



# National Examining Board of Ocularists

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## NEBO Credit Pathways

### **Pre-Approved Credits (PAC's)**

- Any education program that wishes to offer Continuing education credits may apply under the pre-approved credits process. BCO members that attend the program simply submit transcripts/proof of attendance for recertification requirements without any additional costs or fees.
- Pay a flat non-refundable fee of \$250 for program review and credit assignment per program/event/meeting.
- Pay a flat fee of \$7,000 per program/meeting that will include up to 100 (one hundred) credits for that event only for the approved courses. Changes within the event and re-assignment of credits is included as well as credit adjustments made after the program/event/meeting audit.
- The Pre-Approved Credits program fee also includes any distance learning credits given 30 days prior to the last day of the program/event/meeting.
- Programs/event/meetings must be submitted for NEBO credit assignment at least 30 days prior to the beginning of the program/event/meeting.
- NEBO will assign a credit total and breakdown within 7 Days of receiving application based on the rules governing credit assignment for CE credits.
- A digital badge will be issued showing the specific program is a NEBO Approved Program. This badge will be custom for each event and organization and the Credit opportunities will be listed on our website free of charge for "Pre-Approved Credit Opportunities".
- An email notification to all BCOs of the program meeting event opportunity

The "Pre-Approved Program" fee includes credits for program chairs, moderators, instructors, and/or presenters of that program/event/meeting. Fee does not include credits for an organization's administration but may be awarded through the "Non-Pre-Approved program credits" pathway. (See "Administration Credits")

### **Non-Pre-Approved Credits (NPAC's)**

- Any BCO that attends a program/course/meeting, gives a lecture/course, or contributes to a written publication that is directly related to the field of Ocularistry is eligible for CE credits. BCOs may submit an application for "Non-Pre-Approved Credits". All fees and applications must be completed within the calendar year of the event/lecture/publication to be able to verify validity and attendance in order to receive credits.
- Submit application with required evidence of attendance plus \$50 non-refundable application fee. NEBO will assign credits based off time/content/validity and contact the BCO with a credit total within 30 days of receiving the application. The BCO may confirm or deny credits, a decision must be made within 14 calendar days of receipt of credit total opportunities.
- The applicant can reject the assigned credits with no further fees or obligations to either party by stating the rejection in writing to the NEBO Board with that 14-day window.
- If confirmed, an invoice for the credit total will be sent at \$10/credit and all transactions must be completed within 14 calendar days of acceptance.

There are no “non-pre-approved” credit limits per year for rectification. A confirmation “credit letter” will be sent to the applicant BCO upon receipt of payment. This letter will also be saved electronically to their individual file and a yearly running credit total for NPAs will be tracked within the master database at no charge.

### **Administrative Credits (AC's)**

A maximum of 25 credits per year will be allowed for NEBO Board Members, Committee Chairman, Committee Members, SMEs and examiners per current Credits assignment rules. Credits assigned “Administrative Credits” based off job title/duty per current rules and standards. Credits not covered by Approved Program fee may be applied for separately by application and subject to application fee and \$10 (ten) US dollar / credit fee. Must apply within the calendar year and all credits expire after 4 years.

All credits are generated using the same scale and thresholds regardless if they are PAC or NPAC Credits. The following breakdown shows how credit values are determined and the scale used, for both lectures and workshops.

### **Auditor Orientation**

**Purpose:** Confirm duration, content, validity, and delivery method of Ocularist related continuing education courses.

This is something NEBO expects be done without bias or agenda. When auditing a course or program, you will be given an audit form to complete. Please write clearly. Personal notes for exams/workshops etc. should be made on a separate page. The Audit is Broken down into 3 parts.

1. **Duration:** Pre-recorded or live, auditor is confirming how long course/courses last. The scale below depicts the 51% rule will be used for time vs credits.

#### **Lecture Scale**

Credits	Time (min: sec)
1	7:30- 22:30
2	22:31-37:30
3	37:31-52:30
4	52:31- 67:30
5	67:31-82:30
6	82:30-97:30

#### **Workshop Scale (hands on time)\***

Credits	Time (min: sec)
8	30 Min.
12	45 Min.
16	60 Min.

2. **Content:** Related to the course and courses objectives. If the speaker goes off topic (unrelated to course), the amount of time off topic is subtracted from the overall time.

**3. Relevance/Validity:** Course content must be related to Ocularistry. The Amount of time course strays from related topic is subtracted from the overall time.

**\*Information on Workshops:** Workshops must have performance verification to be considered a “workshop” rather than a “physical lecture demonstration”.

Audit Form Example

<b>Course Title:</b> «Course_Name» (pre-filled) <b>Course Number:</b> «Course_» (pre-filled)	<b>Date (Accessed):</b> Start Time:
<b>Instructor/Speaker:</b> «Instructors» (pre-filled)	Finish Time:
<b>Topic Relevance:</b> 1 2 3 4 5 1= not relevant, 5= very relevant.	<b>Course Length:</b>
Notes:	