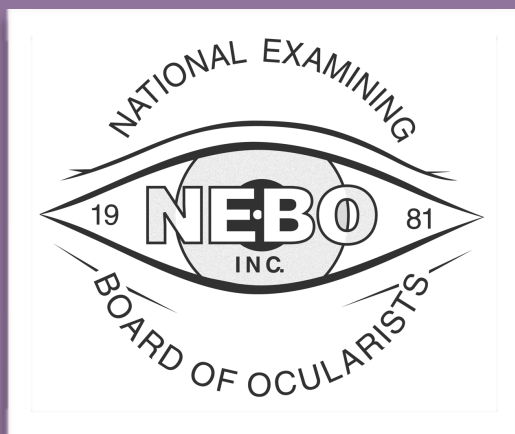


REFERENCE GUIDE



CERTIFICATION, REGISTRATION & RECERTIFICATION 2019

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.
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.
 5. After 60 days there is a \$350 late fee.
6. No candidates are accepted with in 30 days of annual written exam date.

-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 2020)

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 2020)

Certification will be awarded to candidates qualifying under Alternatives 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”

Annual Written Examination Information

Tuesday, October 15, 2019

1:00pm - 5:00pm

Exam Location: Park Central Hotel San Francisco
San Francisco, California

Administered and processed by Scantron Corporations

Certification Examination Fee = \$1500.00 US

Application Deadline: August 15, 2019

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.

As the testing dates approaches
check www.neboboard.org for updates.

-Certification Exam Application Requirements-

Application Deadline: August 15, 2019

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.

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 (Sept 15, 2019).

-Examination Schedule-

*Fabrication portion is completed prior to written exam

Written Examination Day Schedule

12:00 PM Registration & Refreshments

1:00 PM --5:00 PM = Written/Recertification Examination

*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 Oct 1, 2019)

-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.

-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 2019, you must Register in the Fall, 2018. Credits are valid from July, 2012 – May 31, 2019.

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.

-RE-CERTIFICATION-

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 you certification before it expires on June 1, 2019. You may not switch to Process II after you have chosen process I. If you choose process II you have until April 1, 2019 to acquire the needed 300 credits without additional late fees but may submit the required credits until 12 pm May 31, 2019 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, 2012 and May 31, 2019.

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 (OCT 15, 2019)
- d) Application due prior to August 15, 2019, after due date a \$350 US late fee will be applied, and no applications will be processed within 30 days of the exam (Sept 15, 2019).

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 2019, you must Re-certify in 2018. Credits are valid from June 1, 2011- June 1, 2018.
- b) Pay the recertification examination fee (\$600 US)
- c) Application due April 1, 2019.

-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.

-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.

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The National Examining Board is a proud member of The Institute for Credentialing Excellence (ICE) formerly the National Organization for Competency Assurance (NOCA)

