

Certified Paraoptometric (CPO)

General Information

The Certified Paraoptometric Examination is prepared and administered by the AOA Commission on Paraoptometric Certification (CPC) with the assistance of the Professional Testing Corporation. The purpose of this examination is to ensure a level of knowledge to perform the functions of a Certified Paraoptometric. Those who successfully complete the examination will be certified with the CPC as a Certified Paraoptometric (CPO).

Objectives of Certification

The CPC promotes excellence in the field of optometric assisting by:

Recognizing formally those individuals who meet all requirements of the Commission on Paraoptometric Certification of the American Optometric Association;

1. Encouraging continued growth of the paraoptometric;
2. Establishing and measuring the level of knowledge required for certification of paraoptometrics; and
3. Promoting a standard of requisite knowledge required for certification; thereby assisting the employer, public, and members of the health professions in the assessment of paraoptometrics.

Eligibility

To sit for the Certified Paraoptometric Examination, the following requirements must be met:

1. Applicants must have a minimum of a high school diploma or equivalent.
2. Applicants must have a minimum of 6 months employment in the eye care field.

Application Procedure

1. Obtain an application for the Certified Paraoptometric Examination **online**, request an application by phone (800-365-2219 ext. 210), **email** or by mail to AOA CPC, 243 N. Lindbergh Blvd., St. Louis, MO 63141-7881.
2. The AOA CPC must receive the original application and appropriate fees for the examination by the **listed deadline**.
3. All correspondence regarding the application should be directed to the **AOA CPC**.

Fees for Examination

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|---------------------------|----------------------|
| 1. CPO Examination Fee | \$195 |
| 2. Special Testing Center | \$125 (see handbook) |

(Effective July 1, 2005, the fee for both members and non-members of the AOA Paraoptometric Section is \$195.00. The fee still includes the **CPO Study Guide** and does not include complimentary membership to the AOA Paraoptometric Section)

A check or credit card information for the appropriate fee must accompany your application. Make check or money order payable to the American Optometric Association in U.S. funds. **No refunds will be made.**

CPO Study Outline

This outline for Paraoptometric Certification provides information on the content of the CPO - Certified Paraoptometric Examination. The following outline includes a brief explanation of the areas covered in the Study Guide/Workbook and on the examination. You should be familiar with all the terms, meanings, and use of the terms below. All of the questions on the examination are of the objective, multiple choice type.

I. Eyecare Specialists and Ancillary Personnel (2%)

- A. Optometrist
- B. Ophthalmologist
- C. Paraoptometric
- D. Ophthalmic Medical Personnel
- E. Optician

II. Practice Management (10%)

- A. Telephone Techniques
- B. Appointments
- C. Record Filing Systems
- D. Recalls
- E. Fee Presentation
- F. Collections
- G. Third Party Payments
- H. HIPAA

III. Anatomy of the Eye (15%)

- A. Definitions of Anatomical Parts
- B. Function
- C. Pathology

IV. The Eye Examination (17%)

- A. Case History
- B. Visual Acuity
- C. Keratometry
- D. Retinoscopy
- E. Subjective Refraction
- F. Ophthalmoscopy
- G. Binocular Vision
- H. Tonometry
- I. Visual Fields
- J. Biomicroscopy
- K. Fundus photography
- L. Tomography
- M. Optical Coherence Tomography

V. Refractive Status (12%)

- A. Emmetropia
- B. Myopia
- C. Hyperopia
- D. Astigmatism
- E. Presbyopia
- F. Accommodation

VI. The Ophthalmic Prescription (9%)

- A. Components of a Lens Prescription
- B. Add Power
- C. Prism
- D. Optics

VII. Ophthalmic Lenses (5%)

- A. Types of Lenses
- B. Lens Materials
- C. Neutralization

VIII. Ophthalmic Dispensing (8%)

- A. Frame Anatomy
- B. Sizes and Measurements
- C. Materials
- D. Basics of Frame Selection
- E. PD/Segment Height
- F. Ordering
- G. Basic Adjustments

IX. Contact Lenses (8%)

- A. Soft
- B. Rigid
- C. Care and Handling
- D. Patient Education
- E. Parameters
- F. Base Curve Radius
- G. Lens Power
- H. Overall Diameter
- I. Optical Zone Diameter
- J. Peripheral Curves
- K. Edge and Center Thickness

X. Common Eye Disorders (6%)

- A. Definitions
- B. Causes

XI. Terminology (4%)

- A. Prefixes
- B. Suffixes
- C. Root Words

XII. Surgery (2%)

XIII. Basic Pharmacology (2%)
