

REFERENCE GUIDE



EXAM CANDIDATE HANDBOOK 2020

National Examining Board of Ocularists
2050 Keokuk St., NEBO Suite
Iowa City, Iowa 52240

-Introduction-

The National Examining Board of Ocularists Certification Examination for Ocularists is designed to assess the competence of the ocularist in performing the variety of health care and related functions and tasks normally encountered in the fitting and fabrication of ophthalmic prosthetics.

The National Examining Board of Ocularists, NEBO, is an independent board consisting of Ocularists and members of related professions, including ophthalmology, orthotics and prosthetics and a public member.

The Certification Examination was designed by studying the work that Ocularists do and the knowledge they rely on to perform their work competently. A nationally representative committee of highly qualified and certified Ocularists carried out such a study to define precise content areas that are important, critical, and relevant to the profession. The results of the “Role Delineation” study included a set of specifications for the test.

Committees of highly qualified and certified Ocularists then wrote and repeatedly reviewed the test questions. Psychometric procedures were applied in constructing the test to ensure that it is thoroughly representative of the domains against which the test is validated. The passing point was determined using the Modified Angoff Technique, a widely accepted criterion-referenced strategy for determining passing points. Thus, the expert judgment of professionals determined the content of the test and psychometric expertise ensured that the test questions measure what they are intended to assess.

Security is of the utmost importance throughout the test development and administration process. Examination materials are locked in a secure place before and following the test administration. During the administration of the tests, monitors supervise the testing conditions and examinees' behavior and note any irregularities. The performance of the examinees may also be analyzed statistically for the purpose of detecting and verifying fraud. Individuals who remove or attempt to remove examination material from the test site will be

prosecuted. Examinations will not be processed for examinees who violate security.

Any inappropriate behavior during the administration of an examination, such as giving or obtaining unauthorized information or aid, as evidenced by proctor observation or statistical analysis of answer sheets, constitutes sufficient cause to invalidate an examinee's score and/or terminate his or her participation in the examination and/or take other appropriate action.

Scantron Corporation used a combination of advanced technology and a high degree of human expertise to produce accurate and reliable scores. Prior to scanning, answer sheets are reviewed individually for accuracy of name and I.D., bubbling, and for possible scanning difficulties (i.e., incomplete erasures, light bubbling, etc.). Examination sheets then go through double scanning and scan checking to detect possible errors in the scanning process. In addition to the computer scoring, some candidate sheets are manually scored and compared to the computer results (approximately 4% random check) for statistical verification.

Candidates are notified in writing regarding whether they have passed or failed the examination. Test scores are confidential and will be disclosed to no one via phone or facsimile. Test score reports may be released to individuals other than authorized NEBO personnel only with written request by the candidate.

-Certification Examination-

The National Examining Board of Ocularists Certification Examination (offered only in English) is divided into a Written Examination and a Fabrication Examination.

The Written Exam of the Certification Examination is a 150 question multiple choice examination. Questions are contained in a question booklet; answers are recorded on a separate answer sheet. The examination is criterion referenced, every effort has been made to assure that all questions in the examination relate to tasks performed or

knowledge and skills needed to perform as a fitter and fabricator of ophthalmic prosthetics.

The Written portion includes questions from four general categories. 31.94% of the examination will relate to the fitting of ophthalmic prosthetics, 35.20% to the fabrication of ophthalmic prosthetics, 16.72% to preliminary examination and evaluation principles and the remaining 16.14% to questions related to general care and hygiene.

Each item, on the written examinations, is worth one point. Candidates are advised to answer every question, since the final score is determined by the number of questions answered correctly. There is no penalty for guessing.

Example: Which of the following professional titles refers to the fitter and fabricator of ophthalmic prosthetics?

- a) Optometrist
- b) Optician
- c) Ocularist
- d) Oculist

Answer: c) Ocularist

Three hours and thirty minutes are allowed for the completion of the written exam.

Proctors will assure the absolute integrity of the examination.

The Fabrication Exam or practical exam of the Certification Examination requires that the examinee demonstrate his/her ability to fabricate (from specifications in a fabrication kit) the two most commonly encountered types of prostheses, a conventional prosthesis and a scleral shell prosthesis. The portion of the examination is to be completed **prior** to the written examination.

All work is done in the laboratory of the examinee by the examinee. Examinees are given up to ten days to complete fabrication of both the conventional and scleral shell prostheses. The painting of iris, vascularization, tinting, and finishing of the scleral shell are carefully monitored by a proctor appointed by the National Examining Board of Ocularists.

The fabrication portion of the annual Board Certification exam must be completed PRIOR to the scheduled annual written exam. Upon verification and approval of a candidate's exam application, candidates will contact the Fabrication Chairperson to schedule and begin their proctored fabrication examination.

1. All fabrication exams must be completed 14 days prior to the written exam date. (2020 Candidates: Due November 3, 2020)
2. Grading of these exams would be completed at the annual meeting by a minimum of three (3) fabrication examiners. If three (3) are unable to attend, the regular process of grading by mail must be completed 14 days prior to the end of the exam calendar year.
3. A minimum of seven (7) days' notice to arrange a proctor (proctor is required).
4. Exam deadline is 60 days prior to the annual written exam date. (2020 Candidates: Due September 18, 2020)
5. After 60 days there is a \$350 late fee.
6. No candidates are accepted with in 30 days of annual written exam date. (2020 Candidates: October 16, 2020)

-Validity of Scores-

The integrity of the scores awarded examinees for their performance on NEBO examinations is protected by every means available. All possible efforts are expended to assure that the tests are administered under standard conditions and in conformity with the principles on which the test and its scoring are founded. These efforts are made to assure that no examinee or group of examinees receives, either advertently or inadvertently, unfair advantages in the test.

Any score that the National Examining Board of Ocularists determines does not represent a reasonable assessment of the examinee's knowledge or competence, sampled by the examination, shall be

deemed irregular. The answer sheets of all examinees are monitored and may be analyzed statistically for purposes of detecting irregular scores.

-Eligibility Criteria-

Pathway I- The applicant must have completed the education program of the American Society of Ocularists to be eligible to sit for this year's examination. An individual may also sit for this year's examination when it can be reasonably determined that he/she will have completed all required training and/or experience before the offering of next year's examination. Approximately one calendar year. (Eligibility Criteria Deadline, October 2021)

Starting January 2021, Pathway I candidates must have received their diploma by the day of the exam. 10,000 hours must be obtained prior to sitting for the exam.

Pathway II- Applicants must have a high school diploma or equivalent. The applicant must also have (or will have) completed 10,000 hours (40 hours/week maximum) of training and/or experience in the fitting and fabrication of ocular prosthetics to be eligible to sit for this examination. The 10,000 hours must begin with 4,000 hours of supervision by a board certified ocularist. Applicants who have not or are unable to verify such supervision would require an additional 4,000 hours of experience for a total of 14,000 hours. An individual may also sit for this year's examination when it can be reasonably determined that he/she will have completed all required training and/or experience before the offering of next year's examination. Approximately one calendar year. (Eligibility Criteria Deadline, October 2021)

Certification will be awarded to candidates qualifying under Pathway I and II after:

a) achieving a passing grade in both the Written Examination and the Fabrication Examination

- b) completion and NEBO verification of all required education, training and/or experience requirements
 - c) paying the required examination fees.
- All requirements must be fulfilled before certificates are awarded.

The Exam is only available in English.
“Translators and/or dictionaries are not allowed”

The Annual Exam in Las Vegas is Cancelled.

The written exam will be done at a local Scantron testing site
on an individual basis.

Administered and processed by Scantron Corporations

Certification Examination Fee (Written + Fabrication) = \$1500.00 US

***PLEASE NOTE THE CHANGE IN THE FABRICATION
TIMELINE***

The Fabrication (FAB) Portion of the examination must be completed PRIOR
to sitting for the written exam.*

-Certification Exam Application Requirements-

Application Deadline: September 16, 2020

Applications are available for download at: www.neboboard.org,
Also include:

Photographs

- Two passport type photographs of the applicant must be submitted in a sealed envelope with the application for application approval.
- One color copy of Government issued photo ID for exam verification; no applications will be accepted without copy of ID.

-Required Documentation for evidence of pathway (See application for more information)

Applicants to this examination shall be considered without discrimination as to age, sex, race, religion, sexual orientation, national origin, handicap or marital status.

Please send application filled out with ink signature, photos, copy of ID, and exam fee to:

Dan Yeager, Executive Director
National Examining Board of Ocularists
2050 Keokuk St., NEBO Suite
Iowa City, IA 52240

All applications for Certification and Recertification (Process I) must be submitted at least 60 days prior to Examination date. Applications processed after deadline will be subject to \$350 US late fee, and no applications will be processed 30 days prior to Exam date (Oct 16, 2020).

*Fabrication will be conducted at the laboratory/office of the examinee. Arrangements for time and location will be made with the fabrication chairperson. Upon verification and approval of the candidate's application, the candidate will be contacted by the fabrication chairperson to set up their proctored fabrication. A minimum of seven (7) days' notice will be needed to arrange a proctor. All fabrication exams must be completed no later than 14 days from the written exam. (Fab Deadline November 3, 2020)

-Examination Results-

Examination results will be mailed approximately four months after ALL applicants have completed the exam in its entirety.

-Re-Examination Provisions-

The examination consists of a Written Examination (MCQ) and a Fabrication Examination (FAB). Any section an examinee passes will be valid for six years. If certification is not completed within that six-year period, the previously passed section will have to be retaken and passed. There will be a waiting period of six months following failure of the Written exam before the Written exam may be retaken. The Fabrication Examination may only be taken once per year. In unlikely event of examination loss (damage, mail loss, etc.) exam must be repeated. Fee will be waived in those cases.

-Offsite Makeup Exams-

The Offsite makeup for the Written Examination must be taken within 60 days following the Fall scheduled exam. NEBO must be contacted at least 7 days prior to the scheduled annual exam. Permission is granted on an individual and as needed basis. Failure to attend without notification as stated above, results in forfeiture of fees and re-application to take exam the following year.

-Offsite Exams-

Offsite Written Exam retake due to failure of the annual exam will be available following a waiting period of six months after the scheduled Fall exam.

The fees for Offsite Makeup and Retake exams reflect additional cost incurred by the Testing Service - Scantron Corporations and NEBO for offsite and individual testing.

OFFSITE MAKEUP EXAM

Within 60 days after scheduled exam-- notify 1 week before exam)

Written_____ \$2150.00 US

Recertification MAKEUP_ \$2150.00 US

(Canada, ADD \$300.00 US)

OFFSITE RETAKE EXAM

After 6 months from scheduled exam—apply in March

Written_____ \$2150.00 US

Recertification RETAKE_ \$2150.00 US

(Canada, ADD \$300.00 US)

-Test Accommodations-

Test Accommodations for Candidates are done on an individual basis following the standards set by the American Disabilities Act (ADA). A written request must be sent to the NEBO Board no later than 60 days prior to the exam date. Unless special ADA test accommodations are granted based on a specific request for a specific exam date, all other standard testing conditions will apply. For more information regarding test accommodations for qualified ADA disabilities contact the NEBO Board directly at the published address and phone numbers listed in this document

-Withdrawals, Cancellations and Refunds-

Applicants who voluntarily withdraw, in writing and received by NEBO at least 7 days prior to the examination, will receive a full refund, less a processing fee of \$300. If applicant withdraws within 6 days of the examination, the examinee will receive a 50% refund. Any other

refund will be at the discretion of the National Examining Board of Ocularists.

-Appeals-

A. Any individual, whose application for examination has been refused or returned, shall have the right to a written statement concerning the basis for refusing or returning the application which states the deficiency or deficiencies contained therein. A refund of all fees minus any administrative costs of \$300 US are to be refunded. The Examining Board may refuse an application for reasons including, but not limited to the following: false and misleading written statements concerning certification, accreditation, designation, and or education.

B. Due to deadlines for the examination applications a timely and prompt appeal and response is necessary so that in the event the applicant is found eligible to take the certification exam, there will be time to coordinate the exam for them. An applicant who is determined to be ineligible for the certification exam has up to 14 calendar days to appeal the decision. This must be in writing and directed to the executive director. The executive director will then have up to 14 calendar days to respond to the applicant with a decision following the receipt of the written appeal. Criteria for eligibility are forwarded to the executive committee along with the appeal and the appeal is voted upon.

C. If you believe that a discrepancy exists in the scoring or reporting of your test results, you may request re-scoring of the written or fitting portion of the examination. Your examination will be inspected and re-scored upon receipt of the hand-scoring request form and the applicable fee. Requests for re-scoring answer sheets must be received by Scantron Corporation, no later than 30 days following release of the examination results. Requests beyond this time period will not be processed.

D. An Individual who is determined not to be certified has up to 30 days to appeal the decision. This appeal must be in writing and received by the Executive Director within 30 days of the examinee being denied certification. Necessary information is forwarded to the Executive Committee and the appeal is voted upon. The NEBO Executive Committee will then have 30 days to give response to the written appeal.

The Following processes apply to all BCOs certified prior to 2019. Once the next registration/recertification requirement is met, the BCO will transition to the new timeline/scheme. See NEW OPERATIONAL SCHEME. (page)

-REGISTRATION-

All Board Certified Ocularists must register three years after date of certification and/or recertification*. Registration occurs halfway through the recertification, providing a benchmark for credits obtained and making sure BCO's are keeping up with current changes in the industry. Failure to Register or allowing his/her Certificate to expire will result in Certification expiration (loss of BCO designation). *Subtract 3 from last two digits on Certificate ID number, this is your year for registration.

Registration Requirements

- a) 50 NEBO approved continuing education credits. (Credits must be earned during a period of four years prior to July in the year of Registration). Example: If your Certificate expires June 2021, you must Register in the Fall 2020. Credits are valid from July, 2014 – May 31, 2021.
- b) Payment of required fee \$350.00 US + \$350 US late fee if applicable

Failure to Register or allowing his/her Certificate to expire will result in Certification expiration (loss of BCO designation-see Certification Expiration).

A new certificate will be issued upon completion of registration requirements.

-RECERTIFICATION-

Board Certified Ocularists must re-certify every six years*. Failure to Re-certify or allowing his/her Certificate to expire will result in Certification expiration (loss of BCO designation-see Certification Expiration, page 9). *Recertification year is the last 2 digits of your ID# on your certificate or in the National Registry Listings. You must choose either Process I or Process II by the deadline to qualify for Process I then you will not be allowed to change after that date. If you fail the exam in Process I you will have to retake the exam again as an "Offsite" candidate in order to keep your certification before it expires on June 1, 2021. You may not switch to Process II after you have chosen process I. If you choose process II you have until April 1, 2021 to acquire the needed 300 credits without additional late fees but may submit the required credits until 12 pm May 31, 2021 with late fee penalty. If you fail to acquire the needed credits by the expiration date you will lose your certification and will be required to retake the entire exam again. Eligible credits must have been accumulated between June 1, 2014 and May 31, 2021.

Recertification Requirements

Process I

- a) Accumulate 100 NEBO approved CE credits including 80 category A or B and 20 category A, B and/or C credits (Credits must be earned during a period of seven years prior to July in the year of Recertification).
- b) Pay the recertification examination fee (\$600 US)

- c) Achieve a passing grade on the Written examination (Offsite only in 2020)
- d) Application due prior to September 16, 2020, after due date a \$350 US late fee will be applied, and no applications will be processed within 30 days of the exam (October 18, 2020).

Process II

- a) Accumulate 300 NEBO approved CE credits including 240 category A or B and 60 category A, B and/or C credits. (Credits must be earned during a period of seven years prior to July in the year of Recertification). Example: If your Certificate expires June 2021, you must Re-certify in 2020. Credits are valid from June 1, 2014- May 31, 2021.
- b) Pay the recertification examination fee (\$600 US)
- c) Application due April 1, 2021.

-Expiration of Certification-

When your Certificate expires as a result of your failure to Register or Re-certify, you must remove any mention implied or written of NEBO Board Certification (BCO) in any form [3rd party payers (insurance, Medicare, etc.), telephone advertising, website, printed literature, stationary, presentations, digital graphics, slides, books, etc.] as soon as possible. Failure to comply may result in legal action due to misrepresentation of qualifications to both professional and public concerns.

-New Operational Scheme-

Starting with the recent Certificants that have successfully passed the certification exam given in 2019 and all new candidates from January 1, 2020, forward, all candidates will automatically begin the new 4-year recertification scheme structure. After a transition period to accommodate all current BCOs registering or re-certifying in the next 3

years, all BCOs will Re-certify every 4 (four) years with 200 credits per the new scheme.

The Registration portion of the cycle, and the credit requirement will be eliminated by the new 4 (four) year Recertification scheme.

There will be no “look backs” on credits after the transition is made by the BCO into the new 4 (four) year recertification cycle. All future credits will only be valid for 4 years. From the Issue date to the expiration date of the current certificate.

Financially NEBO will operate by charging a yearly “Maintenance of Certification” (MOC) to the BCO and by charging a “flat fee” for pre-approved programs/events/meetings.

All fees listed are subject to change. A master fee list will be evaluated on an annual basis.

A grace period or “suspension” should accommodate most complications with life events without total revocation or loss of Certification under reasonable time frames. (see below)

Additional “non-prior approved” program and credit awards’ will still be available at a current fee of \$10 (ten) US dollar per credit cost to the applicant with a \$50 (fifty) US dollar non-refundable application fee. Must be submitted within the calendar year to have credits reviewed and verified.

Initial certification will include a full-size certificate with an initial issue date (Jan 1 of the year results are valid unless delayed by exam results) and final expiration date (Dec 31, 4 calendar years after issue date).

Certificate numbers will be as follows: Initial year of certification (or new issue date, if certification has lapsed and the BCO has certified anew)- Personal ID number. Ex: 19-270

The ID numbers will not change and will remain the same for recertification unless a lapse by the BCO results in a loss of certification. In that event when the lapsed BCO later retakes the initial certification exam again, the new Certification becomes a new initial year of Certification for that BCO and a new record begins.

- An 8x10 certificate will be sent for all subsequent recertifications every 4 (four) years.
- All Certificates for Board Certified Ocularists will begin on January 1 and end
4 (four) calendar years later on December 31.

In the event of lapse of recertification, the previous certificate and issue date is no longer used. Once the BCO successfully re-exams, they will be issued a new issue date and large certificate. Subsequently, the recertification cycle will follow the new issue date. The lapse in recertification cancels the old “first certified date” as the candidate is completely retested and started anew.

To become a BCO or recertify;

1. All BCOs will need to be “in good standing” (see glossary)
2. All BCOs will need to be “current” (see glossary)
3. All BCOs must attest to yearly “non-criminal background affidavit” statement
when paying their MOC. (see below and glossary terms)

Recertification Cycle;

A BCO must re-certify as part of maintaining their certification by one of two processes every 4 (four) calendar years, a BCO will stay “current” under the one of the following processes;

Process I- In the event that a BCO has less than 200 CE Credits, the BCO must take the Written Certification Exam.

- The BCO must successfully complete the written exam before their expiration date.
- The BCO is responsible for paying the applicable “On-site Written Exam Fee” or “off-site Written exam fee”.
- If the BCO fails the 1st attempt at the written exam, the BCO may arrange for an additional offsite testing (additional offsite fees apply) to pass exam within expiration date window.
- Failure to complete the exam during the Recertification time frame will result in the BCO being “not Current” will be placed in the “suspension” status on the website.
- If the BCO fails the 2nd attempt, Certification is revoked immediately per date of test failure notification.
- Failure in Process I will require a complete re-exam of original certification requirements to regain BCO Certification.

Process II- Submit 200 Approved CE credits.

(Credits/paperwork must be submitted no later than Dec 1, 30 days before the certificate expiration date. CE credits totals may be submitted anytime in the fourth year of the recertification cycle if already obtained.

- Credits in excess will not be rolled over to the next recertification cycle and all credits expire when the certificate expires.
- Credits must be obtained from the certificate issue date to certificate expiration date.
- There are no additional fees for recertification if using prior-approved credits.
- \$300 late fee for all paperwork/credits received after Dec 1, of expiration year.
- A maximum of 100 “Administrative Credits may be used per recertification cycle.

NEW Suspension Inclusion with Maintenance of Certification (MOC) Fee

- A fee for “Maintenance of Certification” or MOC of \$250/calendar year will be due no later than January 31 of each calendar year.
- The payment of the yearly MOC will allow the BCO to remain in “Good Standing” status with NEBO (see glossary for terms of “Good Standing”)
- There will be a \$100 late fee added after January 31st. The BCO has until February 28th to pay MOC and late fee.
- If no payment is received by February 28th, the BCO is placed under “Suspension” classification. (see glossary for terms of “Suspension”)
- In the event of Suspension the BCO can regain “in good standing“ status by paying MOC due for the year, the late fee (\$100) if paid by February 28th and Suspension fee (\$500) if after February 28th before the end of the calendar year in which the BCO failed to pay the MOC.

- Once the back due MOC, late fee and suspension fees are paid in full the Suspension is lifted. The BCO status will then be changed back to “In good standing” (see glossary for terms).
- Failure to comply with any and all of the three elements for recertification will result in a BCO being placed on Suspension status until corrected, or the Certificate is revoked for failure to comply at the end of the Suspension year.
- During the “suspension” time period the BCO is listed as “not in good standing” or “not current” for all credentialing verification inquiries, register listings and other communications with NEBO.
- **Yearly ethics sign off-** A BCO may not qualify for recertification requirements even if they are “Current” on credits and “in good standing” financially if they have been found guilty or convicted of any crime more severe than a simple misdemeanor criminal offense. Afford pleas, bench agreements or other types of reduced charges associated with misdemeanor level charges also apply. Sexual conduct/offense registry also disqualify a candidate or BCO from certification or recertification. All code of conduct violations are based on public court documentation of a conviction or plea. An appeal hearing process shall be accommodated.
- Failure of the BCO to pay the yearly MOC, late fees and suspension fee by December 31st, of the “suspension” calendar year will result in revocation of Board Certification at Midnight (CST) on December 31st.

Credits for Recertification

Only three types of credits;

- Pre-Approved Credits
- Non-Pre-Approved Credits.

- Administrative Credits

Pre-Approved Credits (PAC's)

Any education program that wishes to offer Continuing education credits may apply under the pre-approved credits process. The attendees will not have to pay any fees to NEBO to have the credits accepted.

- 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”.

- 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.

Exam Eligibility

Pathway I- Complete a NEBO approved education program (ASO College of Ocularistry or ASO Education Program). Note: Graduates of NEBO approved programs must require their members to complete

10,000 hours of fitting and fabricating ocular prosthetics under supervision of a BCO in good standing and current.

Applicant must provide;

- evidence of start date
- evidence of continued work duration
- evidence of completion of time requirement
- completion of educational program
- Letter from Sponsoring BCO proving compliance.

Pathway II- 14,000 hours experience in fitting and fabricating ocular prosthetics.

Applicant must provide;

- evidence of start date
- evidence of continued work duration
- evidence of completion of time requirement
- at least 2 (two) referrals from an ophthalmologist/Oculoplastic surgeon
- at least 2 (two) BCOs for referral

NEW Retiree Status

- A BCO that has retired “Current” and “in good standing” has the option of applying for “Retiree Status” or using the acronym “BCO (Ret.)” for the remainder of his or her life.
- A form requesting use of this status must be sent to NEBO prior to the expiration of their current certificate.

- The BCO's standing will be evaluated and a response form will be sent back to the BCO within 14 days with explanation on how to correct inequities for approval.
- "BCO (Ret.);" will be used to denote those who have retired from the field.
- This is a NON-BILLING (free) status and affords the BCO a listing in the classification of "Retired BCOs" on our website and other notifications until the time of death. For Retired BCOs that continue to stay active in education, the use of BCO (Ret.) will be appropriate.

Board Service (Approved)

- The Board will be made up of at least 4 BCO's, 1 Appointed AAO member, and a public member. Opportunities for other Board elected members will be handled on a case by case or organization by organization basis to avoid any undue influence.
- Board Service is a three-year term. A series of three terms may be served concurrently. Once nine years of service is met, member must resign from the board for at least 365 days before a new term of service may be started.
- A nomination process will be used to vote in a new BCO Board Member. An open call for nominations will be sent to the entire BCO Administrator/Executive population. The Nomination period will be open for 14 days, at which point the current NEBO Board. Each nominee will be contacted by the NEBO Administrator/Executive Director and informed of their nomination, expected duties, opportunities of service, confirm

the nominee's willingness to serve a minus three-year term and attend at least one Board meeting per year. After a criminal background search is completed all those nominated will be placed on a secure ballot constructed by the Administrator /Executive Director with the nominees arranged in alphabetical order and forwarded to the Board for a secure vote. The ballots will be sent to the BOD by secure mail or verifiable email for election by the Board. The BOD shall complete their vote in 5 (five) days or less. The vote by anonymous ballot shall then be tallied and processed by the NEBO Administrator/Executive Director and public member within 10 (ten) days and report the vote to the Board of the winner(s). This entire process will be concluded within 30 days of the initial nomination email. The elected nominee will be contacted directly by the Chairperson of NEBO for duty assignment. The process will be the same for all positions on the NEBO Board.

-Fees-

Certification Examination Fee = \$1500.00 US

Re-examine Fees: Written = \$500.00 US Fabrication = \$1050.00 US
 Both sections = \$1500.00 US

Recertification Fee

Process I / Process II = \$600.00 US -- Late fee + \$350 US

Registration Fee = \$350.00 US -- Late Fee + \$350 US

A processing fee of \$300 US will be charged for all rejected applications.

Applicants who are registered for the examination and who fail to appear forfeit their entire examination fee.

-National Registry-

An official listing of all Board Certified Ocularists in good standing will be published by NEBO annually. This can be found on our website www.neboboard.org.

Applicants to this examination shall be considered without discrimination as to age, sex, race, religion, national origin, handicap or marital status.

Contact: Executive Director, Dan Yeager, for further questions.

National Examining Board of Ocularists
2050 Keokuk St., NEBO Suite
Iowa City, IA 52240
Phone (319) 339-1125 Fax (319) 337-5445
Email: nebo@neboboard.org
www.neboboard.org

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