



Criteria for Continuing Education Handbook

Published by:

The American Board of Opticianry
& National Contact Lens Examiners

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Mission Statement: The purpose of the American Board of Opticianry & National Contact Lens Examiners, Inc., (ABO & NCLE) is identify minimum competency in the fields of Opticianry and Contact Lens Technology, through recognizing qualified Opticians and Contact Lens Professionals at various levels of proficiency, for both the consumer and for the Ophthalmic community by: (1) certifying those who pass the professionally developed minimum competency examinations, and (2) requiring, approving, and promoting Continuing Education Courses for continuing education and Recertification of Opticians and Contact Lens Professionals.

ABO & NCLE prohibits discrimination of any type or nature recognized under Federal or State law, and all decisions rendered by ABO & NCLE are made with impartiality.

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I. Welcome

Welcome to the *Criteria for Continuing Education Handbook*, ABO & NCLE's guide to providers and sponsors, for the offering and/or renewing of ABO and/or NCLE Continuing Education Courses. This Handbook is intended to make the process for submission easier for Providers (defined as Speakers, Authors, or other original sources submitting courses for ABO and/or NCLE Course Credit) and Sponsors (defined as any entity or individual utilizing a Provider's Course content for distribution, through any means, of ABO and/or NCLE Courses to Certificants or other interested Ophthalmic attendees) to navigate the ABO & NCLE approval process, and to ensure the highest standards of Continuing Education for ABO & NCLE's Certificants. This Handbook replaces all previously published Handbooks, effective as of the date of Publication identified herein.

Providers who intend to provide Continuing Education approved by the ABO & NCLE must first obtain Provider Approval ([New Speaker Application](#)). Providers who demonstrate minimum competency to provide ophthalmic technical content at the basic to intermediate level may apply for Ophthalmic Level I and II Provider Status; those Providers with extensive technical training, knowledge and experience should seek approval for Ophthalmic Level III Provider Status. Providers who do not have the minimum competency for Ophthalmic Provider Status, and who intend to provide Course content on non-ophthalmic topics pertinent to ABO & NCLE Certificants should apply for Non-Ophthalmic Provider Status. Please note that any Ophthalmic Level Provider is automatically approved to provide non-Ophthalmic courses. However, please note that Non-Ophthalmic Providers are not authorized to provide any Ophthalmic Level Courses.

When Providers intend to provide either a lecture or an article for use by a Sponsor, that Provider is responsible for supplying the Sponsor with the course title, description, and outline; Provider Status; the suggested course classification and level; intended audience and teaching methods. This procedure shall be done in accordance with the [Course Application](#).

Sponsors shall then provide to ABO & NCLE all information and other requirements as required by ABO & NCLE to complete the Course Application process.

ABO & NCLE intends for this handbook to be a beneficial guide to help with the Continuing Education Course approval processes. As always, we welcome your input, questions or suggestions. By working together, it is our sincere hope that ABO & NCLE Certificants will continue to receive the highest quality of Continuing Education that enables them to uphold the highest standards of professionalism that they represent within the ophthalmic community.

II. Introduction

The American Board of Opticianry & National Contact Lens Examiners, Inc. (ABO & NCLE) defines Continuing Education as planned learning experiences that maintain and enhance the technical skills and knowledge of Ophthalmic Professionals in order to assist those Ophthalmic Professionals to deliver quality services to the public and to the profession in a competent, professional, and ethical manner.

This Criteria for Continuing Education (Criteria) is provided to Providers and Sponsors in order to ensure quality and consistency in educational offerings for Ophthalmic Professionals. There are many educational experiences which provide learning and advance the Ophthalmic profession; however, only courses which are planned and administered in accordance with this Criteria are assured of being accepted for Continuing Education credit. Failure to follow these criteria may result in denial of CEC approval for Providers or Sponsors.

ABO & NCLE reviews and approves Continuing Education courses for Recertification of its Certificants. It is ABO & NCLE's belief that Providers and Sponsors who follow this criteria will enhance the professional abilities of ABO & NCLE Certificants.

III. General Information

A. Applying for Course Approvals

When should I apply for course approval? ABO & NCLE recommends course submissions be made approximately four months prior to the scheduled meeting and **must** be received no less than eight weeks prior to the meeting date.

When should I request CECs for an approved course? CEC requests must be received at least two weeks prior to the scheduled meeting date. Please note that courses must be approved prior to requesting CECs.

Does the ABO & NCLE approve courses that have already taken place? No. Retroactive approval is not allowed to be provided; all courses intended for ABO & NCLE recertification purposes must be pre-approved by ABO & NCLE in accordance with these Criteria.

How many copies must I submit? Submit one copy of the application and any attached documents.

Do course approvals expire? Yes. At the time of course approval submission, the education sponsor can choose from either a one-year, a two-year, or a three-year term. The fee is dependent upon the length of the term selected and approved.

Where can I get help on completing the application form? If you cannot find what you need in this handbook, call ABO & NCLE at (800) 296-1379.

What are approved statements for course announcements? If you have submitted your course for review by the ABO & NCLE, but have not yet received approval, your promotional materials include a statement advising as to the status of course approval with use of the following statement :

Approval of this course for Continuing Education Credit is currently pending with the ABO & NCLE. Please note that there is no guarantee ABO & NCLE will approve this content for recertification credit.

Promotional materials **cannot** indicate the course level, or approval, until the course, and course level are each approved by ABO & NCLE. **Once the course is approved, all promotional materials must indicate the course level.**

Ophthalmic Level III courses may only be taught by Ophthalmic Level III Providers.

Under no circumstances shall course approval be indicated in marketing material until final approval has been granted.

B. Applying for Print and Online Article Approvals

1. Courses presented as written articles, in print and/or online, must be submitted with complete content, along with a **Course Application** with the Provider's signed affidavit (see application). The appropriate Provider Status must be obtained prior to submission of any courses.
2. The body of each article submitted must contain at least 3,500 words per credit hour at the time of submission.
3. Twenty multiple-choice test questions must be included per credit hour:
 - a. Questions must be in random order;
 - b. Questions must include at least four possible answers, with only one correct answer;
 - c. No questions shall utilize the words "not" or "except"; and
 - d. No "All of the above" or "None of the above" answers.

No "All of the above" or "None of the above" answers shall be provided.

4. An answer key with the correct answers marked must be submitted.
5. Passing grade must be 80% or higher.
6. Placement of CEC article in relationship to advertising: there shall be no break in the text related to the article; no advertising shall be contained within the body of the article.
7. No advertising related to the content of the article shall be placed on the pages (or area, in the case of internet publication) immediately adjacent to the CEC article.
8. Signed statements from two currently certified Opticians and/or Contact Lens Professionals affirming completion of the course in no less than the number of credit hours requested for approval.
9. Sponsor will be responsible for appropriate CEC distribution in accordance with ABO & NCLE regulations.

C. Applying Recorded Webinar Approvals

1. A new course application must be submitted with the Provider's signed affidavit, the course description, timed outline, and all other requirements applicable to lecture courses.
2. Provider Status must be obtained prior to the submission of any course.
3. All live webinars must have at least four polling questions per credit hour.
4. CECs must be requested no less than two weeks prior to date of any webinar, and no later than 15 days after completion of any live webinar.
5. Attendance report listing attendees name, address, email address and time of attendance must be emailed to cec@abo-ncle.org no later than 15 days after any live webinar. Failure to provide an attendance report will result in denial of any CEC request.
6. For recorded webinars that are available on-demand, four polling questions are to be asked during the presentation. For each question, the attendee must respond within one minute or the program will revert back to the previous segment, and the attendee must be required to view that segment again. After the completion of the course, sixteen additional questions are provided, for a total of twenty questions. If the attendee answers four or more of the twenty questions incorrectly, the attendee fails the Course and will not be entitled to a recertification credit for that course.
7. Attendees must be pre-registered before the course and be given an ID for access to the recorded webinar.
8. For recorded webinars, twenty multiple-choice test questions must be included per credit hour:
 - a. Questions must be in random order;
 - b. Questions must include at least four possible answers, with only one correct answer;
 - c. No questions shall utilize the words "not" or "except"; and
 - d. No "All of the above" or "None of the above" answers.
9. An answer key with the correct answers marked must be submitted.
10. Passing grade must be 80% or higher.
11. Include the following statement after the test questions: Course attendees may send any comments about courses and/or speakers to mail@abo-ncle.org.

12. Sponsors will validate paper CECs with an approved stamp, place the attendee name on all three parts of CEC, and send the completed CEC to the attendees who successfully answer the minimum number of questions. A roster of those attendees who have successfully obtained a CEC must be kept by the sponsor for a minimum of three years after the webinar is no longer available for ABO & NCLE recertification credit.

D. Policies and Requirements

1. The Subject Matter Experts who are enlisted to review course submissions for CEC approval rely most heavily upon the detailed course outline with time references. It is not enough to merely state the main topics of the course. Including sub-topics, and how much time will be spent on each segment of the course, will greatly enhance the prospects for CEC course approval.
2. ABO & NCLE asks Providers to prepare a course description of 25-50 words. In addition, a list of learning objectives should demonstrate how the course is of importance in the fields of Opticianry and/or the Contact Lens Profession. Often, Courses are disapproved because it is not clear how they pertain to the knowledge, skills, or ability utilized in the Ophthalmic Profession. Please use the course description, as well as the detailed course outline, to show what attendees will learn, and how your course relates to the practice of Opticianry or the Contact Lens Profession.
3. Please note that an application fee must be submitted with every **Course Approval** application. If the course's intended Provider has not yet been approved, an application for **Provider Level Approval** must also be sent along with the appropriate fee. The Ophthalmic course approval fee is dependent upon the approval term: one-year is \$100; two-year is \$175; three-year is \$250. The Non-Ophthalmic course approval fee is also determined by the term: one-year is \$200; two-year is \$350; three-year is \$500. Failure to submit the appropriate fee(s) will result in the return of the submission. If a course is conditionally approved, the application may be revised and resubmitted one time without incurring an additional processing fee.
4. ABO or NCLE Basic and/or Practical Examination Review Courses are not eligible for continuing education credit.
5. All approved courses must be updated and submitted for re-approval upon expiration. All re-submissions will require the appropriate application fee for the appropriate term.
6. Ordering of CECs for approved courses is the responsibility of the Sponsor, not the Provider. CECs must be requested a minimum of two weeks prior to the date of the meeting. Failure to comply with these guidelines will result in the denial of the request.
7. With new developments in the Ophthalmic Profession, and in the certification process, it is ABO & NCLE's expectation that there will be ongoing additions and/or revisions to the Criteria. All Providers and Sponsors are responsible for verifying that they are utilizing the current Criteria Handbook posted on the ABO & NCLE Website at the time of submission of any Course, Provider, or CEC applications and/or requests.

IV. COURSE CRITERIA

Each course must adhere to the following criteria:

1. A course description and three learning objectives (per credit hour) must be developed for each course, describing in general terms what should be learned by the participants.
2. A detailed outline showing time references and specific skills to be learned must be submitted.
3. The intended audience and content level must be specified.
4. Course content must be generic in nature and presented in an objective manner.
5. Courses submitted for more than two (2) hours must be divided and submitted as Part 1, Part 2, etc. The length and method of presentation must be indicated on the application.
6. Providers must be qualified by education and/or experience to provide quality instruction in the relevant subject area and must be approved by ABO & NCLE for each course level being submitted for approval. Providers seeking approval for Ophthalmic Level I, II, or III courses must be approved as a Provider Level I, II, or III as applicable.
7. Attendees must be invited to evaluate the Course and Provider by sending comments to mail@abo-ncle.org.

Each criterion is explained further in the following pages.

**FAILURE TO FOLLOW THESE CRITERIA WILL RESULT IN
DENIAL OF COURSE APPROVAL TO COURSE SPONSORS**

A. Criterion One: Course Description

A course description must be submitted for each course, describing in general terms what should be learned by the participants.

The course description must state, in general terms, the knowledge, skills, and/or abilities participants are expected to obtain as a result of the course.

Educational courses must be relevant to the Ophthalmic Profession and enhance the ability of attendees to perform their professional duties.

Knowledge, skills, and abilities (“KSA”) listed in the **ABO Job Task Analyses** (Basic and/or Advanced) and/or **NCLE Job Task Analyses** (Basic and/or Advanced) represent the required KSA for Continuing Education Course descriptions.

Other valid skills might represent the solution or response to a business or non-ophthalmic problem or situation frequently encountered within the Ophthalmic Profession but not requiring the specific KSA of an Optician or Contact Lens Professional. Courses designed to provide this type of education are more likely to be considered as “Non-Ophthalmic” courses, and their application to the Ophthalmic Profession might be less obvious than “Ophthalmic” courses. It is especially important for the course description to show how this course will meet a perceived need of Opticians and/or Contact Lens Professionals.

Conducting an educational needs assessment is an excellent way to determine what types of KSA would be helpful to the intended audience. Surveys, discussion groups and interviews with members of the target audience are some of the more common methods of identifying needs within the group. This information can be utilized to plan a program that is more likely to be well attended and should also be incorporated into the course description in order to assist in explaining why the course should be approved for continuing education credit.

The course description must be between 25 and 50 words in length. The description should be accompanied by a list of three or more learning objectives for each hour of instruction. For example, learning objectives for a course entitled “Managing Astigmatism with Soft Contact Lenses” may look like:

- After attending this class, attendees should be able to:
- recognize different amounts and types of astigmatism;
 - classify available soft lens options by power and design;
 - select the soft lens option(s) that offers the greatest chance of success on an individual basis;
 - evaluate diagnostic lenses for fit and vision.

B. Criterion Two: Detailed Outline

A detailed* outline demonstrating main topics, sub-topics, and time references must be prepared for each Course.

The course outline should list the specific skills, activities or items of information which course attendees will be expected to incorporate into their professional duties in order to help them achieve the general KSA's identified in the Course Description.

Detailed outlines assist the ABO & NCLE Subject Matter Experts determine course content. These outlines also serve as an informal contract between the Sponsor, the Provider, and the attendees; and provide the basis for attendees to evaluate the effectiveness of the course. To that end, written handouts and/or slides detailing the specific skills to be learned should be presented to attendees at each course.

This list of specific skills to be learned becomes especially important for Non-Ophthalmic Courses. The same is also true for courses seeking approval for multiple credit hours, or for Ophthalmic Level III designation. Such courses are subject to more stringent standards and, therefore, require more specificity in the form of the detailed outline.

* While sufficient detail for proper evaluation is appreciated by the ABO & NCLE Subject Matter Experts, too much detail can slow down the approval process. Please do not substitute entire PowerPoint presentations for a course outline as such submissions may slow down the approval process or result in rejection of the course.

The easier it is to see the connection between the specific skills and their application to the Ophthalmic Profession—the easier it is for ABO & NCLE Subject Matter Experts to review and approve the course.

Some guidelines for writing outlines that list specific KSA's intended to be learned:

Refer to the specific [ABO Job Task Analysis](#) and/or [NCLE Job Task Analysis](#) to ensure that you relate to specific KSA's required in the appropriate level of Ophthalmic practice of Opticianry and/or the Contact Lens Profession.

Each specific KSA should be listed as a main topic (at least three main topics per credit hour). State how much time will be dedicated to each such topic addressing the individual KSA.

Specific information or discussion topics that will be presented in order to achieve each KSA should be listed as sub-topics in the outline. This is important in that it gives course reviewers an idea of how thoroughly each topic will be presented. Sub-topics within the outline can also be used to demonstrate how each skill relates to the Ophthalmic Professional.

The two most common reasons for disapproval of courses are:

1. Course outlines are not specific enough, or do not include time references.
2. Course content does not appear to be relevant to the needs of Ophthalmic Professionals.

C. Criterion Three: Audience and Content Level

The intended audience and suggested content level must be specified.

The most frequent complaint from course attendees is that the course content was too basic or not relevant to their needs. Using an educational needs assessment and matching general KSA's to the needs of the intended audience will ensure that the course is relevant. Communicating the course content level will help potential attendees to decide if the course is right for them.

Ophthalmic courses are those that relate directly to the KSA's that are Ophthalmic in nature and appear in the **ABO Job Task Analyses** and/or the **NCLE Job Task Analyses**. Non-Ophthalmic courses are those that will enhance the abilities of Ophthalmic Professionals but the course content is not Ophthalmic in nature.

For Ophthalmic-related courses, the content level should be requested* by the Provider as Ophthalmic **Level I** (basic), Ophthalmic **Level II** (intermediate), or Ophthalmic **Level III** (advanced).

Ophthalmic Level I: Intended audience is presumed to (1) have a fundamental understanding of the applicable basic Job Task Analysis; (2) have successfully passed the applicable basic ABO and/or NCLE Basic Examination(s); (3) have 1-3 years of Ophthalmic experience. Finally, these courses must derive more than fifty percent (50%) of course content from the applicable Basic Job Task Analysis.

Ophthalmic Level II: Intended audience is presumed to (1) have the fundamental understanding set forth in Ophthalmic Level I, above; (2) have the ability to demonstrate some, if not all, of the fundamental KSA's set forth in one or multiple of domains of the applicable Advanced Job Task Analysis; and (3) have 4-7 years of Ophthalmic experience with a basic understanding of the Advanced Level concepts as found in the Advanced Job Task Analysis. Finally, these courses must derive more than fifty percent (50%) of course content from the applicable Advanced Job Task Analysis.

Ophthalmic Level III: Intended audience is presumed to (1) have the fundamental understanding knowledge set forth in both Ophthalmic Level I and Ophthalmic Level II, above; have obtained Advanced Certification; (3) have more than 8 years of Ophthalmic knowledge; and (4) have achieved an advanced level of knowledge, skills and abilities within their Ophthalmic Profession. Finally, these courses must derive more than seventy percent (70%) of course content from the applicable Advanced Job Task Analysis.

Only Providers with the applicable Ophthalmic Level may provide courses in the applicable Ophthalmic Level.

*Final designation of course level is made by the ABO & NCLE Subject Matter Experts.

Courses will be designated as either **Ophthalmic** or **Non-Ophthalmic**.

Course offerings must be made reasonably accessible to all Ophthalmic Professionals and shall not be restricted solely to those who maintain membership or employment in any specific organization(s).

D. Criterion Four: Course Content

Course content must be generic in nature and presented in an objective manner.

Continuing education courses designed to promote one company's products or services will not be approved for ABO & NCLE Continuing Education Credit.

Specific product brands may be briefly mentioned and described within a course, if necessary, but such presentations must always be as balanced as possible with respect to competing companies and/or products.

Providers and Sponsors involved in the manufacturing, distribution, marketing, sale and servicing of products and/or services are expected to utilize caution and good judgment in separating promotional aspects from educational content.*

New and innovative technology may be non-generic in nature, but may still be an appropriate topic for Continuing Education. Courses relating to such innovations will be evaluated on an individual basis, with all reasonable efforts to omit, or restrict, specific product references.

All courses must be monitored by course sponsors and those that fail to adhere to these guidelines may be denied CEC approval. Industry vendors, sponsors or providers who fail to honor this criterion may be removed from the ABO & NCLE approved listings.

- **A sponsor's logo may only appear on the first and last slide of a presentation.**
- **Any course containing such logos shall indicate that approval of Continuing Education Course content by ABO & NCLE does not indicate endorsement or approval of the product and/or service by ABO & NCLE.**
- **Speakers sponsored or employed by an industry vendor must include a signed statement with their application (except for new technology or a new product), pledging that the course content will be presented in a generic and objective manner.**

E. Criterion Five: Length of Course

The course length and method of presentation must be indicated on the course application.

A minimum of 50 minutes of instruction must be allotted for each hour of credit requested. Questions and answers may be entertained afterward. It is best to plan one hour for each credit, which will allow courses that finish a few minutes early to still fulfill the 50-minute requirement. Hours are based on actual instruction time excluding coffee breaks.

Courses can only be submitted for a maximum of two (2) hours. Courses submitted for more than two (2) hours must be split up and submitted as separate courses.

The method of presentation — lecture, hands-on, article*, live webinar*, recorded webinar* — shall be indicated. This will help course evaluators to judge the appropriateness of the course and will also help attendees to know what to expect when they take the course.

*Please refer to the special requirements for [articles](#) and [webinars](#).

As part of the course evaluation process and to ensure compliance with these criteria, ABO & NCLE reserves the right to monitor, record and evaluate--without prior notice and without charge-- any approved educational meeting.

F. Criterion Six: Provider Qualifications

Providers must be qualified by education or experience to provide quality instruction in the relevant subject area and must be approved by ABO & NCLE for each course they are presenting.

Providers are approved as either Ophthalmic or Non-Ophthalmic. Ophthalmic course content is determined as one of three levels: **Level I** (basic); **Level II** (intermediate); or **Level III** (advanced). Non-Ophthalmic courses are not distinguished by levels. Level I and II Ophthalmic Providers may only provide Level I (basic) and Level II (intermediate) courses, but not Level III courses. Ophthalmic Level III approved Providers may provide Level I, II or III courses.

A Provider's qualifications can be judged, in part, on education and training, work experience, recognition by peers, previous speaking performances, publications, and professional credentials. All Providers presenting Ophthalmic courses must be certified by ABO & NCLE or another appropriate certifying agency (JCAHPO, RN, etc.). Doctors (MDs and ODs) automatically meet the certification requirement but must still be approved at a certain level. Persons with credentials other than those required by ABO & NCLE, or those giving Non-Ophthalmic courses, may be granted conditional approval by the ABO & NCLE Education Committee.

Ophthalmic courses are those that relate directly to skills or knowledge that are optical in nature and appear in the [ABO Job Task Analysis](#) or [NCLE Job Task Analysis](#). Non-Ophthalmic courses are those that will enhance the abilities of Ophthalmic Professionals but are usually not optical in nature.

ABO & NCLE cannot verify a Provider's communication skills. It is the responsibility of course sponsors to obtain Providers who will best present the material in a manner that keeps the audience engaged in the learning process. Always check references of your speakers. Consistently poor reviews for either a course or a Provider could result in the rescinding of ABO & NCLE approval for continuing education credits.

All Provider Approvals are valid for a three (3) year period. All Providers must re-apply for Provider Approval every three (3) years.

G. Criterion Seven: Evaluations

Each attendee will be invited to evaluate the course and speaker.

ABO & NCLE requires that all course attendees have the opportunity to evaluate Providers and courses. This opportunity will now be offered electronically, by inviting attendees to send comments to mail@abo-ncle.org.

We ask that Sponsors and Providers assist in this effort by doing the following:

Sponsors – Please include the following statement in all promotional materials for your program: Course attendees may send any comments about courses and/or Providers to mail@abo-ncle.org.

Providers – Please present the following statement in your slides and/or handouts: Course attendees may send any comments about courses and/or speakers to mail@abo-ncle.org.

Also, announce this invitation to your audience at the time of the presentation.

No CEC may be validated until at least 50 minutes of course time has transpired for each hour of credit received. CECs must be validated by stamping with sponsor's stamp. If a participant arrives late or leaves early so as not to have completed the required amount of instructional time, the sponsor may not validate the CEC.

To ensure the integrity of the continuing education process, be sure non-participants do not have access to the CECs. All unused CECs must be destroyed after the meeting. If you run out of CECs you must contact the ABO & NCLE for instructions. CECs may not be copied.

Failure to comply with the proper procedures for distribution and validation of CECs may result in loss of privilege to serve as a provider of ABO & NCLE-approved education.

V. Sample Course Topics

A. ABO Course Topics

This list is included to illustrate the TYPES of topics that might be covered in either Ophthalmic or Non-Ophthalmic continuing education courses. It is NOT to be regarded as a COMPLETE list, but is here only to help give Sponsors and Providers a better understanding of Ophthalmic versus Non-Ophthalmic topics.

I. Ophthalmic Courses

- Ophthalmic Terminology
- Optics
 - Ophthalmic Optics
 - Geometric Optics
 - Theoretical Optics
 - Practical Optics
 - Lens Characteristics
 - Centration
 - Optical centers
 - Major Reference Points
 - Measurements
 - Segment heights
 - Prism
 - Desired prismatic effects
 - Unwanted prismatic effects
- Ocular Anatomy and Physiology
 - Anatomy of the Eye
 - Physiology of the Eye
 - Refractive Errors and Refractive Status
 - Anatomical Considerations for Fitting Criteria
 - Anomalies
 - Visual Pathway
 - Ocular Pharmacology
 - Triage
 - Ocular Conditions & Pathology
 - i.e., Glaucoma, cataracts, macular degeneration, etc.
 - Age-Related Accommodation Issues
 - Coordination of Eye and Head Movements
 - Others
- Principles of Refraction
- Transposition
- Optical Dispensing
 - Customer/Patient History
 - Relationship Between the Prescription and Finished Product
 - Format and Content of Prescription
 - Analysis and Interpretation of Prescriptions

- Visualizing the Prescription
 - Use of the Lens Cross
- Considerations for Dispensing Based Upon Refractive Errors (equal or unequal)
- Lenses
 - Characteristics of Lenses
 - Single Vision
 - Multifocal
 - PAL's
 - Occupational
 - Safety and Sports
 - Specialty Lenses
 - Other Characteristics
 - Base Curves and Relationship of Changes and Thickness
 - Lens Materials
 - Characteristics and Properties
 - Lens Design
 - After-Market Treatments, Coatings, Tints, Selective Filtrations, etc.
 - Lens Selection – Material, Blank Size, Thickness
- Common Prescription Irregularities
- Frames
 - Frame Materials
 - Metals
 - Plastics
 - Specialty Materials
 - Safety/Industrial/Sport
 - Care and Handling
 - Frame Design
- Care of Lenses, Treatments, Frames, etc.
- Patient Advisement
- Fitting and Adjusting
 - Measurements
 - Vertex Distance
 - Tilts
 - Use of Hand Tools
 - Fitting Triangle
- Dispensing Procedures and Methods
- Verification and Inspection
- Observation Techniques
- Identification of Changes in Customer's/Patient's Old Eyewear and New Eyewear
- Infection Control
- Instrumentation and Equipment
 - Ophthalmic Instrumentation and Equipment
 - Optical Instrumentation and Equipment
 - Use of Focimeter (Lensometer, Vertometer, Lens Meter), Lens Clock, Calipers, Distometer, etc.
 - Calibration and Maintenance
 - Infection Controls and Hygiene
 - Handling and Disposing of Hazardous Materials and Waste

- SDS
- Optical Fabrication Procedures & Processes
- Sight Testing
- Technology
 - Technology of New Products Available
 - Technology of Old Products

II. Non-Ophthalmic Courses

Any other topics that contribute to the effective professional practice of Opticianry and the health and welfare of the consumer, in so far as they relate specifically to Opticianry including:

- Governmental Standards and Regulations
- Rules and Regulations
 - Ophthalmic Dispensing Law
 - Prescription Release
 - Standards of Practice
 - Scope of Practice
 - Ethics Related to Ophthalmic Dispensing and Practice
 - Health Care Law
 - Agencies
 - Food and Drug Administration (FDA)
 - Federal Trade Commission (FTC)
 - Environmental Protection Agency (EPA)
 - American National Standards Institute (ANSI)
 - American Society of Testing Materials (ASTM)
 - HIPAA – Can also be placed under HR
 - Medicare & Medicaid
- Regulatory Boards
- Professional Development
 - Front Office Procedures
 - Telephone Procedures
 - Patient Flow
 - Office Image
 - Dress Code
 - Professionalism
- Dispensing
 - Communication
 - Lifestyle Dispensing
 - Benefits and Limitations of Prescriptions for Visual Efficiency
 - Vocational and Avocational Needs of Customer/Patient
 - Cosmetic/Pathological/Therapeutic Needs of Customer/Patient
 - History
 - Questioning
 - Listening
 - Cosmesis of Eyewear (facial shapes, customer/patient coloring, other facial characteristics, proper frame selection)

- Recommendation of Proper Frames and Lens Combination Based on Lifestyle Analysis
 - Professional and Courteous Customer/Patient Relationship
 - Resolving Conflict
 - Patient Advisement
 - Product Performance and Limitations
 - Duty to Warn
- Demographics and Dispensing
 - Age Related Dispensing
 - Pediatrics
 - Geriatrics
 - Between
- Human Resources
 - Employee and Policy Manuals
 - Management
 - Leadership
 - Hiring and Termination
 - Training
 - Scheduling
 - Conflict Regulation
 - Laws and Regulations
 - Agencies
 - The U.S. Equal Employment Opportunity Commission (EEOC)
 - Office of Civil Rights (OCR)
 - U.S. Department of Labor (DOL)
 - Occupational Safety & Health Administration (OSHA)
 - Department of Health Human Services (HHS)
- Practice Management
 - Financial Issues
 - Business Planning
 - Financial Planning and Budgets
 - Financial Statements
 - Marketing Strategies
 - Basic Accounting
 - Advertising
 - Material Costs
 - Overhead
 - Payroll Cost
 - Reimbursement Systems (SSI, Medicare, Medicaid, health insurance, federal/state/local waivers and grants)
 - Monitoring Third Party Relationships
 - Basic Office Procedures and Record Keeping
 - Purchasing Decisions
 - Inventory Management
 - Practice Management Technology Software
 - Organizational Skills
 - Computer Skills
 - Practice Promotion, Marketing and Advertising

- Inventory Management
- Records
- Consumer Laws
- Technical writing, developing educational materials, and instructional techniques
- Areas outside the scope of practice such as: surgical techniques, medical diagnosis, medical triage, drug prescriptions, and any other topics that may arise and the decisions regarding relevancy will be at the sole discretion of the ABO & NCLE.

B. NCLE Course Topics

This list is included to illustrate the TYPES of topics that might be covered in either Ophthalmic or Non- Ophthalmic continuing education courses. It is NOT to be regarded as a COMPLETE list but is here only to help give Speakers, Sponsors and Providers a better understanding of Ophthalmic versus Non-Ophthalmic topics.

I. Ophthalmic Courses

- Anatomy and Physiology
- Ocular Pathology and Physiology
- Drugs, Systemic Diseases, and Ocular Pathogens Affecting Contact Lens Wear
- Refractive Errors, Conversion of Spectacle Rx to Contact Lens Rx
- Corneal Defects, Congenital Deformities, Injuries
- Principles of Optics and Visual Pathways as Related to Contact Lens Wear
- Instrumentation Usage and Calibration: Keratometry, Corneal Topography, Lensometry, Slit-Lamp Biomicroscopy, Radiuscopy, other Instruments Used in Inspection and Verification of Contact Lenses
- Interpretation of Instrument Findings
- Fluorescein Evaluation to Evaluate Lens Fit and Discern Pathology
- Tear Film Evaluation
- Contact Lens Materials and Designs
- Determination of Lens Properties and Parameters
- History-Taking and Patient Selection
- Fitting Criteria, Techniques and Lens Evaluation
- Lens Manufacturing, Modification, and Polishing
- Contact Lens Care Systems and Solutions: Components, Ingredients, Incompatibilities
- Lens Disinfection, Storage, Care and Maintenance
- Cleaning and Disinfection of Instruments, Sinks, Surfaces in the Contact Lens Area
- Lens Insertion and Removal Techniques
- Patient Instruction and Compliance
- Hygiene and Personal Care
- Normal and Abnormal Responses and Reactions to Contact Lens Wear
- ANSI Z80 Standards
- Contact Lens Emergencies and Triage

II. Non-Ophthalmic Courses

- Lifestyle Factors and Their Effect on Contact Lens Wear
- Sources of Patient Records
- Storing Patient Data
- Ethics and Confidentiality
- Records Release Information
- Knowledge of Fitter Aids, Product Sources, Consultation Services
- Product Purchasing and Return Policies
- Telephone Skills
- Scheduling Fitting and Follow-up Appointments
- Human Resources: job descriptions, work rules, employee grievances, safety training, interviewing, recruitment, wages, salary, benefits, standards for job performance, employee evaluation, work schedules, conflict resolution

- Interactions with Other Professionals, Vendors, Ancillary Personnel
- Professional Societies and Continuing Education
- Product Demonstrations and Educational Seminars to Public
- Promotion of Goods and Services
- Participating in Community Vision Programs
- Technical Writing, Developing Educational Materials, and Instructional Techniques
- Marketing Strategies
- Basic Accounting
- Business and Financial Statements
- Business Planning
- Financial Planning and Budgets
- Federal, State, and Local Guidelines (e.g. ANSI, FTC, OSHA, HHS, FDA, HIPAA):
Knowledge and Compliance
- Reimbursement Systems (SSI, Medicare, Medicaid, health insurance,
Federal/State/Local Waivers and Grants)
- Consumer Laws
- Monitoring Third Party Relationships
- Inventory Control and Reordering Systems
- Storage Systems
- Product Recalls
- Patient Fees and Refunds