

EVALUATOR'S CHECKLIST
for
Two-Year OPTICIANRY Degree Programs
Effective January 2026

Commission on Opticianry Accreditation
P. O. Box 73862
North Chesterfield, VA 23235
(315) 742-8066
director@coaccreditation.com

Institution Visited: _____

Dates of Visit: _____

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

Team Member Name: _____

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 December 2024, address change 2025. 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 which are 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

N/A -- Not Applicable: Evaluation criteria that is not offered by the program or institution (i.e.: distance learning, externship, or health services). Not applicable may only be used if standard is identified as "if applicable."

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

OPHTHALMIC DISPENSING ESSENTIALS

I. INSTITUTION

- A. The institution offering the program must be accredited by an accrediting agency that is recognized by the U.S. Department of Education or by the Council of Higher Education Accreditation (CHEA). In Opticianry Programs which have academic and clinical phases provided in more than one institution:
- both institutions must be accredited; and
 - the institution granting the degree must be responsible for assuring that assigned student activities, both on and off campus, 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. | _____ | _____ | _____ |
| 3. If more than one institution is involved, both meet the accreditation requirements. | _____ | _____ | _____ |
| 4. The institution has policies in place to ensure that the same requirements are met when instruction is offered through alternative modalities such as distance learning. | _____ | _____ | _____ |

Substantiated by:

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

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

I.A. INSTITUTION

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

I.A. INSTITUTION

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EVALUATION CRITERIA

N/C* P/C* C

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

II. PROGRAM, A. Mission

- 1. The program mission is published and available to the students. _____
- 2. The program has a clearly stated mission appropriate for Opticianry. _____

Substantiated by:

Published program materials

Published analyses of findings of review

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.

II A. MISSION

II A. MISSION



OPHTHALMIC DISPENSING ESSENTIALS

II. PROGRAM

B. Goals

- 1. The program must have clearly stated goals, which are appropriate for Opticianry.
- 2. A goal of the program must be successful completion of the American Board of Opticianry Examination, National Contact Lens Examination, and state licensing examination (if applicable).

EVALUATION CRITERIA

N/C* P/C* C

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

II. PROGRAM, B. Goals

- 1. The program has clearly stated goals appropriate for Opticianry, that are published and available to students. _____
- 2. A goal is successful completion of the American Board of Opticianry Examination, National Contact Lens Examination, and, where applicable, state licensing examination. _____

Substantiated by:

Published program materials.

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

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

II B. GOALS

II B. GOALS

OPHTHALMIC DISPENSING ESSENTIALS

II. PROGRAM

C. Learning Objectives

The program must have clearly stated competency-based learning objectives, which are appropriate for Opticianry.

EVALUATION CRITERIA

N/C* P/C* C

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

II. PROGRAM, C. Learning Objectives

- 1. The program has clearly stated competency-based learning objectives, which are appropriate for Opticianry that are published and available to students. _____

Substantiated by:

Published program materials.

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

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

II C. LEARNING OBJECTIVES

II C. LEARNING OBJECTIVES



OPHTHALMIC DISPENSING ESSENTIALS

II. PROGRAM

D. Review

Statements of mission, goals, and learning objectives must be reviewed annually and revised when necessary.

1. The reviews must determine whether stated mission, goals, and learning objectives are relevant; whether mission, goals, and learning objectives are being fulfilled; whether the mission, goals, and learning objectives are understood adequately by all those involved; and whether the mission, goals, and learning objectives should be modified based on experience.
2. A documented annual review of mission, goals, and competency-based learning objectives must include students, faculty members, administrators, and members of the Advisory Board.
3. The college maintains a documented review process to ensure the appropriateness of the instructional resources and technology being used to meet the program's objectives.

EVALUATION CRITERIA

N/C* P/C* C

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

II. PROGRAM, D. Review

1. Annual reviews of mission, goals, and competency-based learning objectives meet the requirements of paragraph 1 above. _____
2. Annual review includes students, faculty members, administrators, and members of the Advisory Board. _____
3. There is documentation that a review process ensures that the technology being used meets the program's objectives. _____

Substantiated by:
 Published Documents Advisory Board Minutes
 Assessment of educational achievement in relation to Mission, Goals, Learning Objectives

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

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

II D. REVIEW

II D. REVIEW

OPHTHALMIC DISPENSING ESSENTIALS

II. PROGRAM

E. Program Outcomes

The program must evaluate outcomes through a systematic plan for assessing program effectiveness, efficiency, and relevance by achieving specified requirements with respect to:

1. program completion;
2. job placement/transfer to senior institution
3. National Opticianry Competency Examination (ABO) pass rates;
4. NCLE, in states where contact lens fitting is included in the definition of the scope of practice for Opticians; and
5. state licensure pass rates, in states where opticians are licensed.

The outcomes that are pertinent to the practice of opticianry in the state where the program is located must be published and available to the public. Program outcomes must be provided for the previous three-year period.

EVALUATION CRITERIA

N/C* P/C* C

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

II. PROGRAM, E. Program Outcomes

1. There is a systematic plan for assessing the program effectiveness based on the five outcomes listed in the *Essentials*. _____

2. The outcomes, provided for the previous three-year period, that are pertinent to the practice of opticianry in the state where the program is located must be published and available to the public. _____

Substantiated by:

Published Documents

Advisory Board Minutes

Assessment of educational achievement in relation to Mission, Goals, Learning Objectives

FINDINGS - Itemize/explain the specific findings potential or noncompliance

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

II D. REVIEW

II D. REVIEW

OPHTHALMIC DISPENSING ESSENTIALS

III. CURRICULUM

The minimal length of the educational program for the Opticianry Degree must be two academic years or equivalent. Instruction must follow an educationally sound and sequenced plan, which documents:

- A. A structured curriculum with clearly written course syllabi which describes competencies and student learning objectives. Unless expressly prohibited by state law, the curriculum must include, but not be limited to:

Profession Related Content Areas

1. Assessment of the Visual System
2. Business Management
3. Contact Lens Clinical Experience (Internship or Externship)
4. Contact Lens Fitting
5. Contact Lens Modification
6. Contact Lens Theory
7. Dispensing Clinical Experience (Internship or Externship)
8. Dispensing Theory
9. Fabrication Techniques
10. Geometric Optics
11. Ocular Anatomy, Physiology, and Pathology
12. Ophthalmic Materials
13. Ophthalmic Terminology
14. Ophthalmic Optics
15. Opticianry Sales Techniques
16. Patient/customer/client Relationships
17. Prescription Analysis
18. Production & Quality Control Methods
19. Professional Ethics
20. Relationships with Eyecare Professionals and Laboratory Personnel
21. Safety and Environmental Health

- 22. Scope of Practice
- 23. Spectacle Fitting and Adjusting
- 24. State and National Opticianry Regulations
- 25. Managed Care Programs
- 26. Low vision devices

General Education Content Areas

- 1. Behavioral or Social Science
- 2. English
- 3. Mathematics
- 4. Science

The curriculum must include a plan for a well-structured, competency-based clinical practice 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.

The institution's distance education courses and/or programs are comparable to those on campus in terms of quality, rigor, breadth of academic and technical standards, and completion requirements.

The institution employs a standardized approach to create course templates, course descriptions, learning objectives, course requirements (i.e. standard syllabus, grading, resources, etc.), and learning outcomes associated with its courses and/or programs in order to facilitate quality assurance and the assessment of student learning.

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 two academic years or equivalent. _____
- 2. Curriculum includes subject matter listed in the *Essentials*. _____
- 3. Curriculum includes a plan for a well-structured, competency-based clinical practice program. _____
- 4. The complete, detailed, and up-to-date curriculum is kept on file _____
- 5. Individual course outlines, class schedules, and laboratory schedules are available and distributed to students. _____
- 6. Records of directed work experience, i.e., clinical, laboratory or cooperative, and student evaluation are maintained. _____

7. Any distance learning courses are comparable to those on campus in terms of quality, rigor, breadth of academic and technical standards, and completion requirements.

Substantiated by:

Published program material
Class schedules
Student records

Curriculum (to include course description, credit, contact hour)
Student Handbook
Student clinical 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 DISPENSING ESSENTIALS

III. CURRICULUM

B. Instructional Resources (textbooks, manuals, handouts, etc.)

Material required to meet educational goals and/or learning objectives of the program must be available and utilized. Sufficient resources must be available to support assignment of professionally related research papers. Sufficient learning resources must be made available to support student learning.

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, B. Instructional resources

- 1. Appropriate textbooks, manuals, handouts, etc. are available and utilized. _____
- 2. Sufficient resources are available to support assignment of professionally related research papers. _____
- 3. Sufficient learning resources are available to support student learning. _____

Substantiated by:

Syllabus
Textbook assignments

Course outlines
Program resources

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 B. CURRICULUM

III B. CURRICULUM



OPHTHALMIC DISPENSING ESSENTIALS

III. CURRICULUM

C. Classroom Presentations, Discussions, and Demonstrations

Classes must be held as scheduled and planned and must be structured. For distance learning or any off-site education, courses must provide a structured bidirectional communication between faculty and students and among the students enrolled in the course. (Examples such as: Blackboard, emails, web-conferencing.)

The institution employs sufficient policies and/or procedures to ensure timely responses to students' inquiries/concerns raised while enrolled in its distance education courses or programs. (A timely response is defined as one in which feedback is provided back to the student within five academic days or according to the institution's policies.)

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, C. Classroom Presentations, Discussions, and Demonstrations

- 1. Classes are held as scheduled. _____
- 2. Classes are planned and structured. _____
- 3. Two-way communication is in place for distance educational activities (if applicable). _____
- 4. Students are ensured of a timely response to inquiries/concerns as defined in the Essentials _____

Substantiated by:

Course outlines
Distance learning "observation"

Classroom Observation
Student Surveys

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 C. CURRICULUM

III C. CURRICULUM



OPHTHALMIC DISPENSING ESSENTIALS

III CURRICULUM

D. Examinations, Tests, Assessments and Evaluations (oral, written, and practical) for Didactic and Clinical Aspects of the Program

These tools must be consistent with the program’s mission, goals, and learning objectives. All educational laboratory, clinical, and didactic coursework must provide timely written evaluation of a student's academic progress.

The program must ensure, regardless of instructional modality, that all examinations, tests, assessments, and evaluations meet institutional requirements for student oversight, protection, and exam security. The program must conduct final evaluations of student skills and knowledge under supervision of qualified instructional staff as described in Section IV B.

Program personnel must monitor distance education student progress and participation. This may be accomplished through a variety of means that include electronic footprints, electronic grade book, and percentage of course completed.

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, D. Examinations, Tests, Assessments, and Evaluations

- 1. Evaluation systems are consistent with mission, goals, and learning objectives. _____
- 2. All educational activities and courses provide timely evaluation of student’s academic progress. _____
- 3. All courses conduct final evaluations that meet institutional requirements for oversight and security. _____
- 4. The program personnel monitor distance education student progress and participation. _____

Substantiated by:
Course outlines & documentation

Distance learning "observation"

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 D. CURRICULUM

III D. CURRICULUM

OPHTHALMIC DISPENSING ESSENTIALS

III E. CURRICULUM

E. Supervised, Documented, and Structured Laboratory Experience.

Laboratory didactic instruction must be well structured, competency based, and appropriate for each student prior to rotation through a laboratory externship or internship. Direct supervision must be provided by program faculty. Didactic laboratories must provide an environment supportive of learning and operate in accordance with environmental health and safety regulations as defined by the institution.

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, E. Supervised, Documented, and Structured Laboratory Experience

- 1. Laboratory didactic instruction is well structured, competency based, and appropriate prior to rotation through a laboratory, externship, or internship. _____
- 2. Laboratory sessions are directly supervised. _____
- 3. Didactic laboratories are supportive of learning and operate in accordance with the institution's environmental health and safety regulations. _____

Substantiated by:
Laboratory education plan
Supervision schedules
Team tour of facilities

Laboratory objectives
Student interviews

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 E. CURRICULUM

III E. CURRICULUM

OPHTHALMIC DISPENSING ESSENTIALS

III F. CURRICULUM

F. Supervised and Documented Clinical Experience.

Internships or externships conducted by the program must be supervised or coordinated by program faculty possessing the appropriate instructor qualifications. There must be a written training plan and goals for students that specify the particular application, objectives, and experiences that are to be acquired during the internship or externship. For externships, the training plan must also designate the on-site employer representative who will be responsible for guiding and overseeing the students' learning experiences and participate in the student's written evaluation. A signed form acknowledging the representative and supervisor responsibility must be on file with the program director. Students are to be graded with respect to their attainment of the learning objectives of the internship or externship.

Each internship or externship must have available a dispensing area that is modeled after a retail/professional optical dispensary and must include:

1. guidelines for professional appearance and presentation to the public;
2. a selection of contemporary ophthalmic frames;
3. hand tools necessary for adjusting and dispensing of eyewear/vision aids;
4. instruments and devices necessary to properly design lenses from a given prescription;
5. instruments and devices to ensure accuracy of the finished product before dispensing to the patient/customer/client;
6. guidelines for financial aspects of professional/retail optical dispensing;
7. an area for record retention of eyewear/vision aids dispensed.

Each internship or externship, where allowed by regulation, must have available a contact lens dispensing area (if applicable) that is modeled after a retail/professional contact lens dispensary and must include: guidelines for professional appearance and presentation to the public;

1. an inventory of contact lenses of current technology appropriate for patient/customer/client evaluation;
2. where applicable, instruments and devices necessary to properly design contact lenses from a given prescription;
3. where applicable, instruments and devices to ensure accuracy of the finished contact lenses before dispensing;

4. instruments, equipment, and solutions necessary to evaluate and dispense contact lenses;
5. guidelines for financial aspects of professional/retail optical dispensing;
6. an area for record retention of eyewear/vision aids dispensed.

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, F.

- | | | | |
|--|-------|-------|-------|
| 1. Internships or externships conducted by the program are supervised or coordinated by program faculty possessing the appropriate instructor qualifications. | _____ | _____ | _____ |
| 2. There is a written training plan meeting the requirements of the <i>Essentials</i> . | _____ | _____ | _____ |
| 3. The externships training plan designates the on-site employer representative responsible for guiding and overseeing the students' competency-based learning experiences and who participates in the student's written evaluation. | _____ | _____ | _____ |
| 4. Students are graded based on the competency-based learning objectives of the internship or externship. | _____ | _____ | _____ |
| 5. The internship and/or externship dispensing area is in compliance with this section of the <i>Essentials</i> . | _____ | _____ | _____ |
| 6. Where allowed by regulation there is a Contact Lens Dispensing area that is in compliance with this section of the <i>Essentials</i> . | _____ | _____ | _____ |

Substantiated by:

- | | |
|-------------------------|----------------------------|
| Clinical education plan | Student rotation schedules |
| Supervision schedules | Student interviews |
| Team tour of facilities | |

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 F. CURRICULUM

III F. CURRICULUM



OPHTHALMIC DISPENSING ESSENTIALS

III G. CURRICULUM

Graduate Competencies. Graduates of an Opticianry 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. perform basic algebra, trigonometry, and geometry;
3. identify the human eye structure, function, and pathology;
4. determine physiognomic (facial and eye) measurements;
5. neutralize eyewear/vision aids;
6. analyze ophthalmic prescriptions;
7. assess lifestyle needs of the patient/customer/client;
8. select proper frames and lenses;
9. price and collect fees for vision aids and services;
10. prepare ophthalmic laboratory job orders;
11. deliver prescription eyewear/vision aids and instruct patient/customer/client in use and care;
12. maintain records;
13. provide follow-up service, including eyewear/vision; aids, repair, lens, and frame replacement;
14. troubleshoot inquiries and concerns;
15. apply applicable laws and regulations;
16. demonstrate proficiency in the operation and function of ophthalmic equipment;
17. utilize and maintain equipment;
18. demonstrate proficiency in finishing techniques;
19. describe visual assessment;
20. maintain records, including third party forms, inventory, and equipment;
21. demonstrate principles of adaptation, dispensing, neutralization, and fitting of contact lenses;
22. identify procedures associated with low vision aids, where appropriate;
23. discuss prescription eyewear/vision aids and other patient/customer/ related information (verbal and written) with the prescriber;
24. demonstrate knowledge of applicable state statutes and regulations

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 Review of competencies

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 G. CURRICULUM

III G. CURRICULUM

OPHTHALMIC DISPENSING ESSENTIALS

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 Opticianry Program.

1. Qualifications

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

- A Bachelor Degree;
- At least 3 years experience in the field of ophthalmic optics;
- Demonstrate proficiency in program planning, curriculum design, instruction, and academic advising
- At least 2 years of full-time equivalent teaching experience at an opticianry program affiliated with an accredited post-secondary institution

All credentials for which the students are being prepared in the program or hold comparable credentials that demonstrate at least equivalent training and preparation. If a Program Director does not meet the Essentials of a bachelor's degree, a detailed educational plan (not to exceed two years) must be submitted to include proposed classes and institution of study.

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 employment. The vitae must include details of education, certification, licensure, training, and general background experience.

To maintain the quality and continuity of the program, it is recommended the program has a robust succession plan detailing strategies for the replacement of critical personnel, such as program directors and faculty members. A succession plan will help ensure that the educational standards and clinical competencies required for successful opticianry practice are consistently met.

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 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.

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, A. Program Director

- 1. A person is identified who is responsible for the items in this section. _____
- 2. The Program Director serves on full-time appointment. _____
- 3. The qualifications of the Program Director comply with part 1 of this section of the *Essentials*. _____
- 4. The responsibilities of the Program Director comply with part 2 of this section of the *Essentials*. _____

Substantiated by:

Curriculum vitae of Program Director; Documentation of qualifications;
Interviews with Program Director, Instructors, Students, Advisory Board, 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 A. RESOURCES

IV A. RESOURCES



OPHTHALMIC DISPENSING ESSENTIALS

IV. RESOURCES

B. Instructional Staff

1. Qualifications

Full-time faculty/instructional staff must possess the following:

- An associate's degree
- ABO certification
- ABO-AC certification when teaching spectacle dispensing and NCLE-AC certification when teaching contact lenses

Part-time faculty/instructional staff must possess the following:

- An associate's degree
- ABO certification
- NCLE certification (when teaching contact lenses)

Teaching faculty 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 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.

Teaching faculty for contact lens fitting must be certified by the National Contact Lens Examiners or equivalent (e.g. licensed optometrist or licensed 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.

In the event a full-time faculty member does not meet the Essentials of an advanced ABO or NCLE certification as required for the course topics they are teaching; the faculty member will have 12 months from the time of hire to gain the necessary certification and provide documentation to the Commission.

Current teaching faculty 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 faculty. However, it is recommended that "grandfathered" faculty not meeting these qualifications upgrade credentials accordingly. Grandfathered status is not transferrable to another institution.

Qualified faculty must provide appropriate and documented oversight for all delivery methods of education, ensuring both the rigor of those courses and the quality of instruction.

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.

Faculty are responsible for the evaluation of the student's knowledge and skill and assignment of the student's final grade regarding the course learning outcomes and the curriculum as stated in the Essential's and as required by the institution.

Lesson plans must be on file and available, in print or digital format, for review by authorized individuals (i.e.: faculty, academic leadership, accreditation evaluators). Lesson plans could include, but not be limited to:

1. Weekly subject material
2. Handouts
3. Assessments
4. List of videos or other technology or teaching tools
5. Course objectives
6. Type of instruction (didactic, on-line etc.)
7. References for both student and instructor
8. Student Learning Outcomes

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

OPHTHALMIC DISPENSING ESSENTIALS

IV. RESOURCES

C. Preceptors

A preceptor is a professional, not employed by the institution, who supervises students in real-world settings as part of an opticianry clinical course. Preceptors oversee the students’ clinical activities, as prescribed by the faculty member, to ensure they meet the required competencies and adhere to professional standards of practice.

1. Qualifications

Off-site Preceptors for spectacle dispensing 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.

Off-site Preceptors for contact lens fitting must be certified by the National Contact Lens Examiners or equivalent (e.g. licensed optometrist or licensed 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.

Qualified preceptors must provide appropriate and documented oversight for all instruction, ensuring rigor and the quality of instruction.

2. Professional Development and Review

- a. The institution and Opticianry Program must encourage and provide opportunities for preceptors to improve their optical, educational, and professional expertise.
- b. The Opticianry Program must have established and published procedures for evaluation of preceptors.

EVALUATION CRITERIA

N/C* P/C* C

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

- 1. Preceptors are qualified individually to teach assigned courses as described above _____
- 2. If applicable, preceptors provide appropriate and documented oversight for all distance delivery of education. _____

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 DISPENSING ESSENTIALS

IV. RESOURCES

E. Facilities

1. General

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

Classrooms must provide an environment supportive of learning. The facilities must include, but not be limited to, an Optical Dispensing Laboratory, an Optical Fabrication Laboratory, and a Contact Lens Laboratory. Laboratory supervisors must be present during laboratory hours.

The college must provide a dedicated space specifically designed for faculty-student meetings. This location should ensure privacy, allowing for a safe environment to hold confidential discussions regarding academic progress, performance evaluations, and personal concerns.

2. Equipment and Supplies

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

The program must ensure secure and effective management of essential records concerning student admissions, attendance, health (as mandated by the state), achievement, and evaluations, which encompass laboratory, clinical, and distance education activities. This may involve digital platforms equipped with robust security measures and storage solutions, or a secure physical location accessible to program faculty as needed.

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. Facilities

- 1. Adequate classrooms, laboratories, administration offices, and other facilities, as required, are provided in accordance with accepted educational standards. For example, similar to what students would see on the job. _____
- 3. Classrooms are supportive of competency-based learning. _____
- 3. Dispensing laboratory, Fabrication laboratory, and Contact Lens laboratory exist. _____
- 4. Laboratory supervision must be present during laboratory hours. _____
- 5. A dedicated space specifically designed for faculty-student meetings ensuring a safe environment for confidential discussions is provided. _____
- 6. Appropriate classroom, laboratory and office equipment, and supplies in adequate quantities are provided. For example, similar to what students see on the job. _____
- 7. There is a plan for scheduled equipment replacement and repair. _____
- 8. The library meets the requirements of part 3 of this section. _____
- 9. Student records are maintained in accordance with part 4 of this section. _____

Substantiated by:

- | | |
|---|--|
| Classroom equipment and supplies | Equipment and supplies |
| On-site visit to library | On-site visit of laboratory facilities |
| Student Records | Review of office facilities |
| Interviews with students, faculty, and Program Director | |

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

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

IV E. RESOURCES

IV E. RESOURCES

|

EVALUATION CRITERIA

N/C* P/C* C

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

- 1. The institution has procedures for adequate maintenance of the learning resources _____
- 2. The institution annually reviews the quality and currency of its distance education Courseware. _____
- 3. The institution provides students with technical support for each educational Technology. _____

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



OPHTHALMIC DISPENSING ESSENTIALS

IV. RESOURCES

H. Safety and Environmental Management

Program must operate in accordance with federal and state occupational safety, health, environmental regulation, and accepted universal precautions. It is recommended that the Safety and Environmental Checklist as supplied by the Commission be adhered to.

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, H. Safety and Environmental Management

- 1. Program operates in accordance with federal and state occupational safety, health and environmental regulations. _____

Substantiated by:
COA Safety and Environmental Checklist

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 H. RESOURCES

IV H. RESOURCES



OPHTHALMIC DISPENSING ESSENTIALS

IV. RESOURCES

I. 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, National Contact Lens Examiners 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.

OPHTHALMIC DISPENSING ESSENTIALS

V. STUDENTS

A. Program Description

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

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

- Description 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;
- state licensing and national certification 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

- | | | | |
|--|-------|-------|-------|
| 1. An accurate description of the Opticianry Program, course content, and course objectives are provided to the students | _____ | _____ | _____ |
| 2. The items listed in this section of the <i>Essentials</i> are available to each entering student in some form [not all necessarily in the same document.] | _____ | _____ | _____ |
| 3. Published references to accreditation by the COA are accurate. | _____ | _____ | _____ |
| 4. An academic calendar that outlines schedules for academic terms, school years, and projected student completion timelines is available. | _____ | _____ | _____ |
| 5. Grading and completion requirements are published | _____ | _____ | _____ |
| 6. Admission policies, including advanced placement, are in accordance with the accepted policies of the institution. | _____ | _____ | _____ |
| 7. Cancellation and refund policies are published. | _____ | _____ | _____ |
| 8. Enrollment procedures are clearly defined and comply with prevailing law. These practices are clearly defined and readily available. | _____ | _____ | _____ |
| 9. 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 potential or noncompliance.

V.A. STUDENTS

V.A. STUDENTS

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OPHTHALMIC DISPENSING ESSENTIALS

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. Candidates for admission must be high school graduates or the equivalent, or have passed pre-admission testing standard to the institution sufficient to confirm the candidate's ability to benefit from the program. High school courses (or equivalent) in biology, English, mathematics, physics, and use of electronic multimedia are recommended. 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 Opticianry 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.

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 DISPENSING ESSENTIALS

V. STUDENTS

C. Health Services

It is recommended that the institution inform the students of its health care services and that students have access to those services if available. A plan for emergency medical care must be available.

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, C. Health Services

- 1. Information on health care services (if applicable) is available to the students. _____
- 2. There is a plan for emergency medical care. _____

Substantiated by:

- Program records Policy manual
- Student Handbook Student interviews
- 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.C. STUDENTS

V.C. 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, D. Guidance and Counseling

- 1. Course transfer guidance and student counseling is available for students. _____

Substantiated by:

Interviews with students, instructors, Program Director, staff, and administrators.

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.D. STUDENTS

V.D. STUDENTS



OPHTHALMIC DISPENSING ESSENTIALS

V. STUDENTS

E. Student Records

Satisfactory records must be maintained by the institution's registrar, admissions, or records office for student admission, attendance, and course grades. 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 personnel.

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, E. Student Records

- 1. Student records are maintained in accordance with the Essentials _____
- 2. Grades are permanently maintained by the institution in a safe and accessible place. _____
- 3. Students are informed of the right to access their own records. _____
- 4. Access to student records is limited to authorized personnel. _____

Substantiated by:

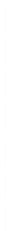
Student Handbook Published program material, catalog, and brochure
Interviews with students, instructors, and Program Director.

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.

V.E. STUDENTS

V.E. STUDENTS



- 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

- | | | | |
|--|-------|-------|-------|
| 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 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 a program elects to make 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 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. | _____ | _____ | _____ |

Substantiated by:

- Published program material, catalog, and brochure
- Student and Faculty interviews
- Institutional recruiting policy

of potential or noncompliance

data supporting your conclusion of potential or noncompliance.

VI. OPERATIONAL POLICIES

VI. OPERATIONAL POLICIES



OPHTHALMIC DISPENSING ESSENTIALS

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 self-evaluation must be appropriately reflected in program development.
- C. 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.
- D. 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.
- E. A list of program graduates must be maintained. The results on the National Opticianry Competency Examination administered by the American Board of Opticianry, the National Contact Lens Examination, and state licensure examinations (if applicable) must also be documented.
- F. Examinations (if applicable) must also be documented and reviewed annually to evaluate effectiveness of the program. 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. The results of the ABO and NCLE examinations, and state licensing examination if applicable, are documented and reviewed annually. _____
- 8. Maintenance and documentation of the employment records of recent graduates of the program is one aspect of program evaluation. _____

Substantiated by:

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

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.

VII A & B CONTINUING PROGRAM EVALUATION

VII A & B CONTINUING PROGRAM EVALUATION
