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**To:** Practice and Education Committee Members      **Date:** March 17, 2017

**From:** Jessica Sieferman      **Telephone:** (916) 575-7170  
Executive Officer

**Subject:** **Agenda Item 4 – Discussion and Possible Action Related to Concerns Raised by CE Providers Regarding Revised Approval Process, Continuing Education Course Approval Request Form; Recommendation to Full Board**

Recognizing the need to uniform and codify the Continuing Education (CE) Course approval process, the Practice and Education Committee (PEC) made several changes in early 2016.

The PEC revised the application ([here](#)) to include a copy of the course schedule, a detailed course outline and presentation materials (e.g., PowerPoint presentation). In addition, California Code of Regulations (CCR) § [1536](#) was revised to incorporate the application by reference and clarify items required, including a curriculum vitae (CV) for each instructor involved in the course. If one instructor presented on each course, the PEC requested a separate CV attached to each course.

The PEC further instructed staff that it did not want to see any applications that were missing any of the required information.

Since the Board implemented the process changes approved by the PEC, some CE Providers have complained about the cumbersome process. To fully understand the concerns from impacted providers, Board staff would like to create a survey and send out to each CE provider impacted in the last year. The feedback provided would be brought to the PEC at a future meeting for consideration.

In the meantime, Board staff requests approval to send all pending applications to the PEC for review and let the PEC decide whether it has enough information to determine if the course meets the criteria set forth in CCR § 1536 (g):

- (g) The criteria for judging and approving continuing education courses by the Board for continuing optometric education credit will be determined on the following basis:
- 1) Whether the program is likely to contribute to the advancement of professional skills and knowledge in the practice of optometry.
  - 2) Whether the instructors, lecturers, and others participating in the presentation are recognized by the Board as being qualified in their field.
  - 3) Whether the proposed course is open to all optometrists licensed in this State.
  - 4) Whether the provider of any mandatory continuing optometric education course agrees to maintain and furnish to the Board and/or attending licensee such records of course content and attendance as the Board requires, for a period of at least three years from the date of course presentation.