

STANDARDS OF PRACTICE

CONTINUING EDUCATION REQUIREMENTS

Name: Continuing Education Requirements
Date Approved: 03/15/2019
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Number: SP-LR-4a
Type: Standards of Practice (SP)
Reference: Replaces SP-LR-4 Continuing Education Requirements effective 01/01/2020

Professional Bylaws:

COMPULSORY CONTINUING EDUCATION

(12.1) Members will be responsible to provide verification they have met the continuing education requirements as defined within the Continuing Education Standard of Practice as specified by the Board of Examiners, the Registrar, and as approved by Council.

(12.2) The Association shall provide courses consisting of not less than 15 hours of continuing education in each year unless otherwise determined by Council.

09/15/2023 MOTION "To amend SP-LR-4a Continuing Educations requirements as presented."

Participation in Continuing Education

All licensed members must obtain 60 hours of qualifying continuing education (CE) between January 1, 2023 and December 15, 2025 in accordance with the requirements outlined in this Standard of Practice.

Carry Over Hours

Members that achieve more than 60 in the prior CE cycle may carry over up to 20 hours of qualifying CE from one cycle to the next. At the end of each cycle the SAO will review your hours and will notify you of the number of carry over hours you have achieved. If there are any errors or omissions in your notice from the SAO you must contact the SAO within one month. No new hours from previous cycles can be added beyond this point.

Annual Minimum Hours Requirement

Members must achieve a minimum of 10 hours annually. This can include carryover hours.

	Minimum Hours Required	Total Hours Required
Year One	10 hours	10 hours
Year Two	10 hours	20 hours
Year Three	10 hours	60 hours

Pro-Rated Hours

New members to SAO will need to complete a prorated number of CE hours depending on the year of the cycle the member joined (e.g., 40 hours if joining in year 2 of a 3-year CE cycle, 20 hours if joining in year 3 of a 3-year cycle).

Qualifying Continuing Education

Continuing education hours include content related directly to:

- ocular diseases and management
- pharmacology
- therapeutics

For example: ARMD, Glaucoma, Retinal Pathology, Corneal Dystrophies, Myopia Management, Vision Therapy, and other therapeutic treatments.

Approved CE content providers includes:

- COPE approved courses
- SAO provided courses

Training related to diversity, equity and inclusion designed to enhance your awareness and skills to serve varying patient demographics (e.g., Indigenous patients, patients with disabilities, LGBTQ2S patients, seniors, newcomers, etc.) may also qualify for CE credit.

**Full listing of approved content and maximum number of hours can be found in the table below.*

Content that will NOT be considered for credit are as follows:

- Training designed to enhance your practice management skills (i.e., Financial/Accounting, Human Resources, Marketing, Law, IT)
- Relevant optometric product knowledge (e.g., Lunch with a rep)
- CPR (requirement of licensure)
- Courses designed to enhance your personal growth and enrichment (ex. hobbies, fitness, meditation, etc.)

The Registrar has the right to deny credit at license renewal time for any CE course that is not COPE approved or on the list of approved Learning Activities.

Reporting

It is the member's responsibility to track all CE hours obtained from third-party provider (non-SAO) learning activities. **The SAO office will keep record of SAO-provided CE for each member.**

Members must submit their minimum required hours and corresponding documentation by December 15th of each licensing year. **License issuance is contingent upon submission of the minimum required CE hours.**

Random CE Audits

Following the December 15 deadline each year, the SAO will randomly select ten percent (10%) of membership (rounded up to the nearest person) to have their CE submissions audited.

Members are required to retain proof of continuing education activities for at least three-years after the completion of a reporting cycle.

Additional audits may occur if errors, omissions, or inconsistencies are identified on submitted documents.

Extensions

Members **may** be granted an extension in **extenuating circumstances** (e.g., critical illness, death in the family). To request an extension, a letter addressed to the Registrar must be sent to admin@saosk.ca detailing the reason for the request. Extensions are not guaranteed and will be granted on a case-by-case basis.

Consequences of Non-Compliance:

- Failure to achieve the minimum requirements or to submit information by December 15 will result in a fine of \$700. The member will be required to complete and submit proof of achieving the minimum requirements prior to receiving licensure.
- In the event an audit uncovers that a member did not meet the minimum requirements by December 15, a member may be subjected to a fine of \$700 as well as further disciplinary action.

Continuing education is compulsory. SAO bylaws state that "failure to meet licensing requirements can result in a license being withheld or issued on a temporary basis until conditions can be met. Further, failure to maintain the Standards of Practice or to abide by the terms, conditions or limitations of the member's license can result in disciplinary action".

Learning Activities Approved by the SAO:

Learning Activity	Type of Proof Needed	Max hours per CE cycle
SAO Continuing Education	N/A	N/A
COPE/ACCME accredited courses	Certificate of completion or equivalent	N/A
Courses taught by an ACOE accredited Canadian or American College of Optometry	Certificate of completion or equivalent	N/A
Courses offered by other provincial or state optometric associations or regulatory bodies (i.e., annual CE conference)	Certificate of completion or equivalent	N/A
Successful completion of an accredited optometric residency	Certificate of completion or equivalent	35 hours
Fellowship in the American Academy of Optometry	Certificate of completion or equivalent	25 hours
Diplomate in the American Academy of Optometry	Certificate of completion or equivalent	25 hours
Fellowship in the College of Optometrists in Vision Development	Certificate of completion or equivalent	25 hours
Optometrist Extension Program Foundation – Core Clinical Curriculum & Additional Course Offerings	Certificate of completion or equivalent	25 hours
Achieving US Board Certification – <i>Diplomate of the American Board of Optometry</i>	Certificate of completion or equivalent	25 hours
Fellowship in the Canadian College of Specialties in Optometry	Certificate of completion or equivalent	25 hours
Specialist Certification in the Canadian College of Specialties in Optometry	Certificate of completion or equivalent	25 hours per specialty
Publication of an article or case report in a referenced optometric or medical journal	Digital copy of journal	8 hours/article
Lectures given to regulated health professionals or health professionals in training	Confirmation of attendance & description of lecture (ex. copy of program/agenda)	3 hours per 1 hour lecture
Supervising an optometric extern	Confirmation of Student Placement	1 hour per week for a maximum of 18 hours per cycle
Providing a vision care clinic in a First Nation or Métis community	Submission of an <i>“Indigenous Optometric Clinic Report Card”</i>	Maximum 4 hours per full day of clinic. Maximum 12 hours per cycle
“The Role of Practitioners in Indigenous Wellness” via UofS Continuing Medical Educations	Certificate of completion or equivalent	20 hours
“Building an Awareness of Cultural Humility” via UofS Continuing Medical Education	Certificate of completion or equivalent	12 hours
Participating and providing optometric services on an eye care mission trip in a developing country	Must be able to confirm attendance on the mission	Maximum 4 hours per mission. Maximum 12 hours per cycle
Successful completion of the Optometry Examining Board of Canada (OEBC) OSCE exam	Certificate of completion	Maximum 20 hours per cycle
Participation in the Optometry Examining Board of Canada (OEBC) exam development and delivery	Letter from OEBC	Maximum 4 hours per year. Maximum 12 hours per cycle

**Learning activities must be 50 minutes or longer to receive 1 CE hour