



Optometrists & Opticians Board

A Guide to Continuing Professional Education (CPE) For Optometrists & Opticians

(Revised Feb 2018)

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A. About CPE

The Optometrists and Opticians Board (OOB) has launched its Continuing Professional Education (CPE) framework since 2009. It consists of structured educational activities that serve to maintain, develop or increase the knowledge, skills and professional practice of optometrists and opticians. To ensure this, the OOB oversees a CPE framework to help practitioners continue their professional learning and continue to upgrade their professional competence to stay conversant.

CPE activities will also help the optometrists and opticians to keep abreast of new developments in their field of practice, so to serve the public more effectively and hence increase their confidence in the practitioners' professionalism.

This guide provides relevant information on CPE programme for optometrists and opticians.

B. Who should participate in the CPE programmes?

If you are a fully registered optometrist or optician, you are expected to achieve minimum CPE credits required within the qualifying period.

Practitioners who are newly registered will have their CPE points pro-rated for the first qualifying period. The number of CPE points required will depend on the date of issue of his/her practising certificate (PC).

C. What are the minimum points to meet?

The qualifying period (QP) starts from 1st October to the following year 30th September; a fully registered practitioner will go through a two-year cycle. The targeted number of points within the QP of two years for Opticians is 40 points and Optometrists 50 points.

All practitioners are expected to plan and spread out their learning over the two-year QP. Practitioners shall aim to obtain at least 2 points per month, so as to fulfil minimum requirement points by end of QP.

Registration Category	Minimum Points per 2-year QP
Optometrist	50
Optician (Contact Lens Practitioner)	40
Optician (Refraction & Dispensing)	40
Optician (Dispensing)	40

Practitioners may choose to achieve the required points by participating in variety of activities under the five activity categories (*see Section D for details*).

Failure to achieve the necessary CPE points as determined by the Board could amount to professional misconduct and make you liable for disciplinary action by the Board.

Please note that excess CPE points will not be carried forward to the following QP to meet the objectives of continuing professional education.

D. What are the CPE activity categories?

There are five **categories** of CPE activities. All optometrists and opticians are encouraged to participate in CPE activities from the different categories to have a more meaningful learning experience.

Please take note there will be a cap on number of points that practitioners can claim from each category for per QP. You may refer to the following table for a summary:

Category	Description	CPE Points System	Cap per QP (2-yr cycle)
1A	<p><u>Local CPE Events</u> Events conducted/ organised providers in Singapore.</p> <p>a. Lecture/ Talks b. Workshop/ Practical session c. Seminar/ Conference/ Symposium</p>	<p>1 point per hour for participant</p> <p>3 points per hour for speaker</p>	No Cap
1B	<p><u>Overseas CPE Events</u> Events conducted/ organised by providers outside Singapore*.</p> <p>a. Lecture/ Talks b. Workshop/ Practical session c. Seminar/ Conference/ Symposium</p>	<p>1 point per hour for participant</p> <p>3 points per hour for speaker</p>	40 points
2	<p><u>Publication/ Editorial Work/ Peer Review of Original Paper</u></p> <p>Practitioners can claim CPE points as an author, editor or reviewer for optometry or opticianry articles that are published in professional/ scientific journal and book/textbook.</p>	<p>Author – 1 paper = 5 points</p> <p>Editor – 1 paper = 5 points</p> <p>Reviewer – 1 paper = 2 points</p>	30 points
3	<p><u>Reading & Online Programmes</u></p> <p>a. Related article from list of recommended journals and online reading.</p> <p>b. Online quiz/ e-learning with assessment</p>	1 point per submission	30 points

Category	Description	CPE Points System	Cap per QP (2-yr cycle)
4	<p><u>Certification Courses & Professional Diploma</u> Formal programme or short courses which comprise of structured learning and measurable outcome offered by established institutions as approved by OOB.</p> <p><u>Postgraduate Degrees</u> Formal programme comprise of structured learning and measurable outcome offered by established institutions as approved by OOB*.</p>	<p>1 completed module = 4 CPE points</p> <hr/> <p>Eligible for exemption of CPE points based on course duration.</p>	<p>40 points</p> <hr/> <p>Required points for practitioners</p>
5	<p><u>Supervisory Framework (Supervisor Role)</u></p> <p>Supervisor (on-site or off-site) must meet the following criteria to be eligible:</p> <ul style="list-style-type: none"> • Completed the necessary assessment & supervisor reports. • Review and sign-off cases for logbook submission. • Supervision of not less than 12 months. • The supervisee must have successfully obtained full registration. <p>Claim(s) has to be submitted within 6 months from the supervisee's registration date.</p>	<p>5 points per supervisee</p>	<p>30 points</p>

** Please refer to OOB's website for updated list of approved/ recognised programmes for CPE purpose.*

E. Who are the approved providers?

Local Accredited Providers

	Institutions/Organization	Acronym
1.	Changi General Hospital	CGH
2.	International Eye Cataract Retina Centre	IEREC
3.	Institute of Technical Education	ITE
4.	Khoo Teck Phuat Hospital	KTPH
5.	National University Hospital	NUH
6.	Ng Teng Fong General Hospital	NTFGH
7.	Ngee Ann Polytechnic	NP
8.	Singapore Eye Research Institute	SERI
9.	Singapore National Eye Centre	SNEC
10.	Singapore Optometry Association	SOA
11.	Singapore Polytechnic	SP
12.	Society of Opticianry Practitioners (Singapore)	SOP
13.	Tan Tock Seng Hospital	TTSH

Recognised Overseas Agencies

CPE activities that have been awarded by the recognised overseas agencies shall be accepted as meeting the quality guidelines prescribed by the OOB. These include accredited agencies of developed countries where CPE is well established (e.g. UK, USA, New Zealand, Australia etc.).

You may refer to [OOB's website](#) for list of recognised overseas agencies. The list will be reviewed and updated periodically.

F. How do I claim for CPE points?

Except for activities under Category 1A, practitioners are required to login using your Singpass/ 2FA onekey token to the Professional Registration System ([PRS](#)) to submit claims for CPE points for all other categories.

You are encouraged to submit your claims early for processing and review. Practitioners may monitor status of CPE claims and records after logging in to the PRS.

Please note that submissions with incomplete supporting documents will be rejected.

Category 1A - Local CPE Activities

1. Local CPE activities refer to course, workshop, conference or symposium conducted in Singapore. You may refer to the approved upcoming events on OOB's [CPE Event Calendar](#).
2. If you have attended local CPE activities which are organised by local approved CPE providers, you are not required to submit individual claims for the activity. The provider will submit your attendance within 14 days from the date of the activity, and the CPE points will be automatically credited to you.
3. CPE points would only be awarded to participants who have met minimum 75% attendance for the activity. You are strongly encouraged to keep your own record of events attended and monitor status the CPE claims. In the event of any discrepancies in attendance, please clarify with the provider directly before contacting the OOB.
4. If you have attended CPE activities that are not organised by an approved provider, you may submit an application for claims under Category 1A for OOB's review. Please note that the activity must take place during the qualifying period.

For facilitate review, please include the following documents with your application for CPE claims online via PRS:

- a. Copy of programme schedule; and
 - b. Copy of document for proof of attendance (*e.g. certificate of, attendance event passes, signed attendance, email verification of attendance from the provider etc.*)
5. Induction programmes, job orientation, in-house training and sessions not related to optometry or opticianry are not recognised as CPE programmes, hence no points will be awarded.
 6. 3 CPE points per hour for speaker/facilitator. Otherwise, CPE points will be awarded as participant based on one-hour attendance.
 7. If you have any feedback on the CPE event attended, including quality of event, speakers or relevancy of content, you may feedback to OOB directly via email at enquiries@oob.gov.sg.

Please specify the name of CPE provider, date and title of CPE event in your feedback.

Category 1B- Overseas CPE Activities

1. Overseas CPE activities refer to course, workshop, conference or symposium attended outside of Singapore. Short courses and programmes taken online should be submitted under Category 3. You may refer to the [OOB website](#) under the tab “CPE” for list of accepted “Overseas Accredited Agencies and Conferences”.
2. CPE activities that have been awarded by the recognised overseas agencies shall be accepted as meeting the quality guidelines prescribed by the OOB.
3. OOB may consider awarding the same CPE points assigned to these activities by the respective overseas accreditation agencies. The OOB reserves the right to allocate the appropriate number of CPE points according to the CPE points system under category 1B.
4. Overseas CPE activities which were not on the recognised list would be reviewed periodically. Please submit all documents necessary **2 months in advance** to facilitate review before event.
5. Submission of claims should be done within 2 months after the event. Please note that the activities must take place during the qualifying period.
6. Please submit the following supporting documents with your application for CPE claims online via PRS:
 - a. Programme details;
 - b. Certificate/proof of attendance; and
 - c. Event pass/badge.

Category 2 - Publications

1. Practitioners can claim CPE points for being the author, editor or reviewer for optometry or opticianry articles that are published in professional/ scientific journal and book/textbook.
2. The article must be published at the point of submission and taken place during the qualifying period.
3. Please submit the following documents with your application for CPE claims online via PRS:
 - a. Copy of complete article.
 - b. Copy of journal cover and content page. (for research paper and magazine)
 - c. Copy of the cover and content page indicating the chapter written. (For book)
 - d. Appointment letter from journal publisher/ editor (For reviewer) and proof of completion the review.
 - e. Ensure that your name is reflected clearly on the publication.

Please note that submissions of editorial, advertorial, opinion columns, newsletter or poster is not acceptable.

4. Submission for claims using same publication under different categories is not allowed.

Category 3 – Reading and Online Programmes

Reading

1. CPE points will be awarded for reading optometry/ opticianry-related articles from recommended journals or websites. You may refer to the [OOB website](#) under the tab “CPE” for list of recommended journals and online reading.
2. For claims under Category 3, please submit the following documents with your application for CPE claims online via PRS:
 - a. After reading an article, you are to provide a brief learning journal/ reflection in **your own words**. You may provide your learning in the textbox in the PRS or upload a separate file in PDF or JPEG format.
 - b. The brief learning journal/ reflection can be based on of one the following:
 - i. Short summary of the article; or
 - ii. Knowledge/learning points acquired from the article that you could apply to your daily practice; or
 - iii. Your view point about the article.
 - c. Submission with incomplete supporting documents will be rejected.
3. You may wish to take note on the following tips on submission of claims under this category:
 - a. You are required to refer to list of recommended journal for the journal articles. The article must not be published more than 2 years prior to making the CPE claim.
 - b. Extracts from social media, editorial, advertorial or newspaper articles intended for general public’s information is not acceptable.
 - c. Your application has to include the full article; partial submission of journal article is not acceptable.
 - d. The maximum file size allowed for uploading is 1MB. You may split the article into few parts for uploading.
 - e. Each article can only be submitted once; repeated submissions will be rejected.
 - f. Label your submission accordingly. Please refer sample below for your reference:

Name of Readings (Others)	Severe Dry Eye in a Keratoconus Patient
Topic / Title	-
Publisher	Contact Lens Spectrum
Publication Year	2017
Volume / Issue No	30
Page number	34-38


- g. Practitioners are expected to submit learnings in their own words. Identical summary with peers or direct extract of paragraph/sentences from articles will be rejected.

Please refer sample below for reference.

Example of rejected submission

PRESCRIBING FOR PRESBYOPIA
THE LATEST CHALLENGES TO PRESBYOPIC CONTACT LENSES

By CRAIG W. NORMAN January 1, 2017



Presbyopes continue to make up a significantly high percentage of the average eyecare practice. Yet, while the 2015 census data claim that 40% of the U.S. population is 45 or older (U.S. Census Bureau, 2016), multifocal or bifocal contact lenses have not achieved anywhere near as high a level of practitioner usage and patient acceptance. For instance, four separate sources estimated that only 8% to 18% of contact lenses were prescribed in this category in 2016 (Nichols, 2017).

At the recent American Academy of Optometry Meeting, a colleague asked whether I'd heard any news regarding lenses for presbyopia during the presentations I had attended. Realizing that I hadn't heard anything new from the podium, I reviewed the program grid; of the 18 courses in the contact lens track, not one had the terms presbyopia, bifocal, or multifocal in the title. Meanwhile, "scleral" was in 11 of the 18. Surely, there must be significantly more patients who need/desire presbyopic contact lenses than sclerals.

What Do We Make of This?

Presbyopia by definition relates to the ability to focus. My only hope is that we don't lose our focus when it comes to using contact lenses to care for our presbyopes. CLS

For references, please visit www.clspectrum.com/references and click on document #254.

Name of Readings (Others)	Prescribing for Presbyopia
Topic / Title	The Latest Challenges to Presbyopic Contact Lenses
Publisher	Contact Lens Spectrum: Craig Norman
Publication Year	2017
Volume / Issue No	Volume: 32
Page number	16
Brief Summary of Journal/Article Read	Presbyopes continue to make up a significantly high percentage of the average eyecare practice. Presbyopia by definition relates to the ability to focus. My only hope is that we don't lose our focus when it comes to using contact lenses to care for our presbyopes.

Online Quiz

- 4. You may refer to the [OOB website](#) for the list of recognized online quizzes.
- 5. To be eligible for the claim, please submit a copy of test/ online quiz result with minimum result of 70% (refer to sample below) together with your application for CPE claims online via PRS:

Abstract of article

Advancing Our Knowledge of Dry Eye Disease

Gaining a better understanding of new and advanced technology to diagnose, treat and manage dry eye disease.

By Paul M. Karpecki, OD, FAAO; Whitney Hauser, OD; and Katherine Mastrota, OD

Release Date:
December 15, 2016

Expiration Date:
December 31, 2017

Goal Statement:
On completion of this educational activity, you should have a better understanding of conventional testing for dry eye disease, and advanced diagnostic technology making diagnosis less time consuming and more precise, along with intermediate and long-term therapeutic interventions for treating and managing the dry eye patient.

Certificate of attending online quiz
COPE approval is granted for this course. This course is COPE-qualified for 2.00 hours of CE credit.

This course is joint-sponsored by Review of Optometry, a publication of Jobson Medical Information LLC

Course Title: Advancing Our Knowledge of Dry Eye Disease


COPE ID: 51874-AB

Date: 2/19/2017

Score: 100.00

OR

Your CPD Test Result:



Degenerative Floaters: A Practical Review

Undertaken by xxx xxx xxx
OA No.: E1234567 | 4342 | 02/03/2019
Eye ID: 9000 39

CONGRATULATIONS!

You have passed this module and your 2.00 CPD points will be forwarded to the OA at the end of the month.

YOUR RESULT 70%

E-learning with assessment

1. E-learning are online programmes which are conducted by recognised agencies. Practitioners may want to check the eligibility of CPE points with OOB **before** enrolling to the online programme by providing:
 - i. Programme Outline
 - ii. Duration of Programme
 - iii. Mode of Assessment.
2. E-learning must be completed during the qualifying period.
3. Submission of claims should be done within 2 months upon receiving result slips/ certificate of completion. Please submit the following documents with your application for CPE claims online:
 - i. Programme Outline; and
 - ii. Result slips (with student name, student ID, course/module title, date of taking up the respective programme); or
 - iii. Certificate of Completion.

Category 4 - Formal Certification

Certification Courses & Professional Diploma

1. Short certification courses or professional diploma related optometry or opticianry can be considered for CPE points under this category.
2. The course/ programme must comprise of structured learning and measurable outcome offered by established institutions as approved by OOB.
3. Any optometry/opticianry related certificates from a non-recognized institution (overseas/ local) would be reviewed on a case-by-case basis. Any course attended for the purpose of registration cannot be considered as a CPE activity.
4. Course or module must be completed during the qualifying period. Submission of claims should be done within 2 months upon receiving result slips/ certificate of completion. Please submit the following documents with your application for CPE claims online:
 - a. Course Outline; and
 - b. Course time table or date of taking up the individual module; and
 - c. Result slips or transcript (with student name, student ID, course/module title); or
 - d. Certificate of Completion (only if you have completed the entire course/ programme)
5. In the absence of result slip or transcripts, please arrange the respective university/ institution to email a letter of verification to OOB directly at email address enquiries@oob.gov.sg. The verification should include following information:
 - a. Name of Practitioner
 - b. Programme Title
 - c. Course commencement and completion date
 - d. Programme details
 - e. Type of Certification awarded

6. The OOB reserves the rights to allocate the appropriate number of CPE points according to the OOB CPE points system.

Postgraduate Degrees

1. Practitioners enrolled in postgraduate degrees in relation to optometry can be considered for exemption from fulfilling required CPE points based on duration of course.
2. The programme must comprise of structured learning and measurable outcome offered by established institutions. Please refer to OOB's website under the tab "CPE" for updated list of approved /recognized programmes.
3. Exemption of points may be prorated based on the duration of course. For example, an optometrist who enrolled in an 18-month course would be eligible for exemption of 38 CPE points, or 30 points for opticians.
4. To apply for the exemption, practitioners are required to submit the following documents with your application online for "Lowering of CPE" before the end of each QP:
 - a. Programme/course details;
 - b. Documents stating the duration of the programmes; and
 - c. Updated letter of enrolment/ student status issued by university/ institutions.
5. Applications for exemptions by practitioners undergoing studies would be reviewed in conjunction to previous submissions, if any.

Category 5 – Supervisory Framework

1. Practitioners appointed as supervisor under OOB's Supervisory Framework can claim CPE points under this category.
2. **5 points** will be awarded for On-site and Off-site supervisors if they have met the following criteria:
 - a. Conduct quarterly review (or monthly for off-site) with supervisee and complete Supervisor Report on quarterly basis (or monthly for off-site).
 - b. Review and sign-off cases for logbook submission.
 - c. The supervisee must have successfully obtained full registration.
 - d. Supervision of not less than 12 months (*from date of appointment as supervisor*).
3. Supervisor has to submit the claim(s) within 6 months from supervisee's registration date.
4. Please complete the form 'CPE Claim for Category 5' available at the [OOB's website](#) under the tab "CPE". Please upload the form with your submission of CPE claim online via PRS.

G. Lowering of CPE Requirement

1. All practitioners are expected to participate in CPE to ensure that your optometry and opticianry knowledge and skills remain current and relevant, and to maintain a reasonable level of competence.
2. Exceptions for lowering of CPE requirements would only considered for the following circumstances.

a. Maternity Leave

1. Working mothers would be eligible for lowering of 8 CPE points with submission of mandatory documents.
2. Please submit the following documents together with your application online for “Lowering of CPE”:
 - i. A copy of NRIC of practitioner; and
 - ii. A copy of birth certificate of your child
3. Application for lowering of must be submitted before end of qualifying period.

b. Health Conditions

1. Practitioners who are suffering from severe health conditions or conditions affecting performance of activities of daily living (ADL) or fitness to practice during the qualifying period may be considered for lowering of CPE.
2. Please submit the following documents together with your application online for “Lowering of CPE”.
 - i. Original copy of medical report or doctor’s memo on the conditions.;
 - ii. Any other supporting document for consideration (e.g. medical certificate).
3. Lowering of CPE requirements would be reviewed on a case-by-case basis.

c. Not in practice or working in relevant fields

1. If you are not practicing, or not working in a relevant practice, you do not need to renew your PC. As such, you do not need to fulfil the CPE requirements.
2. However, please note that the Board may cancel your registration if you do not renew your PC for a continuous period of 5 years or have no address in Singapore where you can be reached.

H. Is there a Step-by-Step User Manual to guide me through?

You may download a step-by-step user manual on how to submit your claims online on [OOB's website](#).

Alternatively, you may contact OOB Secretariat at 6355 2533 or email enquiries@oob.gov.sg if you need further assistance.

I. Frequently Asked Questions (FAQ)

1. Do I need to submit attendance if I have attended a local activity?

If you have attended a CPE event by approved provider, the provider will submit your attendance within 14 days from the date of the activity.

However, please keep all the payment receipt, email confirmation, certificate of attendance and event pass until your CPE points have been approved and credited.

2. I noticed that the CPE point(s) awarded to me were different from what the activity provider has indicated during my sign-up. What should I do?

If you have attended activities or other activities where your attendance is not captured or if there are any discrepancies, please clarify with the provider before contacting the OOB.

3. Can I attend a local/ overseas event that is not in the OOB's list of approved provider?

Yes, but you may wish to send the relevant information to OOB for review prior signing-up.

4. I am the only person manning the shop. How can I fulfill my required CPE points?

Other than taking time to attend activities under Category 1A (Local activities), practitioners are also encouraged to attempt Category 3 (Reading & online programme). This could be done at practitioners' own pace and timing.

Practitioners should aim to achieve at least 2 CPE points per month by attending a 2-hour event or submit two readings under Category 3. By spreading out the learning, practitioners would be able to achieve at least 48 points in 24 months.

5. Where do I look for articles for reading? How many articles can I submit?

You may refer to list of recommended journals on OOB's website for sources of online reading.

Submission of claim has to be done via PRS only. You may submit multiple articles each time under Category 3; each practitioner is able to claim up to 30 points under this category.

6. I am unable to download the article online, what should I do?

You may try to save the complete article as PDF format, do a print-screen or snapshot of the entire article (hard copy or off PC screen) and upload the file on PRS when making CPE claims. However, it has to be legible.

Take note that the system only allows you to upload maximum file size of 1MB per article, therefore, you may split the article into smaller parts for uploading.

7. Can I re-use the journal articles that my colleagues have already submitted?

Yes, you may. However, you are required to submit a brief summary of your reading in your own words. Any identical summary or direct extraction from the article would be rejected.

8. I have completed an online programme/ course. Which category do I select?

You may submit it under Category 3 (Reading & online programmes). Please refer to Section F for required documents.

9. I am residing overseas, if I wish to keep my registration with OOB, do I need to fulfill CPE points?

Yes, you are still required to fulfill CPE points. OOB also recognised major overseas conferences and local activities accredited by the respective authorities. If you have attended any of those activities in your residing country, you may submit your claims under Category 1B to OOB for review to achieve your CPE points. Do note that maximum claim for Category 1B is 40.

Hence, you may complete the remaining CPE points through online reading/programme under Category 3. Please refer to Section F for more information.

. End .