

## OPTICIANS OF MANITOBA

### **SUBJECT: MAINTENANCE OF COMPETENCY (MOC)**

**POLICY:** The Opticians of Manitoba (OOM) believe that Opticians have a professional responsibility to demonstrate that they are engaged in lifelong learning and maintaining their competence.

**SCOPE:** The OOM is mandated by the Province of Manitoba Opticians Act to:

- develop, establish and maintain standards of academic or technical achievement and qualification required for registration as a member and monitor compliance with and enforce those standards;
- develop, establish and maintain a maintenance of competency program to maintain the competence of its members, promote high standards of knowledge and skill and to enhance the practice of Opticianry through a program that may provide for, but is not limited to:
  - reviewing the professional competence of members,
  - requiring members to participate in programs intended to ensure competence,
  - conducting practice audits.
- promote the ability of members to respond to changes in practice environments, advances in technology and other emerging issues.

In keeping with OOM bylaws and the Province of Manitoba Opticians' Act:

- all members are required to acquire a minimum number of credits of MOC education on an annual basis and in every three year cycle, in order to maintain their License to Practice,
- members can begin to accumulate MOC credits as soon as they become Licensed in Manitoba and it is the responsibility of each member to ensure they are in compliance with MOC requirements,
- inactive members must continue to maintain all MOC requirements,

This policy applies to all Licensed Opticians and Contact Lens Licensed Opticians in Manitoba.

## PROCESS:

### NOTICE TO MEMBERS

- The OOM Standards Committee will distribute a Maintenance of Competency Handbook (**Appendix A**) to all licensed members, prior to the beginning of each new 3 year cycle. The handbook will include the minimum number of credits that will be required in order to maintain their License to Practice. Further notice will be given from time to time if there are changes to the number of credits to be assigned to each approved MOC program or if there are new MOC approved programs.
- A report of the number of MOC credits reported and approved for each member will be maintained and accessible at any time to all members on the OOM website. Members who do not have access to the internet may request that the OOM provide them with a hard copy of their MOC report.
- If a member has more credits than they require for a given three year cycle, they are allowed to carry forward a maximum of 4 MOC credits to the next three year cycle. It is the member's responsibility however to advise the OOM **in writing** if they wish to carry forward any surplus credits and to specify which credits they wish to carry forward.

### HOW TO EARN MOC CREDITS

- All MOC credits must be related to the maintenance of the member's standards of practice competence, i.e eye glasses and/or contact lenses.
- It is strongly recommended that Opticians complete one third (1/3) of the total number of credits required for the three year cycle, by August 31 of each year of the three year cycle, in order to avoid having to obtain credits required in order to be eligible for obtaining a license at the end of the third year of the cycle. PLEASE NOTE however that members who failed to comply with MOC requirements at the end of the previous three year cycle, **will be required to complete one third of the total number of credits in each year of the next cycle.**
- **A member must obtain 75% of their MOC credits from "Category A" activities and 25% from "Category B" activities (Appendix B).**
- OOM Members may obtain MOC credits from:
  - attending Eyeglasses (EG) or Contact Lens(CL) related seminars, lectures , workshops or MOC modules,
  - attending Advanced Practice Courses: Opticians enrolled in Advanced Practice Year One, Advanced Practice Year Two Contact Lenses, and Advanced Practice Year Two Sight Testing will be awarded 9 credits per year, divided between the Eyeglasses and CL categories, upon successful completion of the year of studies.

- participating in “Related Field “ (formerly “Other”) activities which may be used to supplement the total MOC requirements, subject to the minimum and maximum totals and the OOM policy for calculating credits in the “Related Field “ (formerly “Other”) category as described in **Appendix C**. “Related Field “ (formerly “Other”) activities may include:
  - relevant lectures or MOC modules having content that can be applied to the practice of opticianry e.g. St. John’s Ambulance, CPR, Management /Motivational Seminars etc.,
  - attending presentations sponsored by the OOM or the OAC
  - activities, which are not considered as an educational tool for the individual member but would be considered as a volunteer activity that enhances the practice of opticianry.
  - completing OAC education modules online, if the member is a member of the OAC.
- If a supplier, company, organization believes that there are courses, seminars or a learning module that should qualify for MOC credits they may submit a Request for Evaluation of Credits for a Proposed MOC Activity form (**Appendix D**) to the Registrar. Their request will be considered by the Standards Committee and they will be advised in writing of the Committee’s decision

## REPORTING REQUIREMENTS FOR MOC CREDITS

- Members who attend OOM sponsored events which are eligible for MOC credits sponsored will be required to hand in a completed Evaluation Form (**Appendix E**) at the registration table, at the completion of the event, in order to receive their MOC credits for attending.
- Members must retain proof of MOC activities and are responsible for submitting details of events attended which are not provided by the OOM using the Application for MOC Credits Form (**Appendix F**), to the Registrar for approval by the Standards Committee, if they wish to receive credits for these events. If the sponsor of the event has provided attendees with an MOC certificate verifying the member’s attendance, these can be submitted with the application form as verification. If a certificate has not been provided by the sponsor of the event, the verification of attendance section on the Application form **must** be signed by the sponsor, in order to be considered for MOC credits.
- An Application for Approval of MOC Credits (**Appendix G**) must be submitted to the Registrar and approved by the Standards Committee, before MOC credits can be awarded for the activities in the “Related Field “category.

- Although the OAC records a member's credits earned for OAC education modules, **OOM members are still required to submit a copy of their MOC certificate for each** module to the OOM so it can be entered in the OOM data base for the member, as proof of completion.
- Copies of MOC education certificates (**Appendix H**) will be provided to members at the conclusion of each event arranged by the OOM, and the member's credits will be entered by the OOM in the member's MOC file.

#### **NOTICE TO MEMBERS WHO ARE NON COMPLIANT**

- If a member is noncompliant at the end of a three year cycle, the member will:
  - receive a letter, sent by registered mail, advising them of their non-compliant status at the beginning of October of the year following the end of the previous three year cycle.
  - be provided with this grace period within which to bring themselves into compliance with MOC requirements. **No further grace period will be allowed** unless the member submits a letter in writing to the chair of the OOM Standards Committee with a reasonable reason as to why they have been unable to achieve compliance and require an extension and receives approval from the Standards Committee for the extension. The extension of the grace period if approved will allow the member one additional month to achieve compliance.

Credits earned from September 1- November 1 in the first year of the next three year cycle in order to bring the member into compliance in the previous three year cycle, cannot also be applied to the current/new three year cycle.

- If a member fails to achieve compliance by the end of the approved grace period, the Standards Committee may, in the absence of a reasonable excuse being provided by the member:
  - withdraw the member's License to Practice under the Opticians' Act,

**Or**

  - require the member to successfully complete a suitable examination of their skills and knowledge, at the member's expense.
- The Standards Committee must make their decision to either withdraw the member's License to Practice or require the member to complete an examination within 30 days following the compliance deadline.
- The Standards Committee must forward a letter by registered mail to the member within 15 days after their decision has been made, advising him/her:

- if the member's License to Practice is being withdrawn, the specific reasons and the date that the withdrawal becomes effective,
- that in order to maintain their License to Practice ,the member is required to take an examination, at their own expense, to demonstrate their skills and knowledge ,which must be successfully completed within 30 days and that a copy of the examination results must be forwarded to the Standards Committee within 10 days of receiving them.
- of their right to appeal the decision of the Standards Committee by submitting a letter to the OOM Council within 10 days of receiving the notification.

A copy of the notification letter must also be forwarded to the OOM Council.

#### **METHOD OF REVIEW/APPEAL**

- Any decision by the Standards Committee to withdraw a License to Practice may be appealed, in writing to the OOM Council.

#### **PRACTICE AUDITS**

The Standards Committee must facilitate annual practice audits of a random selection of the members each year, utilizing internal or external resources.

#### **REPORTING REQUIREMENTS**

The annual report from the OOM Complaints Resolution Committee must include the following information for the year in respect of which the report is submitted:

- the number of practice audits conducted and the results of the audits;
- a description of the Maintenance of Competency program of the OOM and other methods used to maintain the competence of the members.

## APPENDIX A

### NOTICE OF MAINTENANCE OF COMPETENCY (MOC) REQUIREMENTS

#### **MEMBERS WITH AN OPTICIANS LICENSE**

##### **Members holding an Opticians License (including inactive members) who became licensed prior to September 1, of year one of the three year MOC cycle (e.g. 2021-2022)**

**14 hours of MOC education credits** to be earned over a three-year MOC education cycle, to be comprised of:

- A minimum of 4 credits shall be accumulated for MOC education activities in eyeglasses practice
- A minimum of 4 shall be accumulated for MOC education activities in contact lens practice.
- Of the total 14 hour requirement, a maximum of 6 credits may be substituted by an activity in the “Related Field “category (**Appendix C**)

##### **Members holding an Opticians License who become licensed during the first year of the MOC education cycle – (eg. 2021-2022)**

**10 hours of MOC education credits** to be earned over a three-year MOC education cycle, to be comprised of:

- A minimum of 3 credits shall be accumulated for MOC education activities in eyeglasses practice.
- A minimum of 3 credits shall be accumulated for MOC education activities in contact lens practice.
- Of the total 10 hour requirement a maximum of 4 credits may be substituted by an activity in the “Related Field “category (**Appendix C**)

##### **Members holding an Opticians License who become licensed during the second year of the MOC education cycle – (eg. 2022-2023)**

**5 hours of MOC education credits** to be earned over a three-year MOC education cycle, to be comprised of:

- A minimum of 2 credits shall be accumulated for MOC education activities in eyeglasses practice.
- A minimum of 1 credit shall be accumulated for MOC education activities in contact lens practice.
- Of the total 5 hour requirement, a maximum of 2 credits may be substituted by an activity in the “Related Field “category (**Appendix C**)

**Members holding an Opticians License who become licensed during the third year of the MOC education cycle – (eg. 2023-2024)**

**0 hours of MOC education credits** to be earned to the end of the current MOC education cycle. The optician will be expected to earn the full complement of credits during the next three-year MOC education cycle.

**MEMBERS WITH A CONTACT LENS LICENSED OPTICIAN LICENSE**

**Members who are Contact Lens Licensed Opticians (including inactive members) who were licensed in contact lenses prior to September 1, of year one of the 3 year MOC cycle (e.g. 2021-2022)**

**18 hours of MOC credits** to be earned over a three-year MOC education cycle, to be comprised of:

- A minimum of 8 shall be accumulated for MOC education activities in contact lens practice.
- A minimum of 4 credits shall be accumulated for MOC education activities in eyeglasses practice.
- Of the total 18 hour requirement a maximum of 6 credits may be substituted by an activity in the “Related Field “category (**Appendix C**)

**Members who are Contact Lens Licensed Opticians and become Contact Lens Licensed Opticians during the first year of the three year MOC cycle – (e.g. 2021-2022)**

**16 hours of MOC education credits** to be earned over a three-year MOC education cycle, to be comprised of:

- A minimum of 6 credits shall be accumulated for MOC education activities in contact lens practice.
- A minimum of 4 credits shall be accumulated for MOC education activities in eyeglasses practice.
- Of the total 16-hour requirement a maximum of 6 credits may be substituted by an activity in the “Related Field “ category (**Appendix C**)

**Members who are Contact Lens Licensed Opticians who become Contact Lens Licensed Opticians during the second year of the three year continuing education cycle – (eg. 2022-2023)**

**15 hours of MOC credits** to be earned over a three-year MOC education cycle, to be comprised of:

- A minimum of 5 credits shall be accumulated for MOC education activities in contact lens practice.
- A minimum of 4 credits shall be accumulated for MOC education activities in eyeglasses practice.
- Of the total 15-hour requirement a maximum of 6 credits may be substituted by an activity in the “Related Field “category (**Appendix C**)

**Members who are Contact Lens Licensed Opticians and become Contact Lens Licensed Opticians during the third year of the three year MOC education cycle – (eg. 2023-2024)**

**14 hours of MOC credits** to be earned over a three-year MOC education cycle, to be comprised of:

- A minimum of 4 and a maximum of 8 credits shall be accumulated for MOC education activities in contact lens practice.
- A minimum of 4 and a maximum of 6 credits shall be accumulated for MOC education activities in eyeglasses practice.
- Of the total 14-hour requirement a maximum 6 credits may be substituted by an activity in the “Related Field “category credits. **(Appendix C)**



## APPENDIX B

### CATEGORY A

**A member must obtain 75% of their MOC credits from activities organized and provided by the following list of providers:**

- The Opticians of Manitoba
  - Including acting as a council member
  - Including teaching the Eyeglasses and Contact Lens Course
- Canadian and American National Opticians Associations
- Canadian and American Provincial or State Opticians Associations
- Provincial Regulated Health Professions Agencies, where the activity is accredited for their regulated members

### CATEGORY B

**A member may obtain the remaining 25% of their MOC credits by participating in the following activities:**

- Activities having content that can be applied to the practice of opticianry
  - (e.g. First Aid Courses, CPR, Management Sessions)
- Medical Missions
- Publication of an article on opticianry
- Publication of a research paper related to opticianry
- Activity on a specific committee or volunteer for a committee related task
- In office presentations
- Supplier seminars not provided by agencies in Category A
- Attendance at the OOM AGM
- “Related Field “ ( formerly “Other”)Activities - **Appendix C**

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## APPENDIX C

### “RELATED FIELD<sup>1</sup> (RF)” (FORMERLY OTHER) CATEGORY B CREDITS

| TYPE OF ACTIVITY  | CREDITS   |
|---|---|
| Lectures, Seminars , Workshops and presentations  | 1 EC <sup>2</sup> or RF <sup>3</sup> credit/hour (one hour is min 50 minutes)               |
| Attendance at OOM AGM   | 2 EC credits /year  |
| Member of Council   | 2 EC credits /year  |
| Practical Examination Examiner  | 1 credit/hour, maximum 4 credits/day in the same category                                   |
| Course Instructors  | 4 credits per year in that category   |
| Course Guest Lecturers  | 1 credit in that category (maximum 4 credits )  |
| Activity on a Specific Committee  | Determined by the Standards Committee (min. 1 credit to max. 4 credits per year (EC or RF). |
| Volunteers for Related Tasks  | 1 EC credit for ½ day, 2 EC credits for a full day  |
| Performing Vision Screening at an Elementary School   | 1 EG credit for ½ day, 2 EG credits for full day  |
| Presenting at ‘Careers Day’(school or Job Fair)   | 1 EC credit for ½ day, 2 EC credits for full day  |
| Writing an Article on Opticianry  | Apply to Standards Committee  |
| Medical Missionary Work   | 4 EC credits per week of mission  |
| Supervision of full-time practicum course of a student registered in an Optical Training program (1000 hours) | 6 EG credits (max.1 supervised course/year)   |
| Supervision of part-time practicum course of a student registered in an Optical Training program (500 hours)  | 3 EG credits (maximum 1 supervised course/year)   |
| Supervision of full-time practicum student registered in a Contact Lens training program (250 hours)          | 6 CL credits ( maximum 1 supervised course/year)  |
| Supervision of part-time practicum student registered in a Contact Lens training program (150 hours)          | 3 CL credits ( maximum 1 supervised course/year)  |

<sup>2</sup> EC means Eyeglasses or Contact Lenses

<sup>3</sup> Related Field (General/ Business/ Other). Credits in this category represent topics associated with general business practices. Examples include:

- Financial and commercial services
- Sales and marketing techniques
- Financial, business planning
- Management & employer specific courses
- Ophthalmic surgical techniques
- Emergency medical courses, emergency intervention, CPR & First Aid courses

## APPENDIX D

### OPTICIANS OF MANITOBA REQUEST FOR EVALUATION OF CREDITS FOR A PROPOSED MAINTENANCE OF COMPETENCY ACTIVITY<sup>4</sup>

|     |  |  |
|-----|--|--|
| 1.  | Host/Affiliated Company/Sponsor  |  |
| 2.  | Exact title of presentation  |  |
| 3.  | Name and title of speaker(s), <i>(please enclose a bio or CV specifying, professional designation, education and affiliation)</i>                                    |  |
| 4.  | Type of activity <i>(Live presentation, Distance learning, Scholastic)</i>   |  |
| 5.  | Date(s)  |  |
| 6.  | Length of time of actual presentation <i>(less than 45 minutes of actual presentation time, will not be accredited)</i>  |  |
| 7.  | Location(s) of presentation  |  |
| 8.  | Is this presentation available to all Opticians? <i>(If "no" this activity will not be accredited)</i>   |  |
| 9.  | Learning outcomes <i>(specific skills, activities or items of information which course attendees will be expected to incorporate into their professional duties)</i> |  |
| 10. | Level of knowledge and skill required for best benefits to participants<br><i>(i.e. entry-level / intermediate / advanced)</i>                                       |  |
| 11. | Name and title of person submitting the form   |  |
| 12. | Signature  |  |
| 13. | Contact information <i>(telephone number, e-mail)</i>  |  |

**PLEASE SUBMIT TO: REGISTRAR, OPTICIANS OF MANITOBA, UNIT 215 -1080  
PORTAGE AVE., WINNIPEG, MB R3G 3M3, IN ORDER TO RECEIVE YOUR MOC CREDITS.**

<sup>4</sup> Presentations provided by suppliers must have received prior approval from NACOR or the OOM in order to qualify for MOC credits. Presentations/lecture must be provided to a minimum of 10 opticians in order to qualify for MOC credits. An attendance list must be provided to the OOM by the supplier who has provided a presentation to opticians, in order for a lecture to be approved for MOC credits.



**APPENDIX E**

**OPTICIANS OF MANITOBA**

**MAINTENANCE OF COMPETENCY PRESENTATION EVALUATION FORM**

**\*Note:** This form does not need to be signed but in order for a participant to receive Maintenance of Competency credits for this presentation, a completed form must be handed in and checked off on the attendance record, at the end of the presentation.

**STANDARD:** The Opticians of Manitoba believe that opticians have a professional responsibility to demonstrate that they are engaged in lifelong learning and ongoing maintenance of their competency.

Topic:

\_\_\_\_\_

Objective(s): \_\_\_\_\_

Related to Opticians of Manitoba Standard of Practice - Maintenance of Competency

Date and Length of Program: \_\_\_\_\_

Offered by (organization name): \_\_\_\_\_

Presenter (name and title): \_\_\_\_\_

**For Participant Use**

**This education will meet my learning objective of:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Evaluation of the impact of this presentation on my practice:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Suggestions for future Maintenance of Competency Presentations**

\_\_\_\_\_

**Additional Comments (use back of page if needed):**



**APPENDIX F**  
**OPTICIANS OF MANITOBA**  
**APPLICATION FOR MAINTENANCE OF COMPETENCY (MOC) CREDITS**  
**(Attach specific details as required)**

Name: \_\_\_\_\_

License Number: \_\_\_\_\_

Title of Lecture/Seminar/Workshop: \_\_\_\_\_

Name of Lecturer: \_\_\_\_\_

Duration of Lecture/Seminar/Workshop: \_\_\_\_\_

Goal of Lecture/Seminar/Workshop: \_\_\_\_\_

Outline of Lecture/Seminar/Workshop: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Verification of Attendance**

I hereby verify that \_\_\_\_\_ has attended the  
lecture/seminar/workshop described above.

Signature: \_\_\_\_\_

(MOC certificates are sufficient verification if the sponsor provides them.)

**PLEASE SUBMIT TO: REGISTRAR, OPTICIANS OF MANITOBA, UNIT 215-1080 PORTAGE AVE.,  
WINNIPEG, MB R3G 3M3, IN ORDER TO RECEIVE YOUR MOC CREDITS.**

**APPENDIX G**  
**OPTICIANS OF MANITOBA**  
**Application for Approval of “Related Field” Maintenance of Competency (MOC)**  
**Credit Hours**

(Attach specific details as required)

Name: \_\_\_\_\_

License Number: \_\_\_\_\_

Name of Activity: \_\_\_\_\_

| Activity  | Details                | Number of Credits |
|---|------------------------|-------------------|
| AGM Attendance                                      | Yr.                    |                   |
| Member of Council                                   | Yr.                    |                   |
| Practical Examination Examiner                      | Yr.                    |                   |
| Course Instructor                                   | Yr.                    |                   |
| Course Guest Lecturer                               | Yr.                    |                   |
| Con Ed Preparation                                  | Topic                  |                   |
| Con Ed Presentation                                 | Topic                  |                   |
| Activity on Specific Committee                      | Committee Name & Date  |                   |
| Volunteer for Task related to Opticianry            | Name of Task & Date    |                   |
| Performing Vision Screening at an Elementary School | Name of School & Date  |                   |
| Presenting at 'Careers Day' at a High School        | Name of School & Date  |                   |
| Writing an Article on Opticianry                    | Name of Article        |                   |
| Medical Missionary Work                             | Location and length    |                   |
| Writing a Research paper on Opticianry              | Title                  |                   |
| Supervision of 100 contact lens fittings            | Name of Student & Date |                   |
| Supervision of 100 eyeglass fittings                | Name of Student & Date |                   |
| Supervision of 600 dispensing hours                 | Name of Student & Date |                   |
| Supervision of 250 contact lens hours               | Name of Student & Date |                   |

**PLEASE SUBMIT TO: REGISTRAR, OPTICIANS OF MANITOBA, UNIT 2015-1080 PORTAGE AVE., WINNIPEG, MB R3G 3M3 IN ORDER TO RECEIVE YOUR MOC CREDITS.**



**APPENDIX H**

**OPTICIANS OF MANITOBA  
MAINTENANCE OF COMPETENCY (MOC) EDUCATION CERTIFICATE**

COURSE TITLE: \_\_\_\_\_

CREDIT VALUE: \_\_\_\_\_

NAME OF OPTICIAN PARTICIPANT: \_\_\_\_\_

LICENSE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

COMPLETION VERIFICATION: \_\_\_\_\_

(Signature of Registrar)

DATE: \_\_\_\_\_

(Note: 3 copy form: one for regulatory body (OOM), two for optician participant, one of which is for presenter if presenter requires a copy)

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## APPENDIX I

### OPTICIANS OF MANITOBA MAINTENANCE OF COMPETENCY (MOC) PROGRAM

#### FREQUENTLY ASKED QUESTIONS

##### **Q. Why is this required?**

**A.** The Council of the Opticians of Manitoba is mandated under its bylaws and the Province of Manitoba Opticians Act to establish a Maintenance of Competency program to ensure that members maintain their competence and to enhance the practice of opticianry. The program provides for, but is not limited to:

- Reviewing the professional competence of members
- Requiring members to participate in programs intended to ensure competence
- conducting practice audits.

Under the OOM Bylaws and the Optician's Act:

All members are required to acquire a minimum number of MOC /continuing education credits on an annual basis and in every 3 year cycle, in order to maintain their License to Practice.

##### **Q. What must I do to demonstrate satisfactory participation?**

**A.** You must demonstrate that you are in compliance with the maintenance of competency requirements for each 3 year cycle, whether you have an active or an inactive License to Practice. Prior to the beginning of each 3 year cycle you will be notified by email or hard copy if you have requested hard copy of the minimum number of credits that will be required for you to maintain your License to Practice. A report of the number of credits that you have reported and have been approved is available to you at any time by logging onto the OOM members' portal of the OOM website or by contacting the OOM.

You are required to submit proof of attendance at events that qualify for MOC credits and copies of all certificates received, following successful completion of online MOC modules offered by the OAC , to the OOM so that they can be entered into your MOC credit record. Members are also responsible for advising the OOM **in writing** if, at the end of a 3 year cycle, they have excess credits and wish to carry forward credits to the next 3 year cycle. Members are allowed to carry forward a maximum of 4 credits and they must advise the OOM exactly which credits they want to carry forward.



**Q. What do I have to do if I move in to Manitoba from another province?**

**A.** You will be required to provide the OOM with a Letter of Good Standing from the regulatory body in the jurisdiction where you are currently licensed. The letter must include your MOC status.

**Q. Is membership in the Opticians of Manitoba (OOM) a requirement to participate in the MOC Program?**

**A.** Only active and inactive members of the OOM and Opticinary students registered with the OOM may attend MOC events sponsored by the OOM.

**Q. How can I get more info about the MOC Program?**

**A.** You can obtain more information on the OOM website [www.opticiansofmanitoba.ca](http://www.opticiansofmanitoba.ca) or by calling the OOM office at (204) 222-8404.

**Q. How do I report earned MOC credits?**

**A.** If you attend OOM sponsored MOC events, you will obtain a copy of your MOC credit certificate when you hand in your evaluation form at the end of the presentation. The OOM staff will enter those credits for you into your credit bank.

If you attend MOC events which are not sponsored by the OOM, you are responsible for submitting your certificates to the OOM so that they can be entered into your credit bank. If you successfully complete online MOC modules, you are responsible for sending a copy of the certificate which you will receive on line, to the OOM so that a hard copy can be placed on your permanent optician file

**Q. How many credits am I supposed to accrue in each MOC 3 year cycle?**

**A.** Go to the Opticians of Manitoba website [www.opticiansofmanitoba.ca](http://www.opticiansofmanitoba.ca) and select the Opticians of Manitoba Maintenance of Competency Policy. Appendix A on page 6 of the policy includes all of the specific MOC requirements for a three year cycle.

**Q. What information am I required to provide to the OOM regarding my MOC activities?**

**A.** You are responsible for sending all of your certificates for non OOM sponsored MOC events to the OOM throughout each 3 year cycle.

**Q. What must I declare when my MOC cycle is completed?**

**A.** If you have been submitting your certificates to the OOM throughout the cycle, all of your MOC credits will be in your credit bank. If not and you have not met all the requirements, you will receive a letter at the end of the 3 year cycle, letting you know what additional requirements you must complete by the deadline, in order to be eligible to maintain your license.

**Q. Are there any exemptions to mandated MOC requirements if I am retired or semi-retired?**

**A.** If you are retired but want to maintain your inactive license, you are required to complete the same MOC requirements as the members who have an active license.

**Q. How do I log into the Opticians of Manitoba website to find out how many MOC credits I have in my bank?**

**A.** The OOM website allows you access to a special bulletin board of information available to OOM members only and allows you to view your MOC history, such as MOC events you have attended in Manitoba and online MOC modules you have done through the OAC (if applicable).

TO LOGIN to the OOM website:

1. Go to [www.opticiansofmanitoba.ca](http://www.opticiansofmanitoba.ca)
2. Click on the word **LOGIN** located beside the search area at the top right of this webpage
3. Click on **MEMBER CREDITS**
4. Enter your login information that is on file at the OOM office. (your email as user ID, password and license #)
5. Click on the "Submit" button. You should now be logged in. And because you are logged in, your own information will be displayed.

**If you have any questions about information on the OOM website, contact the OOM office at 204-222-8404 or email [oom@optm.ca](mailto:oom@optm.ca)**

**Q. How do I log into the OAC website if I am an OAC member and want to do their online MOC modules?**

**A.** Contact the OAC for Log in information at 1-800-847-3155 or email [canada@opticians.ca](mailto:canada@opticians.ca)

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