



Date of Application: _____

Application Continuing Education Credits

(Non-Pre-Approved Credits or NPAC)

Publications, Presentations, or Attendance at Ocularist Related Functions

- Process:**
1. Submit this completed application with supporting documents and \$50 non-refundable application fee.
 2. NEBO will review and assign credits to the course/lecture/article etc. at \$10 per credit within 30 days.
 3. You will be contacted to approve/deny the NEBO reviewed credits and you will 14 days to accept or decline.
 4. If no response is obtained from you within the 14-day time period the application will be considered to be declined and no further action will be taken by either party.
 5. If you approve/accept and emailed invoice for the determined credit total cost will be sent to your email address of record.
 6. You will 14 days to pay the invoice in total. Failure to complete payment in the time period will be considered a decline and no further action will be taken by either party.

Guidelines for Non-Pre-approved Credits (NPAC) Application

- Application must be filled out entirely. Failure to complete all requested information may result in delays or denial.
- **One** application & fee per lecture, meeting, article, etc.
- Credits must be applied for within 365 days of event or publication.
- Credits expire on your certificate expiration date. Four year maximum with no carry-over.
- Credits for recertification must be obtained during recertification window (issue date to expiration date)
- In the event that the application/approval/denial process exceeds the four-year time window all final awards will apply to the date of the event for recertification purposes and timeline.
- Applicants must attach proof of attendance (certificate of attendance, receipt from organization or other identification from the organization in acknowledgement of your participation, transcript, etc.) and program of the course/meeting/lecture/article.
- Lectures/courses/publications are only subject to credits awards once within a four-year Recertification time period.
- Repeated lectures/courses/publications of the same title and that have not had more than 51% content changed /updated are ineligible for credit within the four-year Recertification time period.
- Presenters or lecturers must list subject title, a synopsis of presentation/lecture, length of lecture, location and date of presentation, copy of program showing program listing of applicant.
- Authors must list subject title, publish location and date and include a copy of your published work.
- Credits are assigned based of duration and content per NEBO credit award guidelines
- Written publications are assigned credits based on a total word count. Minimum of 500 words, 100 words/ 1 credit, with a max of 35 credits assigned. (Ex. Article of 5480 words would receive 35 credits. Article of 2860 words would receive 29 credits.) Co-authors credits are split, in the same way lecture credits are split.

Name: _____

NEBO ID #: _____

Address: _____

Email Address _____

City, State, Zip: _____

Cell Phone number: _____

EVENT INFORMATION

Date of Event/Course or Date of Publication: _____

Name of Sponsoring Organization or Name of Publication: _____

Name of Event/Course/Meeting or Title of Published Article: _____

Location of Event/Course/Meeting (City/State/Country): _____

Time duration of the Event/Course/Meeting: _____

Time duration of lecture / presentation: _____ Number of times Lecture was presented to other groups: _____

If lecture/course was previously presented, what was the last date of presentation and where: _____

Synopsis of Event/Course/Presentation/Lecture/Meeting (Use the back of this form or another sheet if more space is needed): _____

Checklist The following must be attached to obtain CE Credits:

- ____ Proof of Attendance ____ Copy of Program/Published Article ____ \$50 non-refundable application fee
____ Current address, phone number and email

Return this application, supporting documents, and \$50 non-refundable application fee to:

NEBO Executive Director, Dan Yeager
2050 Keokuk St., NEBO Suite
Iowa City, IA 52240.

You will be notified by email denoting receipt of your application and timeline initiations.

For NEBO use only:

Approved by: CE Credit Review Committee of NEBO

Received Date: _____ *Email acknowledgement Date:* _____ *BY* _____

Fee paid _____ *Date:* _____ *BY* _____

Total Credits awarded _____ *Date of credit award sent:* _____ *BY* _____

Denied (No CE credits awarded) letter Date: _____ *Date of transmission* _____ *BY* _____

Acceptance by applicant Date _____ *BY* _____

Payment received for credit award Date: _____ *BY* _____

Award documentation delivery Date: _____ *BY* _____