



Council on Optometric Practitioner Education

Criteria for COPE Qualification of Continuing Education

Revised January 2009

New:

- *Standards for Commercial Support Disclosure*
- *Distance Education Categories*
- *Online Course Submission*

ARBO

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*A service of the
Association of Regulatory
Boards of Optometry (ARBO)*



Association of Regulatory Boards of Optometry, Inc.

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Dear Continuing Education Instructor:

The Association of Regulatory Boards of Optometry (ARBO) developed the Council on Optometric Practitioner Education (COPE) for one-stop CE approval for optometric regulatory boards, with no headaches! While COPE's main purpose is to assist optometric regulatory boards in the review and approval process for optometric continuing education (CE) necessary for license renewal, this centralized approval process benefits instructors as well.

It takes a great deal of work for sponsors of CE to obtain individual optometric regulatory board approval for the various courses in their programs. Working with COPE they can save a great deal of time and effort by offering courses that are already COPE Qualified. COPE-Approved programs attract the attention of more doctors nationwide seeking CE for license renewal because of the almost universal acceptance of COPE courses by optometric regulatory boards. This means that when your courses are COPE Qualified, they will be more attractive to planners of state, regional, and national CE programs. ARBO will provide a list of COPE-Qualified Courses to program sponsors and your courses will receive significantly greater exposure to those committees planning CE programs.

Gaining COPE course approval is a simple process. First, you must submit your course(s) for COPE Qualification (your COPE Course Qualification remains in effect for three (3) years after approval). Then, when an Administrator submits a list of courses selected for their event, those that have been previously qualified from instructor submissions will be designated COPE-Approved Courses. Obviously, CE programs with COPE-Approved Courses will appeal to more doctors seeking CE credits for license renewal. That's all it takes!

All the information you need to apply for course review is enclosed. Please read all the information provided BEFORE beginning the application as this will expedite the qualification process. There is no limit to the number of courses you may submit and courses may be submitted at any time.

Should you need further information about COPE, or if you need help in completing your application, please call ARBO at (704) 970-2710 or email to arbo@arbo.org. For more information on administrator event submission, see the *Information for Administrator Qualification and Instructions for COPE Event Submission* handbook.

Sincerely,

A handwritten signature in black ink, appearing to read "J F Combs", is written over a light blue rectangular background.

Jerald F. Combs, O.D., Chair
Council on Optometric Practitioner Education





WHAT IS COPE?

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Optometric continuing education (CE) is the primary method used by optometric regulatory boards to promote the continuing competence of licensed optometrists. There are a myriad of formats by which each optometry licensing board approves CE courses, disseminates course information, records course attendance, and retrieves practitioner data on course completion. One state licensing board duplicates much of the work done by another state licensing board, and many boards approve the same CE courses every year.

The **Council on Optometric Practitioner Education® (COPE®)**, a national clearinghouse for all CE courses of a statewide, regional or national scope, was created to remove these duplicative efforts by state boards, instructors, and program administrators.

Courses submitted by instructors are appropriately categorized according to content area, undergo peer review, and are then entered into COPE's database of qualified CE courses. The courses are then shared with state licensing boards, who verify credit certificates against the data we collect; by program planners, who seek courses for future meetings; and by practitioners, who prefer COPE-Approved CE as it is often already approved by their state for credit towards license renewal. By submitting your courses for qualification, you will increase their potential to be selected by planners of state, regional and national CE meetings.

COPE is a member benefit of the Association of Regulatory Boards of Optometry (ARBO), which is the association that currently represents 50 US optometry boards, 4 US territories/jurisdictions, and 3 Canadian boards. COPE's mission is to:

Assist member boards in the accreditation and monitoring of optometric continuing education to enhance optometric competence for the protection of the public.

To create this national clearinghouse, participating state licensing boards have agreed upon standards for administration of continuing education courses; a standard form for submission for course approval, and a standard form for reporting continuing education courses.

HOW TO APPLY!

There are only two steps in applying for course qualification. They are:

1. Read the *COPE Requirements for Course Qualification* that begins on page 4 to verify that you will comply with the stated requirements.
2. Submit your course online at www.arbo.org. Click on COPE and then click on Instructors-Submit Courses (in the gray box) and follow the step-by-step instructions. Upload the required documents and submit the information to ARBO with the required fee (may be paid online with a credit card). Detailed instructions for submitting online applications are on page 5. Courses CANNOT be reviewed unless all appropriate materials are provided. Incomplete applications and applications without fees or with incorrect fees may not be processed or may be rejected.

Notification of action on your course application will follow within 4-6 weeks of submission. If your course is accepted by COPE, it is considered **“COPE Qualified”** for a period of 36 months. Notifications are mailed one month prior to the three year anniversary date to remind you to submit the course for re-qualification.

IMPORTANT: *Courses are not “COPE Approved” until an Event has been submitted, along with required documentation, by a Qualified COPE Administrator.*

COPE REQUIREMENTS FOR COURSE QUALIFICATION

COPE has established the following criteria to match those required by participating state licensing boards. This will assure that once qualified, your course(s) will be acceptable to all participating state licensing boards for CE credit towards license renewal. As most courses offered at major CE meetings already meet these criteria, a majority of instructors have the information to be submitted on file already. The difference with COPE is that you, the instructor, will submit your course(s) for review, not the program sponsor; and COPE will then review your course(s) on behalf of participating state licensing boards. The benefit to instructors is that, unless changed significantly, each course is reviewed only once independent of the number of times you may present it during the 36-month qualification period.

I. Courses:

- A. A course must be an organized program of learning that will contribute to the advancement and enhancement of professional competency and scientific knowledge in the practice of optometry, and be designed to reflect the educational needs of optometrists.
- B. A course must have scientific and educational integrity and must contain customary and generally accepted optometric and medical practices.
- C. A course must have an outline which demonstrates consistency with the course description and reflects the course content; (See page 7 for outline guidelines.)
- D. A course handout/outline must be provided to all participants. The outline must be the same as the one submitted for COPE approval. If the original outline is updated, a copy must be provided to both ARBO and the event administrator.
- E. A course must be taught in a manner appropriate to the educational content, objectives and purpose of the program, and must allow suitable time to be effectively presented to the audience.
- F. Disclosure of financial/proprietary interests:
 - 1) Instructors and administrators must disclose any financial interest or other relationship with a manufacturer, vendor, or distributors of any commercial products or services related to the practice of optometry.
 - 2) Courses presented on behalf of a commercial/proprietary entity, which specifically promotes one or more products of that company, will not be approved.
 - 3) Commercial/proprietary entities must have no influence or control over course development or presentation.
- G. Courses cannot be retroactively qualified/approved by COPE.

II. Instructional Hours:

- A. The minimum credit for any COPE Qualified Course is one hour.
- B. Additional credits must be in half- or one-hour increments.
- C. One hour of CE credit equals a minimum of 50 minutes of instructional time.

III. Instructor(s):

- A. Instructor(s) must have the necessary qualifications, training and/or experience to present the course. With the exception of courses categorized as Practice Management (see page 8), principal Instructors must hold a minimum of a doctorate-level degree (O.D., M.D., Ph.D., D.O., J.D., D.D.S., D.C., Pharm.D., LL.D., D.Ed., D.Sc., etc.) or its international equivalent. Salaried faculties at accredited schools or colleges of optometry carry the imprimatur of the institution and are therefore exempt from this requirement. Individuals who do not hold at least a doctorate-level degree, or are not on faculty at an accredited school or college of optometry at a level of at least assistant professor, may only be listed as Adjunct Instructors for courses submitted for review, and only when the Principal Instructor holds a doctorate-level degree.
- B. All instructors, including adjunct/assistant instructors, must provide a current Curriculum Vita.

IV. Guidelines for Continuing Education with Examination (CEE):

Formerly known as Transcript Quality/Institutional Certified CE. Test developers are expected to adhere to COPE's Continuing Education with Examination Policy (see page 10).

INSTRUCTIONS FOR ONLINE APPLICATION SUBMISSION

Please follow these instructions when submitting the online application for course qualification. If you have any questions, contact ARBO at 704-970-2710.

1. Go to the ARBO web site at www.arbo.org. Click on COPE and then click on Instructors-Submit Courses (gray box).
2. Enter the Principal Instructor's *OE TRACKER* number where indicated. If unknown, use the search function provided. When the correct individual is located, click "Use This Instructor" button to continue.
If Principal Instructor is not a licensed optometrist, scroll down and use the Non-Optometrist Instructors search function. If the individual is not found in the database, contact ARBO at 704-970-2710 to have the instructor's information added.
3. Submitter Information:
If someone other than the principal instructor is submitting the application, provide requested information in the appropriate fields. The submitter will receive email notifications as the application moves through the process. Note: If submitter contact information is not provided, all email correspondence will be sent to the principal instructor.
4. The fields for the Principal Instructor (name, address, phone, etc.) are pre-populated with information from the instructor's *OE TRACKER* record. **Attempting to overwrite this information will not be saved when the application is submitted and will not be reflected when the course is viewed on the website or alter where emails are sent.**
5. List the names and degrees of any **Co-Instructors** who participate in the presentation of the course.
A **Co-Instructor** is an individual who, in conjunction with a Principal Instructor, may assist and participate in the presentation of a course, but also has the necessary qualifications to give the course independently of the principal instructor should the Principal Instructor be unavailable due to extenuating circumstances.

IMPORTANT: Instructors must file for independent COPE Qualification for a course that may, or is desired to be, presented separately by both the Principal and Co-Instructor.

6. List the names and degrees of any **Adjunct/Assistant Instructors** who participate in the presentation of the course.
An **Adjunct Instructor** is an individual whose main function is to support the Principal Instructor with the presentation or preparation of a course. An Adjunct Instructor may or may not be present to assist with the presentation of a course, however, an Adjunct Instructor cannot, under any circumstance, present a course in place, or in the absence of, the Principal Instructor.
7. The title must adequately describe the course. The title must be as it will appear in all future programs.
Hint: When approved, your course will be COPE-Qualified for 3 years and may be given multiple times during that time. Because course titles cannot be changed once approved, it is recommended that you do not "date" a course (for example: Glaucoma 2007).
8. The course description is a brief statement of what the instructor(s) intends to present, summarizing the course in 35 words or less, which is suitable for publishing.
9. Briefly state the course objectives.
10. Disclosure of Financial or Proprietary Interests: You must disclose on the application any direct financial or proprietary interests you may have in any of the companies, products, pharmaceuticals or services you may have mentioned, or intend to mention, in your presentation. You must also disclose if you provide for-profit support of any kind, are a paid consultant to, an employee of, or serve as an officer on the board of any companies mentioned in your presentation. Should your course be approved, this information must also be disclosed at the beginning of your presentation to your audience in a clear and unambiguous manner, both verbally, and included in your written course handout/outline.
11. Course Category: While a course may pertain to several course categories, there is usually one major topic which will cover most of the time and discussion, and which will best match one of the categories. Identify **one** category which best describes the educational experience provided by your course. Please do not use General Optometry unless no other category applies. (See page 7-8 for category definitions.)
12. Course Presentation: The presentation indicates how the course material will be presented. Courses may be presented by more than one method. Indicate the amount of time that will be allotted for each method during the course. Use decimal format. The time allotments for all methods should total the entire number of hours in the course. (Refer to definitions on page 8 for clarification.)
13. Check whether or not the course is CEE (Continuing Education with Examination) and, if so, select the appropriate sponsoring school/institution and the method of test distribution. (See Continuing Education With Examination (CEE) Policy on Page 10.)

INSTRUCTIONS FOR ONLINE APPLICATION SUBMISSION-*Continued*

14. Indicate whether or not the course is Distance Learning/Multimedia and, if so, select the appropriate sponsoring school/institution and the method of test distribution. (See Distance Learning/Multimedia Policy on Page 9.)
15. Indicate the appropriate Course Format (see page 9 for Course Format Definitions).
16. The application fees will automatically be calculated based on your selections and payment will be made in a following window.
17. Following on-screen upload instructions, upload a complete copy of the instructor(s) CV(s), the outline of the course (see course outline requirements and sample on pages 7 and 11-12), any required tests, answer keys, statement from sponsoring institution for CEE or Distance Learning/Multimedia courses and published articles.
18. You will then be taken to Confirmation/Secure Payment Gateway. Review information provided and, if everything is correct, continue to scroll down the screen. If you need to make corrections on the application, click the back button of your browser, correct the errors/omissions and resubmit the course.
19. Enter credit card information and click the Pay Course Fees button or, if the course is sponsored by an ASCO institution or you have been provided with a processing code by ARBO, enter the ASCO code in the appropriate field and click the Submit Invoice Course or Submit ASCO Course button as appropriate.
20. As the application moves through the process, you will receive email notifications of the status of the course application.

FEES

The Application Fee is \$50 for the first hour of instruction for each course submitted, and \$40 for each additional hour. Each half-hour increment counts as one (1) hour. Thus, if your course is 1 hour, the fee is \$50; if your course is 1.5 hours, or 2 hours, the fee is \$90; if your course is 3 hours, the fee is \$130; and so on. (**Note: minimum course length accepted is one (1) hour**).

Sometimes a course must be submitted late. COPE will attempt to qualify a course as expeditiously as possible. However, to reduce the qualification time to less than 30 days, an Urgent Processing Fee of \$100 for each course is added to the Application Fee. Under no circumstances will COPE accept a course of qualification with a review time of less than 14 days.

REFUND POLICY

In the event an application for course qualification does not receive COPE approval, no fees will be refunded.

CURRICULUM VITAE (CV)

A CV is a detailed chronological history of a person's educational and teaching experience, and professional accomplishments, which qualifies the instructor to teach the course (NOT a biographical sketch). You **MUST** submit a current CV with your application for course review. The minimum information that must be provided should include:

Name

Office/work address, phone and fax numbers

Education (degree/certification, institution, year degree awarded)

Professional accomplishments/experience (appointments, publications, area(s) of expertise, prior lectures)

Professional affiliations/societies

Optometric/medical licensure information state(s) where you hold a current license to practice

WHY DOES COPE REQUIRE A COURSE OUTLINE?

The course outline enables course reviewers to evaluate the course content and organization of your presentation and is the most critical component of your application. Course outlines should conform to the following:

- The ideal outline should constitute approximately two (2) pages per hour of presentation.
- The first page of the outline should include each instructor's name, address and phone number or email address and a clearly identified course title.
- The outline should be in sufficient detail so as to permit either the participant or an observer the ability to clearly follow along throughout the presentation, i.e., the outline should plainly parallel the lecture material being presented. An outline can be considered sufficiently detailed if an observer is able to enter the presentation and after 5 or 10 minutes be able to identify where the presenter is in the outline. There should be enough detail in the outline such that course participants may use the document as a reference tool subsequent to the lecture.
- General reading references that guide course participants to further exploration of the presentation topic are strongly encouraged.
- If your presentation features a post-course test, the course outline should identify the relative importance of key issues, and test question distribution should match these emphases. However, your outline should not carry direct references to test questions, or similar markers, that inordinately alert course participants to test questions.
- PowerPoint presentations are acceptable as course outlines. However, a sequence of images is not sufficient. Text notes are required and are necessary to permit a participant the ability to follow the presentation and reference it after the conclusion of the course. *A minimum of ten (10) slides per lecture hour is required.*
- If the instructor updates the course content within the 3-year approval period, an updated outline/PowerPoint must be submitted to COPE and the event administrator.

COURSE CATEGORY DEFINITIONS

A. CLINICAL OPTOMETRY

Contact Lenses (CL): All aspects of contact lens applications.

Functional Vision/Pediatrics (FV): Those portions of optometric practice that deal with visual processing and neuro-optometric rehabilitation, including sports vision, binocular vision, and visual training or vision development courses.

General Optometry (GO): Any study in the area of the eye and vision care, which constitutes eye and vision research, or examination, diagnosis and treatment of anomalies of the human eye and visual system. For the purposes of these categories "General Optometry" excludes any other category enumerated here.

Low Vision/Vision Impairment & Rehabilitation (LV): All aspects of low vision devices, care and therapy.

B. OCULAR DISEASE

Glaucoma (GL): The study of the etiology, clinical pathophysiology, diagnosis, treatment, management, and the outcomes of therapeutic regimens.

Examples: Any course with major emphasis on diagnosis, treatment, and/or surgical and medical management of glaucoma (i.e., trabeculectomy, laser surgery for glaucoma).

Peri-Operative Management of Ophthalmic Surgery (PO): The study and clinical training of any ophthalmic surgical procedure of the anterior segment and adnexa (not to include any procedures covered in other categories).

Examples: Includes all aspects of pre- and post-operative management of ocular surgery care (excluding Refractive Surgery), i.e., cataract, lid surgery/procedures, strabismus surgery, keratoplasty, etc

Refractive Surgery Management (RS): Instruction and/or clinical training in refractive or photorefractive technologies, which may include Peri-operative Patient Management: Counseling and evaluation for indications or contra-indications in patient selection, including recognition of associated complications and course of action in analysis and treatment.

Examples: Courses related specifically to management of PRK, RK and LASIK patients; corneal refractive surgery, etc.

Treatment & Management of Ocular Disease: Anterior Segment (AS): The study of the etiology, clinical pathophysiology, diagnosis, treatment, management, and outcomes of therapeutic regimens for anomalies of the anterior segment of the human eye.

Examples: Keratitis, anterior uveitis, conjunctivitis, blepharitis, lid anomalies, foreign body removal, etc.

Treatment & Management of Ocular Disease: Posterior Segment (PS): The study of the etiology, clinical pathophysiology, diagnosis, treatment, management, and outcomes of therapeutic regimens for anomalies of the posterior segment of the human eye.

Examples: Degenerative, infective, and vascular diseases of the retina/choroid/sclera and optic nerve, inclusive of all aspects of surgical care involving the posterior segment of the eye, i.e., retinopathies, neuropathies, retinal laser surgery, retinal detachment surgery, etc.

COURSE CATEGORY DEFINITIONS—Continued

C. RELATED SYSTEMIC DISEASE

Neuro-Optometry (NO): The study of the etiology, clinical evaluation, diagnosis, treatment and management of disease and disorders of the nervous system, both systemically and as it relates directly to the eye and visual system.

Examples: Includes all aspects of nervous system conditions involving the brain, cranial nerves, spinal cord, peripheral nerves, and corresponding muscles, i.e., multiple sclerosis, pituitary tumor, brain trauma, Myasthenia Gravis, papilledema, Horner's Syndrome, etc.

Oral Pharmaceuticals (OP): The study of the etiology, clinical evaluation, diagnosis and treatment of ocular disease using the appropriate indications, prescription utilization, and follow-up assessment of the oral medications used for ocular therapy

Pharmacology (PH): The study of the interaction of chemical agents with biological systems.

Examples: Toxicology; adverse effects of systemic drugs; adverse effects of ocular drugs; control of ocular pain. Any courses related to medications and how they affect the various tissues or their mechanism of actions.

Principles of Diagnosis (PD): The study of the art and science of the process of determining the nature and circumstances of a diseased condition with emphasis on the biological and clinical procedures utilized in medical examination and disease differentiation, and underlying clinical pathophysiology, e.g., corneal topography, visual fields (unless specific to glaucoma); laboratory testing and imaging; fluorescein angiography; gonioscopy.

Systemic/Ocular Disease (SD): The study of the relationship of any anomaly of normal function of the human body and the possible manifestation of such as signs and/or symptoms in the eye or visual system.

Examples: General study of diabetes, HIV/AIDS, thyroid disease, etc., along with their ocular manifestations. Vascular diseases both systemic and ocular.

D. OPTOMETRIC BUSINESS MANAGEMENT

Ethics/Jurisprudence (JP): The study of the body of law in the practice of optometry & its relationship to the Medicolegal system.

Examples: Any courses related to the rules and practice acts for optometry, or addressing medicolegal issues related to patient treatment, and liability concerns and issues.

Practice Management (PM): The study of management of the **business** affairs of optometric practice. *This includes the concepts of managed care and operations management, courses designed to help market practices, to educate office staff, to improve billing efficiency and coding skills, to improve clinical recordkeeping and to enhance fiscal efficiency. This does not include courses that are intended for personal enhancement or investment prowess.*

COURSE PRESENTATION DEFINITIONS

The continuing education course presentation and the format by which the presentation is made are aspects of CE that must be identified for many state boards as part of the approval of courses for license renewal. While these descriptions may not cover all possible presentations or formats (as defined by COPE), they can be used to provide the information required by state boards.

LECTURE: A discourse given before an audience for the purposes of instruction in an area of study with one or more instructors.

INTERACTIVE/WORKSHOP: A laboratory that emphasizes the demonstration and application of hands-on techniques and skills in optometric procedures and instrumentation.

PANEL: A discourse in a given area of study, presented by usually three or more simultaneous instructors.

SYMPOSIA/SCIENTIFIC LECTURES: A presentation usually by mul-

iple persons on numerous topics, each presented in a short time frame.

GRAND ROUNDS: A presentation of clinical cases involving actual patient encounters, and the discussion of the diagnosis and treatment of that particular patient condition.

CORRESPONDENCE: The presentation of clinical cases or information related to professional eye care solely in a written (printed/typeset), or electronically recorded format. **Important:** see DISTANCE LEARNING / MULTIMEDIA POLICY on page 9.

INTERNET/ONLINE: The presentation of clinical cases or information related to professional eye care delivered solely via the Internet. Important: see DISTANCE LEARNING / MULTIMEDIA POLICY on page 9.

POSTERS: The presentation of a poster at a scientific meeting. Authors must be present with the leading author meeting the COPE criteria (i.e. O.D., Ph.D., R.Ph., M.D.). 50 minutes of attendance is one hour of credit.

COURSE FORMAT DEFINITIONS

FORMAT DEFINITIONS

- A. **LIVE:** A live format is when the instructor is in the same room with the participants, even if other formats are used as audiovisual aids for teaching the course. The instructor is face-to-face with the audience and can touch the participants.
1. **CE:** There is no post-course test.
 2. **CEE (Continuing Education with Examination):** There is a post-course test. **Important:** See CEE Policy, page 10.
- B. **DISTANCE LEARNING/MULTIMEDIA:** The course instructor is not physically present. **Important:** See Distance Learning/Multimedia Policy below.
1. **Interactive:**
 - a. **Webinar:** Web-based seminar that (unlike a webcast) allows for interaction between audience and instructor.
 - b. **Satellite:** The course is delivered by satellite TV to downlink receiver sites. The one-way video broadcast can be made interactive through the use of telephones and fax machines and time is provided for participants to ask questions via phone or fax.
 - c. **Teleconference/Videoconference:** Interactive course between participants at two or more sites using computer networks to share audio and video data; may involve an electronic whiteboard to share software applications.
 2. **Non-Interactive:**
 - a. **Video:** The course is taught via video from a non-interactive videotape or DVD.
 - b. **Audio:** The course is taught via audio from an audiotape or audio CD.
 - c. **DVD/CD-ROM:** The course is taught from a computer disc at the learner's personal computer.
 - d. **Satellite:** The course is delivered by satellite TV to downlink receiver sites. The one-way video broadcast can be made interactive through the use of telephones and fax machines and time is provided for participants to ask questions via phone or fax.
 - e. **Internet/Online:** The course is available on the Internet/World Wide Web with print and graphics.
 - f. **Webcast:** Live or delayed audiovisual course that is broadcast one way on the Internet to an audience.
 - g. **Podcast:** Syndicated Web content downloadable by subscribers to an iPod, PDA, cell phone, or computer.
 - h. **Written/Correspondence:** The course is taught via printed media such as manuscripts, journals, or magazines. The instructor who is responsible for the course educates the participants by written means only.

DISTANCE LEARNING/MULTIMEDIA POLICY

A course qualifies as Distance Learning/Multimedia if it is presented in any of the following formats:

- Satellite
- Webinar
- Webcast
- Recorded/Written
- Video
- Audio
- DVD/CD
- Podcast
- Written/Correspondence
- Internet/Online

Courses presented for COPE review under any of the Distance Learning/Multimedia formats must comply with the following requirements:

- A. Courses must be at least one hour in duration and must include a post-course test to verify learning.
- B. Post-course tests must be sponsored by an accredited school of optometry, medicine, pharmacy or osteopathy. (See page 10).
- C. Tests must be in **multiple-choice question (MCQ)** format and should conform to the National Board of Examiners in Optometry's (NBEO) *Item Writer's Manual*.
- D. Post-course tests must require a score of at least 70% in order for a certificate of completion to be issued.
- E. Post-course tests must include at least ten questions for each hour of credit.
- F. The post-course test and answer key must be uploaded with the application materials to COPE.

Post-Course Testing for Distance Learning/Multimedia Education

Post-course testing requirements for Distance Learning/Multimedia are identical to those for CEE courses, except:

1. Distance Learning/Multimedia courses may be less than two (2) hours in duration, but must be at least one (1) hour.
2. Tests may accompany a course as part of the delivery mechanism (i.e., an Internet-based course may allow test candidates to take the test online; or a written/correspondence course may include the test in the same publication as the article, etc.

IMPORTANT NOTE: Distance Learning/Multimedia courses **do not** qualify as CEE Courses. **Only live lectures qualify as CEE courses.**

CONTINUING EDUCATION WITH EXAMINATION (CEE) POLICY

(Formerly known as Transcript Quality (TQ) or Institutional Certified CE.)

Courses presented to COPE for qualification as Continuing Education with Examination (CEE) courses must include a post-course test to verify learning and comply with the following criteria:

- A. Courses must be at least two (2) hours in duration; only 'live' courses are considered eligible for CEE credit.
- B. Courses must be sponsored by an accredited school of optometry, medicine, pharmacy or osteopathy; a statement must be provided certifying that the institution will assume responsibility for the related assessment. The name and address of the sponsoring institution must be prominently displayed on the documentation of post-course test results sent to each participant. See sample statement below.
- C. Post-course tests must be in **multiple-choice question (MCQ)** format and should conform to the National Board of Examiners in Optometry's (NBEO) *Item Writer's Manual*. Visit www.optometry.org for a copy of the manual, or visit the COPE downloads page to find a link to the manual. In general, multiple-choice questions should incorporate a simple stem that poses a question, or forms an incomplete statement (which is completed by the selected answer), and provides four or five options from which the test candidate will select one answer.
- D. Test candidates must require a score of at least 70% or better in order for a certificate of completion to be issued.
- E. Tests must include at least ten (10) questions for each hour of credit. The number of test questions should be rounded up for courses of partial duration (i.e., a 2.5 hour course must provide 30 test questions, etc.).
- F. Instructors who submit CEE courses acknowledge that course attendees are not prepped on test questions or guided on test content areas during course instruction. Furthermore, instructors must make no reference to test questions in the course outline, or in any other course handout.
- G. If the post-course test is given on-site, it must be administered in an atmosphere of educational integrity. If not tested on-site, the test must be mailed directly to the attendee after the completion of the course who must then complete it and return it to the sponsoring school for evaluation. Tests may not be removed from the course site by candidates.
- H. A printed copy of the post-course test and answer key must be included with the course application (confidentiality of any test submitted to COPE will be maintained).

When developing post-course tests, instructors should note the following (this is a brief overview of test preparation and does not replace a thorough review of the NBEO's *Item Writer's Manual*):

- The scope of the test should address the material in the course outline and correspond with content areas.
- Item options (answer choices) should be based on prior knowledge or knowledge taught in course.
- Instructors should undertake a simple post-test analysis of the results to determine if there are any flawed items (i.e., items that, due to low or erratic scores, are revealed as ambiguous, confusing or inaccurate) and remove them from future tests. The scoring for a test where items are flawed and removed should be recalibrated accordingly.
- Scores should be expressed as a percentage in all cases.
- Instructors should identify relative importance in course outline, and item distribution should match emphases.

SAMPLE STATEMENT FOR ACCREDITED INSTITUTIONS SPONSORING CONTINUING EDUCATION WITH EXAMINATION (CEE) COURSES

(Printed on Official Letterhead)

December 1, 200X

Council on Optometric Practitioner Education (COPE)
200 South College Street., Suite 1630
Charlotte, NC 28202

This letter confirms that ABC College of Optometry is responsible for the testing and grading of the post-course test for the courses listed below, scheduled for the XYZ Annual Meeting, January 5-6, 200X, in Atlanta, GA. ABC College of Optometry will provide each participant with documentation of performance on the test with the score reported as a percentage (only candidates with a passing score of at least 70%)

Course Title	Instructor(s)
Effective Use of TPAs in Contact Lens Practice	John Smith, OD
Contact Lens Management of Irregular Astigmatism: Video Grand Rounds	Tim Roth, OD Terry Maine, OD
Advanced Contact Lens Applications: Reversed Geometry Lenses	Phil Bartleby, OD

Sincerely,
Emily Provost, O.D.
Dean

SAMPLE COURSE OUTLINE

PRESCRIBING DISTANCE TELESCOPES FOR LOW VISION PATIENTS IN YOUR PRIMARY CARE PRACTICE

Jane Doe, O.D.
123 Main Street
Someplace City, CA 95959
Tel: (700) 555-1212
lowvisiondoctor@123key.com

Course Description:

This course presents a template for the primary care practitioner on how to prescribe basic telescopic devices for low vision patients. Common stock telescopes, data and information needed from the patient are discussed and case histories presented.

Course Learning Objectives:

- To recognize who may benefit from using a telescope.
- To review the principles and types of telescopes.
- To understand how to determine the beginning magnification for a telescope.
- To review the instructional sequence for use of stock telescopes.
- To review the verification of simple stock telescopes.
- To know when to refer for more extensive low vision care.

Outline

- I. Who can benefit from telescopic devices?
 - A. Distance tasks (primary use)
 1. Seeing the chalkboard
 2. Overhead menus at fast food restaurants
 3. Bus signs
 4. Identification of individuals at a distance
 5. Watching plays, movies
 6. Seeing television
 - B. Intermediate tasks (secondary use)
 1. Computer use
 2. Arm's length tasks, eg. card playing
 3. Seeing countertops
- II. Types of simple telescopes
 - A. Galilean systems
 - B. Keplerian systems
- III. Properties of telescopes
 - A. The exit pupil and field of view
 - B. The exit pupil and brightness
 - C. Determination of the telescope type
 - D. Verification of telescopic magnification (exit pupil method)
- IV. Prescribing for distance tasks
 - A. Determination of proper magnification for specified distance task
 - B. Monocular vs. binocular

SAMPLE COURSE OUTLINE-*Continued*

- V. Instruction in the use of telescopic systems for distance tasks
- Stationary user and stationary object (spotting)
 - Stationary user and moving object (tracking)
 - Moving user and stationary object
 - Moving user and moving target
- V. Case studies
- A. A 14 year old male with albinism has nystagmus, is light sensitive and currently wears single vision distance glasses, which he reports only “help a bit.” He cannot read the notes on the blackboard at school. Your refraction is:
- R. +4.00 — 2.25 x 180 VA 10/80 L. +3.00 — 3.00 x 170 VA 10/80
- He does not want to wear “anything that sticks out of his glasses.” He likes to watch soccer matches at the stadium also.
 - What specific tasks does the patient want to do?
 - What are the best corrected acuities?
 - What magnification should you start with?
 - How will the nystagmus affect the use of the telescope?
 - Should he wear his glasses when using the telescope?
 - How will wearing his glasses affect his field of view?
 - What options are available?
 - What about his light sensitivity?
- B. A 56 year old retired medical laboratory technician was diagnosed with beginning macular degeneration 7 years ago. She likes to play keno at the casinos but finds it very difficult to see the numbers on the overhead keno boards. She does not wear any glasses for distance and her acuities are: R. 10/40; L. 10/80.
- What is the task needing to be accomplished?
 - What are her acuities?
 - How will the light in the surrounding area affect the selection of the scope?
- C. A 65 year old African American woman with glaucoma has a hard time seeing concerts from her seat in the theater. Best correction and acuities are:
- R. +1.00-0.50x095 VA 10/160 L. +0.50-0.50x080 VA 10/200
- She has found her 2x opera glasses to be inadequate.
- Can you help her with this level of vision?
 - How would her glaucoma medications affect her using a telescope?
 - What is the disadvantage of giving her a high powered system?
- D. A 69 year old man with significant cataracts does not want to have cataract surgery. He loves to fly radio controlled model airplanes but is finding it extremely difficult to see the planes in the air. His acuities are not improved with any standard correction. R. 20/100; L. 20/100
- Does the patient need his hands free?
 - One eye or two?
 - How will a higher powered system affect his ability to track the planes?
- E. A friend (with no visual impairment) wants to see his son play football. Many of the games are played at night, but several are during the day as well. He has seen ads for binoculars and is trying to decide whether he should buy a 4x12 binocular; a 6x15 binocular; a 7x50 binocular or a 10x20 “extra wide field” system.

Can you give him any advice?

PROVISIONALLY-APPROVED APPLICATIONS

In the event your application is returned from a reviewer with provisional approval, you will be provided an opportunity to modify the application in such a manner that it can be approved. This may include circumstances such as an outline that is not sufficiently detailed, incorrect category selection, etc.

REJECTED APPLICATIONS—APPEAL PROCESS

In the event your application is rejected, there are two steps that may be followed:

1. In writing, request the application be forwarded for a second review by a different reviewer.
2. If the application is rejected a second time, you may, in writing, appeal the decision to the COPE Committee. You should include information on why you feel the application should be approved.

IMPORTANT

The course application review process is anonymous. The reviewer of any specific Application for Course Qualification is never identified to the instructor or submitter of the application.

I·M·P·O·R·T·A·N·T *When is a course considered approved for CE Credit?*

A course is considered approved by COPE for CE credit after a 3-step process:

1. The course instructor submits a course for COPE qualification on the ARBO website, attaching a course outline, CV, and application fee. The course is reviewed by ARBO and, if it meets COPE's course criteria, is declared a *COPE-Qualified Course*.



COPE Qualified Course

2. CE providers submit an event for COPE approval on the ARBO website identifying the date and location of an upcoming event (e.g. meeting, conference, etc.) and provide the COPE ID numbers (if known) for the courses scheduled for presentation. Submission of this event designates the CE provider as a *COPE-Qualified Administrator*.



COPE Qualified Administrator

3. COPE-Qualified Courses presented at an Event (e.g. meeting, conference, etc.) organized by a COPE-Qualified Administrator are then considered **COPE Approved** for CE credit by all participating boards of optometry.



COPE Approved Courses

Verification: ARBO posts all relevant COPE-Approved event and course information on the ARBO website at www.arbo.org, where it is available for participating state regulatory boards to access. State regulatory boards verify credit certificates distributed to course participants against information posted on ARBO's website.

COPE-Qualified Course + COPE-Qualified Administrator = COPE-Approved Course

GLOSSARY OF COPE TERMS

ADMINISTRATOR: The organization, group, or entity assuming overall responsibility for program planning, promotion, on-site administration, and financial management. The Administrator handles all attendee registration, prepares any program handouts, and is responsible for all on-site logistical details for a meeting.

APPROVAL: The status, *COPE Approved Course*, applies only when a *COPE Qualified Administrator* presents a *COPE Qualified Course*. The COPE logo, which is issued by COPE to a Qualified Administrator, can be used only to identify a *COPE Approved Course*. Approval is assigned separately for each meeting/conference offered by an Administrator when the event with the list of selected courses is submitted to COPE for approval.

ARBO: Association of Regulatory Boards of Optometry, a 501(c)(3) not-for-profit association of regulatory boards of optometry. ARBO's mission is to represent and assist member licensing agencies in regulating the practice of optometry for the public welfare. ARBO created COPE in 1995 as a service to its member boards; COPE is administered from ARBO's administrative offices in Charlotte, NC.

COPE: The Council on Optometric Practitioner Education, a service of the Association of Regulatory Boards of Optometry (ARBO).

COURSE: A structured, educational event specifically designed to impart new knowledge, shared experiences or factual evidence, which is used maintain the level of optometric competence consistent with the statutory requirements of a given state law defining optometry.

COURSE CATEGORY: Each *COPE Qualified Course* is categorized into one of 15 generalized content areas developed by COPE to meet the CE requirements for practitioner re-licensure of participating boards of optometry. The instructor, according to the major emphasis of the course content, categorizes each course; courses may be reallocated to a different content area by COPE during the review process, or at any point subsequent to its acceptance. All COPE Approved courses appearing in promotional materials or programs must carry the COPE logo, course ID#, and course category. The category must also appear on the documentation provided to course attendees, along with the COPE ID#, for boards of optometry to use when verifying CE credit for license renewal.

COURSE DEMOGRAPHICS: Key course information critical to the categorization, processing and review of a course submitted to COPE. Much of this information is entered into a database and is made available to boards of optometry (attendance and course authentication), program administrators (future program planning), and general practitioners (future CE program attendance planning).

COURSE DESCRIPTION: This is a brief statement of what the instructor(s) intends to present, summarizing the course in 35 words or less, which is suitable for publishing.

COURSE FORMAT: The method used to physically teach a course (i.e., Live, Video, Audio, DVD/CD-ROM, Satellite, Written or Internet/Online).

COURSE PRESENTATION: The method used to present the information in a course, (i.e., Lecture, Interactive/Workshop, Panel, Symposia/Scientific Lectures, Grand Rounds, Correspondence, or Internet/Online). More than one presentation method can be used in a course.

COURSE OUTLINE: A Course Outline is a basic guide to the key learning elements contained in a course. Usually laid out in bullet format, a Course Outline should be in sufficient detail so as to permit either the participant or an observer the ability to clearly follow along throughout the presentation. An outline can be considered sufficiently detailed if an observer is able to enter the presentation and after 5 or 10 minutes be able to locate where in the outline the presenter is. As a rough guide, a 1-½ to 2 page outline is typical for a one-hour course.

CURRICULUM VITAE (CV): A CV is a detailed chronological history of a person's educational and teaching experience, and professional accomplishments, which qualifies the instructor to teach the course (NOT a biographical sketch).

GLOSSARY OF COPE TERMS...*continued*

COURSE NUMBER: Each course is given a unique identification number when it becomes COPE Qualified. If the course is discontinued after qualification for any reason, the number is not used for another course. The number consists of up to five digits followed by two letters, which indicates the content area for the course, i.e., 5344-PH, where 'PH' indicates the course content area as Pharmacology.

When a Qualified course becomes COPE Approved, (i.e., it is submitted by a COPE Qualified Administrator along with all the relevant meeting documentation), this number can be used in promotional materials (with the COPE symbol) for reference purposes. This number must also be on any documentation provided to a doctor for submission to a state licensing board, such as an attendance slip for the course. This is necessary as state licensing boards require the COPE ID# when the course documentation is submitted to authenticate the course with COPE records; only then will states award CE credit for license renewal.

CREDIT HOUR: One (1) hour of CE credit is based on 50 minutes of instructional time. COPE only accepts for review courses of at least one (1) in duration. Additional increments of credit are in 0.5 hours, where 0.5 hour of credit is based on 25 minutes of instructional time. For example, 1.5 hours of credit = a minimum of 75 minutes of instruction; 2.0 hours of credit = a minimum of 100 minutes of instruction, etc.

EVENT: A meeting, conference, online seminar, etc. where COPE Qualified Courses are held. The event **MUST** be approved by COPE in order for the attendees to receive COPE credit for the course.

FINANCIAL/PROPRIETARY SUPPORT: Instructors must disclose on the course application any direct financial or proprietary interests they may have in any of the companies, products, pharmaceuticals or services mentioned, or intended to mention, in a presentation. Instructors must also disclose if they provide for-profit support of any kind, are a paid consultant to, an employee of, or serve as an officer on the board of companies mentioned in a presentation. This information must also be disclosed at the beginning of a presentation to the audience in a clear and unambiguous manner, both verbally, and included in any written course handout/outline. Additionally, COPE must be notified in writing if the financial/proprietary information disclosed on a course application changes at any time during the three-year qualification period of a course.

INSTRUCTOR: The person (or persons) who teach the course, and who assumes responsibility for the educational content and method of presentation of the course.

- **Principal Instructor.** The principal instructor is considered by COPE as the key individual identified with the course, and is the individual who submits the course material to COPE for review and receives all correspondence regarding its disposition.
- **Co-Instructor.** A co-instructor is an individual who, in conjunction with a principal instructor, may assist and participate in the presentation of a course, but also has the necessary qualifications to give the course independently of the principal instructor should the principal instructor be unavailable due to extenuating circumstances.
- **Adjunct Instructor.** An adjunct instructor is an individual whose main function is to support the principal instructor with the presentation or preparation of a course. An adjunct instructor may or may not be present to assist with the presentation of a course, however, an adjunct instructor cannot, under any circumstance, present a course in place, or in the absence of, the principal instructor.

QUALIFICATION: COPE Qualification takes two forms:

- Courses submitted by instructors directly to COPE are reviewed, and if they meet the criteria established by COPE, they are designated *COPE Qualified Courses*. For more information on the course review process, see the Criteria for COPE Qualification of Continuing Education handbook. Qualification of courses is awarded for a term of three (3) years from the date the statement of qualification is issued by COPE. Renewal of Qualification must occur prior to the conclusion of the qualification period.
- Providers of CE who agree to abide by COPE's criteria for administrator qualification and who submit CE Events to COPE, are designated *COPE Qualified Administrators*. For more information, see the *Information for Administrator Qualification and Instructions for COPE Event Submission* handbook for complete information.

REVIEWER: A COPE-recognized and state licensing board-endorsed optometrist who has volunteered to review courses for qualification. Reviewers serve indefinitely and are not compensated for their service. Reviewers are required to examine in detail course materials that are submitted to COPE, determine if it is in compliance with the *Criteria for Course Qualification*, and, where necessary, provide appropriate guidance for modification or adjustment.

URGENT COURSE APPROVAL: The standard processing time for course review and processing is 4-6 weeks. An additional fee of \$100 is required for urgent processing for courses requiring a shorter review time. No course will be accepted with request for review in less than 14 days.