

2450 Del Paso Road, Suite 105
Sacramento, CA 95834
(916) 575-7170, (916) 575-7292 Fax
www.optometry.ca.gov

To: Board Members

Date: December 31, 2018

From: Shara Murphy, Executive Officer
Prepared by Kristina Eklund,
Licensing Support Technician

Telephone: (916) 575-7170

Subject: Agenda Item 5 - Discussion and Possible Action Regarding Expiration of Board Approved Continued Education Courses; Possible Recommendations to the Full Board

Historically, the guidelines (not set out within regulation) were determined by previous management and have become standard office practice. These guidelines are as follows:

- Many Providers of continuing education are familiar with these guidelines already, but for any new or inexperienced providers, a document (Guidelines for Submittal of Continuing Education Course Approval Applications) is offered and emailed to the provider(s) for assistance. This is the first line of communication between Staff and Provider regarding the Provider's application.
- Upon review of the application package and utilization of an application checklist, if necessary, a deficiency letter is created and emailed to the Provider explaining the deficiency and what is needed to make the application package complete. All applications whether complete or incomplete are submitted to the Practice and Education Committee (Committee) for approval or denial during a publicly noticed meeting.
- Upon approval, denial (or conditional approval) by the Committee, Staff creates a form letter and sends an email to the Provider with the form letter attached. This notification email contains the approval period with beginning and ending dates.

The instruction guide, email language, and form letters used in the process outlined above are provided as an attachment to this memo, for Board review.

GUIDELINES FOR SUBMITTAL OF CONTINUING EDUCATION COURSE APPROVAL APPLICATIONS

Here is an overview of the requirements:

Application:

The application must be completed in its entirety. It is available on the Board's website. Please read the application carefully and follow all instructions.

Regarding the two statements where you answer yes or no, you should be aware that your law requires CE courses to be open to **all** California licensed optometrists (within your seating and logistic limitations). On the application where it asks for the presentation date, please include the start and end time of the event, or include that information in an agenda.

Provider: The Provider, who may be different from the lecturer/instructor, is the person who submits the material for consideration by the Board. Please list the Provider's name, mailing address, and email in the contact field.

Fee Requirement:

Regarding the \$50 course fee, it is important to understand that if you have multiple topics during an event that are not directly tied together, each one is considered a separate course and requires an application, application fee, and the required supporting documents. If you have multiple topics which you believe are directly tied together, and in your opinion constitute one course, then you must include a **written explanation** as to how the topics are all directly related.

Processing Time:

Please try your best to allow sufficient lead time for processing and decision prior to the course start date. However, if your application will be received by the Board sooner than 45 days before the event, you must include (on your own letterhead or Word doc) a written explanation as to why your application was submitted late and how you will prevent this from occurring in the future.

Supporting Documentation:

For determination of whether a program is likely to contribute to the advancement of professional skill and knowledge in the practice of optometry, the Practice and Education Committee request the following

documentation for every topic within an event:

- **Summary** – this would be somewhat of a narrative or synopsis of the lecture and should be detailed. It should at least be one paragraph
- **Outline** – this should include the breakdown of titles and any subtitles.
- **Presentation material** – **ALL** presentation material is required and this is a **mandatory** item. If you have slides, please email all of them. Everything that you will provide to your attendees via visual or paper form is presentation material. If (in rare instances) you do not have presentation material, submit in writing a statement of such and a thorough explanation of why you do not have any material.
- **CV** – provided for every lecturer/instructor per course topic

Curriculum Vitae (CV)

For determination that the instructors, lecturers, and others participating in the presentation are recognized as being qualified in their field, it is required that a CV be submitted with every application, for every instructor/lecturer in an event. Even if the Board has received a CV prior for a previous application, a CV must be included in the new submittal because this is a continually changing/updating record.

Preparing the application packet for submittal; the order of the documents should be as follows:

- Application with topic title in the “Course Title” field.
- Presentation start and end time and number of hours requested
- Advertisement (optional)
- Summary of course title (at least one paragraph)
- Outline of course title
- Presentation material of course title (mandatory)
- CV for instructor of course title

Please be conscientious about submitting the documents in the described order. Executive staff believes preparation of application packets is the responsibility of the provider and not of Board staff. Additionally, it makes the process more efficient if Board staff does not have to try to figure out which documents, presentation materials, ext. go with which application.

Staff requests that applications with supporting documents be submitted electronically via email in the order explained above. Scanned paper copies do not produce high quality images. Due to the fact that there may not be evidence of payment with electronic submittals, you may be asked to provide proof of payment via copy of canceled check. This document will **not** become part of the application file reviewed by the Committee. It will only serve as evidence of payment to the staff member preparing the application for review and then it will be shredded.

If you have any questions or concerns, please contact me. My direct phone number is: 916-575-7165. I am here to assist you with the process, answer questions, and to help make this process as smooth and efficient as possible.

Greetings:

Thank you for submitting your continuing education course approval request. To process your request, we will need additional information. I have attached a deficiency letter which explains exactly what we need to complete this application. **Email** the requested information (per the deficiency notice) as soon as possible. Once completed, the Practice and Education Committee will review and approve courses during a publicly-noticed meeting.

Best Regards,

Kristina Eklund,
Administrative Support Technician
California State Board of Optometry
2450 Del Paso Road, Suite 105
Sacramento, CA 95834
(916) 575-7165



The California State Board of Optometry continually strives to provide the best possible customer service. Please help us by taking a few minutes to complete our brief customer service satisfaction survey [here](#). Your participation is greatly appreciated.

**STATE BOARD OF OPTOMETRY**

2450 DEL PASO ROAD, SUITE 105, SACRAMENTO, CA 95834
P (916) 575-7170 F (916) 575-7292 www.optometry.ca.gov



DATE

BUSINESS NAME
ADDRESS

Dear NAME

Re: COURSE NAME

Thank you for submitting your *CE Course Approval Request* application to the California State Board of Optometry (Board). Upon a preliminary review, it appears the application is missing the following information, pursuant to CCR § [1536](#) (g):

- Choose an item.
- Choose an item.
- Choose an item.
- Choose an item.
- Choose an item.
- Choose an item.

The Practice and Education Committee reviews each course during a publicly noticed meeting. Your course will be placed on a committee meeting agenda and posted on our website ten days prior to the committee meeting, as required by the Bagley-Keene Open Meetings Act. You will be notified once your course is placed on the committee meeting agenda.

Please email the entire application, supporting documentation, and the missing information/documentation, per this notice, no later than two weeks from the date of this letter.

If you have any questions, please contact me at (916) 575-7165 or by email at kristina.eklund@dca.ca.gov . Thank you in advance for your timely response.

Thank you,



Kristina Eklund

Administrative Support Technician

Greetings:

Thank you for engaging the California State Board of Optometry. The Practice and Education Committee reviewed your course during a public meeting on _____ and determined your course met the requirements. Your course _____ is approved for the period of _____. The approval letter with application is attached.

*****Providers, please be aware that licensees provide their certificates to the Board after the fact for CE audit purposes. PLEASE put the title of the course, date of completion, and the approval code on each CE certificate. Also, please do NOT change the course title in any way. CCR Section 1536(h) tells you what you are required to provide. Thank you.**

Best Regards,

Kristina Eklund

CA State Board of Optometry

Administrative Support Technician

2450 Del Paso Road, Suite 105

Sacramento CA 95834

(916) 575-7165 (Work)

(916) 575-7292 (Fax)

kristina.eklund@dca.ca.gov





STATE BOARD OF OPTOMETRY
2450 DEL PASO ROAD, SUITE 105, SACRAMENTO, CA 95834
P (916) 575-7170 F (916) 575-7292 www.optometry.ca.gov



DATE

NAME

ADDRESS

RE: Continuing Education (CE) Course Approval Request

Dear _____:

The California State Board of Optometry (Board) may approve CE courses after receiving the applicable fee, and it has been determined that the course meets criteria specified 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 skill 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.

The Practice and Education Committee reviewed your course approval request (attached) during a public meeting on _____ and determined your course(s) met the requirements listed above. Therefore, the following course(s) is approved:

Course Title: NAME OF COURSE

Course ID: COURSE ID NUMBER

If you have any questions, please contact Kristina Eklund at 916-575-7165 or email kristina.eklund@dca.ca.gov.

Sincerely,

A handwritten signature in blue ink that reads 'Kristina Eklund'.

Kristina Eklund,
Administrative Support Technician

Greetings:

Thank you for engaging the California State Board of Optometry. The Practice and Education Committee reviewed your course _____ during a public meeting on _____, and determined your course did not meet the requirements. If you would like the Committee to reconsider your course, please provide the information requested on the letter (attached).

Best Regards,

Kristina Eklund,
Administrative Support Technician
California State Board of Optometry
2450 Del Paso Road, Suite 105
Sacramento, CA 95834
(916) 575-7165



The California State Board of Optometry continually strives to provide the best possible customer service. Please help us by taking a few minutes to complete our brief customer service satisfaction survey [here](#). Your participation is greatly appreciated.

**STATE BOARD OF OPTOMETRY**

2450 DEL PASO ROAD, SUITE 105, SACRAMENTO, CA 95834
P (916) 575-7170 F (916) 575-7292 www.optometry.ca.gov



DATE

ADDRESS

RE: Continuing Education (CE) Course Approval Request

Dear Dr. _____:

The California State Board of Optometry (Board) may approve CE courses after receiving the applicable fee, and it has been determined that the course meets criteria specified 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 skill 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.

The Practice and Education Committee reviewed your course approval requests (attached) during a public meeting on _____ and believed there was insufficient information to determine if the courses met the requirements listed above. Therefore, the following courses are denied:

Course Titles:

If you would like the Committee to reconsider your courses, please provide the following information:

- _____
- _____

If you have any questions, please contact Kristina Eklund at 916-575-57165 or Kristina.Eklund@dca.ca.gov.

Sincerely,

A handwritten signature in blue ink that reads "Kristina Eklund".

Kristina Eklund
Administrative Support Technician

**STATE BOARD OF OPTOMETRY**

2450 DEL PASO ROAD, SUITE 105, SACRAMENTO, CA 95834
P (916) 575-7170 F (916) 575-7292 www.optometry.ca.gov



DATE

ADDRESS

RE: Continuing Education (CE) Course Approval Request

Dear _____:

The California State Board of Optometry (Board) may approve CE courses after receiving the applicable fee, and it has been determined that the course meets criteria specified 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 skill 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.

The Practice and Education Committee reviewed your course approval request (attached) during a public meeting on _____ and determined your course met _____ of the four requirements listed above. As soon as you provide the following information, the Committee will approve your course.

• _____

If you have any questions, please contact Kristina Eklund at 916-575-57165 or Kristina.Eklund@dca.ca.gov.

Sincerely,

A handwritten signature in blue ink that reads 'Kristina Eklund'.

Kristina Eklund
Administrative Support Technician

[Home](#) [Table of Contents](#)**§ 1536. Continuing Optometric Education; Purpose and Requirements.**

16 CA ADC § 1536

BARCLAYS OFFICIAL CALIFORNIA CODE OF REGULATIONS

Barclays Official California Code of Regulations [Currentness](#)

Title 16. Professional and Vocational Regulations

Division 15. State Board of Optometry

Article 6.5. Continuing Optometric Education (Refs & Annos)

16 CCR § 1536

§ 1536. Continuing Optometric Education; Purpose and Requirements.

(a) Except as otherwise provided in Section 1536(b), each licensee shall complete 40 hours of formal continuing optometric education course work within the two years immediately preceding the license expiration date. Such course work shall be subject to Board approval. Up to eight hours of course work may be in the area of patient care management or ethics in the practice of optometry. Business management courses are not accepted by the Board.

(b) An optometrist certified to use therapeutic pharmaceutical agents pursuant to Business and Professions Code Section 3041.3 shall complete a total of 50 hours of continuing optometric education every two years in order to renew his or her license. Thirty-five of the required 50 hours of continuing optometric education shall be on the diagnosis, treatment and management of ocular disease and consistent with Business and Professions Code section 3059, subdivision (e).

(c) Up to 20 hours of required biennial course work may be accomplished by using any or all of the following alternative methods:

(1) Documented and accredited self study through correspondence or an electronic medium.

(2) Teaching of continuing optometric education courses if attendance at such course would also qualify for such credit, providing none are duplicate courses within the two-year period.

(3) Writing articles that have been published in optometric journals, magazines or newspapers, pertaining to the practice of optometry (or in other scientific, learned, refereed journals on topics pertinent to optometry), providing no articles are duplicates. One hour of credit will be granted for each full page of printing or the equivalent thereof.

(4) A full day's in person attendance at a California State Board of Optometry Board meeting as verified by the Board. Every two hours of open session equates to one hour of credit, up to a maximum of four credit hours.

(5) Completion of a course to receive certification in cardiopulmonary resuscitation (CPR) from the American Red Cross, the American Heart Association, or other association approved by the Board. Up to four credit hours shall be granted for this course.

(6) Any continuing education course approved for category 1 of the American Medical Association or category 1A of the American Osteopathic Association Continued Medical Education credits that contributes to the advancement of professional skill and knowledge in the practice of optometry.

(7) Participation as a subject matter expert in the creation of the Board's California Laws and Regulation Examination. Subject matter experts will receive one hour of continuing education credit for each hour attending a Board sponsored workshop, not to exceed eight credits per renewal cycle.

(d) A credit hour is defined as one classroom hour, usually a 50-minute period, but no less than that.

(e) Continuing optometric education programs which are approved as meeting the required standards of the Board include the following:

(1) Continuing optometric education courses officially sponsored or recognized by any accredited school or college of optometry.

(2) Continuing optometric education courses provided by any national or state affiliate of the American Optometric Association, the American Academy of Optometry, or the Optometric Extension Program.

(3) Continuing optometric education courses approved by the Association of Regulatory Boards of Optometry committee known as COPE (Council on Optometric Practitioner Education).

(f) Other continuing optometric education courses approved by the Board as meeting the criteria set forth in paragraph (g) below, after submission of the Continuing Education Course Approval Application (Form CE-01, Rev. 5/16), hereby incorporated by reference, course schedule, topical outline of subject matter, and curriculum vitae of all instructors or lecturers involved, to the Board not less than 45 days prior to the date of the program. The Board may, upon application of any licensee and for good cause shown, waive the requirement for submission of advance information and request for prior approval. Nothing herein shall permit the Board to approve a continuing optometric education course which has not complied with the criteria set forth in paragraph (g) below.

(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.

(h) Proof of continuing optometric education course attendance shall be provided in a form and manner specified in writing by the Board and distributed to all licensed optometrists in this State. Certification of continuing optometric education course attendance shall be submitted by the licensee to the Board upon request, and shall contain the following minimal information:

- (1) Name of the sponsoring organization.
- (2) Name, signature, practice address, and license number of the attending licensee.
- (3) Subject or title of the course.
- (4) Number of continuing optometric education hours provided for attending the course.
- (5) Date the course was provided.
- (6) Location where the course was provided.
- (7) Name(s) and signature(s) of the course instructor(s).
- (8) Such other evidence of course content or attendance as the Board may deem necessary.

Use of a certificate of course completion provided by the Board is recommended for any continuing optometric education course approved by the Board pursuant to the above. Such forms will be furnished by the Board upon request.

The Board will also recognize and utilize the Association of Regulatory Boards in Optometry's online Optometric Education (OE) Tracker system as proof of continuing education course attendance.

(i) The following licensees shall be exempt from the requirements of this section:

- (1) Any licensee serving in the regular armed forces of the United States during any part of the two years immediately preceding the license expiration date.
- (2) Any licensee who is renewing an active license for the first time, if he or she graduated from an accredited school or college of optometry less than one year from the date of initial licensure.
- (3) Those licensees as the Board, in its discretion, determines were unable to complete sufficient hours of continuing optometric education courses due to illness, incapacity, or other unavoidable circumstances. An extension may be granted if the Board, in its discretion, determines that good cause exists for the licensee's failure to complete the requisite hours of continuing optometric education.

(j) The Board, in its discretion, may exempt from the continuing optometric education requirements of this section licensees who for health reasons or other good cause cannot meet these requirements. Licensees requesting an exemption shall complete a Continuing Education Exemption Request (Form CE-E, Rev 2/2016) and submit it, along with all required supporting information, to the Board for its consideration at least thirty (30) days prior to the expiration of the license.

- (1) The Board may deny a request for exemption but at its discretion may grant the licensee an extension of up to one year to obtain the necessary continuing optometric education.
- (2) A licensee whose requests for an exemption is denied and an extension is not granted shall otherwise comply with the provision of this section.

(k) The Board may conduct an audit of any licensee's attendance of a continuing optometric education course as a means of verifying compliance with this section.

(l) Licensees that are glaucoma certified pursuant to BPC section 1571 shall be required to complete 10 hours of glaucoma specific optometric continuing education every license renewal period. These 10 hours shall be part of the required 35 hours on the diagnosis, treatment and management of ocular disease.

Note: Authority cited: Section 3059, Business and Professions Code. Reference: Section 3059, Business and Professions Code.

HISTORY

1. New section filed 2-21-89; operative 3-23-89 (Register 89, No. 10).
2. Amendment of subsections (a) and (d), new subsection (d)(3), and amendment of subsections (e), (f), (f)(2), (f)(4), (g), (g)(8), (h)(2), (h)(3) and (i), and new subsection (j) and amendment of Note filed 5-8-96; operative 6-7-96 (Register 96, No. 19).
3. Amendment filed 12-22-2004; operative 1-21-2005 (Register 2004, No. 52).
4. Amendment of section and Note filed 5-18-2011; operative 6-17-2011 (Register 2011, No. 20).
5. Amendment of subsection (c)(4), new subsections (c)(6)-(7), amendment of subsections (f) and (g)(1), repealer of subsection (i)(2), subsection renumbering, new subsection (i)(3)-(j)(2) and (l) and subsection relettering filed 11-9-2016; operative 1-1-2017 (Register 2016, No. 46).

This database is current through 12/28/18 Register 2018, No. 52

16 CCR § 1536, 16 CA ADC § 1536

END OF DOCUMENT

© 2019 Thomson Reuters. No claim to original U.S. Government Works.



MEMORANDUM

Date	January 7, 2019
To:	Practice and Education Committee California State Board of Optometry
From:	Matt McKinney Continuing Education Analyst California State Board of Optometry
Subject:	CE Course Approval Issues

The purpose of this memorandum is to identify potential changes to the California State Board of Optometry (Board)'s Continuing Education (CE) program.

California Code of Regulations (CCR) § [1536](#) provides that each licensed optometrist is required to complete a specified number of CE hours each renewal cycle based upon the licensee's certification(s). The Board has the authority to conduct an audit of any licensee's hours granted by subdivision (j). Licensees are randomly selected for audit.

Auditees respond to the Board by providing either their OE Tracker number or copies of the certificates earned within the renewal period as evidence of compliance. Board staff reviews the supplied information to determine whether the courses attended meet the acceptable criteria pursuant to CCR § [1536](#), including, but not limited to, the course having been approved by the Board.

Staff has identified the following list of issues within the CE regulations and provided potential solutions for consideration:

- **Issue:** Lack of clarity surrounding valid dates Board-approved courses can be offered for CE hours.

Suggested solution: Identify in regulations the time limitations during which a Board-approved CE course can be offered for CE hours; update template letters, the Board's website, and the CE Course Approval Application with the time limitations clearly indicated.

- **Issue:** CE courses are being offered to licensees prior to the CE course being approved by the Board. Board staff has received numerous certificates from auditees which do not provide a Board approval number or state "Pending Board Approval" where said number would be noted on the certificate.

Suggested solution: Update regulations to address issue; contact providers who issue such certificates to educate them that classes offered prior to the Board's approval will not meet licensees' CE requirements; consider pulling approval of courses in question from providers who consistently offer courses before receiving Board approval, and placing the policy in regulations.

- **Issue:** CE course providers issuing certificates which do not clearly identify the course, the course approval code (if applicable), or include multiple courses upon one certificate without any indication of how the hours earned are broken down.

Suggested solution: Update regulations to require CE providers to submit copies of course completion certificates along with the CE Course Approval Application to ensure all criteria pursuant to CCR § [1536](#)(h) are easily identifiable on the certificate.



MEMORANDUM

Date	January 7, 2019
To:	Practice and Education Committee California State Board of Optometry
From:	Matt McKinney Continuing Education Analyst California State Board of Optometry
Subject:	CE Course Approval Issues

The purpose of this memorandum is to identify potential changes to the California State Board of Optometry (Board)'s Continuing Education (CE) program.

California Code of Regulations (CCR) § [1536](#) provides that each licensed optometrist is required to complete a specified number of CE hours each renewal cycle based upon the licensee's certification(s). The Board has the authority to conduct an audit of any licensee's hours granted by subdivision (j). Licensees are randomly selected for audit.

Auditees respond to the Board by providing either their OE Tracker number or copies of the certificates earned within the renewal period as evidence of compliance. Board staff reviews the supplied information to determine whether the courses attended meet the acceptable criteria pursuant to CCR § [1536](#), including, but not limited to, the course having been approved by the Board.

Staff has identified the following list of issues within the CE regulations and provided potential solutions for consideration:

- **Issue:** Lack of clarity surrounding valid dates Board-approved courses can be offered for CE hours.

Suggested solution: Identify in regulations the time limitations during which a Board-approved CE course can be offered for CE hours; update template letters, the Board's website, and the CE Course Approval Application with the time limitations clearly indicated.

- **Issue:** CE courses are being offered to licensees prior to the CE course being approved by the Board. Board staff has received numerous certificates from auditees which do not provide a Board approval number or state "Pending Board Approval" where said number would be noted on the certificate.

Suggested solution: Update regulations to address issue; contact providers who issue such certificates to educate them that classes offered prior to the Board's approval will not meet licensees' CE requirements; consider pulling approval of courses in question from providers who consistently offer courses before receiving Board approval, and placing the policy in regulations.

- **Issue:** CE course providers issuing certificates which do not clearly identify the course, the course approval code (if applicable), or include multiple courses upon one certificate without any indication of how the hours earned are broken down.

Suggested solution: Update regulations to require CE providers to submit copies of course completion certificates along with the CE Course Approval Application to ensure all criteria pursuant to CCR § [1536](#)(h) are easily identifiable on the certificate.