

# EVALUATOR'S CHECKLIST

for

## Two-Year OPTICIANRY Degree Programs

Effective June 1, 2011

Commission on Opticianry Accreditation

P.O. Box 592

Canton NY, 13617

(703) 468-0566

director@coaccreditation.com

Institution Visited: \_\_\_\_\_

Dates of Visit: \_\_\_\_\_

Each on-site visit team member must sign and date his/her Evaluator's Checklist prior to departure from the on-site visit and must submit his/her checklist to the team chairperson.

Team Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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The *Evaluator's Checklist* has been prepared to assist members of the on-site evaluation team to report on the evaluation of Opticianry Dispensing Programs in a consistent manner.

The checklist is based on the *Essentials of an Accredited Educational Program for Ophthalmic Dispensing*, revised and effective January 2009. Each item of the *Essentials* is listed separately and is formatted for individual evaluation. Following the specific *Essentials* item is the EVALUATION CRITERIA section and the FINDINGS and SUBSTANTIATIONS section. These sections require written responses classified, explained, and substantiated. A check of potential compliance or noncompliance must be explained in the FINDINGS and documented in the SUBSTANTIATION section provided at the end of each *Essential* item. Any noteworthy strengths of the program should be documented in these sections.

Legend: C -- Compliance

\*P/C -- Potential Compliance: Concerns or questions of potential compliance may possibly be clarified and/or resolved by submitting additional relevant documentation, or through procedural changes or revisions.

\*N/C -- Noncompliance

\* Must be explained in the FINDINGS and documented in the SUBSTANTIATION section.



**OPHTHALMIC DISPENSING ESSENTIALS**

***I. INSTITUTION***

B. The Opticianry Program must have been in operation for at least two academic years, or the equivalent, and have graduated at least one class, graduates having been awarded a degree appropriate to Opticianry. However, for initial accreditation of new programs, if a letter of intent to seek accreditation is filed within the first year of the program and an on-site evaluation is made within one (1) year of the graduation of the program's first class, that first graduating class is eligible for retroactive accreditation. For initial accreditation of an existing program, accreditation will include the graduating class immediately prior to the date the accreditation is granted, where appropriate.

**EVALUATION CRITERIA**

**N/C\* P/C\* C**

**\*Checks in these sections must be explained in the "Findings" and documented in the "Substantiation" sections.**

***I. INSTITUTION, B.***

1. Program has been in operation for at least two academic years and has graduated at least one class.

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2. Degree granted is appropriate to Opticianry.

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Substantiated by:

Published program materials

Class rosters/graduates

Sample degree

FINDINGS - Itemize/explain the specific findings of potential or noncompliance

SUBSTANTIATION - List the source(s) of data supporting your conclusion of data supporting your conclusion of potential or noncompliance.

***I B. INSTITUTION***

***I B. INSTITUTION***

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**OPHTHALMIC DISPENSING ESSENTIALS**

**II. MISSION, GOALS, AND LEARNING OBJECTIVES**

**D. Review**

Statements of mission, goals, and learning objectives must be reviewed annually and revised when necessary.

- 1. The reviews must determine whether stated mission, goals, and learning objectives are relevant; whether mission, goals, and learning objectives are being fulfilled; whether the mission, goals, and learning objectives are understood adequately by all those involved; and whether the mission, goals, and learning objectives should be modified based on experience.
- 3. A documented annual review of mission, goals, and learning objectives must include students, faculty members, administrators, and members of the Advisory Board.
- 4. A documented review processes must ensure the appropriateness of the technology being used to meet the program’s objectives.

ensure the appropriateness of the technology being used to meet the program’s objectives.

**EVALUATION CRITERIA**

**N/C\* P/C\* C**

**\*Checks in these sections must be explained in the "Findings" and documented in the "Substantiation" sections.**

**II. MISSION, GOALS, AND LEARNING OBJECTIVES, D. Review**

- 1. Annual reviews of mission, goals, and learning objectives meets the requirements of paragraph 1 above.
- 2. Annual review includes students, faculty members, administrators, and members of the Advisory Board.
- 3. There is documentation that a review process ensures that the technology being used meets the program’s objectives.

_____	_____	_____
_____	_____	_____
_____	_____	_____

Substantiated by:

Published Documents

Advisory Board Minutes

Assessment of educational achievement in relation to Mission, Goals, Learning Objectives

**FINDINGS** - Itemize/explain the specific findings of potential or noncompliance

**SUBSTANTIATION** - List the source(s) of data supporting your conclusion of data supporting your conclusion of potential or noncompliance.

**II D. REVIEW**

**II D. REVIEW**





## **OPHTHALMIC DISPENSING ESSENTIALS**

### **III. CURRICULUM**

The minimal length of the educational program for the Opticianry Degree must be two academic years or equivalent. Instruction must follow an educationally sound and sequenced plan, which documents:

- A. A structured curriculum with clearly written course syllabi which describe competencies and student learning objectives. Unless expressly prohibited by state law, the curriculum must include, but not be limited to:

#### Profession Related Content Areas

1. Assessment of the Visual System
2. Business Management
3. Contact Lens Clinical Experience (Internship or Externship)
4. Contact Lens Fitting
5. Contact Lens Modification
6. Contact Lens Theory
7. Dispensing Clinical Experience (Internship or Externship)
8. Dispensing Theory
9. Fabrication Techniques
10. Geometric Optics
11. Ocular Anatomy, Physiology, and Pathology
12. Ophthalmic Materials
13. Ophthalmic Terminology
14. Ophthalmic Optics
15. Opticianry Sales Techniques
16. Patient/customer/client Relationships
17. Prescription Analysis
18. Production & Quality Control Methods
19. Professional Ethics
20. Relationships with Eyecare Professionals and Laboratory Personnel
21. Safety and Environmental Health
22. Scope of Practice
23. Spectacle Fitting and Adjusting
24. State and National Opticianry Regulations

#### General Education Content Areas

1. Behavioral Science
2. Computer Technology
3. English
4. Mathematics
5. Science

The curriculum must include a plan for a well-structured, competency-based clinical practice program.

The complete and detailed up-to-date curriculum must be kept on file and be based on clearly stated learning objectives. Course syllabi should include learning objectives, grading criteria, Instructor's name, office hours, didactic and clinical education schedules, and assigned texts. Individual course outlines, class schedules, and laboratory schedules must be distributed to students. Records of directed work experience, i.e., clinical, laboratory or cooperative, and student evaluation must be maintained according to institutional policies.

**EVALUATION CRITERIA**

N/C\* P/C\* C

**\*Checks in these sections must be explained in the "Findings" and documented in the "Substantiation" sections.**

***III. CURRICULUM, A.***

- 1. Curriculum is based on a minimum of two academic years or equivalent. \_\_\_\_\_
- 2. Curriculum includes subject matter listed in the *Essentials*. \_\_\_\_\_
- 3. Curriculum includes a plan for a well-structured, competency-based clinical practice program. \_\_\_\_\_
- 4. The complete and detailed up-to-date curriculum is kept on file \_\_\_\_\_
- 5. Individual course outlines, class schedules, and laboratory schedules are available and distributed to students. \_\_\_\_\_
- 6. Records of directed work experience, i.e., clinical, laboratory or cooperative, and student evaluation are maintained. \_\_\_\_\_

Substantiated by:

- Published program material
- Class schedules
- Student records

- Curriculum
- Student Handbook
- Student rotation schedules

FINDINGS - Itemize/explain the specific findings of potential or noncompliance

SUBSTANTIATION - List the source(s) of data supporting your conclusion of data supporting your conclusion of potential or noncompliance.

***III A. CURRICULUM***

***III A. CURRICULUM***

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**OPHTHALMIC DISPENSING ESSENTIALS**

***III. CURRICULUM***

**C. Classroom Presentations, Discussions, and Demonstrations**

Classes must be held as scheduled and planned, and must be structured. For distance educational activities, courses must provide active two-way communication between faculty and students and among students.

**EVALUATION CRITERIA**

**N/C\* P/C\* C**

**\*Checks in these sections must be explained in the "Findings" and documented in the "Substantiation" sections.**

***III. CURRICULUM, C.***

- 1. Classes are held as scheduled. \_\_\_\_\_
- 2. Classes are planned and structured. \_\_\_\_\_
- 3. Two-way communication is in place for distance educational activities (if applicable). \_\_\_\_\_

Substantiated by:  
Course outlines  
Distance learning "observation"

Classroom Observation

FINDINGS - Itemize/explain the specific findings of potential or noncompliance

SUBSTANTIATION - List the source(s) of data supporting your conclusion of data supporting your conclusion of potential or noncompliance.

***III C. CURRICULUM***

***III C. CURRICULUM***

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**OPHTHALMIC DISPENSING ESSENTIALS**

**III CURRICULUM**

2. Supervised and Documented Clinical Experience.

Internships or externships conducted by the program must be supervised or coordinated by program faculty possessing the appropriate instructor qualifications. There must be a written training plan and goals for students that specify the particular application, objectives, and experiences that are to be acquired during the internship or externship. For externships, the training plan must also designate the on-site employer representative who will be responsible for guiding and overseeing the students' learning experiences and participate in the student's written evaluation. Students are to be graded with respect to their attainment of the learning objectives of the internship or externship.

Each internship or externship must have available a dispensing area that is modeled after a retail/professional optical dispensary and must include:

1. guidelines for professional appearance and presentation to the public;
2. a selection of contemporary ophthalmic frames;
3. hand tools necessary for adjusting and dispensing of eyewear/vision aids;
4. instruments and devices necessary to properly design lenses from a given prescription;
5. instruments and devices to ensure accuracy of the finished product before dispensing to the patient/customer/client;
6. guidelines for financial aspects of professional/retail optical dispensing;
7. an area for record retention of eyewear/vision aids dispensed.

Each internship or externship, where allowed by regulation, must have available a contact lens dispensing area (if applicable) that is modeled after a retail/professional contact lens dispensary and must include:

1. guidelines for professional appearance and presentation to the public;
2. an inventory of contact lenses of current technology appropriate for patient/customer/client evaluation;
3. instruments and devices necessary to properly design contact lenses from a given prescription;
4. instruments and devices to ensure accuracy of the finished contact lenses before dispensing;
5. instruments, equipment, and solutions necessary to evaluate and dispense contact lenses;
6. guidelines for financial aspects of professional/retail optical dispensing;
7. an area for record retention of eyewear/vision aids dispensed.

**EVALUATION CRITERIA**

**N/C\* P/C\* C**

**\*Checks in these sections must be explained in the "Findings" and documented in the "Substantiation" sections.**

***III. CURRICULUM, F.***

1. Internships or externships conducted by the program are supervised or coordinated by program faculty possessing the appropriate instructor qualifications. \_\_\_\_\_
2. There is a written training plan meeting the requirements of the *Essentials*. \_\_\_\_\_



**OPHTHALMIC DISPENSING ESSENTIALS**

**III CURRICULUM**

3. Graduate Competencies

Graduates of an Opticianry Program must demonstrate competencies including, but not limited to, those listed below. Graduates must be able to:

1. use effective oral and written communication;
2. perform basic algebra, trigonometry, and geometry;
3. identify the human eye structure, function, and pathology;
4. determine physiognomic (facial and eye) measurements;
5. neutralize eyewear/vision aids;
6. analyze ophthalmic prescriptions;
7. assess vocational and avocational needs of the patient/customer/client ;
8. assist in selection of proper frames and lenses;
9. price and collect fees for vision aids and services;
10. prepare ophthalmic laboratory job orders;
11. deliver prescription eyewear/vision aids and instruct patient/customer/client in use and care;
12. maintain records ;
13. provide follow-up service, including eyewear/vision; aids, repair, lens and frame replacement;
14. respond to inquiries and concerns;
15. apply rules and regulations for safe work practices;
16. demonstrate proficiency in the operation and function of equipment;
17. utilize and maintain equipment;
18. demonstrate proficiency in finishing techniques;
19. describe visual assessment;
20. maintain records, including third party forms, inventory, and equipment;
21. demonstrate principles of adaptation, dispensing, and fitting of contact lenses;
22. identify procedures associated with dispensing artificial eyes and low vision aids, when appropriate;
23. discuss prescription eyewear/vision aids and other patient/customer/client related information (verbal and written) with the prescriber;
24. demonstrate knowledge of applicable state statutes and regulations.

**EVALUATION CRITERIA**

**N/C\* P/C\* C**

**\*Checks in these sections must be explained in the "Findings" and documented in the "Substantiation" sections.**

**III. CURRICULUM, G. Graduate competencies**

1. Graduates demonstrate somewhere in the program each of the skills listed in the *Essentials* \_\_\_\_\_

Substantiated by:

Curriculum

FINDINGS - Itemize/explain the specific findings potential or noncompliance

Review of competency

SUBSTANTIATION - List the source(s) of data supporting your conclusion of data supporting your conclusion of potential or noncompliance.

**III G. CURRICULUM**

**III G. CURRICULUM**

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## OPHTHALMIC DISPENSING ESSENTIALS

### IV. RESOURCES

Resources, both direct and indirect, must be sufficient to support the number of students enrolled in the program.

#### A. Program Director

The Institution must identify a qualified individual responsible for administration, evaluation, development, and revision of the Opticianry Program.

##### 1. Qualifications

In addition to serving on a full-time appointment, the Program Director must possess the following:

- A Bachelors Degree;
- At least 3 years experience in the field of ophthalmic optics; and
- All credentials for which the students are being prepared in the program, or hold comparable credentials that demonstrate at least equivalent training and preparation.

Current Program Directors of accredited programs reviewed under an earlier version of the *Essentials* are “grandfathered” according to those standards in effect at the time of their appointment to the position of Program Director. However, it is recommended that “grandfathered” directors not meeting these qualifications upgrade credentials accordingly. Grandfathered status is not transferrable to another institution.

The Program Director must demonstrate proficiency in program planning curriculum design, instruction, and academic advising. It is recommended that the director have had at least two years experience as an instructor at an accredited Opticianry Program.

In the event of a change in Program Director, the Commission must be notified within thirty (30) days. A qualified person must be placed in the position within twelve(12) months of the date of the vacancy. The Commission must receive the new director's curriculum vitae within thirty (30) days of period of employment. The vitae must include details of education, certification, licensure, training, and general background experience.

##### 2. Responsibilities

In addition to teaching and other duties, the Program Director must be responsible for the organization, administration, periodic review, development, and general effectiveness of the program. The Program Director, the administration, and the institution must be responsible for the maintenance of a safe and healthful work environment for staff and students. The institution must be responsible for maintaining the academic integrity of all ophthalmic educational activities. The Program Director's responsibilities for the program must not be adversely affected by educationally unrelated functions.



## OPHTHALMIC DISPENSING ESSENTIALS

### IV. *RESOURCES*

#### B. Instructional Staff

##### 1. Qualifications

The faculty (instructors) must be individually qualified by education and experience, must be effective in teaching the subjects assigned, and must meet the standards required by the institution.

Teaching faculty for spectacle dispensing must be certified by the American Board of Opticianry or equivalent (e.g. licensed optometrist or ophthalmologist) and licensed (where applicable) in the state in which the program is located, or licensed, where applicable, in the state of residence, if this meets the institution's requirements.

Teaching faculty for contact lens fitting must be certified by the National Contact Lens Examiners or equivalent (e.g. licensed optometrist or licensed ophthalmologist) and licensed (where applicable) in the state in which the program is located, or licensed, where applicable, in the state of residence, if this meets the institution's requirements.

Current teaching faculty of accredited programs reviewed under an earlier version of the *Essentials* are "grandfathered" according to those standards in effect at the time of their appointment to the faculty. However, it is recommended that "grandfathered" faculty not meeting these qualifications upgrade credentials accordingly. Grandfathered status is not transferrable to another institution.

Qualified faculty must provide appropriate and documented oversight for all delivery methods of education, ensuring both the rigor of those courses and the quality of instruction.

##### 2. Responsibilities

The faculty must be responsible for submitting course outlines and lesson plans for each course or block of instruction within the course assigned by the director, evaluating students, academic advising, preparing reports as required by the institution, and participating in the upgrading and review of course material.

Faculty are responsible for the evaluation of the student's knowledge and skill and assignment of the student's final grade in regard to the course learning outcomes and the curriculum as stated in the *Essential's* and as required by the Institution.

Lesson plans must be on file and available for review by authorized persons. Lesson plans could include, but not be limited to:

1. Weekly subject material;
2. Handouts;
3. Tests;
4. List of videos or other technology or teaching tools;
5. Learning objectives;
6. Type of instruction; and
7. References for both student and instructor.

It is important to note that the lesson plans are flexible.

3. Instructor/Student Ratio

The instructor/student ratio must be adequate to achieve the stated learning objectives of the curriculum.

4. Professional Development and Review

- a. The institution and Opticianry Program must encourage and provide opportunities for the faculty members to improve their optical, educational, and professional expertise. The program must provide training for faculty who teach via the use of technology.
- b. The Opticianry Program must have established and published procedures for evaluation of instructors.

**EVALUATION CRITERIA**

N/C\* P/C\* C

**\*Checks in these sections must be explained in the "Findings" and documented in the "Substantiation" sections.**

***IV. RESOURCES, B. Instructional Staff***

- 1. Instructors are qualified individually to teach assigned courses as described in part 1 of this section. \_\_\_\_\_
- 2. If applicable, qualified faculty provides appropriate and documented oversight for all distance delivery of education. \_\_\_\_\_
- 3. Instructors responsibilities are as described in part 2 of this section. \_\_\_\_\_
- 4. Lesson plans are on file and available for review, and meet the requirements of part 2 of this section. \_\_\_\_\_
- 5. Instructor/student ratios are adequate to achieve curriculum objectives. \_\_\_\_\_
- 6. Administrative support for professional development is available. \_\_\_\_\_
- 7. Training is available for faculty who teach via the use of technology. \_\_\_\_\_
- 8. Program has established and published procedures for evaluation of instructors. \_\_\_\_\_

Substantiated by:

- Program faculty qualifications
- Curriculum vitae of instructors
- Interviews with Faculty, Program Director, and Administration.
- Lesson plans
- Course outlines

FINDINGS - Itemize/explain the specific findings of potential or noncompliance

SUBSTANTIATION - List the source(s) of data supporting your conclusion of data supporting your conclusion of potential or noncompliance.

***IV B. RESOURCES***

***IV B. RESOURCES***

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**OPHTHALMIC DISPENSING ESSENTIALS**

**IV. RESOURCES**

C. Financial

The institution must show financial responsibility and commitment to the program. Budget records identifying financial resources of the Opticianry Program must be maintained and available for a period of three (3) years. The Program Director, with the assistance of the administration and faculty, should be responsible for planning the budget.

The institution must demonstrate a commitment to ongoing support, both financial and technical, and to the continuation of the program for a period sufficient to enable enrolled students to complete the degree.

**EVALUATION CRITERIA**

**N/C\* P/C\* C**

**\*Checks in these sections must be explained in the "Findings" and documented in the "Substantiation" sections.**

**IV. RESOURCES, C. Financial**

- 1. The institution shows financial commitment to the program. \_\_\_\_\_
- 2. Financial resources of the Opticianry Program are available for a period of three (3) years. \_\_\_\_\_
- 3. The program director and the faculty have input to the budget. \_\_\_\_\_
- 4. The institution demonstrates financial and technical commitment for distance educational activities, if applicable. \_\_\_\_\_

Substantiated by:  
Budget

Interviews with Program Director, Faculty, Administration.

FINDINGS - Itemize/explain the specific findings of potential or noncompliance

SUBSTANTIATION - List the source(s) of data supporting your conclusion of data supporting your conclusion of potential or noncompliance.

**IV C. RESOURCES**

**IV C. RESOURCES**

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**OPHTHALMIC DISPENSING ESSENTIALS**

**IV. RESOURCES**

D. Facilities

1. General

Adequate classrooms, laboratories, administration offices, and other facilities, as required, must be provided in accordance with accepted educational standards.

Classrooms must provide an environment supportive of learning. The facilities must include, but not be limited to, an Optical Dispensing Laboratory, an Optical Fabrication Laboratory, and a Contact Lens Laboratory. Laboratory supervisors must be present during laboratory hours. The Program Director's office must provide privacy. The location must be secure for record maintenance.

2. Equipment and Supplies

The institution must provide appropriate classroom, office, and laboratory equipment. Current laboratory materials in adequate quantities must be provided. There must be a plan for scheduled equipment replacement and repair.

3. Library

A library must be readily accessible and provide access for students to current and relevant materials; to include, but not be limited to: online resources, current books, scientific references, periodicals, and other materials related to the curriculum. The library holdings must contain sufficient traditional and/or online reference material to facilitate required student and faculty study and research. The faculty must have input in the selection of Opticianry reference materials. A listing of the Opticianry material must be available to the students. Opticianry reference material must be accessible in terms of location and hours of operation.

4. Records

Satisfactory records must be maintained for all student admissions, attendance, health (if required by the state), achievement, and evaluation, including distance educational activities.

**EVALUATION CRITERIA**

**N/C\* P/C\* C**

**\*Checks in these sections must be explained in the "Findings" and documented in the "Substantiation" sections.**

**IV. RESOURCES, D. Facilities**

1. Adequate classrooms, laboratories, administration offices, and other facilities, as required, are provided in accordance with accepted educational standards.

\_\_\_\_\_

3. Classrooms are supportive of learning.

\_\_\_\_\_

3. Dispensing laboratory, Fabrication laboratory, and Contact Lens laboratory exist.

\_\_\_\_\_

4. Laboratory supervision is available during laboratory hours.

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**OPHTHALMIC DISPENSING ESSENTIALS**

***IV. RESOURCES***

**E. Instructional Resources**

Adequate multimedia and audiovisual materials must be available for instruction.

Faculty and students must have access to computers and to the Internet.

**EVALUATION CRITERIA**

**N/C\* P/C\* C**

**\*Checks in these sections must be explained in the "Findings" and documented in the "Substantiation" sections.**

***IV. RESOURCES, E. Instructional Resources***

- 1. Program has appropriate multimedia and audiovisual materials. \_\_\_\_\_
- 4. Faculty and students have access to computers and to the Internet. \_\_\_\_\_

Substantiated by:

Review of facilities

Audiovisual equipment and supplies

Interviews with students, faculty, and Program Director

**FINDINGS** - Itemize/explain the specific findings of potential or noncompliance

**SUBSTANTIATION** - List the source(s) of data supporting your conclusion of data supporting your conclusion of potential or noncompliance.

***IV E. RESOURCES***

***IV E. RESOURCES***

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**OPHTHALMIC DISPENSING ESSENTIALS**

***IV. RESOURCES***

G. Advisory Committee

An Advisory Committee must be formed with a clearly defined role and function, and a detailed description of that role and function must be distributed to all members. Members must be appointed in accordance with institutional policy.

1. Qualifications

It is recommended that the Advisory Committee members be certified by the American Board of Opticianry, National Contact Lens Examiners or state licensed, if required by the state, or could have other appropriate ophthalmic qualifications. No more than two of the committee members may represent the other non-ophthalmic allied health professions or the public. Student representation on the committee is required.

It is recommended that the Advisory Committee consist of at least nine members and consist of Opticians, Optometrists, Ophthalmologists, and laboratory manufacturing representatives. Full-time faculty and institution administration are ex-officio members.

2. Responsibilities

The committee must meet at a minimum annually. For each meeting an agenda must be distributed in advance and the minutes recorded and maintained. Minutes must include list of attendees and absentees, and their affiliations.

**EVALUATION CRITERIA**

**N/C\* P/C\* C**

**\*Checks in these sections must be explained in the "Findings" and documented in the "Substantiation" sections.**

***IV. RESOURCES, G. Advisory Committee***

- 1. The Advisory Committee is established with appropriate written goals and functions. \_\_\_\_\_
- 2. The committee members are appointed in accordance with institutional policy. \_\_\_\_\_
- 3. No more than two of the committee members represent the other non-ophthalmic allied health professions or the public. \_\_\_\_\_
- 5. There is a student on the Advisory Committee. \_\_\_\_\_
- 6. Full-time faculty and institution administration are ex-officio members. \_\_\_\_\_
- 6. The Advisory Committee meets at a minimum annually. \_\_\_\_\_
- 7. Agendas for Advisory Committee meetings are published and distributed in advance. \_\_\_\_\_
- 8. Minutes of Advisory Committee meetings are kept on file. \_\_\_\_\_
- 9. A list of attendees, absentees, and their affiliation is included in the minutes. \_\_\_\_\_

Substantiated by:  
Agendas for Advisory Committee  
Meeting with Advisory Committee

Minutes of Advisory Committee meetings  
Institutional policy for Advisory Committees

FINDINGS - Itemize/explain the specific findings  
of potential or noncompliance

SUBSTANTIATION - List the source(s) of data supporting your conclusion of  
data supporting your conclusion of potential or noncompliance.

***IV G. RESOURCES***

***IV G. RESOURCES***

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## **OPHTHALMIC DISPENSING ESSENTIALS**

### **V. STUDENTS**

#### **A. Program Description**

An accurate description of the Opticianry Program, course content, and course objectives must be provided to the students.

The program must make available to each entering student current information regarding the criteria for successful completion of the program. The institution and / or program must also make available accurate information which includes:

- Description of Opticianry;
- a brief description of the required and elective courses;
- number of credit hours;
- names and rank of faculty;
- entrance requirements;
- tuition and fees;
- scholarships;
- financial aid;
- cancellation and refund policies;
- standards of performance and conduct;
- disciplinary procedures and policies;
- availability of student health services;
- state licensing requirements;
- state licensing and national certification pass rates, where available;
- laboratory safety procedures;
- grading policies;
- job placement rates;
- information about clinical education; and
- listing of available periodicals.

If the program is accredited by the Commission, any references to the accreditation classification in official publications must be accurate.

The institution or program must provide an academic calendar that outlines schedules for academic terms, school years, and projected student completion timelines.

Grading policies and completion requirements must be published. The admission of students, including advanced placement, must be made in accordance with the accepted practices and policies of the institution.

It is recommended that a recruitment policy be in place. Cancellation and refund policies must be available to the incoming student, and must be in compliance with state and federal laws. Enrollment procedures must be clearly defined and comply with prevailing law. These practices must be clearly defined, published by the institution, and readily available.

All institution and program publications and advertising must be truthful and not mislead students or the public. The institution should address Affirmative Action, Equal Opportunity, the Americans with Disabilities Act, Title IV, HEA eligibility, and any other state or federal regulations that protect the rights of students.

**EVALUATION CRITERIA**

**N/C\* P/C\* C**

**\*Checks in these sections must be explained in the "Findings" and documented in the "Substantiation" sections.**

***V. STUDENTS, A. Program Description***

- 1. An accurate description of the Opticianry Program, course content, and course objectives is provided to the students \_\_\_\_\_
- 2. The items listed in this section of the *Essentials* are available to each entering student in some form [not all necessarily in the same document.] \_\_\_\_\_
- 3. Published references to accreditation by the COA are accurate. \_\_\_\_\_
- 4. An academic calendar that outlines schedules for academic terms, school years, and projected student completion timelines is available. \_\_\_\_\_
- 5. Grading and completion requirements are published \_\_\_\_\_
- 6. Admission policies, including advanced placement, are in accordance with the accepted policies of the institution. \_\_\_\_\_
- 7. Cancellation and refund policies are published. \_\_\_\_\_
- 8. Enrollment procedures are clearly defined and comply with prevailing law. These practices are clearly defined and readily available. \_\_\_\_\_
- 9. All institution and program publications and advertising are truthful. \_\_\_\_\_

Substantiated by:

Optical Student Handbook

Institution's Catalog

FINDINGS - Itemize/explain the specific findings of potential or noncompliance

SUBSTANTIATION - List the source(s) of data supporting your conclusion of data supporting your conclusion of potential or noncompliance.

***V A. STUDENTS***

***V A. STUDENTS***

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**OPHTHALMIC DISPENSING ESSENTIALS**

**V. STUDENTS**

**D. Guidance and Counseling**

Academic guidance, career guidance, and student counseling must be available.

It is recommended that information concerning counseling available for students be published.

**EVALUATION CRITERIA**

**N/C\* P/C\* C**

**\*Checks in these sections must be explained in the "Findings" and documented in the "Substantiation" sections.**

***V. STUDENTS, D. Guidance and Counseling***

- 1. Academic guidance and student counseling is available for students. \_\_\_\_\_

Substantiated by:

Interviews with students, instructors and Program Director.

FINDINGS - Itemize/explain the specific findings of potential or noncompliance

SUBSTANTIATION - List the source(s) of data supporting your conclusion of data supporting your conclusion of potential or noncompliance.

***VD. STUDENTS***

***VD. STUDENTS***



**OPHTHALMIC DISPENSING ESSENTIALS**

**V. STUDENTS**

**E. Student Records**

Satisfactory records must be maintained for student admission, attendance, and evaluation. Grades and credit for courses must be recorded on the student transcript and permanently maintained by the institution in a safe and accessible location. The student must be informed of the right to access his/her own records. Access must be limited to authorized persons.

**EVALUATION CRITERIA**

**N/C\* P/C\* C**

**\*Checks in these sections must be explained in the "Findings" and documented in the "Substantiation" sections.**

**V. STUDENTS, E. Student Records**

- 1. Student records are maintained for student admission, attendance, and evaluation. \_\_\_\_\_
- 2. Grades are permanently maintained by the institution in a safe and accessible place. \_\_\_\_\_
- 3. Students are informed of the right to access their own records. \_\_\_\_\_
- 4. Access to student records is limited to authorized persons. \_\_\_\_\_

Substantiated by:

Student Handbook      Published program material, catalog, and brochure  
Interviews with students, instructors and Program Director.

**FINDINGS** - Itemize/explain the specific findings of potential or noncompliance

**SUBSTANTIATION** - List the source(s) of data supporting your conclusion of data supporting your conclusion of potential or noncompliance.

***V E. STUDENTS***

***V E. STUDENTS***





**OPHTHALMIC DISPENSING ESSENTIALS**

**VI. OPERATIONAL POLICIES**

- A. Institution and program announcements and advertising must reflect accurately the Opticianry Program offered.
- B. Student costs and the awarding of academic credit and degree information must be accurately stated and published.
- C. Policies and processes for student withdrawal, refunds of tuition, and refunds of fees must be consistent with the institution's general policy, published, and publicly available.
- D. Policies and practices regarding student clinical practice must be published and made available to the students. This must include a policy on infectious disease control and all-applicable state and federal requirements.
- E. Student and faculty recruitment and student matriculation practices must be nondiscriminatory.
- F. If a program elects to make a public disclosure of its accreditation status granted by the Commission on Opticianry Accreditation, the program must disclose that status accurately and include the specific academic and/or instructional program(s) covered by that status. Additionally, the name and current address and telephone number of the COA must be included in the disclosure.

**EVALUATION CRITERIA**

N/C\* P/C\* C

\*Checks in these sections must be explained in the "Findings" and documented in the "Substantiation" sections.

**VI. OPERATIONAL POLICIES, A, B, C, D, E, F**

- |  |       |       |       |
|--|-------|-------|-------|
| 1. Published program description(s) accurately reflect the program offered.  | _____ | _____ | _____ |
| 2. Student costs and the awarding of academic credit are published.  | _____ | _____ | _____ |
| 3. Policies and processes for student withdrawal, refunds of tuition, and refunds of fees are published and publicly available.  | _____ | _____ | _____ |
| 4. Program policies and practices regarding student clinical practice are published and available to the student.  | _____ | _____ | _____ |
| 5. A policy for infectious disease control is in place and available to the students.  | _____ | _____ | _____ |
| 6. Student and faculty recruitment and matriculation practices are nondiscriminatory   | _____ | _____ | _____ |
| 7. If a program elects to make a public disclosure of its accreditation status granted by the Commission on Opticianry Accreditation, the program discloses that status accurately and includes the specific academic and/or instructional program(s) covered by that status. Additionally, the name and current address and telephone number of the COA must be included in the disclosure. | _____ | _____ | _____ |



**OPHTHALMIC DISPENSING ESSENTIALS**

**VII. CONTINUING PROGRAM EVALUATION**

- A. A process for periodic self-evaluation of the program's effectiveness must be reflected in program policy and be documented. The institution must evaluate the program's educational effectiveness. The evaluation should include assessment of student learning outcomes, student retention, and student and faculty satisfaction. This information should be applied to future admission decisions.
- B. The results of the self-evaluation must be appropriately reflected in program development.

The continuing program self-evaluation must include a system for internal and external curriculum validation, evaluation by current students, follow-up studies of alumni, and a dedicated employer survey of graduates. The program must secure sufficient qualitative information to demonstrate an ongoing system of evaluation consistent with the goals of the program.

The Advisory Committee may facilitate program development, evaluation, support, planning, and coordination by periodic evaluation of the program's functions and of its success in achieving its stated learning objectives.

A list of program graduates must be maintained. The results on the National Opticianry Competency Examination administered by the American Board of Opticianry, the National Contact Lens Examination, and state licensure examinations (if applicable) must also be documented, and reviewed periodically to evaluate effectiveness of the program. The maintenance and documentation of the employment records of recent graduates of the program must be one aspect of program evaluation.

**EVALUATION CRITERIA**

**N/C\* P/C\* C**

**\*Checks in these sections must be explained in the "Findings" and documented in the "Substantiation" sections.**

**VII. CONTINUING PROGRAM EVALUATION, A & B**

- |   |       |       |       |
|---|-------|-------|-------|
| 1. A process for periodic self-evaluation of the program's effectiveness is reflected in program policy and is documented.  | _____ | _____ | _____ |
| 2. The institution evaluates the program's educational effectiveness.   | _____ | _____ | _____ |
| 3. The results of the self-evaluation are appropriately reflected in program development.   | _____ | _____ | _____ |
| 4. The continuing program self-evaluation includes a system for internal and external curriculum validation, evaluation by current students, follow-up studies of alumni, and a dedicated employer survey of graduates. | _____ | _____ | _____ |
| 5. Sufficient qualitative information is secured to demonstrate an ongoing system of evaluation.  | _____ | _____ | _____ |
| 6. A list of program graduates is maintained.   | _____ | _____ | _____ |

