

Recertification Agreement

REQUIRED CREDITS/AUDITING - At the conclusion of each three-year credentialing cycle, individuals holding the Certified Ophthalmic Executive™ designation must provide proof of 50 continuing education credits by completing, submitting and signing this form. Credits must be earned within the credentialing cycle. Proof of attendance at training should not be attached to the form; however, proof of attendance may be requested by the NBCOE at any time. It is the responsibility of the COE designate to keep a file of all relevant activities. Each year ten percent of each certification class is randomly audited. Only these COEs must submit copies of documentation for the required continuing education requirements.

Credit Shortage - Those who fail to recertify during the regular cycle are given up to three additional years to recertify using alternative criteria. This requires documentation of 68 hours of qualifying continuing education (50 + 18) for the first year; 84 hours during the second year (50 + 34); and 100 hours for the third year (50 + 50). There is an additional fee for re-certifying outside of the regular cycle. Individuals who have not earned the required continuing education hours within a given three-year credentialing cycle and choose not to retake the COE Exam may no longer use the COE designation.

CATEGORY A: EYECARE

All Category A activities yield a 1:1 credit ratio of hours spent to hours earned. Effective January 1, 2014, COEs must submit a minimum of 25 hours in Category A per three-year credential period. There are no maximum limitations in this category.

Activity
Ophthalmic specific management programs/courses, as well as technical and medical courses. *

** Courses related to clinical patient care taught by industry device manufacturers or pharmaceutical companies are not eligible for COE credit.*

CATEGORY B: GENERAL MANAGEMENT/COLLEGE COURSES

All category B activities yield a 1:1 credit ratio of hours spent-to-hours earned. There are no minimum or maximum limitations in this category.

Activity	Examples
College credit courses	Accredited college courses in finance, management or human resources
Computer classes	Accredited college courses, local non-credit computer education courses
Non-ophthalmic medical meetings/courses	MGMA, AMA
Management seminars	Career Track, American Management Association, Skill Path, Fred Pryor
Certificate programs	College level non-degree programs related to any COE content areas
Accredited courses	Coding, risk management, or OSHA
Executive management program	Yale Executive Management Program, Wharton Management Program

CATEGORY C: MISCELLANEOUS

Activities must be within the 6 COE content areas (general ophthalmic knowledge, financial management, operations, information technology management, human resources, risk management & regulatory compliance). COEs may submit up to 15 hours in Category C per three year credential period.*

**If submitting 15 hours in one Category C activity, you may not claim additional category C activity hours. (For example, you may not submit 15 hours for reading and 15 hours for publishing.)*

Activity	Credit Ratio	Max Submission per Activity
Reading	1:1 (1 hour reading yields 1 hour)	15 hours
Publishing in External Publications	1:5 (1 article yields 5 hours)	15 hours
Presentations	1:3 (1 presentation yields 3 hours)	15 hours
Professional leadership (Committees, Boards)	1:1 (1 appointment yields 1 hour)	5 hours
In-service Attendance	1:1	15 hours
Submitting COE Exam Questions	2:1 (2 approved questions yields one hour)	15 hours

CERTIFIED OPHTHALMIC EXECUTIVE™ - Record of Continuing Education Credits Earned

List all continuing education credits earned during the past three years. If your application is selected for audit purposes, you will be asked to provide supporting documentation under separate cover.

Printed Name _____ Date: _____

I certify that all statements made in this record are true. Signature _____

Continuing Education Activity <i>(attach separate sheet if necessary)</i>	Location and Date	Sponsored by	Number of Hours	Number of Credits		
				Cat A	Cat B	Cat C
<i>Example:</i> ASOA Congress 2016	New Orleans, LA May 6-10, 2016	ASOA	18	18		
TOTAL						

RETURN FORMS TO:
 ASOA
 Email (asoa@asoa.org), fax (703-547-8827), mail (ASOA, 4000 Legato Road, Suite 700, Fairfax, VA 22033).
 Questions? Email asoa@asoa.org or call ASOA at 703-788-5777.



Recertification Application

Return Application, Record of Continuing Education Credits, and payment (\$100 ASOA members; \$150 non-members) to ASOA by email (asoa@asoa.org; fax (703-547-8827) or mail (ASOA, 4000 Legato Rd, #700, Fairfax, VA 22033)

Questions? Contact ASOA at 800-451-1339, 703-788-5777, asoa@asoa.org.

ASOA Member ID# _____

Certification Expires _____

(Please PRINT or TYPE)

Last Name _____ First Name _____ MI _____

Company/Organization: (current) _____

Business Address _____

City/State/Zip Code _____

Business Telephone: (include area code) _____

Home Address _____

City/State/Zip Code _____

Home Telephone: (include area code) _____

Email address (**REQUIRED**) _____

Payment Information

Select one: Check VISA MC AMX DISCOVER

Name on Card _____

Account Number _____ Expiration Date _____

CSV (3 digits VISA, MC DISC; 4 digits AMX) _____

() I authorize ASCRS/ASOA to charge this account for the amount shown above

Cardholder's Signature _____

During the time of inactive status, the COE credential may not be used. You will be notified of your recertification status within