

SUBJECT MATTER EXPERT REGISTRATION FORM

For California Law and Regulation Examination (CLRE) Development Workshops

Instructions: Complete this form by filling in Sections A through D. It is important to complete all information regarding your correct e-mail, mailing address and phone number so we are able to contact you about scheduling details. Please mail or fax this form to:

California State Board of Optometry
2450 Del Paso Road, Suite 105
Sacramento, CA 95834
Attn: Nooshin Movassaghi
Phone: (916) 575-7182
Fax: (916) 575-7292

Section A – Name and Address Information

Last Name:	First Name:	MI:	
Address:	City:	State:	Zip:
Home/Cell Phone:	Work Phone:	Fax:	
E-mail:	License Number:	Birthdate:	
<input type="checkbox"/> Check to join our e-mail list.			

Section B – Travel Arrangements

Whether you travel by personal vehicle or commercial airline, you are requested to arrive in Sacramento the day before your selected workshop begins. Please check the appropriate box:

- I will be traveling by personal vehicle. Mileage is reimbursed at the state rate of \$.565 per mile (subject to change).
- I will be traveling by commercial airline. Airfare is prepaid by the Board. You will fly into and out of Sacramento International Airport. Please indicate preferred dates, times and airport. The Travel Liaison will coordinate your flight to your specifications as closely as possible.

DEPARTURE FLIGHT:

Date: _____ Time: _____ Airport: _____

RETURN FLIGHT:

Date: _____ Time: _____ Airport: _____

Section C – Overnight Accommodations

If you live more than 50 miles from Sacramento, a hotel room will be reserved for you for one night if you are attending a one day workshop. By marking the applicable box below, you will assist us in arranging your hotel reservation.

- I live more than 50 miles from Sacramento, please book overnight accommodations.
- I live more than 50 miles from Sacramento, but will be staying with a friend, please do not book any overnight accommodations.
- I do not live more than 50 miles from Sacramento.

All hotel reservations are made at the Holiday Inn Express Hotel and Suites located at 2981 Advantage Way, Sacramento, CA 95834 (one mile away from the workshop location).

Section D – Workshops of Interest

A list of examination development workshops scheduled for the next two examination development cycles and a brief description of each workshop are provided below.

Please place a check mark in the box next to the workshop(s) you are available to attend. Each workshop in a cycle requires participation of different subject matter experts (SMEs) to ensure objectivity and validity of the examination. This typically means that you will have the opportunity, if interested, to participate in two workshops every year (one workshop per examination cycle). Based on your availability and workshop recruitment status, your name will be added to the SME list for one of the available workshops at the time your registration form is received.

Also, please indicate your availability to serve as a back-up for any of the listed workshops by circling the appropriate response in the last column. If the appropriate number of SMEs cannot be recruited for a workshop, you will have the opportunity to participate in these workshops as well.

✓	Workshop Date	Workshop Type	Workshop Description	Would you like to be listed as a back-up for this workshop?	
Exam Cycle 1					
	March 2, 2015 Monday (8 CE Credits)	Item Writing	Participants write new exam questions. They work with a testing specialist and receive training on how to write exam questions.	Yes	No
	March 23, 2015 Monday (8 CE Credits)	Item Review	Participants review current and new exam questions. They work with a testing specialist and receive training on how to review exam questions.	Yes	No

NOTE: If you are interested in the Item Review Workshop, you cannot participate in the Item Writing Workshop and vice versa.

✓	Workshop Date	Workshop Type	Workshop Description	Would you like to be listed as a back-up for this workshop?	✓
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Exam Cycle 2

	April 20, 2015 Monday (8 CE Credits)	Exam Construction	Participants select questions for the 2014-2015 examination from a pool of test questions based on content-related criteria.	Yes	No
	May 18, 2015 Monday (8 CE Credits)	Passing Score	Under the facilitation of a testing specialist, participants apply minimum competence standards to establish a criterion-referenced passing score for the 2014-2015 examination.	Yes	No
	June 8, 2015 Monday (8 CE Credits)	Item Writing	Participants write new exam questions. They work with a testing specialist and receive training on how to write exam questions.	Yes	No
	June 22, 2015 Monday (8 CE Credits)	Item Review	Participants review current and new exam questions. They work with a testing specialist and receive training on how to review exam questions.	Yes	No

NOTE: If you are interested in the Item Review Workshop, you cannot participate in the Item Writing Workshop and vice versa.

WHAT TO EXPECT WHEN PARTICIPATING IN A WORKSHOP

The following information about the workshop describes what to expect when you arrive and what needs to be done so that your visit will go smoothly.

THE WORKSHOP

LOCATED AT: Office of Professional Examination Services
2420 Del Paso Road, Ste. 265
Sacramento, CA 95834

1. The workshop will begin promptly at 8:30 a.m. You will be expected to be present for the entire workshop. If for any reason you cannot attend or will be late, you must contact OPES immediately. The number is (916) 575-7240. You may also contact Nooshin Movassaghi at (916) 575-7182.
2. There will be two 15-minute breaks; one at mid-morning and one at mid-afternoon. You will be offered a one-hour lunch period, generally around noon. Again, you will need to return to the workshop promptly after your break or lunch.
3. Cell phones, laptop computers, recorders and other electrical devices are prohibited. If you will need to make a call, you may do so during your breaks.
4. It is recommended that you wear comfortable, business casual attire, and due to room temperature fluctuations, you should bring a sweater or similar items for extra warmth.
5. Please review the Board's law book online at <http://www.optometry.ca.gov/lawsregs/laws.pdf> . Familiarizing yourself with the law book will save you time during the workshop and prepare you for discussions pertaining to examination questions.

CONTRACT DOCUMENTS

You are required to enter into a contract with the state in order to participate and receive your reimbursement and per Diem (Government Code Section 19130 and Business and Professions Code Section 40). You do not need to worry about completing the contract documents before the workshop. You will be given an overview about the contract process at the workshop, and provided completed contracts that will only need your signature. You cannot receive reimbursement and per Diem if this contract is not completed. If you would like to review the contract documents prior to attending the workshop, please e-mail me and I will send you a copy.

Please Note: Any expenses incurred over the state reimbursable amount will be your responsibility. No Federal or State income tax shall be withheld from reimbursements and per Diem. However, the State of California is required to report all payments to the Internal Revenue Service and Franchise Tax Board for tax purposes.

ACCOMMODATIONS

You are requested to arrive at your hotel the day before the beginning of your workshop. You may check in to your room starting at 3:00 p.m. This will give you ample time to arrive in Sacramento, relax and prepare for the next day's workshop. A hotel room will be held in your name at the **Holiday Inn Express - Sacramento Airport – Natomas** located at:

2981 Advantage Way
Sacramento, CA 95834
Phone: 916-928-9400

You will be given a reservation number and asked to call to confirm your reservation by providing your credit card number to ensure your hotel room is officially held. Your room will be reserved under a courtesy hold until you call and provide your credit card number. If you don't need the hotel room, please cancel the reservation.

You must retain your hotel receipt, as you will be reimbursed for the cost. Please remember that the State will reimburse you for the room and some incidentals associated with it (up to \$5 total). Incidentals include, but are not limited to, expenses for laundering/pressing of clothing and tips or gratuities for services such as porters and baggage handlers.

FLIGHT

The Travel Liaison will make all reservations for you based on the choices you requested on the Subject Matter Expert Registration Form. Airfare is prepaid by the Board. You will fly into and out of Sacramento International Airport.

SHUTTLE/TRANSPORTATION TO & FROM THE AIRPORT

The Holiday Inn Express has a complimentary airport shuttle that runs 24 hours a day.

For **pick up FROM the airport**, the drivers will go upon call so when you have arrived, received your luggage and are completely ready to go, just call the hotel at **916-928-9400**. The shuttle will arrive between 10 and 25 minutes.

Shuttles run **TO the airport** every 40 minutes from 3:55 a.m. to 9:00 a.m. and as needed throughout the rest of the day. Seats are limited, so for your return to the airport, **you will need to stop by the front desk and reserve a seat for the shuttle time you prefer.**

Where to find the shuttle at the airport:

Terminal A – from baggage claim, go through the “Ground Transportation” exit. Look for the Holiday Inn Express blue and white van with the Holiday Inn Express, Hampton Inn and Homewood Suites logos.

Terminal B – exit from the baggage claim; exit the West Ground transport door. Cross the street to the center-island and wait at the sign that says Pre-Arranged Transportation Hotel Shuttles.

Seats in the airport shuttle are based on availability and times cannot be guaranteed, so please plan accordingly.

OTHER TRANSPORTATION

The Board does not provide rental cars for law exam development workshops. Please call **Frontier Cab Company at 916-417-8325** to get a ride from the hotel to the workshop and vice versa. It will be under \$10 for the ride and up to six people can be transported at a time. Call at least 30-40 minutes in advance so that you will make it to the workshop on time. You must obtain a receipt from the cab driver so the state can reimburse the cost. If you see a fellow participant in need of a ride, I encourage you to ride together so that the cab driver will not have to make so many trips.

REIMBURSEMENT

You will be reimbursed only for those out of pocket expenses reimbursable by the State while attending your workshop. Please be sure to keep all your receipts. State reimbursement will be paid for the following costs only:

- Breakfast will be reimbursed at a maximum of \$7.00 (with a receipt).
- Lunch will be reimbursed at a maximum of \$11.00 (with a receipt).
- Dinner will be reimbursed at a maximum of \$23.00 (with a receipt).
- Incidentals are reimbursed at a maximum of \$5.00 per every 24 hours.
- Parking is reimbursed at a maximum of \$10.00 per day (without a receipt); in excess of \$10 per day (with a receipt).
- Per Diem is paid at \$100.00 per day and is paid with your reimbursement.
- If you drive your own vehicle, mileage will be reimbursed at a rate of \$.565 per mile (the rate changes yearly).
- Hotel (with a receipt).