

APPENDIX A

DETERMINATION OF THE CATEGORY AND NUMBER OF CREDITS TO BE ASSIGNED FOR AN ACTIVITY

CATEGORIES OF CREDITS

Course submissions are considered for accreditation in one of four recognized categories of credits:

- Eyeglasses¹ – EG,
- Contact Lenses² – CL,
- Eyeglasses or Contact Lenses³ - EG or CL
- Related Fields⁴ – RF.

CRITERIA TO BE MET FOR ONE (1) CREDIT

Live presentation (Seminar, Lecture or Workshop)

- Minimum of 45 minutes of actual presentation time (does not include time for set up or questions and answers).
- Speaker biography or curriculum vitae have been submitted for the presenter.

For any submission to be considered for an eyeglasses or contact lens credit the speaker/presenter must be one of the following in their jurisdiction, an optician, MD, educator or optometrist. If the presenter has worked at least two full years full time in a specific field, then the presenter will be considered to be sufficiently experienced in that field and therefore will qualify as a presenter for an eyeglasses or contact lens activity.

- A complete copy of all media materials that will be presented has been submitted e.g. power point presentations
- If the activity is a workshop, a list of the equipment that will be used for the workshop, the process of learning and the ratio of attendee to work station has been submitted.

Distance Learning/Distance Modules

- A description of the method used to verify completion has been submitted
- A copy of all media/written materials to be used has been submitted
- Participants are required to achieve a minimum mark of 70% on the post test.

Scholastic (Educational Institution Course)

¹ EG – Eyeglasses –topics associated with eyeglass technology e.g. fabrication, fitting techniques, emerging technology and product specific topics related to eye glasses

² CL – Contact Lenses- topics associated with contact lens technology e.g. fabrication, fitting techniques, emerging technology and product specific topics related to contact lenses.

³ EG or CL- Eyeglasses or Contact Lenses - topics applicable to both eyeglasses and contact lens dispensing including refraction, vision screening, low vision, jurisprudence ,patient management, anatomy and/or ocular pathology , Annual general meetings and regulatory presentations are included..

⁴ RF- Related Field (General Business/Other)- topics associated with general business practices.

- A course outline has been submitted.
- A description of the method to be used to verify completion has been submitted

Self-Organized Study Groups

The coordinator has submitted:

- Completed application form
- Course outlines or study materials used such as journals or textbooks.
- List of the guest speakers and topics covered If the meeting was a discussion group information on the time commitment
- Method used to verify completion