

PARTICIPATION IN CONTINUING EDUCATION

All licensed members must obtain the minimum number, or greater, of Continuing Education (CE) hours in each competency period in a manner, type and number as directed by Council.

(As referenced in the Professional Bylaws section _____ Include the professional bylaw reference number when approved by government).

CURRENT CYCLE

The CE cycle will effectively begin **January 1, 2018 to December 31, 2020** and will continue in three-year increments thereafter.

The current CE Policy stipulates that each member is required to participate in a minimum of **seventy-five (75)** credit hours of continuing education related to the maintenance of his/her standards of practice or continuing competence from **an organized program of learning** during every three-year cycle.

The College considers an organized program of learning to be:

- A structured learning experience that is presented as a group lecture, a group or individual workshop, or as a text or an electronically provided course

The CE policy recognizes two categories of continuing education—Categories A and B—the criteria of which are outlined below.

Members will require a **minimum of 50 Category A credit hours*** while credit for **the remaining 25 credit hours may be obtained by participating in either Category A or B** CE activities. (*One credit hour is equal to fifty minutes)

Of the 50 Category A hours required, a minimum of 25 hours must be lecture-based on topics reasonably related to ocular disease and management or related systemic disease. COPE-approved online lectures would qualify as long as they include an examination component.

NEW REGISTRANTS

New members will be required to complete a pro-rated number of hours based on the number of complete years remaining in the reporting cycle following the year they register. For instance, members registered in the first year of the three-year cycle, i.e. 2018, must obtain 50 credit hours and members registered in the second year, i.e. 2019, of the three-year cycle must obtain 25 credit hours. Members registered in the third year, i.e. 2020, of the three-year cycle have no requirements to obtain credit hours for the remainder of the cycle.

CATEGORY A PROVIDERS

In order for a CE provider to be considered for inclusion in Category A, the provider must be:

- A Canadian or American national, provincial, or state optometric association or regulator; or
- A Canadian or American school or college of optometry, or an accredited university in another health discipline; or
- A not-for-profit optometric organization where the primary goal of the organization is to

- provide or promote optometric educational opportunities or provide clinical care; or
- Any other provider in the provision of COPE-approved CE activities; or
- A provider approved by the Registrar.

CATEGORY A CONTINUING EDUCATION

The College recognizes that a Category A provider can provide either Category A or Category B CE. A Category A educational opportunity must meet the following criteria:

- Must be directly provided by a Category A provider
- Must not be entirely sponsored by a commercial entity unless it is COPE-approved by the Registrar. Commercial entities can provide sponsorship money to an event held by a Category A provider, but not to directly pay for a speaker, the venue, etc.
- Qualifications of presenter(s) must be disclosed
- Presenters must disclose any potential conflicts of interest
- Material presented must have scientific and educational integrity
- Providers control access to the lecture/workshop to ensure that attendees are present for the entire program with reasonable exceptions
- Groups that have restricted memberships must allow non-members the opportunity to also participate in courses offered. How appropriate fees are applied and what are considered appropriate fees for non-members will be determined by Category A providers
- A participation verification certificate must be issued and must indicate:
 - o The member's name
 - o Location and date of the course
 - o Course title
 - o Name of the instructor
 - o Name of the provider
 - o Number of CE hours awarded (note: one credit hour is equal to fifty minutes with each course being a minimum of one credit hour and additionally in half-hour increments)
 - o Authorized signature or symbol of verification

CONTINUING EDUCATION EQUIVALENCIES

The College recognizes the following as Category A credit hours. Of the 75 credit hours required (including both Category A and B), no more than 35 hours per CE cycle may be obtained through the following Category A equivalencies:

- Graduate studies in optometry or a related health discipline - one full year of full-time graduate studies is equivalent to the 35 hours of the cycle requirements; one year of part-time studies is equivalent to 24 hours of the cycle requirements.
- Residency at an ACOE-accredited school - one full year of residency training is equivalent to 35 hours of the cycle requirements.
- Faculty appointment at an ACOE-accredited school - an appointment as a full-time faculty member is equivalent to 24 credit hours per year. An appointment as a part-time faculty member is equivalent to a pro-rated 24 credit hours per year.
- Fellowship or diplomate in the American Academy of Optometry - is equivalent to 30

hours during the cycle the fellowship or diplomate is awarded.

- Fellowship in the College of Optometrists in Vision Development - is equivalent to 30 hours during the cycle the fellowship is awarded.
- Publication of an article in a refereed optometric, ophthalmologic, or medical journal is equivalent to 10 hours.
- Publication of a case report in a refereed journal is equivalent to 2 hours.
- Lectures given to regulated health professionals for their primary continuing education or regulated health professionals in training education are equivalent to 3 credit hours - each lecture may be counted one time only per CE cycle.
- Certification in a Cardiopulmonary Resuscitation (CPR) Heart Saver AED (C) and CPR HCP (Health Care Provider) level with AED - 5 hours per three-year period.
- Appointment as a clinical supervisor at an ACOE-accredited school is equivalent to 7 hours of continuing education credit per academic year.
- Supervising an optometrist in an extern rotation for students from ACOE - accredited schools or the IOBP shall be equivalent to 2 hours of CE per week to a maximum of 20 hours
- Participation in the Canadian Assessment of Competency in Optometry (CACO) or Evaluating Exam (through CEHPEA/Touchstone):
 - Clinical Assessor: hours spent assessing or training to assess candidates for the Canadian Assessment of Competency in Optometry (CACO) or Evaluating Exam (through CEHPEA/Touchstone) shall be granted one hour to hour of CE credit.
 - Primary Care Externship will be granted 2 hours of TPA CE per week of externship (regardless is it is a six week or four month externship)
 - Question Author for the OEBC (formerly CCEO) or its equivalent: 1 credit hour per to one-hour per three-year period.
 - Question Item Selector: 1 credit hour per two hours spent selecting questions for the examinations to a maximum of 24 hours per three-year period.

CATEGORY B CONTINUING EDUCATION

The remaining 25 credit hours may be obtained from **ANY** provider. Category B credit hours represent participation in an organized program of learning that is relevant to a member's maintenance of his/her standards of practice and/or continuing competence.

- Verified attendance at an optometric organized tradeshow to a maximum of one Category B hour per year

A participation verification certificate must be issued and must indicate:

- The name
- Location and date of the course
- Course title
- Name of the instructor
- Name of the provider
- Number of CE hours awarded (note: one credit hour is equal to 50 minutes with each course being a minimum of one credit hour and additionally in half-hour increments
- Authorized signature or symbol of verification

CE EXCLUSIONS

Although the College recognizes the value in the following activities, they do not qualify for CE:

- Unstructured self-directed learning (e.g, reading of textbooks, journals)

REPORTING OF CONTINUING EDUCATION ACTIVITIES

If a regulated member earns more than 75 CE credit in any three-year competency period, a maximum of 25 credits will be carried forward to their next three-year competency period.

Members are required to report their continuing education activities on the annual license renewal. It is the responsibility of the member to claim only credit hours that represent an organized program of learning that is relevant to the member's maintenance of practice and/or continuing competence. Members will be advised of how many hours of CE they have reported on the second and third annual CE cycle and license renewal.

RANDOM CE AUDITS

The College randomly selects members at the conclusion of each three-year reporting cycle to determine the accuracy of reporting. Accordingly, all members are encouraged to retain written proof of continuing education activities for at least three years after the completion of a reporting cycle. For example, for the last CE period (January 1, 2015 to December 31, 2017) members should retain certificates of validation for all CE activities until at least January 2, 2021.

Members who fail to acquire the required number of CE credit hours may be referred to the Quality Assurance Committee for practice assessment or may be required to pay a fine of no less than \$225 or as determined by Council. Members may apply to the Registrar (at his or her discretion) may grant an extension of no more than 90 days to complete a CE shortfall before their license could be revoked at the discretion of the Registrar.