



The Commission on Paraoptometric Certification

There are many opportunities to volunteer your time, knowledge, and experience within the paraoptometric community. If you are interested in making a difference, review the committee descriptions and follow the links below to get started. Volunteer forms may be submitted any time of the year as length of commitment may be flexible. Agenda, schedule, and expectations will be sent upon admittance to a committee.

Committee	Description
CPC Continuing Education Review Committee	Review, grant or deny approval requests for continuing education (CE) courses submitted to the Commission on Paraoptometric Certification (CPC). Review current recertification requirements and make recommendations as needed. Final approval all recertification requirements will be made by the Commission. Committee members must hold a current CPO, CPOA, CPOT, CPOC or doctor of optometry license. Upon completion of the annual assignment, paraoptometric committee members will be awarded CE hours that may be used toward maintaining their own paraoptometric certification, based on actual number of hours assigned and reviewed.
	For consideration, complete the CPC Volunteer Interest Form (must be an AOA member).
CPC Item Writing Committee	This committee is composed of paraoptometrics who represent each level of certification. Doctors of optometry may also participate on this committee. The goal of the committee is to construct new test items (questions) each year to add to the existing item bank, focusing on areas that were identified as insufficient during the annual test review. Committee is responsible for writing new items, and editing existing items or new items submitted by paraoptometrics or doctors of optometry for the CPO, CPOA, CPOC, and CPOT written and clinical exams. Item writers are expected to write items for their current certification level or below, if assigned. Items may be written all year long. Members may be asked to participate in 2-3 conference calls per year and assist with recruiting new item writers. Must complete the CPC Item-writing Training Course which is available in EyeLearn. All committee members are required to sign a non-disclosure agreement to protect the security and confidentiality of the examinations.
	For consideration, complete the CPC Volunteer Interest Form (must be an AOA member).
CPC Item Review Committee	This committee is composed of paraoptometrics who represent each level of certification. Doctors of optometry may also participate on this committee. This committee is responsible for reviewing new test items (questions)

	<p>submitted by paraoptometrics or doctors of optometry for the CPO, CPOA, CPOC, and CPOT written and clinical exams, and editing existing items in the item bank. With the assistance of Professional Testing Corporation, this committee is responsible for the accuracy, conformance to the exam content outlines, and appropriateness for entry-level item difficulty for each examination level. Members may only review items for their current certification level or lower and will be asked to participate in 2-3 conference calls per year, as well as assisting periodically with recruiting new item reviewers. Must complete the CPC Item-writing Training Course which is available in EyeLearn. All committee members are required to sign a non-disclosure agreement to protect the security and confidentiality of the examinations.</p>
	<p>For consideration, complete the CPC Volunteer Interest Form (must be an AOA member).</p>
<p>CPC Certification Examination Committee (CPO, CPOA, CPOT)</p>	<p>Develop, evaluate, and revise test items (questions) following established psychometric standards as provided by the contracted testing company. Committee members must hold an active CPO, CPOA or CPOT certification or doctor of optometry license. AOA membership is not required. Upon completion of the annual assignment(s), paraoptometric committee members will be awarded CE credits, based upon participation, that may be used toward maintaining their own paraoptometric certification. Must be able to travel once annually to attend examination review meeting in St. Louis (usually late summer) or be able to participate in virtual test review meetings when travel is restricted. Travel costs are covered by AOA when applicable. All committee members are required to sign a non-disclosure agreement and conflict of interest statement to protect the security and confidentiality of the examinations.</p>
	<p>For consideration, complete the CPC Volunteer Interest Form (must be an AOA member). AOA non-members may email CPC@AOA.org for more information.</p>
<p>CPC Coding Certification Examination Committee</p>	<p>Develop, evaluate, and revise test items (questions) following established psychometric standards as provided by the contracted testing company. Committee members must hold an active CPOA, CPOT or CPOC certification or doctor of optometry license. Primary job duties must be related to coding and billing for more than 2 years. AOA membership is not required. Upon completion of the annual assignment(s), committee members will be awarded CE credits, based upon participation, that may be used toward maintaining their own paraoptometric certification. If the CPOC certification is not currently held, participants on this committee will be ineligible to attempt the CPOC examination for five (5) years following their last examination review meeting. Must be able to travel once annually to attend examination review meeting in St. Louis (usually late summer) or be able to participate in virtual test review meetings when travel is restricted. Authorized travel expenses on behalf of AOA business are reimbursed, when applicable. All committee members are required to sign a non-disclosure</p>

	agreement and conflict of interest statement to protect the security and confidentiality of the examinations.
	For consideration, complete the CPC Volunteer Interest Form (must be an AOA member). AOA non-members may email CPC@AOA.org for more information.
Commission on Paraoptometric Certification (CPC)	<p>The CPC was established to develop, oversee, and administer paraoptometric examinations. The CPC serves as an independent and autonomous entity within the AOA with respect to the development, evaluation, and administration of all paraoptometric certification program policies and decisions related to certification eligibility, recertification, examination development and administration, and certification program budget development consistent with AOA policies.</p> <p>The function of the Commission is to facilitate the advancement and day-to-day policy and procedures of the CPC and Certification Examination Committees.</p> <p>To serve as a CPC Commissioner, nominees must hold a current CPO, CPOA, CPOT or CPOC certification or doctor or optometry license. Upon recommendation of the CPC, commissioners are appointed by the AOA Board of Trustees for a 3-year term. Responsibilities include attendance at all CPC meetings, including a monthly conference call, and participation in CPC sub-committees or projects as assigned. Some travel may be required. Authorized travel expenses on behalf of AOA business are reimbursed, when applicable.</p> <p>All commissioners are required to sign a non-disclosure agreement and conflict of interest statement annually to protect the security and confidentiality of the CPC paraoptometric examinations.</p>
	For consideration, complete the CPC Volunteer Interest Form (must be an AOA member).