

Optometric Technician 101

CPO Test Prep – 12-Month Training Timeline

Progressive Eye Center

This training schedule outlines when each unit of the Optometric Technician 101 course should be completed within the employee's first 12 months of employment. The course is divided across all 12 months to ensure a manageable, evenly-paced learning experience. Each unit must be fully completed — including all lessons, flashcard exercises, and end-of-unit quizzes — by the end of the designated month.

The full course must be completed no later than the end of Month 12. Successful completion prepares employees for the Certified Paraoptometric (CPO) examination.

Month	Unit	Topics to Complete
Month 1	Unit 1 <i>Introduction to the Optometric Profession</i>	<ul style="list-style-type: none"> • Overview of the Optometric Profession • Roles and Responsibilities of a Paraoptometric • Eye Care Specialists and Ancillary Personnel • Basic Business Terminology • The Patient Record • Greeting Patients • Mastering Professional Phone Etiquette in Optometry • Scheduling Appointments • Recalls • Fee Presentation • Third-Party Payments • Collections • Computer Applications • HIT – Health Information Technology • Ethical and Legal Considerations in Optometric Practice • HIPAA Overview • Unit I Quiz – CPO Prep
Month 2	Unit 2 <i>Overview of the Eye</i>	<ul style="list-style-type: none"> • Overview of the Eye • Major Parts of the Eye • Definitions – Major Parts of the Eye • Flashcards – Major Parts of the Eye • Exercise – Drag and Drop – Label Major Parts of the Eye
Month 3	Unit 3 <i>The Front of the Eye</i>	<ul style="list-style-type: none"> • The Bony Orbit • The Eyelids • The Lacrimal Apparatus • The Tear Layer • The Conjunctiva • The Sclera • The Cornea • The Iris and Pupil • The Ciliary Body • The Crystalline Lens • The Anterior and Posterior Chambers • The Aqueous Humor Pathway • Unit 3 – Assessment Quiz
Month 4	Units 4 & 5	<ul style="list-style-type: none"> • Directional Terminology

Month	Unit	Topics to Complete
	<i>Medical Terminology & Pharmacology</i>	<ul style="list-style-type: none"> • Root Words – Flashcards • Prefixes – Flashcards • Suffixes – Flashcards • Unit 4 – Assessment Quiz • Basic Pharmacology • Ophthalmic Therapeutic Drug Categories – Flashcards • Prescription Writing • Unit 5 – Assessment Quiz
Month 5	Unit 6 <i>Clinical Principles and Procedures</i>	<ul style="list-style-type: none"> • Infection Control • Case History • Visual Acuity • Cover/Uncover Testing and Alternate Cover Testing • Keratometry • Corneal Topography • Retinoscopy • Ocular Adnexa • Manifest/Subjective Refraction • Ophthalmoscopy • Binocular Vision • Tonometry • Visual Fields • Pupil Dilation • Biomicroscopy • Fundus Photography • Pachymetry • Lensometer • Optical Coherence Tomography (OCT) • Blood Pressure Measurement in Optometric Practice • Unit 6 – Assessment Quiz
Month 6	Unit 7 <i>Extra Ocular Muscles</i>	<ul style="list-style-type: none"> • The Extra Ocular Muscles • Matching – Extra Ocular Muscles • Strabismus • Unit 7 – Assessment Quiz
Month 7	Unit 8 <i>The Back of the Eye</i>	<ul style="list-style-type: none"> • The Retina • The Choroid • The Visual Pathway • Cranial Nerves Overview • Cranial Nerve V (Trigeminal) • Unit 8 – Assessment Quiz
Month 8	Unit 9 <i>Optics and Refractive Status</i>	<ul style="list-style-type: none"> • Optical Concepts • The Nature of Light • Myopia • Hyperopia • Astigmatism • Presbyopia • Unit 9 – Assessment Quiz
Month 9	Unit 10	<ul style="list-style-type: none"> • Types of Lenses

Month	Unit	Topics to Complete
	<i>Ophthalmic Lenses and the Lensometer</i>	<ul style="list-style-type: none"> • Lens Materials • Lens Coatings • The Plus and the Minus Lens • Components of a Lens Prescription • Unit 10 – Assessment
Month 10	Unit 11 <i>Ophthalmic Dispensing</i>	<ul style="list-style-type: none"> • Parts of the Frame • Frame Sizes and Measurements • Materials • The Basics of Frame Selection • Proper Frame Fit • Cosmetic Criteria • Pupillary Distance • Seg Height • Basic Adjustments • Ordering Eyewear • Ophthalmic Tools • Unit 11 – Assessment Quiz
Month 11	Units 12 & 13 <i>Contact Lenses & Ocular Pathologies</i>	<ul style="list-style-type: none"> • Contact Lenses Defined • Soft Contact Lenses • Rigid Contact Lenses (PMMA) • Gas-Permeable Contact Lenses (GP) • Scleral Contact Lenses • Care and Handling of Contact Lenses • Patient Education of Contact Lenses • Contact Lens Parameters and Design • Unit 12 – Assessment Quiz • Common Eye Disorders • The Effects of Pathology on Vision • Cataracts • Glaucoma • Corneal Pathologies • Retinal Pathologies • Other Ocular Pathologies • Pathology Recognition • Diseases that Affect Vision • Medications that Affect Vision • Unit 13 – Assessment Quiz
Month 12	Final Review <i>Review & Final Examination</i>	<ul style="list-style-type: none"> • Study Questions – Ocular Anatomy (26 Questions) • Test Prep – Know Before You Go • Resources Review • Final Examination

Note: Flashcard exercises, matching activities, and crossword puzzles are included within their respective units and should be completed as part of each unit's coursework. Unit quizzes must be passed before proceeding to the next unit.