with a door and without distractions or interruptions. Other people or pets are not permitted in the testing area.
Check-in procedure	Candidates must show their current government-issued photo ID; walk through a metal detector or be wanded by staff; roll up sleeves and turn out pockets for a visual inspection.	Prior to check-in, the candidate's equipment needs to pass a compatibility check. During check-in, candidates must show their current government-issued photo ID; perform a 360° scan of the room using their camera; roll up sleeves and turn out pockets for a visual inspection.
Monitoring	Proctors monitor candidates through video and physical walkthroughs in the testing room.	Remote proctors monitor candidates through video and audio, as well as ProProctor security software.

This information is provided as a courtesy summary and may not represent full requirements or specifications for in-person testing or live remote proctored testing. For Live Remote Proctored FAQs, visit https://ptcny.com/remote-proctor-faqs/

<mark>Be Advised:</mark> It is the candidate's responsibility to ensure their equipment and workspace meet the requirements for Live Remote Proctored Testing. If a candidate makes an appointment for remote proctoring and is unable to test due to not meeting the technical or physical requirements of the workspace, the candidate will need to follow the transfer policies in place for their examination found on page 22 (Examination Termination). Contact PTC at 212.356.0660 for assistance. See Live Remote Proctoring FAQs at https://ptcny.com/remote-proctor-faqs/

2025 EXAMINATION SCHEDULE & FEES

- Applications are accepted until midnight Eastern time on the application deadline date.
- Late applications are accepted until midnight Eastern time on the late application deadline and in addition to the examination fee, a $50 late fee will apply.
- ePayment must be submitted to Professional Testing Corporation (PTC) with your application using a debit or credit card. <mark>No checks will be accepted.</mark>
- The CPO, CPOA, and CPOC examinations are administered daily during four established two-week testing periods (February, May, August, and November), Monday through Saturday excluding holidays, at computer-based testing facilities managed by Prometric. **The CPOT examination is administered during the May and November testing periods only.**
- CPO candidates must upload their completed Attestation Form when applying.
- CPOA candidates with an approved CPOA Reference Form letter must upload it with their exam application.
- All candidates must complete and upload the Remote Proctored Testing (RPT) Consent Form whether they intend to test remotely or not. (See page 59-60)
- It is the candidate's responsibility to make their appointment with Prometric. (See page 17)
- Failure to report for an examination will result in forfeiture of all fees paid. To reapply for another examination, a new application and examination fee will be required.

Testing Dates	Application Deadline *($50 late fee will be incurred for application submitted after this date)*	Late Application Deadline *(Applications will not be accepted after this date)*
February 8-22, 2025	January 2, 2025	January 15, 2025
May 3-17, 2025 (includes CPOT testing)	March 19, 2025	April 9, 2025
August 9-23, 2025	June 25, 2025	July 16, 2025
November 1-15, 2025* (includes CPOT testing)	September 17, 2025	October 9, 2025

*Paraoptometrics whose renewal is due in 2025 and who wish to test in November for the next level of certification, must submit their renewal to the CPC office in St. Louis, MO for processing no later than Sep. 1, 2025, so that eligibility can be verified by the November application deadline. CPO and CPOA <mark>certifications must be current at the time of testing</mark> when attempting the next level examination. (Certifications expire on Oct. 31 and therefore must be renewed prior to the November examination application deadline.)

All paraoptometrics who hold a certification granted by the Commission on Paraoptometric Certification (CPC) are required to participate in <u>approved</u> 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 or participated in 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 the requirements for renewal by the posted deadline will result in loss of certification and credentials.

For more specific information on certification renewal, see Pages 28-30 and Appendix B, pages 52-55.

Exam Details & Fees - 2025

Examinations are composed of objective multiple-choice questions. The number of questions on each exam is noted below. Pretest questions are randomly distributed throughout the examination and do not count towards or against a candidate's score as they are being evaluated to determine if they perform well enough statistically to be introduced as scored items on a future exam. Only scored items count towards a candidate's final score. Once the application has been received and eligibility is verified, the candidate will receive an email confirmation from support@ptcny.com at the candidate's email address shown on the application.

Note: The CPOT examination is now a one-part examination.

Examination	Application Fee	# of Scored Items on Exam	# of Additional Pre-test Items	Time Limit to Complete Exam
Certified Paraoptometric (CPO)	$290	100	20	1.5 hours (90 min)
Certified Paraoptometric Assistant (CPOA)	$310	180	20	2.25 hours (135 min)
Certified Paraoptometric Technician (CPOT)	$400	170	20	2.75 hours (160 min)
Certified Paraoptometric Coder (CPOC)	$290	125	0	2 hours
Late Application	$50	Late fee is charged in addition to the exam application fee when application is submitted between the first application deadline and the late application deadline. This fee is *non-refundable.*		
Administrative Fee**	$100	This portion of the exam fee is *non-refundable.*		
Application Transfer Fee	$200	Applies when candidate requests to transfer to another testing period or is required to transfer to the next available testing period for failing to meet RPT requirements. See pages 18 & 22 for transfer and rescheduling information. A new application and fee must be submitted to PTC.		
Rescheduling Fee	$50	Applies to candidates who need to move their appointment within their current testing period. (5-29 days prior to scheduled appointment) See pages 17-18. Payable directly to Prometric. Appointments may be rescheduled with Prometric online or by phone.		

Exam Fees & Refunds

- Examination fee must be paid at the time of application by debit or credit card. No checks accepted.
- Examination fees are non-transferable among candidates.
- Refunds may be issued in cases of medical or family emergencies, or other special circumstances on a case-by-case basis as determined by the CPC. Documentation may be requested.
- Requests must be received in writing at cpc@aoa.org prior to the start of the testing period for which the candidate has applied. Once the testing period has begun, no refunds will be approved.
- Should your request for a refund be approved, the administrative fee** portion of the examination application fee ($100) is non-refundable. The late application fee ($50) is also non-refundable.
- If approved by CPC, refunds will be processed by Professional Testing Corporation within approximately three (3) weeks of the close of the testing period.
- No refunds will be issued for applying for the incorrect examination or testing period, for failing to make an examination appointment, or for failing to appear at your scheduled appointment.
- Ineligible candidates will be refunded their fees minus the administrative fee. Verify that you meet the eligibility criteria found on pages 8-9 of this handbook before applying.

APPLICATION PROCEDURES, PAYMENTS, AND ACCOMMODATIONS

Application Instructions & Required Documentation

All candidates must have their own individual email address. *The email address on the application must not be a shared business email address.* If the application is being submitted by a representative on behalf of the candidate, *provide only the registered candidate's personal or business email address. Multiple applications using duplicate email addresses within the same testing period will be rejected.*

1. Read and follow the directions on the application and in this handbook. All applications must be completed online and submitted electronically. Click "apply online" to start a new application on Professional Testing Corporation's website: www.ptcny.com/clients/cpc/

2. High school diplomas do not need to be uploaded for the **CPO** examination.

3. Only **CPO** examination candidates must complete the "CPO Attestation Statement" *and upload it when submitting their exam application.* Random audits to verify employment history will be conducted to ensure candidates meet the eligibility requirements. Download the attestation form at https://www.aoa.org/education/paraoptometric-certification-exams/commission-on-paraoptometric-certification-exams

   a. Paraoptometrics who are currently employed must have their employer complete and sign the top portion of the attestation statement.

   b. Previously employed or currently unemployed paraoptometrics must complete the bottom portion of the attestation statement.

4. When submitting an examination application for the **CPOA** examination, candidates must upload one of the following:

   a. A copy of their current, unexpired CPO certificate, **or**

   b. A copy of their graduation certificate (see note below) from a CPC-approved optometric assistant program, **or**

   c. CPOA Reference Form approval letter from CPC indicating they may bypass the CPO examination. *Do not submit a CPOA Reference Form Application that has not been approved by the CPC with your examination application!*

5. Candidates for the **CPOT** examination must upload one of the following:

   a. A copy of their current, unexpired CPOA certificate, **or**

   b. A copy of their graduation certificate (see note on next page) from an ACOE-approved paraoptometric technician program.

6. All candidates must complete and upload the Remote Proctored Testing (RPT) Consent Form whether they intend to test remotely or not. (See pages 60-61)

7. The online examination application must be received on or before the application deadline for the test period listed in this handbook (see page 12). Fees must be paid at the time of application by debit or credit card. **Check payments are not accepted.**

8. All correspondence regarding the application and fees should be directed to Professional Testing Corporation at ptcny@ptcny.com or 212.356.0660.

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

> **Note:** When the graduation certificates are not yet available, program directors from approved optometric assistant or technician programs may submit a list of eligible students to the CPC in lieu of a graduation certificate if applications are submitted during the last semester of the program. Contact cpc@aoa.org to request the student eligibility form.

Completion of Application

When you start a new application, you will be asked to create a user account and password. This account will be used to access your score report after the exam, so keep this information for later use Candidates must complete the examination application in full, using their **legal name exactly as it appears on their current, unexpired driver's license, passport, U.S. military ID or other government-issued ID.**
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Candidates who are registering for an examination are responsible for ensuring that the information entered on the application is correct. Before submitting your application, review it to be certain that:

- your legal name is correctly spelled and appears exactly as it does on your photo ID (however, only first and last names will be on the record shared with Prometric).
- your email address (not someone else's from the office) has been entered correctly so you receive all exam-related information and exam results.
- the correct examination **and** the correct testing period have been selected.

It is the applicant's responsibility to ensure that they have applied for the correct examination. No refunds will be issued for applying for the incorrect examination or testing period, or for applying with an incorrect name. It is also the candidate's responsibility to ensure their name is correctly spelled on the application. Certificates provided to passing candidates will be spelled exactly as the name was submitted on the application. If you find a spelling error, contact PTC at 212.356.0660 **and** CPC at 314.983-4210 to report corrections. **A $10 fee will be charged for re-issuing certificates in a corrected name.**

Payment of Examination Fee

The completed application must be submitted online by the application deadlines shown on page 12 of this handbook.
1. Credit and debit card payments must be submitted at the time of application.
2. Applications received without payment will not be reviewed until payment has been received.
3. Check or money order payments are not accepted.

NOTE: If you discover that a mistake has been made on your application or Scheduling Authorization, you must contact Professional Testing Corporation at 212.356.0660 to have a correction made before scheduling your appointment with Prometric.

Also notify the Commission on Paraoptometric Certification of any misspelling of your name and any address changes by contacting cpc@aoa.org or by phone at 314.983.4210. The CPC is not responsible for misspellings or incorrect names when no correction has been reported, nor for misdirected mail or mail that is not forwarded.

Test Accommodations - Compliance with Americans with Disabilities Act

The Commission on Paraoptometric Certification and Professional Testing Corporation support the intent of and comply with the Americans with Disabilities Act (ADA) and will take steps reasonably necessary to make testing accessible to persons with disabilities covered under the ADA. According to the ADA, an individual with a disability is a person with a physical or mental impairment that substantially limits a major life activity (such as seeing, hearing, learning, reading, concentrating, walking) or a major bodily function (such as neurological, endocrine, or digestive system).

The information you provide and any documentation regarding your disability and test accommodations is confidential and is not included in scoring or reporting.

All approved testing accommodations must maintain the psychometric nature and security of the examination. Accommodations that fundamentally alter the nature or security of the exam will not be granted. Note that accommodations for an examination (test accommodations) may not be the same as accommodations provided by your employer for your job. You can find more information about testing accommodations under the Americans with Disabilities Act (www.ada.gov).

Requests for Test Accommodations must be uploaded with the candidate's application and fees at least 8 weeks before the start of your testing period. You must complete and upload both Part 1 and Part 2 of this Form at the same time. Missing information or incomplete Forms will result in a delay in processing. **If your Form is incomplete and/or not received at least 8 weeks before the start of the testing period, we cannot guarantee that we can make these test accommodations in time for you to test and you may need to transfer to another testing period and pay the transfer fee.**

To request test accommodations, follow these 3 steps:
1. Download the Request for Test Accommodations Form, available from www.ptcny.com or by calling PTC at (212) 356-0660.

2. Complete the Request for Test Accommodations Form with your doctor or healthcare professional. Letters from doctors and other healthcare professionals must be accompanied by the official Form and will not be accepted without the Form.

3. Upload the completed and signed Request for Test Accommodations Form with the online exam application. Submit your application at least 8 weeks prior to the start of your chosen testing period.

NOTES:
- Only those requests made and received on the official Request for Test Accommodations Form will be reviewed.

- All requests must be made at the time of application. Accommodations cannot be added to an existing exam appointment.

- Do not go to www.prometric.com or contact Prometric to request test accommodations as they are not authorized to approve accommodations. All requests for test accommodations must be submitted on the PTC Request for Test Accommodations Form.

- If you need to use your cell phone or another electronic device to monitor a medical condition, such as diabetes, please be sure to include this on Part 1 of the Request for Test Accommodations Form so that we can notify Prometric in advance.

- If you are a nursing parent and will need to use a breast pump during your exam, please complete Part 1 of the Request for Test Accommodations Form and submit it at least 8 weeks before your testing period to allow time to make suitable arrangements at the test center.

- Only pre-approved test accommodations will be permitted on the day of the examination. Test center personnel are not authorized to make any changes to the test accommodations on the day of the testing session and any such change may result in your examination score being canceled.

The only test accommodations that can be provided for live remote proctored testing is additional time.

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

EXAMINATION APPOINTMENTS
(At a testing site or live remote proctored examination)

Scheduling Your Examination Appointment

Candidates whose application is approved will be emailed a Scheduling Authorization starting approximately 11 weeks before the first day of the testing window. This email will be from notices@ptcny.com. **Candidates cannot make an appointment until a Scheduling Authorization is received.** Please ensure your correct email address has been entered on the application. If you do not receive a Scheduling Authorization at least three weeks before the beginning of the testing period, contact Professional Testing Corporation at 212.356.0660 or online at www.ptcny.com/contact.

Any candidate not receiving a Scheduling Authorization at least (3) weeks before the beginning of the testing period should contact Professional Testing Corporation at 212.356.0660 for a duplicate.

The Scheduling Authorization includes an eligibility number and information on how to set up your examination location, date, and time with Prometric. Retain this document; you will need your eligibility number to access your score report when exam results become available. No guarantee is promised or implied that candidates will be able to make an appointment at their nearest testing center. Appointment times are first-come first-serve, so schedule your appointment as soon as you receive your Scheduling Authorization to maximize your chance of testing at your preferred location and on your preferred date. Candidates who fail to schedule an appointment will forfeit their fees.

After making your test appointment, Prometric will email to you a confirmation of the date, time, and location of your exam. Please check this confirmation carefully to be sure it is correct. Contact Prometric at 800.741.0934 if you do not receive this confirmation email or if there is a mistake with your appointment.

IMPORTANT! Your current driver's license, passport, U.S. military ID or other government-issued ID must be presented at the test center. Expired, temporary, or paper driver's licenses or other forms of ID will NOT be accepted. The first and last name on your Scheduling Authorization must exactly match your first and last name on your photo ID. Middle names/initials do not need to be included or match – just first and last names. *Fees will not be refunded for exams missed because of invalid or expired ID.*

NOTE: It is your responsibility as the candidate to contact Prometric to schedule the examination appointment. No refunds are issued for failing to make an appointment, to appear at your scheduled appointment or for presenting an invalid or expired ID.

Candidates who are unable to attend the examination on the date for which they registered and who elect not to transfer to another testing period, will have their application closed and no fees will be refunded.

International Testing

Candidates outside of the United States and Canada will follow the same registration and appointment processes as those testing within the U.S. No additional forms or fees are required. International candidates may also schedule, reschedule, or cancel an appointment online at www.prometric.com/CPC.

Rescheduling an Appointment Within the Current Testing Period

Note: Prometric does not have the authority to transfer applications from one testing period to another, to issue refunds, or to make any other decisions or promises regarding the candidate's examination status.

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

Examination appointments may be rescheduled within the same testing period, so long as the request is submitted within the timeframe described below, by calling or online at www.prometric.com/CPC.

Timeframe	Reschedule Permitted?	Stipulation
Requests submitted 30 days or more before the original appointment.	Yes	None
Requests submitted 29 to 5 days before the original appointment.	Yes	Candidate must pay Prometric a $50 rescheduling fee.
Requests submitted less than 5 days before the original appointment	No	Candidates who do not arrive to test for their appointment will be considered a no-show. Candidate may reapply and pay the transfer fee to the immediate next testing period or reapply and pay the full fee when applying for a later exam.

Candidates may reschedule their appointment within the same two-week testing period as indicated above by contacting Prometric. If the rescheduling candidate is within 5-29 days of their original appointment, a $50 reschedule fee is payable to Prometric. Transferring to the next testing period requires submission of a new application and payment of the $200 transfer fee at www.ptcny.com.

Transferring Your Application to a New Testing Period

• Candidates who cannot attend the examination on the date for which they have registered may reschedule their appointment with Prometric or transfer to the next testing period.

• If a candidate fails to test during the original testing period and does not submit a new application and pay the transfer fee to the next immediate testing period, or fails to keep their scheduled appointment with Prometric, the application will be closed, and all fees paid will be forfeited. No refunds will be issued.

Candidates wishing to transfer to a new testing window need to follow the steps below.
• Go to www.apply.ptcny.com
• Click "transfer existing application".
• PTC Support will email you after your transfer application is approved and then you can log back into your application and pay the one-time transfer fee. Instructions will be included.

Call Professional Testing Corporation at 212.356.0660 if you have any questions or problems with the transfer process.

LIVE REMOTE PROCTORED TESTING (RPT)

Live remote proctoring is available to CPO, CPOA and CPOT candidates. Exams may be taken at a physical Prometric test center or via live remote proctoring in the candidate's home or other quiet area free from distractions that meets testing area requirements. Because the CPOC examination is an open-book exam it must be taken at a physical Prometric test center.

➢ *It is the candidate's responsibility to review the live remote proctored testing requirements and policies before selecting this option.*

• Remote Proctor FAQs
• ProProctor Information: Read before scheduling an appointment
   https://www.prometric.com/proproctorcandidate
• ProProctor User Guide
   https://www.prometric.com/sites/default/files/2019-10/PrometricProUserGuide.pdf

Live remote proctoring requires observation of and communication between the test candidate and proctor, observation of the test environment, and the monitoring of sound throughout the testing session.

> ➢ *Candidates who select live remote proctored testing acknowledge that this method of testing was voluntarily chosen and consent to all monitoring required to ensure the security and confidentiality of the examination and its contents.*

> ➢ *Irregular or improper behavior that is observed, made apparent by statistical analysis, or uncovered by other means before, during or after the examination will be considered a violation of these rules and may constitute grounds for invalidation of a candidate's examination.*

Considerations Before Selecting the Remote Proctored Testing Option

- For the live remote proctoring option, the candidate must use a laptop or desktop computer with a camera that can be moved 360° to scan the room, microphone, and a high-speed internet connection to allow real-time communication with a remote proctor.
- Using a separate webcam may make it easier to perform all the necessary checks.
- Dual-monitor configurations, tablets, and cell phones are not supported for ProProctor examinations and may not be used.
- Testing on a laptop is recommended if possible.
  - If you are using a laptop with a built-in camera, please have access to a mirror so the proctor may inspect your computer.
- The equipment, appropriate workspace, and a secure and reliable internet connection are solely the candidate's responsibility.
  - Candidates who are unable to test due to problems with their computer, workspace/environment scan that cannot be resolved prior to beginning the exam, or internet access will forfeit their examination fees and will need to transfer to a new testing period.
- Mac users must be aware that they will need to take [additional steps](#) and that Safari and MacOS 13.0 (Ventura) and higher is not supported.
- Be sure to perform any Windows or OS updates before your exam appointment.
- The remote proctoring option requires candidates to download ProProctor™ software from Prometric to establish remote access to the candidate's computer. Refer directly to Prometric for ProProctor details.
  - The ProProctor application includes Prometric's test engine software and a lockdown browser to ensure secure test delivery. AI-based proctoring software can detect extra devices such as phones, tablets, smartwatches, etc.
  - The examination is monitored in real time and flags any suspicious noises and activities in the testing area.
  - Proctors can view the screen and utilize the tester's mouse and keyboard until the exam begins.
  - After the exam starts, the proctor will monitor everything on the computer screen but can no longer utilize the tester's mouse and keyboard.
  - The proctor can control the testing session, including pausing, suspending, or canceling the test, based on established rules.
- A wired internet connection is recommended over a Wi-Fi connection if possible.
  - Candidates who are unable to connect to the exam or unable to finish the exam due to internet connectivity issues will be counted as no-shows. These candidates will forfeit their exam fees and will need to reapply for the next testing window.

- Do not select a work computer with firewall settings that could interfere with the loading of the examination.
- Plan to test in a quiet location away from other people and pets, noises, or other distractions.
- The check-in process will take approximately 30 minutes, in addition to the allowable testing time for the examination you have registered for.
    - You must be logged in and ready for check-in at least 30 minutes prior to your exam appointment.
- Examination sessions are recorded. Prometric security agents can review flagged noises or activities for suspected cheating during the live exam or review the recordings afterward.
- Restroom breaks or breaks of any type are not permitted during a live remote proctored testing session.

Requesting Accommodations Covered Under ADA
Due to the nature of the testing modality, the only accommodation that may be provided for a live remote proctored examination is additional testing time. Additional testing accommodations are available for tests taken at a physical test center. Refer to pages 15-16 for information on available accommodations for testing at a physical exam location.

Testing Area Requirements
- Select a private space indoors with a reliable internet connection that is free from noise and disruptions, and preferably with only one entry door.
- No people or animals can be present in the room during the exam. If someone or a pet enters the room the exam session will be terminated and invalidated. The exam will not be scored, and fees will not be refunded. The candidate will need to submit a new application and fee for a future testing period.
- Identify a clean desk or table with a chair (or standing desk).
    - Your workstation and surrounding area must be free of pens, paper, electronic devices, etc.
    - No content that could potentially provide an unfair advantage during your exam, including posted on walls or within your immediate area, should be present or visible during your exam session.
- It is the candidate's responsibility to select an area where they will not object to the proctor seeing their surroundings during the room scan.
    - Remove or cover sensitive, private, or confidential materials from the testing area.
    - Any candidate that is not comfortable with the scan of their surroundings should select in-person testing at the time of application or transfer their examination from live remote proctored testing within the established and allowable timeframe identified in the current Paraoptometric Examination & Certification Renewal Candidate Handbook.
    - Candidates who register for live remote proctored testing and then refuse the environmental scan will have their session terminated and no refund of fees will be provided.
- No other computer monitors, screens, tablets, or phones should be on or in the room during the examination.
- Radios and TVs should be turned off.
- No watches of any type are allowed to be worn during the examination.
- Use of headsets, ear plugs, earbuds, or similar devices is prohibited.

- Room lighting must be bright enough so that your face and eyes can be seen throughout the entire examination and the light source should not be behind the exam candidate.
- If using a Wi-Fi connection, it is highly recommended that there is no additional load on your connection from other users who may be streaming videos, music, or games.
  - Lack of signal strength may cause you to lose connection and result in your examination being terminated.

Prohibited Behaviors

The following behaviors are prohibited during the examination appointment and may result in termination of the appointment and invalidation of the examination.

- Impersonating another candidate.
- Having books, notes, papers, or other materials visible in the testing area.
- Carrying and/or consuming food or alcoholic/non-alcoholic beverages, excluding drinking water, or entering the exam in an inebriated/intoxicated state.
- Not following the instructions of the proctor, including not cooperating with the proctor during the environment scan.
- Using threatening, abusive, or obscene language/symbols before, during, or after the examination.
- Allowing other people or pets to enter the room during the testing.
- Setting and keeping the microphone on mute, blocking the camera view, or disabling the camera.
- Talking or whispering during the exam. If you are talking, the proctor won't know if you are talking to yourself or someone else and may end your examination.
- Constant eye movement away from the screen during the examination. Avoid looking around the room during the examination.
- Taking unauthorized breaks and/or moving away from the computer or out of sight of the proctor during the testing session. If you know or think you may need a break during a CPC examination, you should transfer your application to an in-person test appointment.
- Under no circumstances should candidates exit the remote proctor during the exam or review.
- Other suspicious behavior that could indicate or be interpreted as attempts to cheat.

During the Examination

- Candidates should dress as if in a public setting.
- All programs and/or windows on the testing computer must remain closed until the exam is completed.
- The proctor will complete a 360-degree scan of the room and testing area prior to the start of the examination.
- The computer cannot be moved to another room after the proctor has scanned the environment.
- Candidates must remain in view of the camera during the entire exam. Your face, chin to forehead, must be in view of the camera for the duration of the examination and until the examination has officially ended.
- Scratch paper or any electronic devices such as calculators cannot be used during the exam. A notepad and calculator will be provided to you on the screen.

Technical Issues

In case of technical issues during the exam, a live chat box is available to communicate with the proctor as well as a "Contact Support" button at the top of the screen. More details can be found on PTC's [FAQs for live Remote Proctored Exams](#).

Technical issues that stem from Prometric's end that result in a candidate being unable to begin or to complete their exam should be reported to PTC no later than three days after the exam session. Please submit a support ticket on their website: www.ptcny.com/contact

Rescheduling Your Live Remote Proctored Testing Examination

Exam appointments may be rescheduled from/to a physical test center and live remote proctoring. If you reschedule your test appointment between 29-5 days before your test date, Prometric will charge a $50 rescheduling fee. No changes to test appointments can be made within 5 days of your test date. Please review the policies in the current Paraoptometric Examination & Certification Renewal Candidate Handbook for details.

LIVE REMOTE PROCTORED TESTING
Policies for Special Circumstances

Test Interruptions

Any interruption that is not caused by a failure at Prometric is the responsibility of the candidate. In the case of a test interruption caused on the tester's end, the test may be ended by the proctor. All fees will be forfeited. The candidate will be responsible for transferring their application to the next testing period and paying the transfer fee. The list of examples below may not be all inclusive.

- Equipment failure, including camera and microphone
- Power failure
- Internet failure
- Unable to start or complete the examination.
- Another person or pet enters the room at any time during the check-in and completion of the examination

Switching Between Testing at a Testing Center and Live Remote Proctored Testing

Candidates who switch their testing appointments between a testing center to live remote proctored testing, or vice-versa, may be charged an additional fee of $50 by Prometric. There is no charge to change an appointment 30 days or more prior to your originally scheduled appointment. Appointments that are changed less than 30 days from your originally scheduled appointment will be subject to the $50 fee. No changes to test appointments can be made within 5 days of your scheduled appointment, but you may make a one-time transfer to the next testing period. Candidates must complete the transfer request and pay the transfer fee.

Examination Termination

Candidates who register for live remote proctored testing and whose equipment or workspace does not meet the requirements for this method of testing will have their examination appointment terminated, and the candidate will be marked as a "no-show". A new application would need to be submitted with the transfer fee. It is highly recommended that candidates review the [technical and exam location requirements](#) before making an appointment to test remotely.

The examination appointment will be terminated when a candidate fails to provide proper identification.

Candidates that are not logged in and ready for check-in at least 30 minutes in advance of their testing appointment may have their examination terminated and would be marked as a "no-show". A new application would need to be submitted with the transfer fee.

Candidates whose examination is terminated and who do not submit a new application and transfer fee for the next available testing period will forfeit all their fees.

Disqualifications

The following actions are subject to disqualification of the examination and further actions may be taken at the discretion of the CPC.

- Cheating
- Item harvesting
- Impersonation of a registered candidate
- Refusing the personal or environment scan (see check in process details)
- Not following the proctor's instructions
- Leaving the room or view of the camera at any point

PREPARING FOR THE EXAM

Preparing for the Examination

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

- Read the entire content outline as the exam will include items for every area and subtopics. **An outline for each examination can be found at the back of this handbook, beginning on page 35.**
- Review the Examination Preparation Study Resources found on page
- Study from more than one recommended reference or other resources.

PREPARING FOR ARRIVAL AT THE TESTING SITE

Preparing for Arrival

- Gather items you will need for admission to the exam several days before your appointment (your current, unexpired driver's license, passport, U.S. military ID or other government-issued ID, and suggested textbooks for use during the CPOC exam only). Photos of your ID are unacceptable.
- Get plenty of rest the night before.
- Prior to your appointment, study a map and/or directions so you aren't rushing to get to the location.
- In the event of inclement weather, check the Prometric website for closures: https://www.prometric.com/closures.
- Prometric's website provides information on what you can expect on your test day, including test center regulations: https://www.prometric.com/sites/default/files/TestCenterRegulations.pdf
- Review the Prometric exam software tutorial here: https://ptcny.com/pdf/prometricsoftwaretutorial.pdf

What to Expect at the Prometric Testing Center

During the check-in process, Prometric test center employees will:

- Visually check the test taker's glasses and ID. Candidates wearing masks will need to lower or remove the mask momentarily for this process, specifically so that the reverse side can be inspected.
- One form of current government issued photo Identification will be required to be presented to the test

center staff. If the primary identification presented is missing one of the following: signature, picture, or expiration date, then a second ID may be requested for verification.

- Require test takers to sign in on roster sheet with a Prometric-supplied pen.

- Provide test takers with an assigned locker number and key to place their belongings, if needed. Test takers will retain the key, and the locker area will remain under video surveillance while the center is open.

- For complete information on what to expect while at the Prometric Testing Center, please review the test center policies: https://www.prometric.com/covid-19-update/test-center-policies

During the Exam

- No breaks are scheduled during the exam. Candidates who must leave the testing room to take a restroom break will not be given extra time to complete the exam.

- Candidates who take an unscheduled break are subject to additional security screenings before being permitted to reenter the testing room.

- Accessing mobile phones is prohibited.

- Accessing study materials during the examination is prohibited (except for the CPOC, which is an open-book examination).

- Smoking is prohibited at the testing center.

- All examinations are monitored and may be recorded in both audio and video format.

- Any candidate may request noise-cancelling headphones from a Prometric staff member.

Keep in mind: other exams will be administered at the same time as your examination. Therefore, examinees may hear ambient noises that cannot be avoided, such as typing, coughing, or people entering and exiting the testing room. Providing a completely noise-free environment is impossible. However, headphones may be requested from the proctor to minimize impact. Visit Prometric's website for more information about what to expect on testing day.

To protect the confidentiality and security of the examination, candidates are required to sign a Non-Disclosure Agreement prior to beginning their examination.

Restroom Breaks & Accessing the Lockers During the Examination

CPC examination candidates do not have permission to access lockers during restroom breaks unless they have requested and received accommodations due to medical necessity in advance of their examination. Accessing cell phones and electronic devices at any time while taking the exam is prohibited. Only those who received prior permission to remove snacks, drinks, medicine, or personal healthcare items from their assigned locker should do so – no backpacks, bags, purses, or clothing can be removed while the exam is in session. Restroom breaks are not allowed for candidates participating in live remote proctored examinations. See the full Live Remote Proctored Testing information beginning on page 18.

Rules for the Examination

CPO, CPOA, CPOT & CPOC Candidates

- No 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 (e.g., fitness/smart watches, media players, pagers, cameras, and voice recorders are not permitted and cannot be taken into the examination room. Prometric provides lockers for your personal items.

- No books or reference materials may be taken into the examination room (*with the exception of CPOC candidates – see page 25 for list of materials*.)

- No test materials, documents, or memoranda of any sort are to be taken from the examination room.
- No questions concerning the content of the examination may be asked during the examination. The candidate should carefully read the directions that are provided on-screen at the beginning of the examination session.
- Candidates are prohibited from leaving the testing room while their examination is in session, with the sole exception of using the restroom. Candidates should not access lockers while on restroom breaks.
- Bulky clothing, such as sweatshirts (hoodies), jackets, coats, and hats, except hats worn for religious reasons, may not be worn while taking the examination.
- No watches or similar devices can be worn during the exam.
- CPOT-exam candidates will be provided headphones to use while viewing videos with audio.
- Violation of any of the rules listed above may lead to forfeiture of fees, dismissal from the testing room, and cancellation of your test scores.

Irregular or improper behavior that is observed, made apparent by statistical analysis, or uncovered by other means before, during or after the examination will be considered a violation of these rules and may constitute grounds for invalidation of a candidate's examination. CPC will initiate an investigation and request suitable analyses and appropriate documentation.

CPOC Candidates ONLY
This is an open-book examination based on ICD-10. All textbooks must be bound volumes without other added or loose materials. Writing or highlighting in the book is acceptable. Frequently used pages may also be turned down or marked using a paper clip. No Post-it type notes, or loose bookmarks are allowed. **Only the following bound textbooks will be permitted. All of them may be taken into the exam if desired.**
- CPT® (Current Procedural Terminology) Standard or Professional Edition (current edition recommended)
- Codes for Optometry (current edition recommended) (Available in AOA Marketplace)
- ICD-10-CM International Classification of Diseases (current edition recommended)
- ICD-10-CM the Complete Official Codebook (may say "with guidelines")

Admission to Testing Site
Your current (**unexpired**) driver's license, passport, U.S. military ID or other government-issued ID must be presented to gain admission to the testing center. Temporary or paper forms of identification will not be accepted.
- Failure to present your current (unexpired) driver's license, passport, U.S. military ID or other government-issued ID will prevent you from testing.
- It is highly recommended that you become familiar with the testing site location.
- Arrival at the testing site at the appointed time is the responsibility of the candidate.
- Plan for weather, traffic, parking, and any security requirements specific to the testing location.
- Late arrival may prevent you from testing.

CANDIDATE MISCONDUCT AND APPEALS PROCEDURES

Candidate Misconduct
The CPC paraoptometric examinations are confidential. Candidates are required to sign a confidentiality agreement prior to the start of their examination. It is inappropriate to make notes, copy content, share, photograph, discuss, post, or upload/download examination content.
Misconduct includes, but is not limited to:
- Misrepresentation of identity; providing false or misleading information
- Attempting to or taking an exam for someone else, or having someone else test for you
- Violating test center rules, regulations and/or not following Prometric staff instructions

- Disruptive, abusive, or uncooperative behavior of any kind before, during or after the examination
- Giving or receiving help during an exam, copying, cheating by any other means, or being suspected of doing so
- Talking or communicating with other testing candidates
- Use or possession of any unauthorized materials or electronic devices in examination room
- Accessing cell phones or other electronic devices at any time while your examination is in session is prohibited
- Attempting to or stealing examination materials or obtaining them in advance of an examination
- Attempting to record or make notes about the examination
- Tampering with exam computer or software
- Disclosing, possessing, publishing, or reproducing confidential examination information
- Accessing lockers during the exam without the permission and supervision of testing center staff
- Removing anything from your assigned locker except food, drink, medicine, or personal healthcare items

Prometric staff have the authority to enforce disciplinary action upon exam candidates for misconduct occurring while on examination premises or while participating in remotely proctored examinations. Violation of any of the CPC or Prometric rules and regulations regarding testing and security of the examinations may result in disciplinary action, up to and including any or all the following.
- Immediately the ending examination and opening an investigation
- Dismissal from the examination session

A report of misconduct will be provided to the CPC for review and investigation to determine whether further disciplinary action may be necessary, in accordance with CPC policies. These actions may include:
- Cancellation of exam registration(s)
- Forfeiture of all fees
- Denial, suspension, or revocation of CPC certification
- Banning candidate from registering for future paraoptometric examinations
- Examination may not be scored

Misconduct - Violation Process
The CPC 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 certification staff within 120 days of the alleged violation(s). The information received will be forwarded to the CPC Commission chair. Supporting documentation should be submitted with the complaint.

The Commission will review the allegation and take one of the following actions:
- Dismiss the allegation on grounds it lacked sufficient evidence or merit to commence an investigation; **or**
- Attempt to resolve the issues with the parties involved should the allegation appear to be a misunderstanding; **or,**
- Conduct a full investigation of the allegation and if deemed necessary, appoint a hearing panel.

Should an investigation be warranted, the Commission chair 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 chair, one of whom will act as the panel's chair. 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 proceedings.
- The panel will be convened within 60 days of its appointment. A record will be kept of all the 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 in writing 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 to all parties involved by certified mail with return receipt.

Grievance 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 concerning an examination must be received by the Commission on Paraoptometric Certification within 30 days after the examination results are emailed to candidates. Appeals concerning recertification must be received by November 30 of the paraoptometric's certification renewal year. 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.

Grievance 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.

AFTER THE EXAM – NEXT STEPS

Exam Experience

Any candidate who feels that their examination experience was negatively impacted by the test center conditions should notify the proctor immediately. The situation or any comments about the test itself should also be reported to PTC at www.ptcny.com/contact within three days of the test appointment.

Exam Results

Professional Testing Corporation will email a link to candidates via the personal email address on their examination application to retrieve official score reports. **The link to the exam scores will be emailed within _approximately_ four (4) weeks of the close of the testing period.** Official pass/fail status, score on the total exam, and feedback of performance in each domain, along with areas of weakness for failing candidates are included in the score report. The passing score is determined by the Commission on Paraoptometric Certification. The delay in scoring is necessary to allow for the psychometric review, equating, and administrative time required to ensure accurate and reliable scores. Failure to receive the report of results should be reported to Professional Testing Corporation at 212.356.0660. Candidates are not eligible to use credentials (CPO, CPOA, CPOT or CPOC) until their official score report is received.

Accessing Exam Results

When exam results are ready for viewing, candidates will be provided with a link to access their scores. Reports are password protected; candidates will need their email address from their exam application as well as their PTC candidate ID number (8 digits long, starting with a capital P; for example: P11112222). Results are available for 90 days. We suggest printing a copy of the report for your records. After 90 days, candidates may request score reports by filing a _Request for Duplicate Score Report_ form available at www.ptcny.com.

Score 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. A new application and fee must be submitted each time.

Granting of Certification

CPC certification is recognized for a period of three years. Only individuals who receive a passing score on their examination(s) and who appropriately maintain the certification may use the credential. Candidates who receive official notification from PTC that they have passed their examination are then eligible to use the appropriate credential after their name as indicated below.

- Certified Paraoptometric Examination – CPO
- Certified Paraoptometric Assistant Examination – CPOA
- Certified Paraoptometric Technician Examinations – CPOT
- Certified Paraoptometric Coder – CPOC

Passing candidates will receive a certificate suitable for framing and their name will be added to the CPC's Directory of Certified Paraoptometrics published on the AOA website and in its publications. Certification pins may be ordered through the AOA Marketplace.

PREPARING FOR RENEWAL - MAINTAINING YOUR CERTIFICATION

Renewal Requirements & Guidelines

The CPC renewal program ensures certified paraoptometrics remain current in optometric assisting skills and knowledge. The purpose of renewal is to ensure that certified paraoptometrics 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 the requirements will result in loss of certification and credentials.

To keep a certification current, Certified Paraoptometrics (CPO), Certified Paraoptometrics Assistants (CPOA), and Certified Paraoptometric Technicians (CPOT) and Certified Paraoptometric Coders (CPOC) are required to participate in continuing education.

- All certifications are renewable every three years.
- All credits must be earned during the 3-year renewal cycle. If unsure of the time-period in which you may earn credits toward renewal, contact cpc@aoa.org.
- Guidelines for renewal of certifications (see Appendix B, pages 52-55) are available at www.aoa.org.

For the CPO, CPOA or CPOT:

1. Certification is renewable every three years by Nov. 1 and after the completion of <u>18 hours of approved required education and submission of a recertification fee.</u> See renewal guidelines – Appendix B.

2. <u>A minimum of nine (9) credit hours must be CPC or AOA-approved</u>, and no more than a total of nine (9) credits from COPE, ABO, NCLE, IJCAHPO, or COVD will be accepted.

For the CPOC:

1. Certification is renewable every three years by May 31 and after the completion of <u>9 hours of approved required education and submission of a recertification fee.</u> See renewal guidelines – Appendix B.

2. Because the CPOC is a specialty certification, ***all continuing education credits must be coding or billing related***, <u>within specific domains (topics) and from the organizations listed in the CPOC renewal guidelines only.</u>

Renewal Schedule and Fees

CPO™, CPOA™, and CPOT™ Guidelines: As a courtesy, renewal statements are <u>emailed </u>beginning in February of the renewal year. Renewal documents and payment are due every third year on or before Nov. 1, and the cycle is set on a calendar year. For example, if one earns a CPO certification anytime between January - December 2025, the renewal will be due on or before Nov. 1, 2028.

> Renewal Fee: $95 (if received at the CPC office on or before Nov. 1)
> Late Renewal Fee: $195 (if received at the CPC office between Nov. 2-30)

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

CPOC™ Guidelines: As a courtesy, renewal statements are <u>emailed </u>in February 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 2025, the renewal will be due on or before May 31, 2028.

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

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."

Renewals that are due in 2025 may be<u> submitted online starting in February</u> using the 2025 Online Renewal Submission form at https://www.aoa.org/education/paraoptometric-certification-exams/maintaining-and-renewing-your-cpc-certification. Scroll to the bottom of the page to view the renewal requirements, then select the blue button, "Submit Credits & Fee" to begin uploading your CE forms and to submit the renewal fee using a debit or credit card. No refunds will be made for incomplete renewals. Resubmission of credits is allowed to meet the requirements so long as the CE was completed by the renewal deadline and within your 3-year renewal period CE must be completed by May 31 for CPOCs and October 31 for all other certifications).

All resubmissions must be made within your renewal year (by June 30 for CPOCs and by November 30 for all other certifications). The late renewal fee will be required when received May 31/October 31 as applicable.

Or, certification renewals <u>may be mailed</u> to: AOA-CPC, 243 N. Lindbergh Blvd., Floor 1, St. Louis, MO 63141.

Exemptions / Request for Waiver of Renewal Requirements

An appeal in writing may be sent to request an exemption from CPC renewal requirements. An exemption allows the CPC to waive part or all the requirements when there is an undue hardship, incapacity or disability

or other extenuating circumstances. Supporting documents must accompany the written request to provide justification. All requests for exemptions must be received by the certification staff by the May 31 CPOC renewal deadline or the November 1 renewal deadline for all other certifications. CPC@aoa.org. No extension of time to complete the required continuing education will be granted.

LOSS OF CERTIFICATION / RECERTIFICATION

Upon failure to maintain a certified status, the individual will then be classified uncertified, and the individual must immediately refrain from using/displaying all related Commission on Paraoptometric Certification credentials on all certificates, resume's, business cards, logos, websites, email signatures, and pins. The consequences for anyone claiming certification misleadingly or fraudulently when not certified will be determined by the CPC. Appropriate steps up to and including legal or other actions will be taken, pursuant to written guidelines established by the Commission.

Should an individual wish to become recertified, they must retest at the certification level they held when their certification lapsed. Former CPOs who meet the experience qualifications may submit a CPOA Reference Form and resume' to the CPC for review.

Retesting Following Loss of Certification Due to Non-renewal

Immediately following lapse of a CPOA or CPOT certification, a paraoptometric may register, pay for, and retake the examination(s) at the level that was lost within one year of the lapse date. Certifications shall be considered lapsed when not renewed by November 30 of the year in which 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.

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 for information and assistance. (See candidate misconduct and appeals procedures section in this handbook.)

NEW Exam Preparation Recommended Resources – All Certifications

Note that this list replaces the individual study maps previously provided in the candidate handbook.

All the certification examinations for 2025 are new and updated resources are available now in EyeLearn. Access them by enrolling in the appropriate level prep-course in EyeLearn (CPO, CPOA or CPOT). These courses are free to AOA members and are available for non-members to purchase.

Following the 2023 Job Task Analysis (JTA) survey, the Commission on Paraoptometric Certification and Professional Testing Corporation developed new paraoptometric examinations that have been released in 2025. New content outlines based on the JTA survey results are available in this handbook. (Note: the CPOC examination was reviewed and revised for 2025 and remains based on ICD-10.) Additional EyeLearn resources, expanded outlines provided by the AOA Education Center, and a Study Checklist may be found on the AOA website.

You may prepare for the paraoptometrics examinations using study resources available through the AOA, various internet sources and hard-copy optometric text books. The list below indicates resources for the different topic areas of the examinaton Listing of these resources does not constitute a CPC endorsement of these resources and does not imply a guarantee that candidates will be successful in passing an examination if they are used in examination preparation. Please note that some websites shown may require a membership sign-in and password. Members may access AOA resources for free and access to select EyeLearn courses is avaialable to non-members for a fee.

Accessing EyeLearn

To access EyeLearn you will use your AOA credentials. If you do not know your login credentials or need to have a login created, please contact AOA Member Services at memberservices@aoa.org. Access to EyeLearn is a member benefit which means non-member paraoptometrics will be charged a fee for any EyeLearn content they choose to access. Login to EyeLearn at https://www.aoa.org/education/eyelearn-professional-development-hub

<u>Eye Learn</u>
Certified Paraoptometric (CPO) Certification Prep-Course
- 2025 Certified Paraoptometric (CPO) Study Resource (PDF)
- CPO Competencies Resource Book (2025)
- Optometric Terminology
- Certified Paraoptometric (CPO) Flash Cards
- CPO Practice Assessment

Supplemental Certified Paraoptometric (CPO) – Review Course

Certified Paraoptometric Assistant (CPOA) Certification Prep-Course
- Certified Paraoptometric Assistant (CPOA) Study Resource
- Certified Paraoptometric Assistant Review Course (CPOA) – Part 1
- Certified Paraoptometric Assistant Review Course (CPOA) – Part 1 (slides)
- Certified Paraoptometric Assistant Review Course (CPOA) – Part 2
- Certified Paraoptometric Assistant Review Course (CPOA) – Part 1 (slides)

Certified Paraoptometric Technician (CPOT) Certification Prep-Course
- 2025 Certified Paraoptometric Technician (CPOT) Exam: Study Resource
- Certified Paraoptometric Technician Review Course (CPOT)

- Certified Paraoptometric Technician Review Course (CPOT) (slides)
- Test Taking Tips

Paraoptometric Skill Builder® – Level 1 (recommended for CPO)
Paraoptometric Skill Builder® – Level 1 and 2 (recommended for CPOA)
Paraoptometric Skill Builder® – Level 1, 2 and 3 (recommended for CPOT)
Basic Anatomy and Conditions of the Eye
Therapeutic Strategies in Clinical Eye Care (recommended for CPOA and CPOT)
Clinical Grand Rounds (recommended for CPOA and CPOT)
Paraoptometric Study Halls (each level has their own)
Para Speaker Series: How Scleral Lens Can Change Lives
Para Speaker Series: Optical Dispensing Gems Learned from Experience
Para Speaker Series: The Art of Frames and Lenses"
Para Speaker Series: How Scleral Lenses Can Changes Lives
Para Speaker Series: Contact Lens Language for the Patient and Professional
Para Speaker Series: HIPAA – The Fundamentals (recommended for all levels)
The Words to Improve Communications with Patients
Don't Get Left Behind: Modernizing HIPAA Compliance for the Optometric Practice
Clinical Grand Rounds
Para Speaker Series: Taking a Deeper Dive Into Diabetes
Para Speaker Series: Ocular Surgeries and the Role Paraoptometrics Play
Therapeutic Interventions: The Game Changers

Other Websites

Eye and Vision Problems – aoa.org/patients-and-public/eye-and-vision-problems

Glossary of All Eye and Vision Conditions – aoa.org/patients-and-public/eye-and-vision-problems/glossary-of-eye-and-vision-conditions

Eye Disease, Diagnosis and Treatment - American Academy of Ophthalmology - https://eyewiki.org/Main_Page

GP Lens Institute - Scleral lenses (CPOA & CPOT) - https://gpli.info/scleral-lenses/

Basic Business Terminology (all levels)– articles.bplans.com/business-term-glossary/

Glossary of All Eye and Vision Conditions - aoa.org/patients-and-public/eye-and-vision-problems/glossary-of-eye-and-vision-conditions

Root Eye Dictionary - https://timroot.com/root-eye-dictionary/

Eye Disease, Diagnosis and Treatment - American Academy of Ophthalmology https://eyewiki.org/Main_Page

AOA White Papers: (free public access)
https://www.aoa.org/practice/clinical-guidelines/clinical-practice-guidelines?sso=y Clinical Practice Guidelines
https://www.aoa.org/search?terms=HPI&ancestors=&sso=y Health Policy Institute (HPI)
https://www.aoa.org/search?&terms=HPI%20presbyopia&cats=&ancestors=&types=&page=3&sso=y (HPI presbyopia)
https://www.aoa.org/advocacy/health-policy-institute?sso=y (HPI topics)
- COVID-19 resources

- Health Care Reform & Access
- Telemedicine & Health Information Technology
- Medicare, Medicaid & Veterans Health
- Controlling Costs & Improving Effectiveness
- Public Health Promotion & Disease Prevention
- Serving Communities & Workforce Development
- HPI Annual Reports
- HPI Care Coordination

https://www.aoa.org/search?terms=telehealth%20guidelines&ancestors=&sso=y telehealth guidelines
https://www.aoa.org/search?terms=ethics%20and%20values%20guidelines&ancestors=&sso=y – ethics & values guidelines
https://www.aoa.org/search?&terms=professional%20conduct&cats=&ancestors=&types=&page=1&sso=y – professional conduct

Websites:
- Glossary of All Eye and Vision Conditions - aoa.org/patients-and-public/eye-and-vision-problems/glossary-of-eye-and-vision-conditions
- Root Eye Dictionary - https://timroot.com/root-eye-dictionary/
- Basic Business Terminology – articles.bplans.com/business-term-glossary/
- Eye and Vision Problems – aoa.org/patients-and-public/eye-and-vision-problems
- American Academy of Ophthalmology https://eyewiki.org/Main_Page
- GP Lens Institute – https://gpli.info/scleral-lenses/

Books:
- Walker, II, Phernell C., ABOM
  Pure Optics, 2nd ed.
  American Association of Ophthalmologists, Inc., 2021

- Remington, Lee Ann and Goodwin, Dennis, OD
  Clinical Anatomy and Physiology of the Visual System, 4th ed.,
  Elsevier, 2022

- Bennett, Edward, OD and Henry, Vinita Allee
  Clinical Manual of Contact Lenses, 5th ed.
  Wolters Kluwer, 2020

- Stein, Harold A. et. al.
  The Ophthalmic Assistant: A Text for Allied and Associated Ophthalmic Personnel. 10th ed.
  Elsevier – Health Sciences Division, 2017

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

- Gailmard, Neil, OD, MBA, FAAO
  Practice Management in Optometry, 2nd ed..
  Walnut Ridge Publishing, 2021

🕮 Ledford, Janice K.
   <u>Principles and Practice in Ophthalmic Assisting: A Comprehensive Textbook</u>
   SLACK, Incorporated; 2018

CPOC-Specific Resources:

<u>EyeLearn</u>
- Certified Paraoptometric (CPO) Certification Prep-Course
    - o   2025 Certified Paraoptometric (CPO) Study Resource (PDF)
    - o   CPO Competencies Resource Book (2025)
    - o   Optometric Terminology
    - o   Certified Paraoptometric (CPO) Flash Cards
    - o   CPO Practice Assessment
- Supplemental Certified Paraoptometric (CPO) – Review Course

- CPT® (Current Procedural Terminology) Standard or Professional Edition (current edition recommended)
- Codes for Optometry (current edition recommended) (Available in AOA Marketplace – ODE231)
- ICD-10-CM International Classification of Diseases (current edition recommended)
- ICD-10-CM the Complete Official Codebook (may say "with guidelines")
- Basic Anatomy and Conditions of the Eye (EyeLearn)
- Insurance Processing Flashcards (Available through AOA Store/Marketplace)

<u>Websites:</u>
- www.aoa.org/patients-and-public/resources-for-teachers/how-your-eyes-work?sso=y
- www.aoa.org/patients-and-public/eye-and-vision-problems/glossary-of-eye-and-vision-conditions?sso=y

Centers for Medicare and Medicaid Services – Medicare Learning Network and Evaluation & Management Services Guide
- https://www.cms.gov/search/cms?keys=medicare+learning+network
- www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNEdWebGuide/Downloads/97Docguidelines.pdf

Centers for Medicare and Medicaid Services
- https://www.cms.gov/Medicare/Coding/MedHCPCSGenInfo
- https://www.cms.gov/Medicare/Coding/NCCI-Coding-Edits
- https://www.cms.gov/Medicare/Coding/ICD10
- www.cms.gov/DeterminationProcess/
- www.cms.gov/DeterminationProcess/04_LCDs.asp#TopOfPage
- www.cms.gov/Medicare/Compliance-and-Audits/Part-C-and-Part-D-Compliance-and-Audits/ComplianceProgramPolicyandGuidance.html
- https://oig.hhs.gov/fraud/report-fraud/
- https://oig.hhs.gov/compliance/

U.S. Department of Health & Human Services
- www.hhs.gov/hipaa/

Medicare Learning Network
- www.cms.gov/MLNProducts/downloads/ABN_Booklet_ICN006266.pdf

Certified Paraoptometric (CPO) Examination
Test Specifications and Content Outline

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 in the examination. You should be familiar with all the terms, meanings and uses. All 100 scored questions (as well as additional unscored pre-test questions) on the examination are of the objective, multiple-choice type. Passing score is determined by the CPC, following examination equating conducted by Professional Testing Corporation's psychometricians.

Domain 01: Clinical Principles, Testing, and Procedures (52.2%, 63 items covering 15 tasks)
1. Record case history (including chief complaint, ocular, medical, family, substance use, medications, supplements, allergies, work tasks, hobbies)
2. Perform visual acuity testing (including Snellen, pinhole, Allen figures, Tumbling Es, finger count, hand motion, light perception/no light perception)
3. Perform Amsler grid testing
4. Perform automated blood pressure measurement
5. Perform stereoacuity testing
6. Perform color vision assessment
7. Perform ocular motility testing
8. Perform pupillary testing
9. Perform tonometry (contact or noncontact) to measure eye pressure/intraocular pressure
10. Perform confrontation visual field screening
11. Perform autorefraction and/or autokeratometry
12. Administer and record diagnostic and therapeutic eye drops
13. Perform testing to evaluate cornea (including pachymetry, topography)
14. Perform fundus photography and optical coherence tomography (OCT)
15. Perform automated visual field testing

Tasks in Domain 01: Clinical Principles, Testing, and Procedures draw upon the following Competencies:
C02, C03, C04, C05, C06, C07, C11, C15

Domain 02: Ophthalmic Optics and Dispensing (11.1%, 13 items covering 7 tasks)
1. Perform lensometry (automated and manual) to verify prescription
2. Perform interpupillary distance measurement at distance and near
3. Measure segment/optical center/fitting cross heights
4. Educate and assist patient in selecting eye wear (including frames, specialty considerations, lens materials and coatings)
5. Place an order for eyeglass prescriptions, including relevant components
6. Dispense/adjust/repair eyewear
7. Troubleshoot patients' problems with eyewear

Tasks in Domain 02: Ophthalmic Optics and Dispensing draw upon the following Competencies:
C01, C02, C11, C13

Domain 03: Contact Lenses (14.5%, 18 items covering 4 tasks)
1. Place an order for a patient's contact lens prescription, including relevant components
2. Educate patient on contact lens care (including wear time, hygiene, disinfection, selection of care system)
3. Assist in training new contact lens patients in insertion and removal techniques (of soft and gas permeable lenses)

4. Screen patients on their experience with contact lenses (including comfort, vision, adherence to care guidelines)

Tasks in Domain 03: Contact Lenses draw upon the following Competency:
    C12

Domain 04: Professional Issues (11.1%, 13 items covering 5 tasks)
1. Assist with patient complaints and concerns and refer to appropriate staff if outside of scope of training
2. Respond to incoming telephone calls (including taking accurate messages, transferring calls, triaging ocular emergencies)
3. Schedule patient appointments (including rescheduling, sending reminders/confirmations)
4. Assist with inventory (including office supplies, frames, contact lens trials/supplies, over-the-counter items, ophthalmic and medical supplies, examination room supplies)
5. Comply with federal, state, and local regulations (including HIPAA, OSHA, and CMS guidelines)

Tasks in Domain 04: Professional Issues draw upon the following Competencies:
    C05, C07, C08, C09, C10, C14, C15

Domain 05: Science of the Eye (11.1%, 13 items covering 11 tasks)
1. Describe the structure of the eye and its components
2. Define the types of refractive disorders of the eye
3. Define and compare amblyopia and strabismus
4. Describe blepharitis
5. Describe hordeola and chalazia
6. Describe conjunctivitis and compare/contrast with subconjunctival hemorrhage
7. Explain how cataracts can affect vision
8. Explain how macular degeneration can affect vision
9. Describe common symptoms of a retinal tear or detachment
10. Describe basic topical agents for the eyes (including anesthetics, mydriatics, cycloplegics, lubricants, miotics)
11. Define commonly used terms in optometry (including abbreviations, acronyms, prefixes, suffixes, root words, directional terms)

Tasks in Domain 05: Science of the Eye draw upon the following Competency:
    C03

Competencies for the CPO Certification Examination

Competencies are topics (skills and concepts) that a paraoptometric should know and understand to work in an optometric eyecare setting. This list represents a foundation of knowledge needed to be successful when taking a paraoptometric examination.

    C01. Ophthalmic optics (including myopia vs. hyperopia, thin vs. thick lenses)
    C02. Basic math and algebra (as they relate to clinical applications)
    C03. Basic medical terminology and abbreviations
    C04. Troubleshooting to improve results from imaging, testing, and procedures
    C05. Required documentation for proper recordkeeping
    C06. Basic eyecare instrumentation
    C07. Infection control
    C08. Basic telephone etiquette
    C09. Patient confidentiality
    C10. Diversity in the workplace/cultural competency

C11. Proper storage of tools and supplies
C12. Contact lens care
C13. Considerations in proper frame styling and fitting
C14. Office emergency protocols
C15. Building good rapport with patients/chairside manner

Refer to the Examination Preparation Recommended Resources listed on pages 31-35. An expanded outline with additional details may be found at: https://www.aoa.org/education/paraoptometric-certification-exams/commission-on-paraoptometric-certification-exams

Certified Paraoptometric (CPOA) Examination
Test Specifications and Content Outline

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 180 scored questions (as well as additional unscored pre-test questions) on the examination are of the objective, multiple choice type. Passing score is determined by the CPC, following examination equating conducted by Professional Testing Corporation's psychometricians.

Domain 01: Clinical Principles, Testing, and Procedures (50%; 110 items covering 24 tasks)
1. Record accurate case history (including chief complaint, ocular, medical, family, substance use, medications, supplements, allergies, work tasks, hobbies)
2. Perform visual acuity testing (including Snellen, pinhole, Landolt, Allen figures, Tumbling Es, finger count, hand motion, light perception/no light perception)
3. Perform Amsler grid testing
4. Perform blood pressure measurement (manual or automated)
5. Perform stereoacuity testing (including Randot, stereo fly)
6. Perform color vision assessment (including Ishihara, PIP color vision test, D15/Farnsworth)
7. Perform ocular motility testing (including versions/ductions)
8. Perform pupillary testing [including recording shape, size, reactions; identifying presence of afferent pupillary defect (APD); checking for near point constriction]
9. Perform tonometry (including contact, noncontact, applanation) to measure intraocular pressure
10. Perform confrontation visual field screening
11. Perform autorefraction and/or autokeratometry
12. Perform subjective refraction (including manual, automated/programmed)
13. Perform cover test (including cover-uncover, alternating)
14. Administer, record, and maintain inventory of diagnostic and therapeutic eye drops
15. Perform testing to evaluate cornea (including ultrasound pachymetry, topography)
16. Perform dry eye testing (including tear volume/Schirmer's, tear osmolarity, meibography, tear inflammation)
17. Perform optical coherence tomography (OCT) of posterior segment (including retina, macula, and optic nerve)
18. Perform optical coherence tomography (OCT) of anterior segment (including angles, pachymetry)
19. Perform automated visual field testing (10-2, 24-2, 30-2, superior lid field)
20. Perform chairside scribing
21. Assist with dry eye treatment (including patient education of procedures, expectations, ongoing care; meibomian gland treatment, intense pulsed light therapy/IPL)
22. Assist with lacrimal dilation and irrigation, foreign body and rust ring removal (including patient education pre- and post-procedure and about management options and expectations)
23. Perform anterior segment photography
24. Coordinate referrals to other offices for surgery or other specialty services

Tasks in Domain 01: Clinical Principles, Testing, and Procedures draw upon the following Competencies:
C02, C03, C04, C05, C06, C07, C08, C09, C11, C14, C15, C20

Domain 02: Ophthalmic Optics and Dispensing (13.15%; 29 items covering 10 tasks)
1. Use components of eyeglass prescriptions (including transposition, conversion)

2. Perform lensometry (automated and manual) to verify prescription (including prism)
3. Measure base curve with lens clock
4. Measure C-size, frame boxing measurements (including A, B, DBL, ED, temple)
5. Perform interpupillary distance measurement at distance, intermediate, and near
6. Measure segment/optical center/fitting cross heights, frame fit (including pantoscopic tilt, vertex distance, face form)
7. Educate and assist patient in selecting eye wear (including frames, specialty considerations, lens materials and coatings)
8. Place an order for frames and eyeglass prescriptions, including relevant components
9. Dispense/adjust/repair eyewear
10. Troubleshoot patient's problems with eyewear

Tasks in Domain 02: Ophthalmic Optics and Dispensing draw upon the following Competencies:
C01, C02, C06, C11, C13, C15

Domain 03: Contact Lenses (16.3%; 36 items covering 9 tasks)
1. Use components of contact lens prescriptions (including vertexing and spherical equivalent)
2. Order diagnostic contact lenses
3. Clean and polish gas permeable lenses
4. Place an order for a patient's contact lens prescription, including relevant components
5. Educate patient on contact lens care (including informed consent, wear time, replacement schedule, hygiene, disinfection, symptoms requiring removal of lenses, selection of care system)
6. Explain types of contact lenses to patient (including soft, gas permeable, hybrid, scleral)
7. Insert and remove contact lenses (soft, gas permeable)
8. Train new contact lens patients in insertion and removal techniques (of soft, gas permeable, hybrid, and scleral lenses)
9. Screen patients on their experience with contact lenses (including comfort, vision, adherence to care guidelines)

Tasks in Domain 03: Contact Lenses draw upon the following Competencies:
C07, C11, C12

Domain 04: Professional Issues (13.15%; 29 items covering 7 tasks)
1. Assist with patient complaints and concerns and refer to appropriate staff if outside of scope of training
2. Respond to incoming telephone calls (including taking accurate messages, transferring calls, triaging ocular emergencies)
3. Schedule patient appointments (including rescheduling, sending reminders/confirmations, recalls, referrals/co-management)
4. Assist with inventory (including office supplies, frames, contact lens trials/supplies, over-the-counter items, ophthalmic and medical supplies, examination room supplies)
5. Comply with federal, state, and local regulations (including HIPAA, OSHA, and CMS guidelines)
6. Explain to patients the difference between vision plans and medical insurance and reasons for billing each
7. Assist with medical billing and coding

Tasks in Domain 04: Professional Issues draw upon the following Competencies:
C05, C08, C09, C10, C14, C15, C16, C17, C18, C19, C20

Domain 05: Science of the Eye (7.4%; 16 items covering 19 tasks)

1. Identify the components and function of tear film (including the aqueous layer, lipid layer, mucus layer)
2. Identify the components and function of conjunctiva and sclera (including palpebral, bulbar)
3. Identify the angle structures
4. Describe the components and function of the uvea (including iris/pupil)
5. Define high myopia and compare/contrast myopia management strategies
6. Describe amblyopia and patching therapy
7. Describe nystagmus
8. Differentiate among the heterophorias and heterotopias (including hyper, exo, eso)
9. Educate patient on complications and treatment related to blepharitis (including lid scrubs, staph, demodex, meibomitis/meibomianitis)
10. Educate patient on treatment for hordeolum/chalazion (including hot compresses)
11. Differentiate among the types of dry eye disease (including aqueous, lipid, and mucin deficiencies)
12. Compare and contrast the types of conjunctivitis (including bacterial, viral, allergy)
13. Differentiate among the types of cataracts (including nuclear sclerosis, cortical, posterior subcapsular)
14. Educate patient on home Amsler monitoring of vision
15. Provide patient education (including for testing, home treatments like lid scrubs, hot compresses, prescribed and over-the-counter medications, prescribed supplements)
16. Describe diabetic retinopathy
17. Describe glaucoma and its common topical treatments
18. Describe symptoms of vitreous disorders (including posterior vitreous detachment, floaters)
19. Differentiate between antibiotics and antivirals

Tasks in Domain 05: Science of the Eye draw upon the following Competencies:
C01, C02, C03

Competencies for the CPOA Certification Examination

Competencies are topics (skills and concepts) that a paraoptometric should know and understand to work in an optometric eyecare setting. This list represents a foundation of knowledge needed to be successful when taking a paraoptometric examination.

C01. Ophthalmic optics (including refractive status of the eye and binocularity)
C02. Basic math and algebra (as they relate to clinical applications)
C03. Basic medical terminology and abbreviations
C04. Mitigating quality issues to improve results from imaging, testing, and procedures
C05. Required documentation for proper recordkeeping
C06. Eyecare instrumentation
C07. Infection control
C08. Telephone etiquette and triage
C09. Patient confidentiality
C10. Diversity in the workplace/cultural competency
C11. Proper storage of tools and supplies
C12. Contact lens care
C13. Considerations in proper frame styling and fitting
C14. Office emergency protocols
C15. Building good rapport with patients/chairside manner
C16. Medical/healthcare/workplace ethics
C17. Patient and staff rights

C18. Principles of team management
C19. Principles of conflict resolution
C20. Basic concepts related to claims/billing

Refer to the Examination Preparation Recommended Resources listed on pages 31-35. An expanded outline with additional details may be found at: https://www.aoa.org/education/paraoptometric-certification-exams/commission-on-paraoptometric-certification-exams

Certified Paraoptometric Technician (CPOT) Examination Test Specifications and Content Outline

Outline

This outline will provide you with information on the content of the Certified Paraoptometric Technician (CPOT) 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 170 questions (as well as additional pre-test questions) on the examination are of the objective, multiple choice types. Passing score is determined by the CPC, following examination equating conducted by Professional Testing Corporation's psychometricians.

Domain 01: Clinical Principles, Testing, and Procedures (48%; 82 operational items, 10 pretest items, covering 30 tasks)

1. Record accurate case history (including chief complaint, ocular, medical, family, substance use, medications, supplements, allergies, work tasks, hobbies)
2. Perform visual acuity testing (including Snellen, pinhole, Landolt, Allen figures, Tumbling Es, finger count, hand motion, light perception/no light perception)
3. Perform and explain to patient Amsler grid testing
4. Perform blood pressure measurement (manual or automated)
5. Perform stereoacuity testing (including Randot, stereo fly)
6. Perform color vision assessment (including Ishihara, PIP color vision test, D15/Farnsworth)
7. Perform ocular motility testing (including versions, ductions, pursuits, saccades)
8. Perform pupillary testing (including recording shape, size, reactions; identifying presence of and grading afferent pupillary defect (APD); checking for near point constriction)
9. Perform tonometry (including contact, noncontact, applanation, rebound, Goldmann) to measure intraocular pressure
10. Perform confrontation visual field screening
11. Perform autorefraction and/or autokeratometry
12. Perform subjective refraction (including manual, automated/programmed)
13. Administer, record, and maintain inventory of diagnostic and therapeutic eye drops
14. Administer, record, and transmit prescribed medications (E-Rx, samples, refills)
15. Perform cover test (including cover-uncover, alternating)
16. Identify tropias and phorias (including Hirschberg, Maddox rod,
17. Perform near point testing (including convergence, accommodation)
18. Perform testing to evaluate cornea (including ultrasound pachymetry, topography)
19. Perform dry eye testing (including tear volume/Schirmer's, tear osmolarity, meibography, tear inflammation, tear break up time, vital dye staining with fluorescein, lissamine green, rose bengal)
20. Perform fundus photography and optical coherence tomography (OCT) of posterior segment (including retina, macula, and optic nerve)
21. Perform optical coherence tomography (OCT) of anterior segment (including angles, pachymetry)
22. Perform automated visual field testing (10-2, 24-2, 30-2, superior lid field)
23. Perform chairside scribing
24. Coordinate referrals to other offices for surgery or other specialty services
25. Perform dry eye treatment [including patient education of procedures, expectations, ongoing care; meibomian gland treatment, intense pulsed light (IPL) therapy]
26. Assist with lacrimal dilation and irrigation, foreign body and rust ring removal (including patient education pre- and post-procedure and management options and expectations)
27. Perform slit lamp examination of anterior segment structures
28. Perform anterior segment photography

29. Provide patient education (for testing, home treatments, prescribed and over-the-counter medications and supplements and compliance, cataract and capsular opacity procedures, refractive surgery, glaucoma laser and MIGS procedures, retinal procedures)
30. Assist with myopia management (including patient education about management options such as low dose atropine, multifocal contact lenses, ortho K)

Tasks in Domain 01 draw upon the following competencies:
C02, C03, C04, C05, C06, C07, C08, C09, C11, C15

Domain 02: Ophthalmic Optics and Dispensing (12.5%; 21 operational items, 2 pretest items)
1. Recognize and use components of eyeglass prescriptions (including transposition, conversion)
2. Perform lensometry (automated and manual) to verify prescription (including prism)
3. Measure base curve with lens clock
4. Measure C-size, frame boxing measurements (including A, B, DBL, ED, temple)
5. Perform interpupillary distance measurement at distance, intermediate, and near
6. Measure segment/optical center/fitting cross heights, frame fit (including pantoscopic tilt, vertex distance, face form)
7. Educate and assist patient in selecting eye wear (including frames, specialty considerations, lens materials and coatings)
8. Use digital dispensing technology for as worn measurements
9. Place an order for frames and eyeglass prescriptions, including relevant components
10. Dispense/adjust/repair eyewear
11. Troubleshoot patients' problems with eyewear

Tasks in Domain 02 draw upon the following competencies:
C01, C02, C09, C13, C15

Domain 03: Contact Lenses (14.4%; 24 operational items, 3 pretest items)
1. Use components of contact lens prescriptions (including vertexing and spherical equivalent)
2. Order diagnostic contact lenses
3. Determine/verify gas permeable contact lens measurements (using radiuscope, lensometer, reticle, calipers)
4. Educate patients concerning contact lens options (including soft, gas permeable, hybrid, scleral)
5. Perform horizontal visible iris diameter (HVID) measurement
6. Place an order for a patient's contact lens prescription, including relevant components
7. Educate patient on contact lens care (including informed consent, wear time, replacement schedule, hygiene, disinfection, symptoms requiring removal of lenses, and selection of care system)
8. Perform slit lamp evaluation of contact lens fit (including diameter, movement, centration, toric orientation of soft lenses)
9. Perform anterior segment optical coherence tomography (OCT) over scleral contacts to assess fit
10. Insert and remove specialty contact lenses (soft, gas permeable, hybrid, scleral)
11. Train new contact lens patients in insertion and removal techniques (of soft, gas permeable, hybrid, scleral lenses)
12. Screen patients on their experience with contact lenses (including comfort, vision, adherence to care guidelines)
13. Perform progress checks on contact lens patients (including evaluating fit with slit lamp of soft, gas permeable, hybrid, scleral lenses)
14. Troubleshoot contact lens problems

Tasks in Domain 03 draw upon the following competencies:
C01, C02, C12

Domain 04: Professional Issues (17.6%; 30 operational items, 34 pretest items)

1. Resolve patient complaints and concerns
2. Perform telephone triage
3. Document incoming calls appropriately (calls from patients, vendors, other healthcare providers) and take messages when necessary
4. Manage patient appointments (including scheduling/rescheduling, sending reminders/confirmations, recalls, referrals/co-management)
5. Take inventory and reorder as needed (including office supplies, frames, contact lens trials/supplies, over-the-counter items, ophthalmic and medical supplies, examination room supplies)
6. Comply with federal, state, and local regulations (including HIPAA, OSHA, and CMS guidelines)
7. Explain to patients the difference between vision plans and medical insurance and reasons for billing each
8. Perform medical billing and coding (including filing claims)
9. Maintain accounts receivable/payable
10. Hire, recruit, and terminate employees

Tasks in Domain 04 draw upon the following competencies:
C08, C09, C10, C14, C15, C16, C17, C18, C19, C20, C21, C22

Domain 05: Science of the Eye (7.5%; 13 operational items, 2 pretest items)

1. Identify the components and function of the uvea (including ciliary body)
2. Describe surgical corrections of refractive error
3. Describe amblyopia and pleoptics
4. Describe treatments for strabismus (including surgical procedures)
5. Compare and contrast the types of treatments for corneal dystrophies, at appropriate level
6. Describe treatment and surgical options for cataracts, at appropriate level
7. Describe treatments for retinal procedures, at appropriate level (including laser, injections, scleral buckles, vitrectomy, cryo therapy, pneumatic retinopexy)
8. Describe surgical treatments for glaucoma, at appropriate level
9. Describe purpose of red cap test

Tasks in Domain 05 draw upon the following competency:
C03

Competencies for the CPOT Certification Examination

C01   Ophthalmic optics (including refractive status of the eye and binocularity)
C02   Basic math and algebra (as they relate to clinical applications)
C03   Basic medical terminology and abbreviations
C04   Mitigating quality issues to improve results from imaging, testing, and procedures
C05   Required documentation for proper recordkeeping
C06   Eyecare instrumentation
C07   Infection control
C08   Telephone etiquette and triage
C09   Patient confidentiality
C10   Diversity in the workplace/cultural competency
C11   Proper storage of tools and supplies
C12   Contact lens care
C13   Considerations in proper frame styling and fitting

C14   Office emergency protocols
C15   Building good rapport with patients/chairside manner
C16   Medical/healthcare/workplace ethics
C17   Patient and staff rights
C18   Principles of team management
C19   Principles of conflict resolution
C20   Basic concepts related to claims/billing
C21   Human resource management
C22   Labor relations and the law

Refer to the Examination Preparation Recommended Resources listed on pages 31-35. An expanded outline with additional details may be found at: https://www.aoa.org/education/paraoptometric-certification-exams/commission-on-paraoptometric-certification-exams

Certified Paraoptometric Coder Examination Content Outline & Test Specifications – CPOC

Outline

This outline will provide you with information on the content of the Certified Paraoptometric Coder (CPOC) examination. The following outline includes a brief explanation of the areas covered in the examination. You should be familiar with all the terms, meanings, and use. All 125 questions (as well as additional pre-test questions) on the examination are of the objective, multiple choice type. Passing score is determined by the CPC. A passing score is 70% or 88 correct out of 125.

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 for Office/Other Outpatient
  2. Determination of Level of E/M
     - a. Role of Medical Decision Making or Time
- C. **Evaluation and Management Categories**
  1. Office Services Definitions
     - a. New patient 99202-99205
     - b. Established patient 99212-99215
  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. 92201, 92202, 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. (e.g. 92340-92371)
    N. CPT Modifiers
        1. Guidelines
            a. Modifier

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-Tenth Edition (ICD-10)
        1. Guidelines
        2. Categorization
        3. Supplementary Codes
            a. Guidelines for Use
    C. Health Care Procedures Classification System (HCPCS)
        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

       2.   Manual Guidelines

       3.   Review of CCI Edits Table

E. Overview of ICD-10

       1.   Purpose

       2.   Implementation Date

V. Medical Records (paper/electronic) (14%)

A. Documentation Guidelines for The Evaluation and Management Services (1995 And 1997 Editions)

       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 Insurance Portability and Accountability 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

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

Refer to the Examination Preparation Recommended Resources listed on pages 31-35. An expanded outline with additional details regarding the Surgery Guidelines can be found at https://www.aoa.org/education/paraoptometric-certification-exams/commission-on-paraoptometric-certification-exams

Compliance

- Centers for Medicare and Medicaid Services
    - www.cms.gov/DeterminationProcess/
    - www.cms.gov/DeterminationProcess/04_LCDs.asp#TopOfPage
    - www.cms.gov/Medicare/Compliance-and-Audits/Part-C-and-Part-D-Compliance-and-Audits/ComplianceProgramPolicyandGuidance.html
    - https://oig.hhs.gov/fraud/report-fraud/
    https://oig.hhs.gov/compliance/

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

Note: All examination preparation materials have been moved to EyeLearn, except for the Insurance Processing Flash Cards (used for CPOC exam preparation).

Non-members may purchase examination prep-courses by creating or logging into their AOA account.

APPENDIX A

Optometric Assistant & Technician Program 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. (Programs noted in red are no longer offering any eyecare training programs.)

Optometric Assistant Programs

102 – Madison Area Technical College – Optometric Assistant Program
108 – Des Moines Area Community College – Optometric/Ophthalmic Program (Discontinued)
109 – Florida Community College – Optometric Assisting Program (Discontinued)
110 – McFatter Vocational-Technical Center – Optometric Assistant Program (Discontinued 8/2023)
111 – Indiana University School of Optometry – Optician/Technician Program (Discontinued)
116 – Traviss Technical Center – Optometric Assisting Program (discontinued 2022)
122 – Manatee Technical College – Optometric Assisting Program (Discontinued 5/2022)
125 – Kaiser Permanente NW – Certified Optometric Assistant Training Program (Discontinued 8/2024)
126 – Tri-Service Optician School https://www.med.navy.mil/   (Discontinued 8/2024)
127 – McFatter Technical High School (Discontinued 8/2023)
128 – Community College of Philadelphia – Ophthalmic Technician Program (Discontinued 8/2024)
129 – Cape Coral Technical College – Optometric Assisting Program

ACOE Approved Technician Programs

202 – Madison Area Technical College – Optometric Technician Program
208 – Indiana University – Optician/Technician Program (Discontinued)
212 – Miami Valley Career Technology Center – Optometric Technician Program (Discontinued as of 9/2017)
300 – US Army Medical Center and School – Eye Specialty Program (Discontinued 5/2016)
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.

Company Verification Code (business code) – applies ONLY to current MyEyeDr employees. Contact your corporate representative for more information.

Commission on Paraoptometric Certification (CPC)

CERTIFICATION RENEWAL GUIDELINES

FOR THE CPO, CPOA & CPOT—2025

Participation in continuing education assists the professional in remaining current in the 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., and must be completed by Oct. 31 of your renewal year. No extension of time will be granted to complete the CE hours.

- 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, if desired.

- Credits must be earned during the three-year renewal cycle and prior to Nov. 1 of your renewal year. Credits earned during your previous renewal cycle will not be accepted. A CE form or transcript for each course must be submitted, regardless of where it was earned (online, in-person, through EyeLearn, etc.). The approving organization must be indicated on the form, or the credit may not be accepted.

- If unsure if the education is acceptable, contact the CPC office for verification before taking a course or prior to submitting for certification 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 is required. Contact CPC@AOA.org.

- CPR and/or first aid certification from American Heart Association, American Red Cross, or Health Safety Institute (HSI) 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

Credits must be completed by Oct. 31 of your renewal year.

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.

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 year and 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 https://www.aoa.org/education/paraoptometric-certification-exams/maintaining-and-renewing-your-cpc-certification or by mail. Mailed renewals must include your CE forms, renewal invoice, and fee, together in one envelope. No refunds be provided for incomplete submissions.

♦ 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 by mail 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?

♦ If requirements are met, a confirmation 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. You may resubmit additional credits to meet the requirements until the Nov. 1 deadline without paying a late fee. Resubmissions received after Nov. 1 will be subject to the late renewal fee. If you choose not to resubmit, renewal fees will not be refunded. Resubmissions must be submitted online.

♦ Appeals/Waivers—A paraoptometric may appeal rejection of their renewal by submitting a written request emailed to cpc@aoa.org and must be received no later than December 31 of the renewal year. All CE must have been completed during the current renewal cycle and proof of education must be included in the appeal.

Certifications lost due to non-renewal: a paraoptometric may register, pay for, and retake the examination at the level that was lost within one year of the lapse. Certifications are considered lapsed when not renewed by November 30 of the year 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.

AMERICAN OPTOMETRIC ASSOCIATION

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

Credits must be completed by Oct. 31 of your renewal year.

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 renewal 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

2025 CERTIFICATION RENEWAL GUIDELINES

FOR THE CERTIFIED PARAOPTOMETRIC CODER (CPOC)

Participation in continuing education assists the professional in remaining current in the 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

- To maintain a current certification, Certified Paraoptometric Coders (CPOCs) must submit at least nine (9) hours of approved continuing education every three years by the May 31 deadline (see details below) with the renewal fee.

- Credits must be earned during the three-year renewal cycle and prior to May 31 of your renewal year. Credits earned during a previous renewal cycle will not be accepted.

- If unsure if the education is acceptable, contact the CPC@AOA.org for verification before taking a course or prior to submitting CE for renewal.

NOTE: All nine hours of CE may be CPC/AOA-approved if desired, and may be online or in-person education, or a combination of online and in-person education from only the approved education providers listed below.

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 below)

- Authorship of optometric related articles or manuscripts (CPC approval required)

APPROVED EDUCATION PROVIDERS

Only the providers below and only the topics to the right are accepted.

Commission on Paraoptometric Certification (CPC)

American Optometric Association (AOA)

American Academy of Professional Coders (AAPC)

Centers for Medicare and Medicaid Services (CMS)

Council on Optometric Practitioner Education (COPE)

American Medical Association (AMA) - only billing/coding topics

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CPOC renewals are due at the CPC office in St. Louis by May 31 of your renewal year.

9 hours of CE of billing or coding related topics—must be completed by May 31.

Renewal fee until 5/31—$95

Renewal fee after 5/31—$195

Renewals received after May 31 must include the late renewal fee.

No refund of renewal fee will be issued for submitting an incomplete renewal.

APPROVED TOPICS

- Eye Anatomy
- Pathology & Terminology
- Medical Terminology
- Medical Records
- Compliance
- HIPAA
- CPT®
- Modifiers
- Diagnosis Codes
- Claim Filing

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 current home or business email and mailing address (shared staff email address are not allowed).

- Credits must be earned during the three-year renewal cycle and prior to May 31 of your renewal year. Credits earned during a previous renewal cycle will not be accepted.

- Credits used to renew a CPO, CPOA, or CPOT certification may not also be used to renew a CPOC certification.

- Renew online at https://www.aoa.org/education/paraoptometric-certification-exams/maintaining-and-renewing-your-cpc-certification or by mail. Mailed renewals must include your CE forms, renewal invoice, and fee, together in one envelope. No refunds be provided for incomplete submissions.

- Keep a photocopy of your entire submission for your records.

- Renewals must be received at the CPC office in St. Louis by May 31 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 after May 31 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.

- If renewal documentation and fee are not received at the CPC office by June 30 of the renewal year, the certification will be dropped and status will become "non-certified."

WHAT HAPPENS AFTER I SUBMIT MY RENEWAL?

- If requirements are met, a confirmation 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. You may submit additional credits to meet the requirements until the May 31 deadline without paying a late fee. Resubmissions received after May 31 will be subject to the late renewal fee. If you choose not to resubmit, renewal fees will not be refunded. Resubmissions must be submitted online.

- If certification is lost due to non-renewal, paraoptometric must register, pay for, and pass the CPOC certification examination again to reacquire the lost certification.

- Appeals/Waivers—A paraoptometric may appeal rejection of their renewal by submitting a written request emailed to cpc@aoa.org and must be received no later than December 31 of the renewal year. All CE must have been completed during the current renewal cycle and proof of education must be included in the appeal.

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

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

9 hours of CE of billing or coding related topics—must be completed by May 31.

Renewal fee until 5/31—$95

Renewal fee after 5/31—$195

Renewals received after May 31 must include the late renewal fee.

No refund of the renewal fee will be issued for submitting an incomplete renewal.

CPC@AOA.org

800.365.2219

ext. 4210

AMERICAN OPTOMETRIC ASSOCIATION

APPENDIX C

CERTIFIED PARAOPTOMETRIC EXAMINATION

ATTESTATION STATEMENT – CURRENTLY EMPLOYED

Candidate's Legal Name: _____
(as it appears on their Driver's License or other state or government-issued ID)

Candidate's Address: _____

As the employer of the candidate above, I acknowledge and attest that this candidate has a minimum of a high school diploma or equivalent AND a minimum of six (6) months full-time employment (40 hours per week or equivalent) in the eye care field by the time of testing.

(THE SECTION BELOW IS TO BE COMPLETED AND SIGNED BY THE CURRENT EMPLOYER)

Supervisor/Manager Name:	Supervisor/Manager Signature:
Title:	Phone:
Company:	Email
Address:	
Dates of candidate's employment: Start Date: (Required)	End Date:

ATTESTATION STATEMENT – PREVIOUSLY EMPLOYED

Candidate's Legal Name: _____
(as it appears on their Driver's License or other state-issued ID)

Candidate's Address: _____

As the candidate named above, I attest that I am not currently employed in eyecare, have a minimum of a high school diploma or equivalent AND a minimum of six (6) months previous full-time employment (40 hours per week or equivalent) in the eye care field by the time of testing.

(THE SECTION BELOW IS TO BE COMPLETED BY THE CANDIDATE THAT IS NOT CURRENTLY EMPLOYED)

Name of previous employer:	
Title:	Phone:
Company:	Email
Address:	
Dates of candidate's employment: Start Date: (Required)	End Date:

Appendix D

Commission on Paraoptometric Certification
243 N. Lindbergh Blvd., Fl 1
St. Louis MO 63141
Phone: (800) 365-2219
Email: CPC@aoa.org • Do not fax form.

Certified Paraoptometric Assistant
CPOA REFERENCE FORM
Revised August 2021

Upon completion, <mark>*submit this form to the AOA-CPC office at least one month prior to the exam application deadline date.*</mark>
Approval status will expire one year from approval date. <mark>Do NOT submit this form with your examination application.</mark> Approval
must be received from the CPC *prior to* submitting the online examination application to Professional Testing Corporation.

Allow 4-6 weeks for processing. Results of the review will be e-mailed to the applicant.

APPLICANT

Last Name:	First Name:	MI:
Home Address:		
Home City/State/Zip:		
Birthdate:	Email Address:	
Telephone:	Home Work Cell	
Current Employer Name:		
Employer Address:		
Employer City/State/Zip:		
Employed From (mo/yr):		
Telephone:		
Former Employer Name:		
Employed From (mo/yr):	Employed To (mo/yr):	
Telephone:		

REFERENCE PERSON

The applicant is seeking to bypass the entry CPO level examination and attempt the intermediate Certified Paraoptometric
Assistant (CPOA) examination. Applicants must meet academic and/or experience requirements (a minimum of three years with at
least part-time positing have been held during 3 of the last 5 years) in accordance with CPOA examination domains and must pass
the CPOA examination before being awarded the credential. <mark>The applicant's current resumé or CV must be attached.</mark> Your
evaluation of the applicant's qualifications provides important information to the CPC in determining if the applicant meets the
requirements.

Name:	Designation/License Held:
Title or Position:	Email Address:
Company or Practice Name:	
Address:	
City/State/Zip	

BASIS FOR YOUR COMMENTS

Period during which you have personal knowledge of applicant's professional capabilities:

From (mo/yr):	To (mo/yr):	Are you a relative of this applicant:

Nature of your relationship with applicant:

OBJECTIVES OF CERTIFICATION	CERTIFIED PARAOPTOMETRIC ASSISTANT EXPERIENCE
To promote excellence in the field of optometric assisting by: • Recognizing formally those individuals who meet all requirements of the Commission on Paraoptometric Certification of the American Optometric Association; • Encouraging continued professional growth of the paraoptometric; • Establishing and measuring the level of knowledge required for certification of Paraoptometrics; and • Promoting a standard of requisite knowledge required for certification; thereby assisting the employer, public, and members of the health professions in the assessment of paraoptometrics.	• To qualify for this waiver to bypass the CPO exam, paraoptometric assisting must be the <u>primary</u> function. • Positions in which paraoptometric assisting is an inherent responsibility, <u>but not the primary function</u> are not considered by the CPC as CPOA experience. • The CPOA must be able to demonstrate to the satisfaction of his peers, employer, and clients the ability to apply concepts used in optometric care. • Applicant must be proficient in examination domains. (office operations, ophthalmic optics and dispensing, contact lens dispensing, testing and procedures, special procedures, refractive status of the eye and binocularity, eye diseases/conditions, pharmacology, and basic ocular anatomy and physiology)

VALIDATION OF APPLICANT'S EXPERIENCE

(Refer to experience description above)

Applicant's Position Title

What were the average hours per week the applicant worked in this position?

What is/was the applicant's primary function in this position?

Briefly describe this position and the applicant's responsibilities in the position pertaining to the areas of responsibility listed above:

Does/did the applicant have other work activities assigned to his/her job?   No   Yes (If yes, please describe.)

To your knowledge, does the applicant have any deficiencies in professional ethics?   No   Yes (If yes, please describe.)

If you have additional comments about the applicant, please note them below.

Employer Signature:	Date:

For CPC Use:

Approved   Denied   Date   Verified

American Optometric Association
Commission on Paraoptometric Certification
Language for Consent to Remote Proctored Examination

I understand that I may be given the option to take paraoptometric certification examination online. **If I choose to take the paraoptometric examination using remote proctoring, I agree to the following conditions.**

1. **I understand that if I am unable to connect to the remotely proctored exam or unable to finish the exam due to internet connectivity issues, I will be counted as a no show and will forfeit exam fees and will be required to reapply and pay the application fee for the next testing window.**

2. Prior to taking the examination I shall read and understand the [FAQs for Remote Proctoring](#) for preparation advice on taking a remote proctored examination. Items to consider include, but are not limited, to: (i) downloading the ProProctor software to my computer prior to my exam appointment, (ii) using a wired connection if possible, (iii) limiting any additional loads on my Wi-Fi connection, (iv) making sure I am using the required Windows or Mac software edition or higher, and (v) making sure to perform any Windows or OS updates before my examination appointment. I shall also read and understand the [ProProctor User Guide](#).

3. I understand that I must have a desktop computer or laptop with a camera that is able to be moved to scan the room (*a built in laptop camera is sufficient, as long as the laptop can be moved*), a microphone to communicate with the proctor, a stable high-speed internet connection, a quiet private room with a door to test in and my valid government-issued photo ID such as my driver's license or passport.

4. I agree that my room/work area must be indoors, well lit, free from background noise and disruptions. I also agree that my work area will be free of pens, paper, electronic devices, etc. I shall not have any content that could potentially provide me with an unfair advantage during my exam, including anything posted on walls or elsewhere in my work area. I will make sure to clear my workspace and put away all personal items. I promise to cover dressers, bookshelves, and any other large electronic equipment or furnishings that is in my workspace.

5. I understand that my exam will be terminated, and results invalidated if any other person walks into my work area/room. I realize I must not test in a facility where public address (PA) systems are used. If a PA system is activated during my examination, my exam will be terminated. I understand that I will need to move my camera around to give the proctor a 360˚ view of the room.

6. I understand that the proctor will ask to see all four walls of the room, to check under my seat and/or desk, as well as any other areas of concern, like furniture or electronic devices in the room.

7. I acknowledge that I will be asked to roll up my sleeves and turn out my pockets as well. Proctors may also ask to check behind my ears. If I wear glasses, I will be asked to present them to the proctor as well. I will refrain from wearing jewelry or watches and understand that I must remove them if worn.

8. I understand that pets are not allowed in the testing area unless the pet is a service dog as defined under the Americans with Disabilities Act. I will give Professional Testing Corporation prior notice and secure permission to have a service dog in the room with me.

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9. I understand that as a remote test taker I will not be allowed to take a bathroom break and must stay at my desk at all times. I am not allowed to use scratch paper or any electronic devices during the exam.

10. I understand that accommodation for additional testing time can be given so long as prior appropriate documentation of the disability necessitating additional time is given. Requests for accommodation must be submitted to Professional Testing Corporation with documentation eight (8) weeks in advance. If you are requesting test accommodations other than additional time or the presence of a service animal, then you must test at a physical test center.

11. I acknowledge that if I am having problems starting my exam or lose connection during my exam I will go to Prometric's technical support page, https://ehelp.prometric.com/proproctor . If the technical issues stem from Prometric's end and I am unable to test, I will contact PTC for further instructions.

12. If the connection issues stem from my computer or internet access and I am unable to start or complete my exam, my exam fees will be forfeited, and I will need to transfer to a new testing period. The same result will apply if my workspace does not meet Prometric's specifications.

13. I understand that if the proctor or program determines I have cheated on the examination I will receive a zero for my score. I may be subject to additional discipline by the Commission on Paraoptometric Certification.

14. I understand that I have the right to appeal this determination following the procedure set forth in the Paraoptometric Examination Candidate Handbook.

15. **I hereby consent to allow a visual search of my testing area even if located in my home. I also agree to allow the physical examination of clothing to the extent explained in paragraph 7 above.**

16. **I consent to all other testing conditions and understand that the video record of my test examination will be retained for a 45-day period. I affirm that I understand that I consent to this retention of my biometric information, and hereby grant such consent. To the extent permissible by law, I hereby waive any rights to file a claim or pursue any action under any applicable state or federal state biometric privacy laws.**

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Notes