



Date received: _____ By: _____

Application for Education Programs For NEBO Pre-Approved Credits

Any education program that wishes to offer education credits (Lecture, lecture + exam, workshop, etc.) may apply under the pre-approved credits process. BCO attendees will not have to pay any fees to NEBO to have the credits accepted!

Instructions:

1. Submit completed application, completed program itinerary and individual course descriptions and durations.
2. Programs/event/meetings must be submitted for NEBO credit assignment at least 30 days prior to the beginning of the program/event/meeting.
3. Pay a flat non-refundable fee of \$250 for program review and credit assignment per program/event/meeting.
4. NEBO will assign a credit total and breakdown within 7 Days of receiving application based on the rules governing credit assignment for educational credits for acceptance or decline by program/meeting/event sponsors.
5. After acceptance of NEBO program assignment, 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 pre-approved courses. Changes within the event and re-assignment of credits are included as well as credit adjustments made after the program/event/meeting audit in this one time/event fee.
6. NEBO will Audit all courses for time and validity. Once the audit is complete, a final credit count and instructor credits will be sent to the applying organization. All additional credits over 100 obtained after NEBO Audit shall be billed at the rate of \$240 per credit to the program sponsor and must be paid in full prior to the release of the final credit assignment to the participants of the event.
7. The pre-approved program/meeting will receive:
 - A NEBO approved program electronic badge to include on all literature. Custom for each organization/meeting/year.
 - 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.
 - **A listing on the NEBO website as an approved program for continuing education.**
 - **An email notification to all BCOs of the program meeting event opportunity**
 - **BCO members that attend the program simply submit transcripts/proof of attendance for recertification requirements without any additional costs or fees.**
 - The “Pre-Approved Program” fee includes credits for program chairs, moderators, instructors, and/or presenters for 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”)

Application must be filled out entirely. **One** application & fee per meeting/program.

Organization Name: _____

Address: _____ City, State, Zip: _____

Phone: _____ Organization email: _____ Website: _____

Organization Rep.: _____ Direct Email: _____

PROGRAM INFORMATION

Name of Program/meeting: _____ Date of Program: _____

Location of Program: _____

Checklist The following **must** be attached to obtain Educational Credits:

- ____ Proof of Attendance ____ Copy of Program/Published Article ____ Course description and time duration.
 ____ \$250 non-refundable application fee.

Return this application and supporting documents, to NEBO Executive Director, Dan Yeager at nebo@neboboard.org or NEBO, 2050 Keokuk Street, Iowa City, IA 52240

For NEBO office use only:

Approved by: CE Credit Review Committee NEBO (circle one) Approved Denied (No CE credits awarded) Total Credits: _____
 Credit total sent: _____ Invoice sent: _____ Paid \$7,000: _____ Badge: _____ Website listing: _____



National Examining Board of Ocularists

2050 Keokuk St., NEBO Suite Iowa City, IA 52240

Telephone (319) 339-1125

Fax (319) 337-5445

E-mail: nebo@neboboard.org

<http://www.neboboard.org>

Additional Approved Program Guidelines

1. Complete the "Pre-Approved Meeting credit application" form (or PACs) found on our website.
2. Submit your complete program including lecture titles, course description and lecture/presentation durations along with the completed application no less than 30 days from the beginning of the proposed meeting.
3. Plan and final proof of how the attendees are tracked for course attendance and completion.
4. Arrange for payment (we can send you an invoice if desired) of the \$250 (nonrefundable) meeting review/credit assignment fee.
5. We will notify you within seven days of the credit opportunity award for your approval or decline. You will then have up to 14 days accept or decline. If the organization declines the assigned credits values, individual BCOs still apply for and receive credit for attending the proposed meeting using the NPAC process (Non- Pre Approved Credits)

Special note: The breakeven point for PAC Meeting cost compared to the NPAC paid by an individual BCO is around 11 (eleven) people for a 60 credit PAC Meeting if PAC costs are shared by attending BCOs.

6. If you accept, you have 14 days to pay a one-time fee for pre-approved credits (PACs) of \$7,000.00 (seven thousand dollars) that will include up to 100 credits for that specific program and Presenter/lecture credits. Courses or lectures are not awarded credits if the course or presenter has been repeated more than once in the same form in the past 4 years. BCOs may only receive credit once every 4-year recertification cycle for the same course/lecture as well regardless of where the course / lecture was presented.
7. NEBO will list the credit opportunities "PAC Meeting" on our website and delivery a blast email to all of our BCOs notifying them of them of the PAC opportunity at no charge to the sponsor.
7. Potential program modifications, courses changes and review for credit values and final Audit adjustments are included in that fee.
8. Provision for a single person "NEBO Auditor" to attend all credit awarded courses free of charge to NEBO is required.
9. All course/labs/lecture requirements must be completed by attendees within 30 days of the start of the approved meeting.

10. The sponsoring organization/person for the PAC meeting must submit a spreadsheet style record to NEBO showing attendees performance and attendance, test scores and or lab completion within 30 days of the end of the meeting time frame for credit award or Audit performance adjustments.

11. NEBO will review meeting records combining the Auditor adjustments (if any) and return the spreadsheet for distribution by the sponsor to the attendees within 7 days of NEBO receipt.

12. Current COVID-19 waivers are in place for distance learning maximum credit limits so that any and all credits received will apply for BCO recertification until the waiver is rescinded.

In the event that you have any further questions please contact us at any time at the addresses and phone numbers listed on our website.

We look forward to having the opportunity for our BCOs to obtain recertification credits from your potential program.

Sincerely,

Dr. Daniel C. Yeager, BCO, FASO, BADO