

# NOVA SCOTIA COLLEGE OF DISPENSING OPTICIANS

## Guidelines for Approval of Professional Development Seminars

The college will consider many methods for obtaining Professional Development Credits that will enhance the practice of the profession. Thank you in advance to the organizations/agencies for providing high quality education opportunities for NS Opticians. The following guidelines should be considered when submitting requests for approval of professional development seminars:

1. The complete course outline, handouts, or Power Point file **MUST be received by the NSCDO at least 2 weeks prior to the event..** We **MUST** see in detail what the subject matter will be. (Two or three sentences or bullet points is insufficient.) ALL material submitted, will be held in the strictest of confidence.
2. The agenda, indicating the length of each lecture. Credits will NOT be extended for coffee breaks or meal breaks, so please be sure that the agenda provides that type of information if applicable.
3. The name of the presenter & their credentials. This may be in the form of a résumé, biography or curriculum vitae.
4. The expected course date(s), location, city (**Course approval can take 7-10 business days, so plan accordingly**)
5. Credits are allocated per topic, (**Please see below for Allocations per Category & Definitions**) and must be at least one hour in length for one credit or 30 minutes in length for one-half credit.
6. A professional development certificate **MUST** be issued to the optician which includes his/her name, date of seminar, title of the seminar and signed by a representative of the sponsoring body.
7. A list of opticians who attend the seminar(s) **MUST** be submitted within 14 days following the event to the NSCDO office.
8. Notices sent to opticians **MUST** include a statement indicating the College (NSCDO) has approved the seminar for credits.

9. Seminars **MUST** be delivered outside regular business hours unless the place of employment is closed to the public during the time of the presentation.
10. Three (3) hours is a maximum for one speaker or instructor per day. (With the exception of full day Courses, such as Workshops, St. John Ambulance, Computer courses) as outlined in the Related Field section. Approval of the seminar will only apply for the specific date requested. If an organization/agency wishes to **REPEAT** a topic(s), a written request **MUST** be re-submitted to the NSCDO indicating the new date, location, speaker and **MUST** resubmit the Seminar as outlined in the original request.
11. Approval for seminars/courses will **EXPIRE**, 2 Years from the date of the original presentation. NSCDO will **NOT** send a renewal notice; it is the responsibility of the education sponsor to file for a re-approval. To re-apply, please submit the following and allow 7-10 business days for processing: A current & detailed copy of seminar/course. An indication of the length of the program. The name of presenter & biography.
12. Credits obtained three (3) months prior to the start of the renewal year can be carried over and used for the Current year; a credit can **ONLY** be used once.
13. NSCDO reserves the right to monitor any seminar at any given time, as it deems necessary.

#### **(5.1) Eyeglass Dispensing**

- Lens seminars, lens design, materials and dispensing techniques
- Frame seminars, materials and advancements
- Tints, coating, sunglass lenses, transmission and absorptive properties
- Tools and adjustments
- Equipment, such as diagnostic, surfacing, edging, vision screening
- Ocular Anatomy and Physiology
- Visual Optics
- Others

#### **(5.2) Contact Lens Dispensing**

- Ocular Anatomy and Physiology
- Pharmacology
- Lens Design and Manufacture
- Lens Material
- Specialty Lens Fitting
- Others

### **(5.3) Professional Service Opticianry**

College registrants attending or serving on College and/or Association Boards or Committees will receive credits as follows for performing professional services:

- Attendance at College (NSCDO) AGM 1 credit per year
- Attendance at Association (NSSDO) AGM 1 credit per year
- Practical Examination Examiner 2 credit per year.
- Course Instructor 6 credits per year in the applicable category
- Sponsor a Student 2 credits per year
- Con Ed Lecture Preparation & Presentation 2 credits per presentation
- College Board of Directors 4 Credits per year
- Association Board of Directors 4 credits per year
- Committee Member 2 credits per year
- Medical Missionary Work 4 credits per year for optical dispensing
- A written and published article on Opticianry 4 per year maximum.
- Vision Screening 4 credits per year
- Others

### **(5.4) Related Fields**

- Marketing Techniques Both Internal and External,
- Financial Planning, Business
- Personal Human Relationships,
- Ophthalmic Surgical Techniques and Advances
- Community Service, Including Serving on and Attending Professionally Related Boards and Committees.
- Emergency Medical Courses, CPR and Emergency Intervention
- Computer Courses
- Other