

How to Complete the Application for Paraoptometric Certification

A quick guide to completing and submitting your application

- ❖ Applying for an examination is easy with the new online application system
- ❖ Simply go to Professional Testing Corporations website PTCNY and select the appropriate examination for which you are applying.
- ❖ Make sure you meet the eligibility requirements and have your supporting documentation readily available (if needed).

❖ When you access the website, the first screen you will see is the main page for the CPC. Here you will have the opportunity to download the candidate handbook and apply for an examination.

❖ Note color code for specific examination.

The screenshot displays the website for the Commission on Paraoptometric Certification. At the top, there is a navigation bar with links for HOME, PTC SERVICES, TEST INFORMATION, and NEWS/EVENTS. A left-hand navigation menu lists various examination categories and their sub-links (Dates, Eligibility, Fees, Testing Centers, Exam Materials). The main content area features the Commission's logo and a 'Download Handbook' button. Below this, there are four columns of examination options, each with a color-coded button: Beginner CPO (orange), Intermediate CPOA (grey), Advanced CPOT (yellow), and Coding CPOC (blue). A red arrow points to the 'CPC-CPOA APPLY ONLINE' button. At the bottom, there is a section for 'Examination(s)' with a list of links and a 'CPC Website' link with the URL <http://www.aoa.org/>.

❖ Scroll down the page until you see the appropriate examination.

❖ Read the instructions shown and select the link.

Handbook and Application Request

Certified Paraoptometric Assistant Examination

• [Click here to Download the Handbook](#)

ONLINE APPLICATION AND PAYMENT

You can submit your online application for Certified Paraoptometric Examination.

Please make sure you have read the Handbook for Candidates and have all the required information ready before starting the online application.

Complete your application using your name exactly as it appears on the photo ID you will present to PSI on the examination date. Registering for the examination with a name that does not match the presented photo ID may result in denial of admittance at your scheduled examination appointment at PSI and forfeiture of the entire registration fee.

Proceed to the PTC Online Applications System:



[CPC-CPOA ONLINE APPLICATION](#)



IMPORTANT NOTE: When submitting your application online, you should receive an automated e-mail response within minutes of submission. **IF YOU HAVE RECENTLY SUBMITTED YOUR EXAM APPLICATION ONLINE, AND DID NOT RECEIVE AN AUTOMATED RESPONSE, YOUR APPLICATION WAS NOT RECEIVED.**

For any questions related to the online application, please contact eforms@ptcny.com

❖ After you select the link, a new page will open.

❖ This is where you apply or complete a previous or a saved application for the examination.

PTC Online Applications System

PTC Online Applications System

Welcome to the PTC Online Applications System.

The PTC Online Applications System can be used to submit applications and examination fees online.

To apply online for an examination, select the "Start a New Application" button and follow the proceeding instructions.

If you started to apply online for an examination but did not complete the process, please select the "Continue an Existing Application" button to return to your saved application.

If you have already submitted an application and payment through the fax or mail, please do not apply for the same examination online. You can call Professional Testing Corporation at 212-356-0660 to ask about the status of your mailed or faxed application.

Start a New Application

Continue an Existing Application



- ❖ If you selected “New Application”, the screen will look like this.
- ❖ Select the examination and test date.
- ❖ Enter your last name and individual e-mail address.
- ❖ Choose a PIN that you will be sure to remember and write it down.

PTC Online Applications System

New Application

The examinations currently accepting online applications are displayed below. If your examination is not listed, please go to <http://www.ptcny.com/PTC/clients.html>, print an application, complete it, and mail it to PTC.

Select Examination


Select Testing Window
(Please select the examination date carefully. Once you have started an application for a testing date, you can not change the testing date)

Enter your Last Name

Enter your Email Address

Confirm your Email Address

Choose a PIN Code for this Application (up to 10 characters; any combination of numbers and letters); Please record this code because you will need to enter it to return to your Application later.



Type the characters shown and then click Start New Application button below to proceed:

[Show another code](#)

❖ If you selected “Existing Application”, the screen will look like this.

❖ Check to be sure it is the correct examination and that your name and e-mail address is accurate.

❖ Type in the pin you selected and the code shown to continue your application.

Existing Application

Continue an Existing Application

An application for the selected examination under your last name, examination date, and email address already exists. Please provide the following information to continue the application process.

CPC-CPOA - Certified Paraoptometric Assistant Examination - 11/2/2013 - 11/16/2013

Enter your Last Name on the original application

Enter your Email Address used on the original application

Enter the PIN Number you selected for this Application:





Type the code shown:

[Show another code](#)

- ❖ Completing the Candidate Information is simple.
- ❖ Read the information and simply complete your name as it appears on your government issued ID.
- ❖ Complete your name as you would like printed on a certificate.
- ❖ Include your full birthdate.

PTC Online Applications System

Application for Certified Paraoptometric Assistant Examination

Please read the Handbook for Candidates carefully before completing this application. When filling out the application, please enter all requested information in the spaces provided or select an option using the menus. If your examination requires supporting documentation, you can upload electronic files in the Supporting Documentation section below. Be sure to save your application by selecting the Save Application button at the bottom before submitting it to PTC.

[Handbook for Candidates](#)
Contact: eforms@ptcny.com

You can print the completed application for your records before submitting.

Please type information in proper capitalization where applicable. [Example: "John", instead of "john" or "JOHN"]

Candidate Information

Please enter your name exactly as it appears on a current Government-issued Photo I.D.

Salutation	<input style="width: 90%;" type="text" value="Ms."/>
First Name	<input style="width: 90%;" type="text" value="Jane"/>
Middle Name	<input style="width: 90%;" type="text" value="Ann"/>
Last Name	<input style="width: 90%;" type="text" value="Doe-Test"/>
Suffix (Jr., Sr., etc.)	<input style="width: 90%;" type="text"/>
Name as desired on Certificate	<input style="width: 90%;" type="text" value="Jane Ann Doe"/>
Date Of Birth (mm-dd-yyyy)	<input style="width: 90%;" type="text" value="11-20-1999"/>

❖ Enter your e-mail address, both home and business address. You may not use a generic office e-mail address; it must be unique to the candidate.

❖ NOTE: Eligibility notices are e-mailed rather than mailed while score reports are mailed to the preferred address.

Contact Information

Email Address

Please enter a valid email address. Please add ptcny.com and ptcny.net to the safe domain list of your email to ensure that emails from Professional Testing Corporation are received.

Enter your Email Address
Confirm your Email Address

Home Address

Eligibility Notices and Score Reports will be mailed to this address.

Street
Apt / Suite
City
Country
State/Province
Zip/Postal Code

Work/Business Address

Company/Institution
Title/Position
Department
Room/Floor
Building
Street
City
Country
State/Province
Zip/Postal Code

❖ Enter all phone numbers that are applicable.

❖ Enter your preference for phone and mail correspondence.

Phone Numbers

Work Phone	(314) 991-4100
Home Phone	(314) 555-5555
Cell Phone	(908) 555-5555
Work Fax	(314) 991-4101

Phone Preference

Please select your preferred Phone for communications.

- Home
 Work/Business

Address Preference

Please select your preferred address for communications.

- Home
 Work/Business

- ❖ Confirm the test administration you have applied for.
- ❖ Are you a repeat candidate for this exam level? If not, indicate no.
- ❖ If so, indicate the month and year and your name at that time.

Examination and Certification Information

Examination Date you are applying for: _____

Saturday, November 02, 2013 - Saturday, November 16, 2013

By checking this box I confirm that testing window shown above is correct.

Have You Taken This Examination Before? _____

No
 Yes

Examination and Certification Information

Examination Date you are applying for: _____

Saturday, November 02, 2013 - Saturday, November 16, 2013

By checking this box I confirm that testing window shown above is correct.

Have You Taken This Examination Before? _____

No
 Yes

If Yes, please indicate month, year and name under which the examination was taken.

Month and Year Examination was taken:

Name :

❖ Enter the eligibility category. Depending on which examination you are applying for, the eligibility categories will vary. For the CPOA exam, there are 3 routes (see handbook). Most will enter the CPO Certified route.

❖ Answer the demographic questions (may vary).

Eligibility and Background Information
All responses are required, except where indicated.

ELIGIBILITY CATEGORY - Certified Paraoptometric Assistant (CPOA):

CPO Certified (upload copy of certificate)
 Graduate or student of an AOA approved Paraoptometric program (specify below)
 Experience (documentation required)

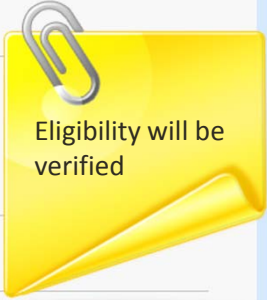
Experience as a Paraoptometric:
2 years

Highest Academic Level Attained:
Assistant Diploma

Primary Place of Employment:
Student

Hours per week in Vision Care:
21-30

What/Who Prompted You to Apply for Certification:
Self



- ❖ Next, if supporting documentation is required, this is where you will upload it. If you are applying for the CPOA or CPOT by indicating a student or graduate of an approved program or if you are using the experience eligibility route (CPOA only), you will need to upload documentation as follows:
- ❖ Experience – approved CPOA Reference Form. This is provided for you in a PDF format upon approval from the CPC. Be sure to save it on your computer.
- ❖ Graduate/Student – a copy of your school certificate.

Supporting Documentation

Please upload supporting documentation, if required.

Documentation may be required for only the CPOA and CPOT Examinations.

To upload supporting documentation, please make sure you have a PDF or JPG file for that document on the computer you are currently using. Click on the Browse button and select the file from the drive and folder where you have the document saved. Then click on Upload. If you have more than one file to upload, please upload them one at a time.

Select File:

Allowed types: PDF, Images (jpg), Word (doc, docx) Maximum file size: 4 MB

File Name	Date Upload	△	#
No data to display			

❖ Next, please complete the optional information. This data is used for statistical summaries only and will not ever affect your test results.

Optional Information

Note: Information related to race, age, and gender is optional and is requested only to assist in complying with general guidelines pertaining to equal opportunity. Such data will be used only in statistical summaries and in no way will affect your test results.

Race

- African American
- Asian
- Hispanic
- Native American
- White
- Other

Age Range

- Under 25
- 25 to 29
- 30 to 39
- 40 to 49
- 50 to 59
- 60+

Gender

- Male
- Female

- ❖ Finally, enter any comments you may have concerning documentation or generalizations.
- ❖ Type your legal name as an attestation to the statement shown.
- ❖ It's a good idea to save application especially if you are not yet ready to pay.

The screenshot shows a web form with two main sections. The first section is titled 'Comments' and contains a large, empty text area with a vertical scrollbar on the right. The second section is titled 'Candidate Statement and Signature' and contains a paragraph of text: 'I have read the Handbook for Candidates and understand I am responsible for knowing its contents. I certify that the information given in this Application is in accordance with Handbook instructions and is accurate, correct, and complete. I understand that my eligibility for this examination will be verified through the certifying organization.' Below this text is a checked checkbox with the label 'By checking this box I certify all of the above statements.' Underneath the checkbox is a text input field with the placeholder text 'Please type your full Legal Name to sign this application:' and the value 'Mary Jones-Test'. At the bottom of this section is a 'Save Application' button.

Comments

Candidate Statement and Signature

I have read the Handbook for Candidates and understand I am responsible for knowing its contents. I certify that the information given in this Application is in accordance with Handbook instructions and is accurate, correct, and complete. I understand that my eligibility for this examination will be verified through the certifying organization.

By checking this box I certify all of the above statements.

Please type your full Legal Name to sign this application:
Mary Jones-Test

Save Application

❖ CPOA and CPOT applicants will not submit payment at this time.
Eligibility must be verified first.

Submit Application for Review

All applications for the CPOA and CPOT examinations require review and approval before the payment can be processed. To submit your application for review, please click on the Submit Application button. You will be notified via email when your eligibility is approved with information on how to submit payment, or if further information is required. Please note that without a successful payment, your application will be in pending status, and you will not be registered to take the test.

Submit Application

❖ Once eligibility is verified and approved, an e-mail will be sent notifying the candidate and that payment will need to be made.

❖ Minutes after you submit your application, an automated confirmation is generated and e-mailed to the address shown on your application.

❖ You are not done yet! Wait until you receive official documentation that you have been approved which may take up to ten days. You must then go back into the system using your PIN number and name then pay for the examination.

--AUTOMATED APPLICATION RECEIPT. PLEASE DO NOT REPLY TO THIS MESSAGE--

Candidate submitted [examname1] Application for Review.

PTCID Number: [candidateid]
Name: [candidatename]
Address: [Address]
Email: [email]
Examination: [exam]
Testing Window: [examdate]
Date/Time application submitted: [datetime]

Thank you for submitting your examination application. Your application will be reviewed for eligibility. Review process can take up to 10 days. Upon completion of review, you will be contacted via the email address you provided. Please make sure you add secure.ptcny.com and ptcny.com domains as safe list to your email system.

If your application is approved for eligibility, then you can submit payment for the examination by logging into the application system with same last name and PIN code. Please note that your registration will not be complete until payment is processed.
Please print this page for your records.

Professional Testing Corporation
eforms@ptcny.com

❖ Once you have been accepted for the CPOA or CPOT exam, you will receive an e-mail notification similar to that shown below.

From: PTC Test Administration [<mailto:support@ptcny.com>]
Sent: Thursday, August 15, 2013 1:54 PM
To: Mary Leuschke
Subject: CPC-CPOA P22186015 Examination Application Eligibility Approved – Mary Leuschke
Importance: High

--AUTOMATED EXAMINATION ELIGIBILITY APPROVAL NOTICE. PLEASE DO NOT REPLY TO THIS MESSAGE--

Certified Paraoptometric Assistant Examination

PTCID Number: P22186015
Name: MARY LEUSCHKE
Address: 243 NORTH LINDBERGH BLVD., ST. LOUIS MO 63141
Email: CPC@AOA.ORG
Examination: Certified Paraoptometric Assistant Examination
Testing Window: Saturday November 2, 2013 - Saturday November 16, 2013
Date/Time application submitted: 8/14/2013 4:09:35 PM

Thank you for submitting your examination application. Your application has been approved for eligibility for the examination listed above.

Please login to <https://secure.ptcny.com/apply> to continue your application and submit payment.

Please note that your registration will not be complete until payment is processed. You will receive an emailed receipt after payment has been processed.

PTC Online Testing System Support
PROFESSIONAL TESTING CORPORATION
1350 Broadway, 17th Floor, New York, NY 10018
<http://www.ptcny.com>; <https://secure.ptcny.com/webtest>

All information in this communication, including the attachments, is strictly confidential and intended solely for delivery to and authorized use by the addressee(s) identified above, and may contain privileged, confidential, and proprietary information. If you are not the intended recipient, please take notice that any use, distribution or copying of this Communication, and/or any action taken or omitted to be taken in reliance upon it, is unauthorized and may be unlawful. If you have received this Communication in error, please notify the sender and delete this Communication from your computer.

- ❖ Log back into the online system for payment processing.
- ❖ Finally, complete the payment information. Follow the instructions to pay by credit card or check. Additional windows will appear depending upon your payment method.

Payment and Submission of Application

Before submitting the application, please verify the information on the form above is accurate and complete. After application has been submitted information cannot be modified.

Please print the completed application for your records.

Credit Card

Check

You have an option to submit the application electronically and check payment in the mail.

Please note that your application will not be approved until your payment has been received.

Please press the Continue button to get a copy of this application that you must print and submit with your check payment. Please write your ApplicationID on the check before mailing.

Continue

Payment and Submission of Application

Before submitting the application, please verify the information on the form above is accurate and complete. After application has been submitted information cannot be modified.

Please print the completed application for your records.

Credit Card

Check

You can pay for this application online. Online payments are processed securely through Authorize.net using all major credit cards.

If you are not paying for this examination with your own credit card, please enter your name and address in the shipping information of the credit card payment form.

Fee for this Examination:

Certified Paraoptometric Examination (CPC-CPO) Application Fees: \$265.00

Submit Application

- ❖ And that's it! Now just begin studying and wait for your eligibility notice to arrive in your e-mail box.
- ❖ Any questions? Contact PTC at 212-356-0660.