



## 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](mailto:nebo@neboboard.org)

<http://www.neboboard.org>

### RECERTIFICATION REMINDER

The National Examining Board of Ocularists requires Recertification every six years. Our records indicate that **your Certificate will expire in June 1, 2020. You must complete Recertification by Process I or Process II prior to expiration** to maintain your NEBO Certification. Keeping in mind the application deadline for Process I is August 15, 2019. If you fail the written 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, 2020. If you choose Process II, you have until April 1, 2020 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 Certification exam again. Eligible credits must have been accumulated between June 1, 2013 and May 31, 2020. You may not switch to Process II after you have chosen Process I or vice versa.

### How to complete Recertification:

#### PROCESS I:

- Submit proof of earning **100 CE** credits (80 A and/or B, 20 A, B and/or C)
- **Pay** a \$600.00 fee (+350 late fee if applicable)
- **Pass** the Recertification Examination
- **Return Application by August 15, 2019 to avoid late fee.**
- Exam Date: Oct. 15, 2019, 1 pm until 5 pm

-OR-

#### PROCESS II:


- \* Submit proof of earning **300 CE** credits (240 A and/or B, 60 A, B and/or C)
- \* **Pay** a \$600.00 fee (+350 late fee if applicable)
- \* No Recertification Examination
- \* **Return Application by April 1, 2020 to avoid late fee**

The **Certification Examination will be Tuesday; October 15, 2019** in San Francisco, California. If you cannot attend the scheduled exam you can personally schedule an offsite examination for Recertification for a total cost of \$2150.00 US (+Additional \$300 in Canada = \$2450)

### Expiration of Certificate

You will lose your privileges and will no longer be Board Certified. You will not be reissued a certificate and your name will not be listed in the National Registry. When your Certificate expires as a result of your failure to **Register/Re-certify**, you must remove any written or implied mention of NEBO Board Certification (BCO) in any form [3rd party payers (insurance, Medicare, etc.), telephone advertising, website, literature, stationary, slides, books, printed advertisements, etc.] as soon as possible. Failure to comply may result in legal action due to misrepresentation of qualifications to both professional and public concerns.

Sincerely,

  
Dan Yeager, Executive Director



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### INSTRUCTIONS FOR RECERTIFICATION

To apply for either Recertification process, use the credit listing form enclosed and complete as follows:

1. **Verify your name (as you want it to be printed on your certificate)** and all Registry listing information on last page.
2. Indicate which process you intend to use to Recertify:

**Process I:** List **100 Continuing Education credits** that you have earned within the last 7 years. (A minimum of 80 must be Category A and/or B credits.)

-Attach a copy of your updated ASO transcript and write "See Attached" to the form.

-Include payment for Process I (Recertification Examination and Processing Fees): \$600.00 US

- Once credits are approved, you will then be eligible to **take the Recertification Examination** and will receive written notification.

-Process I, application and fee must be received by **August 15, 2019** to be included in the October 15, 2019 exam. Mail application and fee to Executive Director, Dan Yeager, at the above address.

-Applications received after August 15 will incur a \$350 late fee. Applications received within 30 days of the October 15 exam will not be processed. Offsite arrangements will have to be made.

-Process I applications are audited. Approved applicants will receive notice of examination date and location. The Recertification Examination will be on October 15, 2019. New Certificates will be awarded when all Recertification requirements are fulfilled.

OR

**Process II:** List **300 Continuing Education credits** that you have earned within the last 7 years. (A minimum of 240 must be Category A and/or B credits.)

-Attach a copy of your updated ASO transcript and write "See Attached" to the form. If you need additional lines, please make a copy of the form.

-Include payment for Process II fee: \$600.00 US

-Once credits are approved, you will be **exempt** from taking the Recertification Examination.

-Process II applications are due by **April 1, 2020**. A \$350.00 late fee will be added to Process II applications received after April 1, 2020.

-Process II applications are audited. Approved applicants will receive notice within 60 days. A new Certificate will be awarded before your present Certificate expires.

Credits must be accumulated between June 1, 2013 and May 31, 2020. Credits submitted that are in excess of the required number will be refunded.

**Recertification** - It has been determined that changes in the Ocularist profession result in the need for recertification every six years. In the past these changes have included but are not limited to curing techniques, surgical procedures, surgical implant materials and motility devices, record keeping and universal protection procedures. The purpose of Recertification helps to ensure that Ocularists are up to date in their field.



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**Recertification Credit Form**

Name: \_\_\_\_\_

Certificate # \_\_\_\_\_

(as your name will appear on your certificate and other publications)

(ID Number found on Certificate)

**Please indicate either method: Process I ( ) or Process II ( )**

**List below only NEBO approved credits that you have earned in the past seven (7) years or attach a copy of your ASO transcript and write "See Attached" to the form..**

	Date of Course	Course Name	Course Number	List A, B or C Category	Number of Credits		NEBO USE ONLY		
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									

Total \_\_\_\_\_

Required Credits \_\_\_\_\_

Excess Credits \_\_\_\_\_

Credit Refund \_\_\_\_\_ Audited \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

I affirm that the above information is accurately presented.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Send check to the address above or a Credit Card can be used.

If you use a credit card, pages can be faxed (319) 337-5445

Type of card VISA/MasterCard \_\_\_\_\_ Recertification \$600.00

Name on card \_\_\_\_\_ Late Fee (if needed) \$350.00

Card number \_\_\_\_\_ Date Expire \_\_\_\_\_ Security code \_\_\_\_\_

Signature \_\_\_\_\_ Amount \$ \_\_\_\_\_ U.S.Dollars 3

## Change of Information Form

Information listed will appear in Registry Listing- leave field blank if you prefer to no info listed.  
 Note: Registry listing will now list "Other Office Locations" by City and State up to 3 total locations.  
 Please include a personal email and cell phone number for Office use only.

	CURRENT NEBO INFO	CHANGE OF INFO
<b>First Middle Last</b> (Printed Certificate)		
<b>ID #</b>		
Business Name		
Address 1		
Address 2		
City, State, Zip or Province, Country, Zip		
Business Telephone		
Business Fax		
Website		
Business Email		
Home Office - City, State		
2nd Office -City, State		
3rd Office - City, State		
<b>Personal Info</b>	<b>BELOW WILL NOT BE PUBLISHED</b>	<b>NEBO OFFICE use ONLY</b>
Home Address		
Home City, State, ZIP		
Home Telephone		
Cell Phone		
Personal Email		
Spouse Name		
Last Recertify		
Last Register		
Next Recertify		
Next Register		