



APPLICATION GUIDELINES FOR OPS BOC CONTINUING EDUCATION CREDIT

1. Download BOC Continuing Education Credit application or apply online at
2. Complete application (online or pdf and email/mail), documentation and submit \$30 application fee (at ops webstore or mail payment) at least 4 weeks before course.

SUBJECTS:

The following course subjects upon completion of the course documentation usually qualify for review and 1:1 OPS CEC evaluation:

Ophthalmic Photography Instruction & Workshops	Optical Coherence Tomography
Photographic Techniques & Workshops	Image & Data Mgmt. applied to Ophth. Photog.
Ocular Anatomy, Physiology and Pathology	Ocular Diseases & photographic documentation
Ophthalmic Terminology	Clinical Trials Photography
Ophthalmic Pharmacology	Descriptive Terminology of FA, ICG and OCT
Digital Photography &	OSHA & HIV workplace guidelines & precautions
Computer Tech. applied to Ophthalmic Photog.	

*Other unlisted courses providing the attendee with a deeper understanding of ophthalmic photography.

**Topics for courses, which extend beyond those listed above, are certainly with merit and may be considered on a lesser than 1:1 basis.

CEC APPLICATION REQUIRED ELEMENTS:

Include a brief description of the following course information:

1. Target Group
2. Course Length
3. Course Description
4. Course Objectives
5. Teaching Methods
6. Faculty Qualifications
7. Course Brochure (If Available)
8. Course Evaluation Form (See Below)
9. Course Attendance Form (See Below)
10. Financial Interest Statement (See Below)

COURSE EVALUATION FORM:

The use of written course evaluations is required. Course Directors may design their own forms and should include but are not limited to the following:

1. Does the course match the course description?
2. The course was well organized?
3. The effectiveness of the AV materials?
4. The quality of the material I learned?
5. The amount of student interaction with faculty?
6. The quality of the instructor?
7. The room and facilities?
8. The effectiveness of the presentation?
9. The length of the course?
10. The level of the material I learned?
11. The overall rating of this course

COURSE ATTENDANCE FORM:

Course directors are required to give to each participant an "Evidence of Attendance" form which states the number of OPS Continuing education credits (C.E.C.s). Participants should be instructed to keep this form in their files for submission to O.P.S. at the time of application for recertification.

FINANCIAL INTEREST STATEMENT:

The BOC has determined that financial interest shall be disclosed in courses approved for OPS CECs. Acknowledgment of financial interest will be made in the program and at the time of the presentation by



projected slide and/or public announcement. All course instructors are required to complete and sign a Financial Interest Statement.

Categories of Financial Interest

1. Financial interest in a Designated Company greater than five percent (5%) of the outstanding securities of any class or Fifty-Thousand Dollars (\$50,000.00).
2. Engaged as a compensated or non-compensated consultant, advisor, or employee by a Designated Company.
3. Received research funds from a Designated Company.
4. Received free or discounted products in amounts not commercially available, equipment, instruments, or services other than incidentals, from a Designated Company.
5. Received travel stipend or honorarium from a Designated Company, which is associated with the presentation.

APPEALS:

Continuing Education Credit evaluation appeals must be in writing and directed to the Chair of Education Section (cec@opsweb.org) of the BOC with a copy forwarded to the Chair of the BOC (boc@opsweb.org). Appeals must be filed prior to the course completion date.

RESPONSIBILITIES OF COURSE DIRECTOR:

- Distribution of evidence of attendance forms to attendees, documenting number of continuing education credit hours awarded.
- Maintain a summary of student evaluations for three (3) years.
- Maintain a record of course attendees and CE credit hours earned for three (3) years.

Chair, Education Section
cec@opsweb.org

Guidelines updated 12/2010