

EVALUATOR'S CHECKLIST
for
OPHTHALMIC LABORATORY CERTIFICATE PROGRAM

Revised April 2012

Commission on Opticianry Accreditation
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(703) 468-0566
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Institution Visited: _____

Dates of Visit: _____

Each on-site visit team member must sign and date his/her Evaluator's Checklist prior to departure from the on-site visit and must submit his/her checklist to the team chairperson.

Team Member Signature: _____ Date: _____

The *Evaluator's Checklist* has been prepared to assist members of the on-site evaluation team to report on the evaluation of Opticianry Dispensing Programs in a consistent manner.

The checklist is based on the *Essentials of an Accredited Educational Program for Ophthalmic Dispensing*, revised and effective January 2010. Each item of the *Essentials* is listed separately and is formatted for individual evaluation. Following the specific *Essentials* item is the EVALUATION CRITERIA section and the FINDINGS and SUBSTANTIATIONS section. These sections require written responses classified, explained, and substantiated. A check of potential compliance or noncompliance must be explained in the FINDINGS and documented in the SUBSTANTIATION section provided at the end of each *Essential* item. Any noteworthy strengths of the program should be documented in these sections.

Legend: C -- Compliance

*P/C -- Potential Compliance: Concerns or questions of potential compliance may possibly be clarified and/or resolved by submitting additional relevant documentation, or through procedural changes or revisions.

*N/C -- Noncompliance

* Must be explained in the FINDINGS and documented in the SUBSTANTIATION section.

OPHTHALMIC LABORATORY TECHNOLOGY

I. INSTITUTION

- A. The institution offering the program must be accredited by an organization recognized by an appropriate governmental agency (E.g. the U.S. Department of Education), or the Council of Higher Education Accreditation (CHEA). In Ophthalmic Laboratory Technology Programs which have laboratory phases provided in more than one institution, the institution granting the certificate or diploma is responsible for assuring that assigned student activities in the laboratory settings are aligned with student learning objectives.

EVALUATION CRITERIA

N/C* P/C* C

***Checks in these sections must be explained in the "Findings" and documented in the "Substantiation" sections.**

I. INSTITUTION, A.

- 1. The institution offering the program is accredited by the appropriate accrediting Agency. _____
- 2. The institution granting the degree is responsible for assuring assigned student activities, both on and off campus, are aligned with student learning objectives. _____

Substantiated by:

- Published program material Program description
- Letters of notification of accreditation Affiliation agreements

FINDINGS - Itemize/explain the specific findings of potential or noncompliance

SUBSTANTIATION - List the source(s) of data supporting your conclusion of data supporting your conclusion of potential or noncompliance.

I A. INSTITUTION

I A. INSTITUTION



OPHTHALMIC LABORATORY TECHNOLOGY

I. INSTITUTION

B. The Ophthalmic Laboratory Technology Program must have been in operation for at least one academic year, or the equivalent, and have graduated at least one class, graduates having been awarded a certificate or diploma appropriate to Ophthalmic Laboratory Technology. However, for initial accreditation of new programs, if a letter of intent to seek accreditation is filed within the first year of the program and an on-site evaluation is made within one (1) year of the graduation of the program's first class, that first graduating class is eligible for retroactive accreditation. For initial accreditation of an existing program, accreditation will include the graduating class within one year prior to the date the accreditation is granted, where appropriate.

EVALUATION CRITERIA

N/C* P/C* C

***Checks in these sections must be explained in the "Findings" and documented in the "Substantiation" sections.**

I. INSTITUTION, B.

- 1. Program has been in operation for at least two academic years and has graduated at least one class.

Substantiated by:

Published program materials

Class rosters/graduates

Sample degree

FINDINGS - Itemize/explain the specific findings of potential or noncompliance

SUBSTANTIATION - List the source(s) of data supporting your conclusion of data supporting your conclusion of potential or noncompliance.

I B. INSTITUTION

I B. INSTITUTION

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OPHTHALMIC LABORATORY TECHNOLOGY

III. CURRICULUM

The minimal length of the educational program for the Ophthalmic Laboratory Technology Program is one academic year or equivalent. Instruction must follow an educationally sound and sequenced plan, which documents:

- A. A structured curriculum with clearly written course syllabi which describe competencies and student learning objectives that are acceptable and applicable to the goals of the Ophthalmic Laboratory Technology Program. Unless expressly prohibited by state law, the curriculum must include, but not be limited to:

Profession Related Content Areas

1. Fabrication Techniques
2. Frame Materials and Specifications
3. Inventory Control
4. Laboratory Management
5. Lens Applications
6. Ophthalmic Materials
7. Ophthalmic Terminology
8. Optical Theory
9. Evaluation of lens and frame combinations
10. Production and Quality Control Methods
11. Professional Ethics
12. Relationships with Eyecare Professionals
13. Safety and Environmental Health
14. State and National Opticianry Regulations

General Education Content Areas

1. Computer Technology
2. English
3. Mathematics

The curriculum must include a plan for a well-structured, competency-based Ophthalmic Laboratory Technology Program.

The complete and detailed up-to-date curriculum must be kept on file and be based on clearly stated learning objectives. Course syllabi should include learning objectives grading criteria, Instructor's name, office hours, didactic and clinical education schedules, and assigned texts. Individual course outlines, class schedules, and laboratory schedules must be distributed to students. Records of directed work experience, i.e., clinical, laboratory or cooperative, and student evaluation must be maintained According to institutional policies.

An Ophthalmic Laboratory Technology Program may teach dispensing courses only on orientation basis. Additionally, it is not in keeping with the "*Essentials*" of an Ophthalmic Laboratory Technology Program's mission, goals, or learning objectives, to include a course on contact lens fitting in the course curriculum.

EVALUATION CRITERIA

N/C* P/C* C

***Checks in these sections must be explained in the "Findings" and documented in the "Substantiation" sections.**

III. CURRICULUM, A.

- 1. Curriculum is based on a minimum of one academic years or equivalent. _____
- 2. Instruction follows an educationally sequenced plan _____
- 3. Curriculum includes subject matter listed in the *Essentials*. _____
- 4. The curriculum includes a plan for a well-structured, competency-based Ophthalmic Laboratory Technology Program. _____
- 5. The curriculum is kept on file. _____
- 6. The course syllabi are based on clearly stated learning objectives. _____
- 7. Individual course syllabi meet the requirements listed in the *Essentials*. _____
- 8. Records of directed work experience, i.e., clinical, laboratory or cooperative, and student evaluation are maintained. _____
- 9. Dispensing is taught only on orientation basis, and contact lens fitting is not included in the program. _____

Substantiated by:

- Published program material
- Class schedules
- Student records

- Curriculum
- Student Handbook
- Student rotation schedules

FINDINGS - Itemize/explain the specific findings of potential or noncompliance

SUBSTANTIATION - List the source(s) of data supporting your conclusion of data supporting your conclusion of potential or noncompliance.

III A. CURRICULUM

III A. CURRICULUM

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OPHTHALMIC LABORATORY TECHNOLOGY

III CURRICULUM

F. Graduate Competencies

Graduates of an Ophthalmic Laboratory Technology Program must demonstrate competencies including, but not limited to, those listed below. Graduates must be able to:

1. use effective oral and written communication;
2. maintain records;
3. perform basic algebra, trigonometry, and geometry;;
4. prepare ophthalmic laboratory job orders;
5. verify proper frames and lenses for job orders;
6. utilize and maintain equipment;
7. respond to inquiries and concerns;
8. apply rules and regulations for safe work practices;
9. demonstrate proficiency in the operation and function of equipment;
10. assist in the business related area of ophthalmic laboratory technology, including record maintenance, frame and lens inventory, supply, equipment maintenance, and third party forms;
11. neutralize eyewear/Ophthalmic devices prescriptions;
12. perform final inspection and verification;
13. grind, and polish lenses;
14. fabricate eyewear;
15. tint and coat lenses;
16. perform minor frame repair;
17. perform impact resistance treatment and testing;
18. discuss prescription eyewear vision aids and other related patient/customer/client information (verbal and written) with the prescriber dispenser;
19. have basic computer skills;
20. demonstrate knowledge of applicable state statutes and regulations;
21. demonstrate knowledge of safety and environmental health standards.

EVALUATION CRITERIA

N/C* P/C* C

***Checks in these sections must be explained in the "Findings" and documented in the "Substantiation" sections.**

III. CURRICULUM, G. Graduate competencies

1. Graduates demonstrate somewhere in the program each of the skills listed in the *Essentials*. _____

Substantiated by:

Curriculum

FINDINGS - Itemize/explain the specific findings potential or noncompliance

Review of competency

SUBSTANTIATION - List the source(s) of data supporting your conclusion of data supporting your conclusion of potential or noncompliance.

III G. CURRICULUM

III G. CURRICULUM

OPHTHALMIC LABORATORY TECHNOLOGY

IV. RESOURCES

Resources, both direct and indirect, must be sufficient to support the number of students enrolled in the program.

A. Program Director

The Institution must identify a qualified individual responsible for administration, evaluation, development and revision of the Ophthalmic Laboratory Technology program.

1. Qualifications

In addition to serving on a full-time appointment, the Program Director must possess the following:

- At least 3 years of appropriate Ophthalmic Laboratory qualifications and experience, and meet the requirements of the institution;
- All credential for which the students are being prepared in the program, or hold comparable credentials that demonstrate at least equivalent training and preparation.

Current Program Directors of accredited programs reviewed under an earlier version of the Essentials are “grandfathered” according to those standards in effect at the time of their appointment to the position of Program Director. However, it is recommended that “grandfathered” directors not meeting these qualifications upgrade credentials accordingly. Grandfathered status is not transferrable to another institution.

The Program Director must demonstrate proficiency in program planning, curriculum design, instruction, and academic advising. It is recommended that the director have had at least two years experience as an instructor at an accredited Ophthalmic Laboratory Technology Program.

In the event of a change in Program Director, the Commission must be notified within thirty (30) days. A qualified person must be placed in the position within twelve (12) months of the date of the vacancy. The Commission must receive the new director's curriculum vitae within thirty (30) days of period of employment. The vitae must include details of education, certification, licensure, training, and general background experience.

2. Responsibilities

In addition to teaching and other duties, the Program Director must be responsible for the organization, administration, periodic review, development, and general effectiveness of the program. The Program Director, the administration, and the institution must be responsible for the maintenance of a safe and healthful work environment for staff and students. The institution must be responsible for maintaining the academic integrity of all ophthalmic educational activities. The Program Director's responsibilities for the program must not be adversely affected by educationally unrelated functions.

OPHTHALMIC LABORATORY TECHNOLOGY

IV. RESOURCES

B. Instructional Staff

1. Qualifications

The faculty (instructors) must be individually qualified by education and experience, must be effective in teaching the subjects assigned, and must meet the standards required by the institution.

Teaching faculty for spectacle dispensing, if it is included in the curriculum, must be certified by the American Board of Opticianry or equivalent (e.g. licensed optometrist or ophthalmologist) and licensed (where applicable) in the state in which the program is located, or licensed, where applicable, in the state of residence, if this meets the institution's requirements.

2. Responsibilities

The faculty must be responsible for submitting course outlines and lesson plans for each course or block of instruction within the course assigned by the director, evaluating students, academic advising, preparing reports as required by the institution, and participating in the upgrading and review of course material.

Lesson plans must be on file and available for review by authorized persons. Lesson plans could include, but not be limited to:

1. Weekly subject material;
2. Handouts;
3. Tests;
4. List of videos or other technology or teaching tools;
5. Learning objectives;
6. Type of instruction; and
7. References for both student and instructor.

It is important to note that the lesson plans are flexible.

3. Instructor/Student Ratio

The instructor/student ratio must be adequate to achieve the stated learning objectives of the curriculum.

4. Professional Development and Review

- a. The institution and Ophthalmic Laboratory Technology Program must encourage and provide opportunities for the faculty members to improve their optical, educational, and professional expertise.
- b. The Ophthalmic Laboratory Technology Program must have established and published procedures for evaluation of instructors.

EVALUATION CRITERIA

N/C* P/C* C

***Checks in these sections must be explained in the "Findings" and documented in the "Substantiation" sections.**

IV. RESOURCES, B. Instructional Staff

- 1. Instructors are qualified individually to teach assigned courses as described in part 1 of this section. _____
- 2. Instructors responsibilities are as described in part 2 of this section. _____
- 3. Lesson plans are on file and available for review, and meet the requirements of part 2 of this section. _____
- 4. Instructor/student ratios are adequate to achieve curriculum objectives. _____
- 5. Administrative support for professional development is available. _____
- 6. Program has established and published procedures for evaluation of instructors. _____

Substantiated by:

- Program faculty qualifications
- Curriculum vitae of instructors
- Interviews with Faculty, Program Director, and Administration.
- Lesson plans
- Course outlines

FINDINGS - Itemize/explain the specific findings of potential or noncompliance

SUBSTANTIATION - List the source(s) of data supporting your conclusion of data supporting your conclusion of potential or noncompliance.

IV B. RESOURCES

IV B. RESOURCES

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OPHTHALMIC LABORATORY TECHNOLOGY

IV. RESOURCES

C. Financial

The institution must show financial responsibility and commitment to the program. Budget records identifying financial resources of the Ophthalmic Laboratory Technology Program must be maintained and available for a period of three (3) years. The program director, with the assistance of the administration and faculty, should be responsible for planning the budget.

EVALUATION CRITERIA

N/C* P/C* C

***Checks in these sections must be explained in the "Findings" and documented in the "Substantiation" sections.**

IV. RESOURCES, C. Financial

- 1. The institution shows financial commitment to the program. _____
- 2. Financial resources of the Opticianry Program are available for the past three (3) years. _____

Substantiated by:
Budget

Interviews with Program Director, Faculty, Administration.

FINDINGS - Itemize/explain the specific findings of potential or noncompliance

SUBSTANTIATION - List the source(s) of data supporting your conclusion of data supporting your conclusion of potential or noncompliance.

IV C. RESOURCES

IV C. RESOURCES

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OPHTHALMIC LABORATORY TECHNOLOGY

IV. RESOURCES

D. Facilities

1. General

Adequate classrooms, laboratories, administration offices, and other facilities, as required, must be provided in accordance with accepted educational standards.

Classrooms and laboratories must provide an environment supportive of learning. The equipment in use must be current. The facilities must include, but not be limited to, an Ophthalmic Laboratory to ensure adequate practicum and learning experiences for all students, and an Optical Fabrication. Laboratory supervisors must be present during laboratory hours. The program director's office must provide privacy. The location must be secure for record maintenance.

2. The institution must provide appropriate classroom, office, and laboratory equipment. Current laboratory materials in adequate quantities must be provided. There must be a plan for scheduled equipment replacement and repair.

3. Library

A library must be readily accessible and provide access for students to current and relevant materials; to include, but not be limited to: online resources, current books, scientific references, periodicals, and other materials related to the curriculum.

The library holdings must contain sufficient traditional and/or online reference material to facilitate required student and faculty study and research. The faculty must have input in the selection of Opticianry reference materials. A listing of the Opticianry material must be available to the students. Opticianry reference material must be accessible in terms of location and hours of operation

4. Records

Satisfactory records must be maintained for all student admissions, attendance, health (if required by the state), achievement, and evaluation.

EVALUATION CRITERIA

N/C* P/C* C

***Checks in these sections must be explained in the "Findings" and documented in the "Substantiation" sections.**

IV. RESOURCES, D. Facilities

1. Adequate classrooms, laboratories, administration offices, and other facilities, as required, are provided in accordance with accepted educational standards.

2. Classrooms are supportive of learning.

3. There is current equipment in the laboratory.

4. Ophthalmic laboratory exists that provides adequate practicum experience, and includes fabrication.

5. Laboratory supervision is available during laboratory hours.

OPHTHALMIC LABORATORY TECHNOLOGY

IV. RESOURCES

E. Instructional Resources

Adequate multimedia and audiovisual materials must be available for instruction.

Faculty and students must have access to computers and to the Internet.

EVALUATION CRITERIA

N/C* P/C* C

***Checks in these sections must be explained in the "Findings" and documented in the "Substantiation" sections.**

IV. RESOURCES, E. Instructional Resources

- 1. Program has appropriate multimedia and audiovisual materials. _____
- 2. Faculty and students have access to computers and to the Internet. _____

Substantiated by:

Review of facilities

Audiovisual equipment and supplies

Interviews with students, faculty, and Program Director

FINDINGS - Itemize/explain the specific findings of potential or noncompliance

SUBSTANTIATION - List the source(s) of data supporting your conclusion of data supporting your conclusion of potential or noncompliance.

IV E. RESOURCES

IV E. RESOURCES

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OPHTHALMIC LABORATORY TECHNOLOGY

IV. RESOURCES

G. Advisory Committee

An Advisory Committee must be formed with a clearly defined role and function, and a detailed description of that role and function must be distributed to all members. Members must be appointed in accordance with institutional policy.

1. Qualifications

It is recommended that the Advisory Committee members be certified by the American Board of Opticianry and/or state licensed, if required by the state, or could have other appropriate ophthalmic qualifications. No more than two of the committee members may represent the other non-ophthalmic allied health professions or the public. Student representation on the committee is required.

It is recommended that the Advisory Committee consist of at least nine members and consist of Opticians, Optometrists, Ophthalmologists, and laboratory manufacturing representatives. Full-time faculty and institution administration are ex-officio members.

2. Responsibilities

The committee must meet at a minimum annually. For each meeting an agenda must be distributed in advance and the minutes recorded and maintained. Minutes must include list of attendees and absentees and their affiliations.

EVALUATION CRITERIA

N/C* P/C* C

***Checks in these sections must be explained in the "Findings" and documented in the "Substantiation" sections.**

IV. RESOURCES, G. Advisory Committee

- 1. The Advisory Committee is established with appropriate written goals and Functions, which have been distributed to the members. _____
- 2. The committee members are appointed in accordance with institutional policy. _____
- 3. No more than two of the committee members represent the other non-ophthalmic allied health professions or the public. _____
- 4. There is a student on the Advisory Committee. _____
- 5. Full-time faculty and institution administration are ex-officio members. _____
- 6. The Advisory Committee meets at least annually. _____
- 7. Agendas for Advisory Committee meetings are distributed in advance. _____
- 8. Minutes of Advisory Committee meetings are kept on file. _____
- 9. A list of attendees, absentees, and their affiliation is included in the minutes. _____

Substantiated by:

Agendas for Advisory Committee
Meeting with Advisory Committee

Minutes of Advisory Committee meetings
Institutional policy for Advisory Committees

FINDINGS - Itemize/explain the specific findings
of potential or noncompliance

SUBSTANTIATION - List the source(s) of data supporting your conclusion of
data supporting your conclusion of potential or noncompliance.

IV G. RESOURCES

IV G. RESOURCES

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OPHTHALMIC LABORATORY TECHNOLOGY

V. STUDENTS

A. Program Description

An accurate description of the Ophthalmic Laboratory Technology Program, course content, and course objectives must be provided to the students.

The program must make information available to each entering student regarding the criteria for successful completion of the program. The institution and / or program must also make available accurate information which includes:

- descriptions of Opticianry;
- a brief description of the required and elective courses;
- number of credit hours;
- names and rank of faculty;
- entrance requirements;
- tuition and fees;
- scholarships;
- financial aid;
- cancellation and refund policies;
- standards of performance and conduct;
- disciplinary procedures and policies;
- availability of student health services;
- state licensing requirements; national certification requirements;
- exam pass rates where available;
- laboratory safety procedures;
- grading policies;
- job placement rates;
- information about clinical education; and
- listing of available periodicals.

If the program is accredited by the Commission, any references to the accreditation classification in official publications must be accurate.

The institution or program must provide an academic calendar that outlines schedules for academic terms, school years, and projected student completion timelines.

Grading policies and completion requirements must be published. The admission of students, including advanced placement, must be made in accordance with the accepted practices and policies of the institution.

It is recommended that a recruitment policy be in place. Cancellation and refund policies must be available to the incoming student, and must be in compliance with state and federal laws. Enrollment procedures must be clearly defined and comply with prevailing law. These practices must be clearly defined, published by the institution, and readily available.

All institution and program publications and advertising must be truthful and not mislead students or the public. The institution should address Affirmative Action, Equal Opportunity, the Americans with Disabilities Act, Title IV, HEA eligibility, and any other state or federal regulations that protect the rights of students.

EVALUATION CRITERIA

N/C* P/C* C

***Checks in these sections must be explained in the "Findings" and documented in the "Substantiation" sections.**

V. STUDENTS, A. Program Description

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|--|-------|-------|-------|
| 1. An accurate description of the Ophthalmic Laboratory Technology Program, course content, and course objectives is provided to the students. | _____ | _____ | _____ |
| 2. The program makes information available to each entering student regarding the criteria for successful completion of the program. | _____ | _____ | _____ |
| 3. The items listed in this section of the <i>Essentials</i> are available in some form to each entering student. | _____ | _____ | _____ |
| 4. Published references to accreditation by the COA are accurate. | _____ | _____ | _____ |
| 5. An academic calendar that outlines schedules for academic terms, school years, and projected student completion timelines is available. | _____ | _____ | _____ |
| 6. Grading and completion requirements are published | _____ | _____ | _____ |
| 7. Admission policies, including advanced placement, are in accordance with the accepted policies of the institution. | _____ | _____ | _____ |
| 8. Cancellation and refund policies are published, and are in compliance with state and federal laws. | _____ | _____ | _____ |
| 9. Enrollment procedures are clearly defined and comply with prevailing law. These practices are clearly defined and readily available. | _____ | _____ | _____ |
| 10. All institution and program publications and advertising are truthful. | _____ | _____ | _____ |

Substantiated by:

Optical Student Handbook

Institution's Catalog

FINDINGS - Itemize/explain the specific findings of potential or noncompliance

SUBSTANTIATION - List the source(s) of data supporting your conclusion of data supporting your conclusion of potential or noncompliance.

V A. STUDENTS

V A. STUDENTS

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OPHTHALMIC LABORATORY TECHNOLOGY

V. STUDENTS

B. Admission

1. The Program Director and/or a member of the instructional staff must cooperate with the institution's admissions officer in establishing admission requirements for students and participate in the final student selection. The program must adhere to ADA (Americans with Disabilities Act).

2. A Candidate for admission must be high school graduates or the equivalent, or have passed pre-admission testing standard sufficient to confirm the candidate's ability to benefit from the program. The institution must admit only those students who meet institutional admission requirements and only those who are prepared by background, knowledge, and technical skills to succeed. All enrolled students must have reasonable and adequate access to the range of student services appropriate to support their learning.

It is recommended that , once admitted, students from other accredited programs in Ophthalmic Laboratory Technology Programs and other allied health professions be given appropriate transfer credits in accordance with the policies of the institution. There may be a system of challenge by examination.

The faculty and educational facilities must be adequate for the size of enrollment. A pre-entrance counseling visit is recommended.

EVALUATION CRITERIA

N/C* P/C* C

***Checks in these sections must be explained in the "Findings" and documented in the "Substantiation" sections.**

V. STUDENTS, B. Admission

1. The Program Director and/or a member of the instructional staff cooperates with the institution's admissions officer in establishing admission requirements.

2. The program must adhere to ADA (Americans with Disabilities Act).

3. Admissions requirements reflect the requirements in the part 2 of this section of the *Essentials*.

_____	_____	_____
_____	_____	_____
_____	_____	_____

Substantiated by:

Student interviews

Admission criteria and procedures

Published program material, catalog and brochure

FINDINGS - Itemize/explain the specific findings of potential or noncompliance

SUBSTANTIATION - List the source(s) of data supporting your conclusion of data supporting your conclusion of potential or noncompliance.

V B. STUDENTS

V B. STUDENTS



OPHTHALMIC LABORATORY TECHNOLOGY

V. STUDENTS

E. Student Records

Satisfactory records must be maintained for student admission, attendance, and evaluation. Grades and credit for courses must be recorded on the student transcript and permanently maintained by the institution in a safe and accessible location. The student must be informed of the right to access his/her own records. Access must be limited to authorized persons.

EVALUATION CRITERIA

N/C* P/C* C

***Checks in these sections must be explained in the "Findings" and documented in the "Substantiation" sections.**

V. E. Student Records

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|--|-------|-------|-------|
| 1. Satisfactory records are maintained for student admission, attendance, and evaluation | _____ | _____ | _____ |
| 2. Grades and credit for courses are recorded on the student transcript and permanently maintained by the institution in a safe and accessible location. | _____ | _____ | _____ |
| 3. The student must be informed of the right to access his/her own records. | _____ | _____ | _____ |
| 2. Access must be limited to authorized persons. | _____ | _____ | _____ |

Substantiated by:
Interviews with students, instructors and Program Director.

FINDINGS - Itemize/explain the specific findings of potential or noncompliance

SUBSTANTIATION - List the source(s) of data supporting your conclusion of data supporting your conclusion of potential or noncompliance.

VE. RECORDS

VE. RECORDS



OPHTHALMIC LABORATORY TECHNOLOGY

V. STUDENTS

F. Grievance and Appeal Procedures

Appropriate appeal procedures must be clearly defined and available to the student. The student must be informed of due process with regard to unfavorable evaluation, disciplinary action, dismissal, and suspension.

EVALUATION CRITERIA

N/C* P/C* C

*Checks in these sections must be explained in the "Findings" and documented in the "Substantiation" sections.

V. STUDENTS, F. Grievance and Appeal Procedures

- 1. Appropriate appeal procedures are clearly defined and available to the student. _____
- 2. Information on due process is available to the students. _____
- 3. The institution provides and has implemented an appropriate policy for handling formal complaints from students, graduates and former students, and this policy is published. _____

Substantiated by:

Student Handbook Published program material, catalog, and brochure
Interviews with students, instructors and Program Director.

FINDINGS - Itemize/explain the specific findings supporting your conclusion of potential or noncompliance of potential or noncompliance.

SUBSTANTIATION - List the source(s) of data supporting your conclusion of potential or

V F. Grievance and Appeal Procedures

V F. Grievance and Appeal Procedures



OPHTHALMIC LABORATORY TECHNOLOGY

VI. OPERATIONAL POLICIES

OPERATIONAL POLICIES

- A. Institution and program announcements and advertising must reflect accurately the Ophthalmic Laboratory Technology Program offered.
- B. Student costs and the awarding of academic credit and degree information must be accurately stated and published.
- C. Policies and processes for student withdrawal, refunds of tuition, and refunds of fees must be consistent with the institution's general policy, published, and publicly available.
- D. Policies and practices regarding student clinical practice must be published and made available to the students. This must include a policy on infectious disease control and all-applicable state and federal requirements.
- E. Student and faculty recruitment and student matriculation practices must be nondiscriminatory.
- F. If a program elects to make a public disclosure of its accreditation status granted by the Commission on Opticianry Accreditation, the program must disclose that status accurately and include the specific academic and/or instructional program(s) covered by that status. Additionally, the name and current address and telephone number of the COA must be included in the disclosure.

EVALUATION CRITERIA

N/C* P/C* C

***Checks in these sections must be explained in the "Findings" and documented in the "Substantiation" sections.**

VI. OPERATIONAL POLICIES, A, B, C, D, E, F

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|---|-------|-------|-------|
| 1. Published program description(s) accurately reflect the program offered. | _____ | _____ | _____ |
| 2. Student costs and the awarding of academic credit are published. | _____ | _____ | _____ |
| 3. Policies and processes for student withdrawal, refunds of tuition, and refunds of fees are consistent with the institution's policy, and are published and publicly available. | _____ | _____ | _____ |
| 4. Program policies and practices regarding student clinical practice are published and available to the student. | _____ | _____ | _____ |
| 5. A policy for infectious disease control is in place and available to the students. | _____ | _____ | _____ |
| 6. Student and faculty recruitment and matriculation practices are nondiscriminatory. | _____ | _____ | _____ |
| 7. If the program makes a public disclosure of its accreditation status granted by the Commission on Opticianry Accreditation, the program discloses that status accurately and includes the specific academic program covered by the status. | _____ | _____ | _____ |

OPHTHALMIC LABORATORY TECHNOLOGY

VII. CONTINUING PROGRAM EVALUATION

- A. A process for periodic self-evaluation of the program's effectiveness must be reflected in program policy and be documented. The institution must evaluate the program's educational effectiveness. The evaluation should include assessment of student learning outcomes, student retention, and student and faculty satisfaction. This information should be applied to future admission decisions.
- B. The results of the self-evaluation must be appropriately reflected in program development.

The continuing program self-evaluation must include a system for internal and external curriculum validation, evaluation by current students, follow-up studies of alumni, and a dedicated employer survey of graduates. The program must secure sufficient qualitative information to demonstrate an ongoing system of evaluation consistent with the goals of the program.

The Advisory Committee may facilitate program development, evaluation, support, planning, and coordination by periodic evaluation of the program's functions and of its success in achieving its stated learning objectives.

A list of program graduates must be maintained. The maintenance and documentation of the employment records of recent graduates of the program must be one aspect of program evaluation..

EVALUATION CRITERIA

N/C* P/C* C

***Checks in these sections must be explained in the "Findings" and documented in the "Substantiation" sections.**

VII. CONTINUING PROGRAM EVALUATION, A & B

- | | | | |
|---|-------|-------|-------|
| 1. A process for periodic self-evaluation of the program's effectiveness is reflected in program policy and is documented. | _____ | _____ | _____ |
| 2. The institution evaluates the program's educational effectiveness. | _____ | _____ | _____ |
| 3. The results of the self-evaluation are appropriately reflected in program development. | _____ | _____ | _____ |
| 4. The continuing program self-evaluation includes a system for internal and external curriculum validation, evaluation by current students, follow-up studies of alumni, and a dedicated employer survey of graduates. | _____ | _____ | _____ |
| 5. Sufficient qualitative information is secured to demonstrate an ongoing system of evaluation. | _____ | _____ | _____ |
| 6. A list of program graduates is maintained. | _____ | _____ | _____ |
| 7. Maintenance and documentation of the employment records of recent graduates of the program is one aspect of program evaluation. | _____ | _____ | _____ |

Substantiated by:

- | | |
|---|-------------------------------------|
| Program policies/processes | Interview with faculty and students |
| Graduate evaluation of program | Employer evaluation of program |
| Student pass/fail rate on ABO, NCLE, and state licensure examinations | |

