

EVALUATOR'S CHECKLIST

for

Two-Year OPTICIANRY Degree Programs

Effective April 1, 2017

Based on *Essentials* effective May 2014

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 and must submit his/her checklist to the Director of Accreditation after approving the final Onsite Report.

Team Member Signature: _____ Date: _____

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 May 2014. Each requirement of the *Essentials* is listed separately and is formatted for individual evaluation. Following the specific *Essentials* item is the EXPLANATION section. **This section requires written explanation and substantiation for every check of potential compliance or noncompliance.** Any noteworthy strengths of the program should also be documented in this section.

Legend: C -- Compliance

*Pot. -- Potential Compliance: Concerns or questions of potential compliance may possibly be clarified and/or resolved by submitting additional relevant documentation, or procedural changes or revisions. It must be possible to resolve the issue in a short period of time (normally 6 months or less).

*Non -- Noncompliance: does not meet the definition of potential compliance.

* Must be documented in the EXPLANATION section.

I. INSTITUTION

- A. The institution offering the program must be accredited by an accrediting agency that is recognized by either the US Department of Education (USDE) or by the Council for Higher Education Accreditation (CHEA). In Opticianry Programs which have academic and clinical phases provided in more than one institution:
- both institutions must be accredited; and
 - the institution granting the degree must be responsible for assuring that assigned student activities, both on and off campus, are aligned with student learning objectives.
- 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.

I. INSTITUTION, A & B

***Non *Pot. C**

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-------|-------|
| a. The institution(s) offering the program is(are) accredited by the appropriate accrediting Agency. | _____ | _____ | _____ |
| b. The institution granting the degree is responsible for assuring assigned student activities, both on and off campus, are aligned with student learning objectives. | _____ | _____ | _____ |
| c. Program has been in operation for at least two academic years and has graduated at least one class. | _____ | _____ | _____ |
| d. Degree granted is appropriate to Opticianry | _____ | _____ | _____ |

Substantiated by:

Published program materials

Program description

Letters of notification of accreditation

Affiliation agreements

Class rosters/graduates

Sample degree

*** EXPLANATION- Itemize/explain the specific findings and sources supporting your conclusion of potential compliance or non-compliance.**

II. MISSION, GOALS, AND LEARNING OBJECTIVES

Goals refer to those long-range purposes or aims, which the program must sustain year after year. Goals define those end results to be achieved. Goals taken collectively constitute the mission of the program. Learning objectives refer to those relatively short-term conditions to be achieved within a given period of time, which is measurable evidence of progress toward achievement of the program's goals. The Mission, Goals, and Learning Objectives must be published and available to the students.

- A. Mission: The program must have a clearly stated mission, which is appropriate for Opticianry.
- B. Goals
 - 1. The program must have clearly stated goals, which are appropriate for Opticianry.
 - 2. A goal of the program must be successful completion of the American Board of Opticianry Examination, National Contact Lens Examination, and state licensing examination (if applicable).
 - 3. It is recommended that a goal of the program be to eliminate hazardous waste and to reduce non-hazardous waste to the minimum levels economically and technically practical, and to be in full-compliance with all federal and state environmental regulations.
- C. Learning Objectives: The program must have clearly stated competency-based learning objectives, which are appropriate for Opticianry.

<i>II. MISSION, GOALS, AND LEARNING OBJECTIVES, A - C</i>	<u>*Non</u>	<u>*Pot.</u>	<u>C</u>
a. The mission, goals, and learning objectives are published and available to the students.	_____	_____	_____
b. The program has a stated mission appropriate for Opticianry.	_____	_____	_____
c. The program has clearly stated goals appropriate for Opticianry.	_____	_____	_____
d. A goal is successful completion of the American Board of Opticianry Examination, National Contact Lens Examination, and state licensing examination (if applicable) <u>This item is not required.</u>	_____	_____	_____
e. The program has clearly stated competency-based learning objectives, which are appropriate for Opticianry.	_____	_____	_____

Substantiated by:
Published program materials

*** EXPLANATION- Itemize/explain the specific findings and sources supporting your conclusion of potential compliance or non-compliance.**

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.
2. A documented annual review of mission, goals, and learning objectives must include students, faculty members, administrators, and members of the Advisory Board.
3. A documented review processes must ensure the appropriateness of the technology being used to meet the program’s objectives.

II. MISSION, GOALS, AND LEARNING OBJECTIVES, D

***Non *Pot. C**

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

Substantiated by:

Analyses of findings of review Advisory Board Minutes
 Assessment of educational achievement in relation to Mission, Goals, Learning Objectives

*** EXPLANATION- Itemize/explain the specific findings and sources supporting your conclusion of potential compliance or non-compliance.**

II. MISSION, GOALS, AND LEARNING OBJECTIVES

E. Program Outcomes

The program must evaluate outcomes through a systematic plan for assessing program effectiveness, efficiency, and relevance by achieving specified requirements with respect to:

1. program completion;
2. job placement;
3. National Opticianry Competency Examination (ABO) pass rates;
4. NCLE, in states where contact lens fitting is included in the definition of the scope of practice for Opticians; and
5. state licensure pass rates, in states where opticians are licensed.

The outcomes that are pertinent to the practice of opticianry in the state where the program is located must be published and available to the public.

II. MISSION, GOALS, AND LEARNING OBJECTIVES, E

***Non *Pot. C**

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|------------------------------------------------------------------------------------------------------------------------------------|-------|-------|-------|
| a. There is a systematic plan for assessing the program effectiveness based on the five outcomes listed in the <i>Essentials</i> . | _____ | _____ | _____ |
| b. The pertinent outcomes are published and available to the public. | _____ | _____ | _____ |

Substantiated by:

Analyses of findings of review	Advisory Board Minutes
Assessment of educational achievement in relation to Mission, Goals, Learning Objectives	

*** EXPLANATION- Itemize/explain the specific findings and sources supporting your conclusion of potential compliance or non-compliance.**

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 or Social Science
2. English
3. Mathematics
4. 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.

The institution's distance education courses and/or programs are comparable to those on campus in terms of quality, rigor, breadth of academic and technical standards, and completion requirements.

The institution employs a standardized approach to create course templates, course descriptions, learning objectives, course requirements (i.e. standard syllabus, grading, resources, etc.), and learning outcomes associated with its courses and/or programs in order to facilitate quality assurance and the assessment of student learning.

III. CURRICULUM, A.

***Non *Pot. C na**

- | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-------|-------|
| a. Curriculum is based on a minimum of two academic years or equivalent. | _____ | _____ | _____ |
| b. Curriculum is based on an educationally sound and sequenced plan | _____ | _____ | _____ |
| c. Course syllabi include competencies and student learning objectives. | _____ | _____ | _____ |
| d. Curriculum includes subject matter listed in III. A. | _____ | _____ | _____ |
| e. Curriculum includes a plan for a well-structured, competency-based clinical practice program. | _____ | _____ | _____ |
| f. The complete and detailed up-to-date curriculum is kept on file. | _____ | _____ | _____ |
| g. Individual course outlines, class schedules, and laboratory schedules are available and distributed to students. | _____ | _____ | _____ |
| h. Records of student evaluations and directed work experience (clinical, laboratory, cooperative) are maintained. | _____ | _____ | _____ |
| i. Any distance learning courses are comparable to those on campus in terms of quality, rigor, breadth of academic and technical standards, and completion requirements | _____ | _____ | _____ |

Substantiated by:

- | | |
|----------------------------|----------------------------|
| Published program material | Curriculum |
| Class schedules | Student Handbook |
| Student records | Student rotation schedules |

*** EXPLANATION- Itemize/explain the specific findings and sources supporting your conclusion of potential compliance or non-compliance.**

III. CURRICULUM

- B. Instructional Resources (MUST include but are not limited to textbooks, manuals, handouts, on-line resources etc.)

Material required to meet educational goals and/or learning objectives of the program must be available and utilized. Sufficient resources must be available to support assignment of professionally related research papers. Sufficient learning resources must be made available to support student learning.

- C. Classroom Presentations, Discussions, and Demonstrations

Classes must be held as scheduled and planned, and must be structured. For distance learning or any off-site education, courses must provide a structured bidirectional communication between faculty and students and among the students enrolled in the course. (Examples such as: Blackboard, emails, web-conferencing.)

The institution employs sufficient policies and/or procedures to ensure timely responses to students' inquiries/concerns raised while enrolled in its distance education courses or programs. (A timely response is defined as one in which feedback is provided back to the student within five academic days or according to the institution's policies.)

III. CURRICULUM, B. & C.

	<u>*Non</u>	<u>*Pot.</u>	<u>C</u>	<u>na</u>
a. Textbooks, manuals, handouts, on-line resources sufficient to meet educational goals and program learning objectives are available and utilized.	_____	_____	_____	
b. Sufficient resources are available to support assignment of professionally related research papers.	_____	_____	_____	
c. Classes are held as scheduled.	_____	_____	_____	
d. Classes are planned and structured.	_____	_____	_____	
e. Bidirectional communication between students and faculty and among students is in place for distance educational activities (if applicable).	_____	_____	_____	_____
f. Distance learning students are ensured of a timely response to inquiries/concerns.	_____	_____	_____	_____

Substantiated by:

- | | |
|---------------------------------|----------------------|
| Course outlines | Curriculum |
| Classroom Observation | Textbook assignments |
| Distance learning "observation" | Program resources |

*** EXPLANATION- Itemize/explain the specific findings and sources supporting your conclusion of potential compliance or non-compliance.**

III CURRICULUM

D. Examinations, Tests, Assessments and Evaluations (oral, written and practical) for Didactic and Clinical Aspects of the Program

These tools must be consistent with the program’s mission, goals, and learning objectives. All educational laboratory, clinical and didactic coursework must provide timely written evaluation of student’s academic progress.

For on-campus programs, the program must ensure that all examinations, tests, assessments and evaluations meet institutional requirements for student oversight, protection and exam security. The program must conduct final evaluations of student skill and knowledge under supervision of qualified instructional staff as described in Section IV B 1-2.

Off-site and distance learning requires all testing to be held on campus (Section III D 2) or conducted off-site at a secured testing site.

The institution monitors distance education student progress and participation. This could be accomplished through a variety of means that may include student time online, frequency of logins, electronic footprints, electronic grade book, and percentage of course completed.

III. CURRICULUM, D.

	<u>*Non</u>	<u>*Pot.</u>	<u>C</u>	<u>na</u>
a. Evaluation systems are consistent with mission, goals, and learning objectives.	_____	_____	_____	
b. All educational activities and courses provide timely evaluation of student’s academic progress.	_____	_____	_____	
c. All evaluation methods meet requirements for oversight, protection, and exam security.	_____	_____	_____	
d. Qualified instructional staff conducts final evaluations of skill and knowledge.	_____	_____	_____	
e. Distance learning courses conduct final evaluations on campus or at a secured testing site.	_____	_____	_____	_____
f. The institution monitors distance education student progress and participation.	_____	_____	_____	_____

Substantiated by:

Course outlines & documentation

Distance learning “observation”

*** EXPLANATION- Itemize/explain the specific findings and sources supporting your conclusion of potential compliance or non-compliance.**

III. CURRICULUM

E. Supervised, Documented, and Structured Laboratory Experience.

Laboratory didactic instruction must be well structured, competency based, and appropriate for each student prior to rotation through a laboratory externship or internship. Direct supervision must be provided by program faculty. Didactic laboratories must provide an environment supportive of learning and operate in accordance with environmental health and safety regulations as defined by the institution.

III. CURRICULUM, E.

***Non *Pot. C**

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|---------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-------|-------|
| a. Didactic laboratory instruction is well structured, competency based, and appropriate prior to rotation through a clinical externship or internship. | _____ | _____ | _____ |
| b. Laboratory sessions are directly supervised by program faculty. | _____ | _____ | _____ |
| c. Didactic laboratories are supportive of learning and operate in accordance with the institution's environmental health and safety regulations. | _____ | _____ | _____ |

Substantiated by:

Laboratory education plan
 Supervision schedules
 Team tour of facilities

Laboratory objectives
 Student interviews

*** EXPLANATION- Itemize/explain the specific findings and sources supporting your conclusion of potential compliance or non-compliance.**

III. CURRICULUM

F. 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. A signed form acknowledging the representative and supervisor responsibility must be on file with the program director. 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.

III. CURRICULUM, F.

	<u>*Non</u>	<u>*Pot.</u>	<u>C</u>
a. Internships or externships conducted by the program are supervised or coordinated by program faculty possessing the appropriate instructor qualifications.	_____	_____	_____
b. There is a written training plan meeting the requirements of the <i>Essentials</i> .	_____	_____	_____
c. The externships training plan designates the on-site employer representative responsible for guiding and overseeing the students' learning experiences and who participates in the student's written evaluation.	_____	_____	_____
d. There are signed forms on file for all externship employer representatives.	_____	_____	_____
e. Students are graded based on the learning objectives of the internship or externship.	_____	_____	_____

*Non *Pot. C

- f. Each internship and/or externship dispensing area is in compliance with this section of the *Essentials*, including contact lens facilities where applicable.

Substantiated by:

Clinical education plan
Supervision schedules
Team tour of facilities

Student rotation schedules
Student interviews

***EXPLANATION- Itemize/explain the specific findings and sources supporting your conclusion of potential compliance or non-compliance.**

III. CURRICULUM

G. 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 inquires 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.

III. CURRICULUM, G.

***Non *Pot. C**

- a. Graduates demonstrate somewhere in the program each of the skills listed in the *Essentials*

Substantiated by:
Curriculum

Review of competencies

*** EXPLANATION- Itemize/explain the specific findings and sources supporting your conclusion of potential compliance or non-compliance.**

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.

IV. RESOURCES, A. Program Director

***Non *Pot. C**

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|---------------------------------------------------------------------------------------------------------------|-------|-------|-------|
| a. A person is identified who is responsible for the items in this section. | _____ | _____ | _____ |
| b. The Program Director serves on full-time appointment. | _____ | _____ | _____ |
| c. The qualifications of the Program Director comply with part 1 of this section of the <i>Essentials</i> . | _____ | _____ | _____ |
| d. The responsibilities of the Program Director comply with part 2 of this section of the <i>Essentials</i> . | _____ | _____ | _____ |

Substantiated by:

Curriculum vitae of Program Director; Documentation of qualifications;
Interviews with Program Director, Instructors, Students, Advisory Board, Administration

*** EXPLANATION- Itemize/explain the specific findings and sources supporting your conclusion of potential compliance or non-compliance.**

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. The COA recommends the following Instructor/Student ratios:

 Didactic/Lecture/Theory Course sections – 1:40
 Laboratory Course Sections – 1:14
 Clinical/Practicum Course Sections: - 1:14
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.

IV. RESOURCES, B. Instructional Staff

	<u>*Non</u>	<u>*Pot.</u>	<u>C</u>	<u>na</u>
a. Instructors are qualified individually to teach assigned courses described in part 1 of this section.	_____	_____	_____	
b. If applicable, qualified faculty provide appropriate and documented for all distance delivery of education.	_____	_____	_____	_____
c. Instructors responsibilities are as described in part 2 of this section.	_____	_____	_____	
d. Lesson plans are on file and available for review, and meet the requirements of part 2 of this section.	_____	_____	_____	
e. Instructor/student ratios are adequate to achieve curriculum objectives.	_____	_____	_____	
f. Administrative support for professional development is available.	_____	_____	_____	
g. Training is available for faculty who teach via the use of technology.	_____	_____	_____	_____
h. Program has established and published procedures for evaluation of instructors.	_____	_____	_____	

Substantiated by:

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

*** EXPLANATION- Itemize/explain the specific findings and sources supporting your conclusion of potential compliance or non-compliance.**

IV. RESOURCES

C. Preceptors

1. Qualifications

Off-site Preceptors 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.

Off-site Preceptors 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.

Qualified preceptors must provide appropriate and documented oversight for all instruction, ensuring rigor and the quality of instruction.

2. Professional Development and Review

a. The institution and Opticianry Program must encourage and provide opportunities for preceptors to improve their optical, educational, and professional expertise.

b. The Opticianry Program must have established and published procedures for evaluation of preceptors.

IV. RESOURCES, C. Preceptors

	<u>*Non</u>	<u>*Pot.</u>	<u>C</u>	<u>na</u>
a. Documentation exists for all off-site preceptors for spectacle dispensing showing that they meet the requirements of paragraph C.1.	_____	_____	_____	_____
b. Documentation exists for all off-site preceptors for contact lens fitting showing that they meet the requirements of paragraph C.1.	_____	_____	_____	_____
c. Qualified preceptors provide appropriate and documented oversight for all off-site instruction	_____	_____	_____	_____
d. Preceptors are encouraged to improve their professional expertise.	_____	_____	_____	_____
e. Procedures for evaluation of preceptors are established and published.	_____	_____	_____	_____

Substantiated by:

- Preceptor qualifications
- Curriculum vitae of instructors
- Interviews with Preceptors, Program Director, Administration, Students.
- Lesson plans
- Course outlines

*** EXPLANATION-** Itemize/explain the specific findings and sources supporting your conclusion of potential compliance or non-compliance.

IV. RESOURCES

D. 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.

The institution's budget is sufficient to support its distance education courses and/or programs.

IV. RESOURCES, D. Financial

	<u>*Non</u>	<u>*Pot.</u>	<u>C</u>	<u>na</u>
a. The institution shows financial commitment to the program.	_____	_____	_____	
b. Financial resources of the Opticianry Program are available for a period of three (3) years.	_____	_____	_____	
c. Fund projections are sufficient to enable enrolled students to complete the program.	_____	_____	_____	
d. The institution's budget is sufficient to support its distance education courses and/or programs.	_____	_____	_____	_____

Substantiated by:

Budget

Interviews with Program Director, Faculty, Administration.

*** EXPLANATION**- Itemize/explain the specific findings and sources supporting your conclusion of potential compliance or non-compliance.

IV. RESOURCES

E. 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.

IV. RESOURCES, E..

	<u>*Non</u>	<u>*Pot.</u>	<u>C</u>
a. Adequate classrooms, laboratories, administration offices, and other facilities, as required, are provided in accordance with accepted educational standards.	_____	_____	_____
a. Classrooms are supportive of learning.	_____	_____	_____
b. Dispensing laboratory, Fabrication laboratory, and Contact Lens laboratory are available.	_____	_____	_____
c. Laboratory supervision is present during laboratory hours.	_____	_____	_____
d. Program Director's office provides privacy, and is a secure location	_____	_____	_____
e. Appropriate classroom, laboratory and office equipment, and supplies adequate quantities are provided.	_____	_____	_____

	<u>*Non</u>	<u>*Pot.</u>	<u>C</u>
f. There is a plan for scheduled equipment replacement and repair.	_____	_____	_____
g. The library meets the requirements of part 3 of this section.	_____	_____	_____
h. Student records are maintained in accordance with part 4 of this section.	_____	_____	_____

Substantiated by:

- | | |
|---------------------------------------------------------|----------------------------------------|
| Classroom equipment and supplies | Equipment and supplies |
| On-site visit to library | On-site visit of laboratory facilities |
| Student Records | Review of office facilities |
| Interviews with students, faculty, and Program Director | |

*** EXPLANATION**- Itemize/explain the specific findings and sources supporting your conclusion of potential compliance or non-compliance.

IV. RESOURCES

F. Instructional Resources

Adequate multimedia and audiovisual materials must be available for instruction. Faculty and students must have access to computers and to the Internet.

G. Distance Education Resources

The institution has procedures for adequate maintenance of the learning resources (i.e. media, equipment, supplies, libraries, etc.) which support all distance education instruction. The institution annually reviews the quality and currency of its distance education courseware. The institution provides students with technical support for each educational technology hardware system, software system, and delivery system required in a program.

H. Safety and Environmental Management

Program must operate in accordance with federal and state occupational safety, health, environmental regulation, and accepted universal precautions. It is recommended that the Safety and Environmental Checklist as supplied by the Commission be adhered to.

IV. RESOURCES, F - H

	<u>*Non</u>	<u>*Pot.</u>	<u>C</u>	<u>na</u>
a. Program has appropriate multimedia and audiovisual materials.	_____	_____	_____	
b. Faculty and students have access to computers and to the Internet.	_____	_____	_____	
c. The institution has procedures for adequate maintenance of the learning resources for distance education.	_____	_____	_____	_____
d. The institution annually reviews the quality and currency of its distance Courseware.	_____	_____	_____	_____
e. The institution provides students with technical support for each educational Technology used in distance learning.	_____	_____	_____	_____
f. Program operates in accordance with federal and state occupational safety, health and environmental regulations.	_____	_____	_____	

Substantiated by:

- Review of facilities
- Interviews with students, faculty, and Program Director
- COA Safety and Environmental Checklist
- Audiovisual equipment and supplies

*** EXPLANATION- Itemize/explain the specific findings and sources supporting your conclusion of potential compliance or non-compliance.**

IV. RESOURCES

I. 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.

IV. RESOURCES, I. Advisory Committee

	<u>*Non</u>	<u>*Pot.</u>	<u>C</u>
a. The Advisory Committee has appropriate written goals and functions.	_____	_____	_____
b. The committee members are appointed in accordance with institutional policy.	_____	_____	_____
c. No more than two of the committee members represent the other non-allied health professions or the public.	_____	_____	_____
d. There is a student on the Advisory Committee.	_____	_____	_____
e. Full-time faculty and institution administration are ex-officio members.	_____	_____	_____
f. The Advisory Committee meets at a minimum annually.	_____	_____	_____
g. Agendas for ACe meetings are published and distributed in advance.	_____	_____	_____
h. Minutes of Advisory Committee meetings are kept on file.	_____	_____	_____
i. A list of attendees, absentees, and their affiliation is included in the minutes.	_____	_____	_____

Substantiated by:

- Agendas for Advisory Committee
- Minutes of Advisory Committee meetings
- Meeting with Advisory Committee
- Institutional policy for Advisory Committees

*** EXPLANATION- Itemize/explain the specific findings and sources supporting your conclusion of potential compliance or non-compliance.**

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.

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

*Non *Pot. C

- | | | | | |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-------|-------|
| a. | An accurate description of the Opticianry Program, course content, and course objectives is provided to the students | _____ | _____ | _____ |
| b. | The items listed in this section of the <i>Essentials</i> are available to each entering student in some form [not all necessarily in the same document.] | _____ | _____ | _____ |
| c. | Published references to accreditation by the COA are accurate. | _____ | _____ | _____ |
| d. | An academic calendar that outlines schedules for academic terms, school years, and projected student completion timelines is available. | _____ | _____ | _____ |
| e. | Grading and completion requirements are published | _____ | _____ | _____ |
| f. | Admission policies, including advanced placement, are made in accordance with the accepted policies of the institution. | _____ | _____ | _____ |
| g. | Cancellation and refund policies are published. | _____ | _____ | _____ |
| h. | Enrollment procedures are clearly defined and comply with prevailing law. These practices are clearly defined, published, and readily available. | _____ | _____ | _____ |
| i. | All institution and program publications and advertising are truthful. | _____ | _____ | _____ |

Substantiated by:

Optical Student Handbook

Institution's Catalog

*** EXPLANATION - Itemize/explain the specific findings and sources supporting your conclusion of potential compliance or non-compliance.**

V. **STUDENTS**

B. Admission

1. The Program Director and/or a member of the instructional staff must cooperate with the institution's admissions officer in establishing admission requirements for students and participate in the final student selection. The Program must adhere to ADA (Americans with Disabilities Act).
2. Candidates for admission must be high school graduates or the equivalent, or have passed pre-admission testing standard to the institution sufficient to confirm the candidate's ability to benefit from the program. High school courses (or equivalent) in biology, English, mathematics, physics and use of electronic multimedia are recommended. The institution must admit only those students who meet institutional admission requirements and only those who are prepared by background, knowledge, and technical skills to succeed. All enrolled students must have reasonable and adequate access to the range of student services appropriate to support their learning.

It is recommended that, once admitted, students from other accredited programs in Opticianry and other allied health professions be given appropriate transfer credits in accordance with the policies of the institution. There may be a system of challenge by examination.

V. **STUDENTS, B.**

*Non *Pot. C

- | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--------------|--------------|
| <p>a. The Program Director and/or a member of the instructional staff cooperates with the institution's admissions officer in establishing admission requirements.</p> | <p>_____</p> | <p>_____</p> | <p>_____</p> |
| <p>b. The Program adheres to ADA (Americans with Disabilities Act).</p> | <p>_____</p> | <p>_____</p> | <p>_____</p> |
| <p>c. Admissions requirements reflect the requirements in part 2 of this section of the <i>Essentials</i>.</p> | <p>_____</p> | <p>_____</p> | <p>_____</p> |

Substantiated by:

- Student interviews Admission criteria and procedures
- Published program material, catalog and brochure

*** EXPLANATION- Itemize/explain the specific findings and sources supporting your conclusion of potential compliance or non-compliance.**

V. STUDENTS

C. Health Services

It is recommended that the institution inform the students of its health care services and that students have access to those services if available. A plan for emergency medical care must be available.

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.

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.

F. Grievance and Appeal Procedures

Appropriate appeal procedures must be clearly defined and available to the student. The student must be informed of due process with regard to unfavorable evaluation, disciplinary action, dismissal, and suspension.

The institution must provide and implement an appropriate policy for handling formal complaints from students, graduates and former students, and mandate that this policy is published.

V. STUDENTS, C – F.

	<u>*Non</u>	<u>*Pot.</u>	<u>C</u>
a. There is a plan for emergency medical care.	_____	_____	_____
b. Academic guidance and student counseling is available.	_____	_____	_____
c. Student records are maintained for student admission, attendance, and evaluation.	_____	_____	_____
d. Grades are permanently maintained in a safe and accessible place.	_____	_____	_____
e. Students are informed of the right to access their own records.	_____	_____	_____
f. Access to student records is limited to authorized persons.	_____	_____	_____
g. Appropriate appeal procedures are clearly defined and available.	_____	_____	_____
h. The appeal process is published and available to the students.	_____	_____	_____

Substantiated by:

- Student Handbook
- Program records
- Policy manual
- Published program material, catalog, and brochure
- Interviews with students, instructors and Program Director

*** EXPLANATION- Itemize/explain the specific findings and sources supporting your conclusion of potential compliance or non-compliance.**

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.

VI. OPERATIONAL POLICIES, A – F

	<u>*Non</u>	<u>*Pot.</u>	<u>C</u>
a. Published program description(s) accurately reflect the program offered.	_____	_____	_____
b. Student costs and the awarding of academic credit are published and accurate.	_____	_____	_____
c. Policies and processes for student withdrawal, refunds of tuition, and refunds			
d. of fees are published and publicly available.	_____	_____	_____
e. Program policies and practices regarding student clinical practice are			
f. published and available to the student.	_____	_____	_____
g. A policy for infectious disease control is in place and available to the students.	_____	_____	_____
h. Student and faculty recruitment and matriculation practices are nondiscriminatory.	_____	_____	_____
i. If disclosed, COA information, including the specific academic and/or instructional program(s) covered, is accurate. The COA address and telephone number are included.	_____	_____	_____

Substantiated by:

- Published program material, catalog, and brochure
- Student interviews
- Institutional recruiting policy
- Faculty interviews

*** EXPLANATION-** Itemize/explain the specific findings and sources supporting your conclusion of potential compliance or non-compliance.

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 annually 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.

VII. CONTINUING PROGRAM EVALUATION, A & B

	<u>*Non</u>	<u>*Pot.</u>	<u>C</u>
a. A process for periodic self-evaluation of the program's effectiveness is reflected in program policy and is documented.	_____	_____	_____
b. The institution evaluates the program's educational effectiveness.	_____	_____	_____
c. The results of the self-evaluation are reflected in program development.	_____	_____	_____
d. 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.	_____	_____	_____
e. Sufficient qualitative information is secured to demonstrate an ongoing system of evaluation.	_____	_____	_____
f. A list of program graduates is maintained.	_____	_____	_____
g. The results of the ABO and NCLE examinations, and state licensing examination if applicable, are documented and reviewed periodically.	_____	_____	_____
h. Maintenance and documentation of the employment records of recent graduates of the program is one aspect of program evaluation.	_____	_____	_____

Substantiated by:

- Program policies/processes
- Graduate evaluation of program
- Student pass/fail rate on ABO, NCLE, and state licensure examinations
- Interview with faculty and students
- Employer evaluation of program

*** EXPLANATION - Itemize/explain the specific findings and sources supporting your conclusion of potential compliance or non-compliance.**