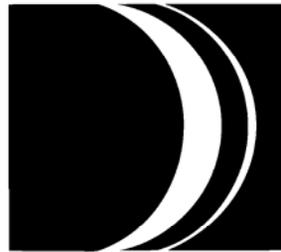


(Revised)  
**NATIONAL**  
**GUIDELINES FOR**  
**APPRENTICESHIP STANDARDS**

developed by

***NATIONAL ACADEMY OF OPTICIANRY AND  
CONTACT LENS SOCIETY OF AMERICA***



**CONTACT LENS  
SOCIETY  
OF AMERICA**

for the occupation of

**OPHTHALMIC DISPENSING OPTICIAN AND  
CONTACT LENS FITTER**

O\*NET-SOC CODE: 29-2081.00 HY RAIS CODE: 0089

DEVELOPED IN COOPERATION WITH THE  
U.S. DEPARTMENT OF LABOR  
OFFICE OF APPRENTICESHIP

APPROVED AND CERTIFIED BY THE  
U.S. DEPARTMENT OF LABOR  
OFFICE OF APPRENTICESHIP

BY: \_\_\_\_\_  
ANTHONY SWOOPE, ADMINISTRATOR  
OFFICE OF APPRENTICESHIP

CERTIFICATION DATE: \_\_\_\_\_

CERTIFICATION NUMBER: \_\_\_\_\_

## **FOREWORD**

Title 29, Code of Federal Regulations (CFR), Part 29, outlines the requirements for registration of acceptable apprenticeship programs for Federal purposes, and sets forth labor standards that safeguard the welfare of apprentices. Such registration may be by the U. S. Department of Labor, Office of Apprenticeship, or by a State Apprenticeship Agency/Council recognized by the Office of Apprenticeship as the appropriate body in that State for approval of local apprenticeship programs for Federal purposes. Title 29, CFR, Part 30 sets forth the requirements for equal employment opportunity in apprenticeship to which all registered apprenticeship programs must adhere.

The purpose of these National Guideline Standards is to provide policy and guidance to local Sponsors in developing these Standards for Apprenticeship for local approval and registration. These National Guideline Standards developed by the Sponsor are certified by the U. S. Department of Labor, Office of Apprenticeship as substantially conforming to the requirements of Title 29, CFR Parts 29 and 30. State Apprenticeship Agencies/Councils recognized by the Office of Apprenticeship to register local programs, and/or local laws and regulations, may impose additional requirements that must be addressed in the local apprenticeship standards.

Local Standards of Apprenticeship must be developed and registered by each Sponsor that undertakes to carry out an apprenticeship training program. The local Standards of Apprenticeship will be the Sponsor's written plan outlining all terms and conditions for the recruitment, selection, employment, training, and supervision of apprentices as subscribed to by the Sponsor, and must meet all the requirements of the Registration Agency.

The establishment of local apprenticeship programs under these National Guideline Standards will provide the Sponsor with a skilled and versatile work force at each of its locations by providing apprentices the opportunity to become journeyworkers through an organized and properly supervised program of training, practical experience and related instruction.

The National Academy of Opticianry (NAO), the Contact Lens Society of America (CLSA) and the American Board of Opticianry/National Contact Lens Examiners (ABO/NCLE) are fully committed to the education, training and development of a skilled workforce within the Opticianry industry. The National Apprenticeship Program is designed to provide participants with the practical and theoretical training components needed to become a well-rounded professional within the Ophthalmic Dispensing field. The apprenticeship program will have as its primary objectives:

- Increasing the competency levels of Ophthalmic Dispensers and Contact Lens Fitters;
- Training and certifying participants in accordance with the recommended industry standards; and
- Enhancing the educational attainment of Ophthalmic Dispensers and Contact Lens Fitters who are not enrolled in formal academic institutions.

The National Apprenticeship Program will offer dual learning tracts for participants to receive nationally recognized credentials in Dispensing Opticianry and Contact Lens Fitting. All apprentices will begin the program at Level 1 which is an 18-month competency-based tract designed to teach the fundamental elements of Ophthalmic Optics and Spectacle Dispensing. Level 1 completers will be eligible to receive a Certificate of Training evidencing satisfactory completion of all on-the-job learning and related training requirements. Level 2 training will offer an optional 18-month competency-based tract for apprentices to pursue the foundational requirements of Contact Lens Fitting. Level 2 completers will be eligible to receive a Certificate of Completion of Apprenticeship evidencing the successful completion of both the Level 1 and Level 2 on-the-job learning and related instruction components.

The NAO, CLSA and the ABO/NCLE believe that Registered Apprenticeship will serve as a pioneer training program in the education and development of Dispensing Opticians and Contact Lens Fitters. We believe that this program will provide the Opticianry industry with a highly skilled and competitive workforce designed to meet the needs of the 21<sup>st</sup> Century.

Signature,

\_\_\_\_\_/s/\_\_\_\_\_  
National Academy of Opticianry

\_\_\_\_\_/s/\_\_\_\_\_  
American Board of Opticianry

\_\_\_\_\_/s/\_\_\_\_\_  
Contact Lens Society of America

\_\_\_\_\_/s/\_\_\_\_\_  
National Contact Lens Examiners

## **DEVELOPMENT OF AFFIRMATIVE ACTION PLAN AND SELECTION PROCEDURES**

Equal employment opportunity is required of every registered apprenticeship program. Such requirements apply to the recruitment, selection, employment, and training of apprentices throughout their apprenticeship.

Those programs with five or more apprentices, or where there is a likelihood of five or more apprentices, must have a written Affirmative Action Plan and Selection Procedure that is approved by the Registration Agency as part of the Standards of Apprenticeship.

A sample Affirmative Action Plan and Selection Procedure are attached.

Representatives of the Registration Agency are available to assist the local Sponsor in developing its Standards of Apprenticeship, Affirmative Action Plan and Selection Procedures using the sample provided. Once developed, the Standards of Apprenticeship, as well as the Affirmative Action Plan and Selection Procedures must be submitted to the Registration Agency for approval and registration.

## New Definition for Opticians, Dispensing

Design, measure, fit and adapt frames, lenses, and contact lenses in accordance with written prescriptions and/ or specifications. Ascertain from inspection and neutralization the accuracy of a prescription optical device. Assist and advise client on proper selection of frames and/ or lens types best suited to their prescription and/ or intended use. Prepare work orders for optical laboratory containing specifications for grinding, edging, and mounting of lenses into frames. Verify all finished optical devices for accuracy, fit and finish of lenses. Adjust frame and lens unit position to fulfill prescription requirements onto the face of the intended wearer.

When fitting contact lenses, take all eye and facial measurements necessary to produce the prescription's desired effect. Compile a complete client history, measuring the size and shape of the corneal surface, and recording those and other measurements, observations, and information necessary to facilitate a fitting process. Observe trial lenses while on the eye if determined to be helpful. Complete insertion and removal training and make follow-up appointments. Deliver contacts lenses, care instructions and materials, and wearing schedules. Maintain records of client information and prescriptions, laboratory orders, wearing schedules, care regimens and all other pertinent information in the client's records. Schedule regular follow-up appointments with patients to check lenses and insure eye health and visual acuity is maintained.

*National Academy of Opticianry  
Contact Lens Society of America  
12.08.2006*

**OFFICIAL ADOPTION OF NATIONAL GUIDELINES FOR  
APPRENTICESHIP STANDARDS:**

The National Academy of Opticianry hereby officially adopts these National Guidelines for Apprenticeship Standards on this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

\_\_\_\_\_/s/\_\_\_\_\_  
Ms. Carol Culbreth  
President  
National Academy of Opticianry

\_\_\_\_\_/s/\_\_\_\_\_  
Mr. James Iciek  
Executive Director  
National Academy of Opticianry

\_\_\_\_\_/s/\_\_\_\_\_  
Mr. Bruce H. Springer  
President  
Contact Lens Society of America

\_\_\_\_\_/s/\_\_\_\_\_  
Ms. Tina M. Schott  
Executive Director  
Contact Lens Society of America

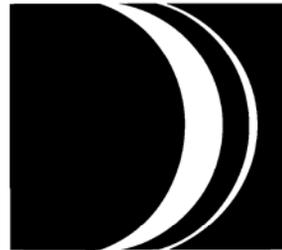
\_\_\_\_\_/s/\_\_\_\_\_  
Mr. Larry E. Harper  
Chairman  
American Board of Opticianry

\_\_\_\_\_/s/\_\_\_\_\_  
Mr. John F. Deering  
Chairman  
National Contact Lens Examiners

# STANDARDS OF APPRENTICESHIP

DEVELOPED BY

**NATIONAL ACADEMY OF OPTICIANRY AND  
CONTACT LENS SOCIETY OF AMERICA**



**CONTACT LENS  
SOCIETY  
OF AMERICA**

FOR THE OCCUPATION OF

**OPHTHALMIC DISPENSING OPTICIAN AND  
CONTACT LENS FITTER**

O\*NET-SOC CODE: 29-2081.00 HY

RAIS CODE: 0089

APPROVED BY

*(REGISTRATION AGENCY)*

*These “model” National Guidelines for Apprenticeship Standards are an example of how to develop apprenticeship standards that will comply with 29 CFR Parts 29 and 30 when tailored to a sponsor’s apprenticeship program. These model Standards do not create new legal requirements or change current legal requirements. The legal requirements related to apprenticeship that apply to registered apprenticeship programs are contained in 29 U.S.C. 50 and 29 CFR Parts 29 and 30. Every effort has been made to ensure that the information in the model Apprenticeship Standards is accurate and up-to-date.*

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## **FOREWORD**

These National Academy of Opticianry Apprenticeship Standards have as their objective, the training of Ophthalmic Dispensing Opticians skilled in all phases of the industry. The Sponsor recognizes that in order to accomplish this, there must be well-developed on-the-job learning combined with related instruction.

This recognition has resulted in the development of these Apprenticeship Standards. They were developed in accordance with the basic standards recommended by the U.S. Department of Labor, Office of Apprenticeship, as a basis from which the sponsor can work to establish an apprenticeship training program that meets the particular needs of the area.

## **DEFINITIONS**

**APPRENTICE:** Any individual employed by the employer meeting the qualifications described in the Standards of Apprenticeship who has signed an Apprenticeship Agreement with the local *Sponsor providing* for training and related instruction under these Standards, and who is registered with the Registration Agency.

**APPRENTICESHIP AGREEMENT:** The written agreement between the apprentice and the Sponsor setting forth the responsibilities and obligations of all parties to the Apprenticeship Agreement with respect to the Apprentice's employment and training under these Standards. Each Apprenticeship Agreement must be registered with the Registration Agency.

**CERTIFICATE OF COMPLETION OF APPRENTICESHIP:** The Certificate of Completion of Apprenticeship issued by the Registration Agency to those registered apprentices certified and documented as successfully completing the apprentice training requirements outlined in these Standards of Apprenticeship.

**CERTIFICATE OF TRAINING:** A Certificate of Training may be issued by the U.S. Department of Labor's, Office of Apprenticeship Administrator to those registered apprentices documented as successfully completing a defined career lattice component of the apprentice training requirements as outlined in the Work Process Schedule of these Standards of Apprenticeship.

**COMPETENCY/PERFORMANCE PROGRAM:** Competency/performance based apprenticeship programs are premised on attainment of demonstrated, observable and measurable competencies in lieu of meeting time based work experience and training on-the-job requirements. Therefore, work process schedules and related instruction outlines must specify approximate time of completion or attainment of each competency, which can be applied toward the 2,000-hour minimum requirement (competencies demonstrated notwithstanding and assuming no credit for previous experience). In competency/performance based programs apprentices may accelerate the rate of competency achievement or take additional time beyond the approximate time of completion or attainment due the open entry and exit design.

**EMPLOYER:** Generally, an employer means any person or organization that employs an apprentice under these apprenticeship standards.

**JOURNEYWORKER:** A recognized level of competency as recognized within the industry. Use of the term may also refer to a mentor, technician, specialist or other skilled worker.

or

An individual who has documented sufficient skills and knowledge of a trade, craft or occupation, either through formal apprenticeship or through practical on-the-job

experience and formal training. This individual is recognized by his/her employer as being fully qualified to perform the work of the trade, craft or occupation.

**O\*NET-SOC CODE:** The Occupational Information Network (O\*NET) codes and titles are based on the new Standard Occupational Classification (SOC) system mandated by the federal Office of Management and Budget for use in collecting statistical information on occupations. The O\*NET classification uses an 8-digit O\*NET-SOC code. Use of the SOC classification as a basis for the O\*NET codes ensures that O\*NET information can be readily linked to labor market information such as occupational employment and wage data at the national, State, and local levels.

**ON-THE-JOB LEARNING (OJL):** Tasks learned on-the-job in which the apprentice must become proficient before a completion certificate is awarded. The learning must be through structured, supervised work experience.

**OPHTHALMIC DISPENSING OPTICIAN:** An individual who has sufficient skills and knowledge of the occupation, either through formal academic programs or formal apprenticeship recognized by the sponsor as being fully qualified to perform the duties of the occupation.

**PROGRAM SPONSOR:** The Sponsor in whose name the Standards of Apprenticeship will be registered, and which will have the full responsibility for administration and operation of the apprenticeship program.

**REGISTERED APPRENTICESHIP INFORMATION SYSTEM (RAIS):** The Federal system which provides for the automated collection, retention, updating, retrieval and summarization of information related to apprentices and apprenticeship programs.

**REGISTRATION AGENCY:** U.S. Department of Labor's, Office of Apprenticeship, or the recognized State Apprenticeship Agency (*insert name as appropriate*).

**RELATED INSTRUCTION:** An organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical and technical subjects related to his/her occupation.

**STANDARDS OF APPRENTICESHIP:** This entire document including all appendices and attachments hereto, and any future modifications or additions approved by the Registration Agency.

**SUPERVISOR OF APPRENTICE(S):** An individual designated by the program sponsor to supervise or have charge and direction of an apprentice.

**TASKS:** Work processes learned on-the-job in which the apprentice must be proficient before a completion certificate is granted.

**SECTION I - EQUAL OPPORTUNITY PLEDGE – Title 29 CFR 29.5(b)(20) and 30.3(b)**

The recruitment, selection, employment, and training of apprentices during their apprenticeship, will be without discrimination because of race, color, religion, national origin, or sex. The Sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations (CFR), Part 30, as amended (insert state regulations here, if applicable).

**SECTION II - AFFIRMATIVE ACTION PLAN – Title 29 CFR 29.5(b) and 30.4**

If the Sponsor employs five or more apprentices, the Sponsor will adopt an Affirmative Action Plan and Selection Procedures as required under Title 29, CFR Part 30. It will be attached as Appendix C.

**SECTION III - QUALIFICATIONS FOR APPRENTICESHIP – Title 29 CFR 29.5(b)(10) (EXAMPLES)**

Applicants will meet the following minimum qualifications:

A. Age

The Sponsor will establish qualifications regarding minimum age limits. *(Applicant must provide evidence of minimum age respecting any applicable State Laws or regulations.)* Apprentices must not be less than 18 years of age.

B. Education

A high school diploma or GED equivalency is required. Applicant must provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable.

Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.

C. Physical

Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

Applicants may be subject to a physical agility or fitness test, or screened for the current illegal use of drugs or both on acceptance into the program and prior to being employed.

#### D. Aptitude Test

All applicants must be a High School graduate or have obtained a G.E.D.

### **SECTION IV - SELECTION OF APPRENTICES – Title 29 CFR 30.5**

Selection into the apprenticeship program will be in accordance with the selection procedures made a part of these Standards (Appendix D).

### **SECTION V - APPRENTICESHIP AGREEMENT – Title 29 CFR 29.5(b)(11)**

After an applicant for apprenticeship has been selected, but before employment as an apprentice or enrollment in related instruction, the apprentice will be covered by a written Apprenticeship Agreement (Appendix B) signed by the Sponsor and the apprentice and approved by and registered with the Registration Agency. Such agreement will contain a statement making the terms and conditions of these standards a part of the agreement as though expressly written therein. A copy of each Apprenticeship Agreement will be furnished to the apprentice, the Sponsor, the Registration Agency, and the employer. An additional copy will be provided to the Veteran's State Approving Agency for those veteran apprentices desiring access to any benefits to which they are entitled.

Prior to signing the Apprenticeship Agreement, each selected applicant will be given an opportunity to read and review these Standards, the Sponsor's written rules and policies and the Apprenticeship Agreement.

The Registration Agency will be advised promptly of the execution of each Apprenticeship Agreement and will be given all the information required for registering the apprentice.

### **SECTION VI - RATIO OF APPRENTICES TO JOURNEYWORKERS – Title 29 CFR 29.5(b)(7)**

Consistent with proper supervision, training, safety, and continuity of employment throughout the apprenticeship, the ratio of apprentices to journeyworkers will be 1 apprentice to 1 journeyworker. This ratio should provide the number of Ophthalmic Dispensing Opticians necessary for the future needs of the employer.

**SECTION VII - TERM OF APPRENTICESHIP – Title 29 CFR 29.5(b)(2)**

The term of the occupation will be 18 or 36 months with an OJL attainment of 3,000 or 6,000 hours supplemented by the required hours of related instruction as stated on the Sample Work Process Schedules and Related Instruction Outlines (Appendix A). Full credit will be given for the probationary period.

**SECTION VIII - PROBATIONARY PERIOD – Title 29 CFR 29.5(b)(8), (b)(19)**

All applicants selected for apprenticeship will serve a probationary period of not less than 3 months (500 hours) of OJL.

During the probationary period either the apprentice or the Sponsor may terminate the Apprenticeship Agreement, without stated cause, by notifying the other party in writing. The records for each probationary apprentice will be reviewed prior to the end of the probationary period. Records may consist of periodic reports regarding progression made in both the OJL and related instruction, and any disciplinary action taken during the probationary period.

Any probationary apprentice evaluated as satisfactory after a review of the probationary period will be given full credit for the probationary period and continue in the program.

After the probationary period the Apprenticeship Agreement may be canceled at the request of the apprentice, or may be suspended or canceled by the Sponsor for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the Sponsor will provide written notice to the apprentice and to the Registration Agency of the final action taken.

**SECTION IX - HOURS OF WORK**

Apprentices will generally work the same hours as journeymen, except that no apprentice will be allowed to work overtime if it interferes with attendance in related instruction classes.

Apprentices who do not complete the required hours of OJL during a given segment will have the term of that segment extended until the required number of hours of training are accrued.

## **SECTION X - APPRENTICE WAGE PROGRESSION – Title 29 CFR 29.5(b)(5)**

Apprentices will be paid a progressively increasing schedule of wages during their apprenticeship based on the acquisition of increased skill and competence on-the-job and in related instruction. Before an apprentice is advanced to the next segment of training or to journeyworker status, the Sponsor will evaluate all progress to determine whether advancement has been earned by satisfactory performance in their OJL and in related instruction courses. In determining whether satisfactory progress has been made, the Sponsor will be guided by the work experience and related instruction records and reports.

Typically, the progressive wage schedule will be an increasing percentage of the journeyworker wage rate. The percentages that will be applied to the applicable journeyworker rate are shown on the attached Sample Work Process Schedule and Related Instruction Outline (Appendix A). In no case will the starting wages of apprentices be less than that required by any minimum wage law which may be applicable.

## **SECTION XI - CREDIT FOR PREVIOUS EXPERIENCE – Title 29 CFR 29.5(b)(12) and 30.4(c)(8)**

The Sponsor may grant credit towards the term of apprenticeship to new apprentices who demonstrate previous acquisition of skills or knowledge equivalent to that which would be received under these Standards.

Apprentice applicants seeking credit for previous experience gained outside the supervision of the Sponsor must submit the request at the time of application and furnish such records, affidavits, and other certifications to substantiate the claim. Applicants requesting such credit who are selected into the apprenticeship program will start at the beginning wage rate. The request for credit will be evaluated and a determination made by the Sponsor during the probationary period when actual on-the-job and related instruction performance can be examined. Prior to completion of the probationary period, the amount of credit to be awarded will be determined after review of the apprentice's previous work and training/education record and evaluation of the apprentice's performance and demonstrated skill and knowledge during the probationary period.

An apprentice granted credit will be advanced to the wage rate designated for the period to which such credit accrues. The Registration Agency will be advised of any credit granted and the wage rate to which the apprentice is advanced.

The granting of advanced standing will be uniformly applied to all apprentices.

## **SECTION XII - WORK EXPERIENCE – Title 29 CFR 29.5(b)(3) and 30.8**

During the apprenticeship the apprentice will receive such OJL and related instruction in all phases of the occupation necessary to develop the skill and proficiency of a skilled journeyworker. The OJL will be under the direction and guidance of the supervisor of the apprentice(s).

## **SECTION XIII - RELATED INSTRUCTION – Title 29 CFR 29.5(b)(4)**

During each level of training, the apprentice is required to participate in coursework related to the job as outlined in Appendix A. Level 1 (ophthalmic dispensing optician) apprentices must participate in a minimum of 144 hours of related instruction; Level 2 (contact lens fitter) apprentices are required to participate in an additional 580 hours of related instruction. Apprentices agree to take such courses as the Sponsor deems advisable. The Sponsor will secure the instructional aids and equipment it deems necessary to provide quality instruction. In cities, towns or areas having no vocational school or other schools that can furnish related instruction; the apprentice may be required to take an alternate form of instruction that meets the approval of the Sponsor and Registration Agency.

Apprentices “*will not*” be paid for hours spent attending related instruction classes.

If applicable, the Sponsor will inform each apprentice of the availability of college credit through the appropriate educational institutions.

Any apprentice who is absent from related instruction classes, unless officially excused, will satisfactorily complete all course work missed before being advanced to the next period of training. In cases of failure of an apprentice to fulfill the obligations regarding related instruction (or OJL) without due cause, the Sponsor will take appropriate disciplinary action and may terminate the Apprenticeship Agreement after due notice to the apprentice and opportunity for corrective action.

To the extent possible, related instruction will be closely correlated with the practical experience and training received on-the-job. The Sponsor will monitor and document the apprentice’s progress in related instruction classes.

The Sponsor will secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored. If applicable, when possible, the Sponsor may require the instructors to attend the \_\_\_\_\_.

#### **SECTION XIV - SAFETY AND HEALTH TRAINING – Title 29 CFR 29.5(b)(9)**

All apprentices will receive instruction in safe and healthful work practices both on-the-job and in related instruction that are in compliance with the Occupational Safety and Health Standards promulgated by the Secretary of Labor under 29 U.S.C. 651 et seq., as amended, dated December 29, 1970, and subsequent amendments to that law, or State Standards that have been found to be at least as effective as the Federal Standards

Apprentices will be taught that accident prevention is very largely a matter of education, vigilance, and cooperation and that they should strive at all times to conduct themselves in their work to ensure their own safety and that of their fellow workers.

#### **SECTION XV - SUPERVISION OF APPRENTICES – Title 29 CFR 29.5(b)(14)**

The Sponsor will be responsible for the training of the apprentice on-the-job. Apprentices will be under the general supervision of the Sponsor and under the direct supervision of the journeyworker to whom they are assigned. The supervisor of apprentice(s) designated by the employer will be responsible for the apprentice's work assignments, and will ensure the apprentice is working under the supervision of a skilled journeyworker, evaluation of work performance, and completion and submittal of progress reports to the Sponsor.

No apprentice will be allowed to work without direct journeyworker supervision.

#### **SECTION XVI - RECORDS AND EXAMINATIONS – Title 29 CFR 29.5(b)(6)**

Each apprentice may be responsible for maintaining a record of his/her work experience/training on-the-job and in related instruction and for having this record verified by his/her supervisor at the end of each week. The apprentice will authorize an effective release of their completed related instruction records from the local school authorities to the Sponsor. The record cards and all data, written records of progress evaluations, corrective and final actions pertaining to the apprenticeship, will be maintained by and will be the property of the Sponsor. This record will be included in each apprentice's record file maintained by the Sponsor.

Before each period of advancement, or at any other time when conditions warrant, the Sponsor will evaluate the apprentice's record to determine whether he/she has made satisfactory progress. If an apprentice's related instruction or on-the-job progress is found to be unsatisfactory, the Sponsor may determine whether the apprentice will continue in a probationary status, or require the apprentice to repeat a process or series of processes before advancing to the next wage classification. In such cases, the Sponsor will initiate a performance improvement plan with the apprentice.

Should it be found that the apprentice does not have the ability or desire to continue the training to become a journeyworker, the Sponsor will, after the apprentice has been given adequate assistance and opportunity for corrective action, terminate the Apprenticeship Agreement.

**SECTION XVII - MAINTENANCE OF RECORDS – Title 29 CFR 29.5(b)(22)**

The Sponsor will maintain for a period of five (5) years from the date of last action, all records relating to apprentice applications (whether selected or not), the employment and training of apprentices, and any other information relevant to the operation of the program. This includes, but is not limited to, records on the recruitment, application and selection of apprentices, and records on the apprentice's job assignments, promotions, demotions, layoffs, terminations, rate of pay, or other forms of compensation, hours of work and training, evaluations, and other relevant data. The records will permit identification of minority and female (minority and non-minority) participants. These records will be made available on request to the Registration Agency.

**SECTION XVIII - CERTIFICATE OF COMPLETION OF APPRENTICESHIP – Title 29 CFR 29.5(b)(15)**

Upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the Sponsor will so certify in writing to the Registration Agency and request that a Certificate of Completion of Apprenticeship be awarded to the completing apprentice(s). Such requests will be accompanied by the appropriate documentation for both the OJL and the related instruction as may be required by the Registration Agency.

**SECTION XIX - NOTICE TO REGISTRATION AGENCY – Title 29 CFR 29.5(b)(18)**

The Registration Agency will be notified promptly of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, modifications, completions, cancellations, and terminations of Apprenticeship Agreements and causes.

**SECTION XX - CANCELLATION AND DEREGISTRATION – Title 29 CFR 29.5(b)(17)**

These Standards will, upon adoption by the Sponsor be submitted to the Registration Agency for approval. Such approval will be acquired before implementation of the program.

The National Academy of Opticianry reserves the right to discontinue at any time the apprenticeship program set forth herein. The Registration Agency will be notified promptly in writing of any decision to cancel the program.

Deregistration of these Standards may be initiated by the Registration Agency for failure of the sponsor to abide by the provisions herein. Such deregistration will be in accordance with the Registration Agency's regulations and procedures.

Within fifteen (15) days of cancellation of the apprenticeship program (whether voluntary or involuntary), the *Sponsor* will notify each apprentice of the cancellation and the effect of same. This notification will conform to the requirements of Title 29, CFR Part 29.7.

### **SECTION XXI - AMENDMENTS OR MODIFICATIONS – Title 29 CFR 29.5(b)(17)**

These Standards may be amended or modified at any time by the Sponsor provided that no amendment or modification adopted will alter any Apprenticeship Agreement in force at the time without the consent of all parties. Such amendment or modification will be submitted to the Registration Agency for approval and registration prior to being placed in effect. A copy of each amendment or modification adopted will be furnished to each apprentice to whom the amendment or modification applies.

### **SECTION XXII - ADJUSTING DIFFERENCES/COMPLAINT PROCEDURE – Title 29 CFR 29.5(b)(21) and 30(11)**

The Sponsor will have full authority to supervise the enforcement of these Standards. Its decision will be final and binding on the employer, the sponsor, and the apprentice, unless otherwise noted below.

If an applicant or an apprentice believes an issue exists that adversely affects his/her participation in the apprenticeship program or violates the provisions of the Apprenticeship Agreement or Standards, relief may be sought through one or more of the following avenues, based on the nature of the issue:

#### **Title 29 CFR 29.5 (b)(21)**

The Sponsor will hear and resolve all complaints of violations concerning the Apprenticeship Agreement and the registered Apprenticeship Standards, for which written notification is received within fifteen (15) days of violations. The Sponsor will make such rulings as it deems necessary in each individual case and within thirty (30) days of receiving the written notification. Either party to the Apprenticeship Agreement may consult with the Registration Agency for an interpretation of any provision of these Standards over which differences occur. The name and address of the appropriate authority to receive, process and make disposition of complaints is: \_\_\_\_\_

## **Title 29 CFR 30.11**

Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the Registration Agency or, at the apprentice or applicant's election, with the private review body established by the program sponsor (if applicable).

The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the program sponsor involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.

The complaint must be filed not later than one hundred eighty (180) days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and in the case of complaints filed directly with the review body designated by the program sponsor to review such complaints, any referral of such complaint by the complainant to the Registration Agency must occur within the time limitation stated above or thirty (30) days from the final decision of such review body, whichever is later. The time may be extended by the Registration Agency for good cause shown.

Complaints of harassment in the apprenticeship program may be filed and processed under Title 29, CFR Part 30, and the procedures as set forth above.

The Sponsor will provide written notice of its complaint procedure to all applicants for apprenticeship and all apprentices.

## **SECTION XXIII - TRANSFER OF TRAINING OBLIGATION – Title 29 CFR 29.5(13)**

If the sponsor is unable to fulfill his/her training obligation due to lack of work or failure to conform to these Standards the sponsor will make every effort to refer the apprentice with his/her consent to another employer, Registration Agency or One Stop for placement into another registered apprenticeship program. This will provide the apprentice an opportunity for continuous employment and completion of their apprenticeship program. The sponsor will also make available to the apprentice and receiving employer the apprentice's training record. The apprentice must receive credit from the new employer for the training already satisfactorily completed.

**SECTION XXIV - RESPONSIBILITIES OF THE APPRENTICE**  
**(EXAMPLE ONLY)**

Apprentices, having read these Standards formulated by the Sponsor and signed an Apprenticeship Agreement with the Sponsor agree to all the terms and conditions contained therein and agree to abide by the Sponsor's rules and policies, including any amendments, serve such time, perform such manual training, and study such subjects as the Sponsor may deem necessary to become a skilled Ophthalmic Dispensing Optician.

In signing the Apprenticeship Agreement, apprentices assume the following responsibilities and obligations under the apprenticeship program:

- A. Perform diligently and faithfully the work of the occupation and other pertinent duties assigned by the Sponsor and the employer in accordance with the provisions of these Standards.
- B. Respect the property of the employer and abide by the working rules and regulations of the employer.
- C. Attend and satisfactorily complete the required hours in the OJL and related instruction in subjects related to the occupation as provided under these Standards.
- D. Maintain and make available such records of work experience and training received on-the-job and in related instruction as may be required by the Sponsor.
- E. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of other workers. The apprentice will be provided with a copy of the written rules and policies and will sign an acknowledgment receipt of same. This procedure will be followed whenever revisions or modifications are made to the rules and policies.

**SECTION XXV – TECHNICAL ASSISTANCE**

Technical Assistance such as that from the U.S. Department of Labor, Office of Apprenticeship, State Apprenticeship Agencies/Councils, and vocational schools-- maybe requested to advise the Sponsor.

The Sponsor is encouraged to invite representatives from industry, education, business, private and/or public agencies to provide consultation and advice for the successful operation of their training program.

**SECTION XXVI - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS:**

The National Academy of Opticianry hereby adopts these Standards of Apprenticeship on this \_\_\_\_\_ Day of \_\_\_\_\_, 2007.

\_\_\_\_\_  
Signature of Sponsor

\_\_\_\_\_  
Printed Name

## Appendix A

### OCCUPATION SCHEDULE FOR: OPTHALMIC DISPENSING OPTICIAN AND CONTACT LENS FITTER

O\*NET/SOC CODE: 29-2081.00 HY  
RAIS CODE: 0098

This schedule is attached to and a part of these Standards for the above identified occupation.

**1. TERM OF APPRENTICESHIP**

The term of the occupation shall be **18 or 36 months** with an OJL attainment of **3 months (500 hours)** supplemented by the required hours of related instruction.

**2. RATIO OF APPRENTICES TO JOURNEYWORKERS**

One (1) apprentice may be employed in each shop department, and/or jobsite employing a qualified journeyman

**3. APPRENTICE WAGE SCHEDULE**

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current journeyworker wage rate.

**Level 1 – 18 month Term Example:**

1 <sup>st</sup>	6 months + hours = ____	2 <sup>nd</sup>	6 months + hours = ____
3 <sup>rd</sup>	6 months + hours = ____		

**Level 2 – 18 month Term Example:**

1 <sup>st</sup>	6 months + hours = ____	2 <sup>nd</sup>	6 months + hours = ____
3 <sup>rd</sup>	6 months + hours = ____		

**4. SCHEDULE OF WORK EXPERIENCE (See attached Occupation Schedule)**

The Sponsor may modify the work processes to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

**5. SCHEDULE OF RELATED INSTRUCTION (See attached Course Outline)**

## Appendix A

### WORK PROCESS AND RELATED INSTRUCTION SCHEDULES

	<u>APPROXIMATE HOURS</u>
1. Establish rapport with customer	90
2. Determine customer's needs and wants	90
3. Illustrate and demonstrate ophthalmic products	60
4. Sell ophthalmic products	60
5. Present and explain sales and service policies	60
6. Instruct customer on use and care of ophthalmic products	60
7. Use of communication equipment	90
8. Respond to customer complaints	60
9. Read and analyze customer's prescription	150
10. Detect and verify prescription irregularities	150
11. Determine relationship between prescription and customer's needs and wants	120
12. Make recommendations to customer	90
13. Take necessary measurements	180
14. Evaluate parameters of new and old eyewear	90
15. Offer additional ophthalmic products	60
16. Verify ordered product	150
17. Adjust product	120
18. Demonstrate product performance and applicability	90
19. Provide follow-up services	90
20. Operate equipment	240
21. Maintain equipment	120
22. Compute and analyze ophthalmic data	180
23. Document and place order	30
24. Process customer payments	60
25. Maintain price and product lists	30
26. Maintain customer records	30
27. Maintain dispensing environment	30
28. Determine customer's participation in a third party program	30
29. Work within professional and legal boundaries	120
30. Conduct oneself in a professional and ethical manner	120
31. Develop and maintain support with other professionals	90
32. Reinforce eyecare education	30
33. Orientation to contact lenses	30
<b>TOTAL HOURS</b>	<u><b>3,000</b></u>

Related instruction - This instruction shall include but not be limited to:

**HOURS**

- 1. Anatomy and Physiology of the Eye**
- 2. Basic Optical Principles**
- 3. Communication Techniques**
- 4. Ophthalmic-Terminology**
- 5. Dispensing Procedures**
- 6. Finding the Power of a Lens in Any Meridian**
- 7. Fitting and Fabrication of the Ocular Prosthesis**
- 8. Geometric Optics in Ophthalmic Lens Design**
- 9. Introduction to Ophthalmic Dispensing**
- 10. Lens Design**
- 11. Low Vision Correction**
- 12. Ophthalmic Frames**
- 13. Ophthalmic Instrumentation**
- 14. Optical Measurements**
- 15. Ordering Ophthalmic Lenses**
- 16. Practical Optics**
- 17. Principles of Business Management**
- 18. Refractive Errors of the Eye**
- 19. Rules, Regulations, and Standards**
- 20. Sociology of Human Behavior**
- 21. Spectacle Lens Magnification**
- 22. Technical Mathematics**
- 23. Ultraviolet Radiation**

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Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p>TASK 1: ESTABLISH RAPPORT WITH CUSTOMER</p> <p>A. Suggested Study References:</p> <p>OCPP : Vol. III, CHAP. 1, pages 8-15</p> <p>B. Obtain Knowledge Of:</p> <ol style="list-style-type: none"> <li>1. Professionalism</li> <li>2. Human relations</li> <li>3. Social graces</li> <li>4. Interpersonal communication techniques</li> <li>5. Dress code and current styles</li> <li>6. Grammar and English usage</li> </ol> <p>C. Develop Proficiency In:</p> <ol style="list-style-type: none"> <li>1. Maintaining a professional manner while interacting with customer.</li> <li>2. Communicating with customer in a proper and courteous manner</li> <li>3. Listening to the needs and concerns of the customer</li> </ol>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials																																				
<p>TASK 2: DETERMINE CUSTOMER NEEDS AND WANTS.</p> <p>A. Suggested Study References:</p> <p>OCPP : Vol. II, CHAP. I, Page 23 Vol. III, CHAP. I, Pages 8-15, 21-23, 26-30, 44, 45, 63-66, 93-95, 101, 102</p> <p>B. Obtain Knowledge Of:</p> <p>1. Practical optics, anatomy and physiology:</p> <table border="0"> <tr> <td>-lens characteristics</td> <td>-eyelids</td> <td>-accommodation</td> </tr> <tr> <td>-centration optical</td> <td>-muscles</td> <td>-convergence</td> </tr> <tr> <td>-centers and major reference points</td> <td>-sclera</td> <td>-anisometropia</td> </tr> <tr> <td>-plus</td> <td>-cornea</td> <td>-aniseikonia</td> </tr> <tr> <td>-minus</td> <td>-iris</td> <td>-emmetropia</td> </tr> <tr> <td>-spherical</td> <td>-pupil</td> <td>-myopia</td> </tr> <tr> <td>-compound</td> <td>-lens</td> <td>-hyperopia</td> </tr> <tr> <td>-prism: prescribed, induced</td> <td>-ciliary body</td> <td>-presbyopia</td> </tr> <tr> <td>-impact resistance</td> <td>-retina</td> <td>-astigmatism</td> </tr> <tr> <td>-base curves</td> <td>-cones</td> <td>-diplopia</td> </tr> <tr> <td>-thickness calculations</td> <td>-fovea/macula</td> <td>-amblyopia</td> </tr> <tr> <td></td> <td>-rods</td> <td>-strabismus</td> </tr> </table>	-lens characteristics	-eyelids	-accommodation	-centration optical	-muscles	-convergence	-centers and major reference points	-sclera	-anisometropia	-plus	-cornea	-aniseikonia	-minus	-iris	-emmetropia	-spherical	-pupil	-myopia	-compound	-lens	-hyperopia	-prism: prescribed, induced	-ciliary body	-presbyopia	-impact resistance	-retina	-astigmatism	-base curves	-cones	-diplopia	-thickness calculations	-fovea/macula	-amblyopia		-rods	-strabismus				
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Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
Task 2 (Continued)				
<ul style="list-style-type: none"> <li>-magnification</li> <li>-indices of refraction</li> <li>-pseudophakia</li> <li>-dispersion</li> <li>-glaucoma</li> <li>-visual acuity</li> <li>-pseudophakia</li> <li>-calculating and measuring slab off prism</li> </ul>				
2. Ophthalmic products and product availability				
<ul style="list-style-type: none"> <li>-frame materials</li> <li>-absorptive (functions)</li> <li>-crown glass</li> <li>-polycarbonate</li> </ul>				
<ul style="list-style-type: none"> <li>-recognition of: <ul style="list-style-type: none"> <li>-materials</li> <li>-multifocals</li> <li>-progressives</li> <li>-tints, coatings and filters</li> </ul> </li> </ul>				
3. Basic record keeping and record keeping terminology				
4. Verbal communication techniques				
5. Social graces				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
Task 2 (continued)				
6. Visual requirements for various occupations and other lifestyle activities				
C. Develop Proficiency In:				
1. Applying one's knowledge of practical optics, anatomy, and physiology to best serve the customer				
2. Interviewing the customer to determine needs, wants, and performance of previous eyewear				
3. Interpreting customer's occupational and lifestyle requirements as they relate to ophthalmic products and services				
TASK 3: ILLUSTRATE AND DEMONSTRATE OPHTHALMIC PRODUCTS				
A. Suggested Study References:				
OCPP: VOL. II, CHAP. I, pages 5, 9-14, 23-25; VOL. III, CHAP. I, pages 9-15, 45-50, 63, 69, 72, 73, 74-79, 88, 89, 92, 93, 96,101				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p>Task 3 (continued)</p> <p>B. Obtain Knowledge Of:</p> <ol style="list-style-type: none"> <li>1. Practical optics, anatomy, and physiology</li> <li>2. Ophthalmic product's uses, focal distance, magnification, etc.</li> <li>3. Selling aids and presentation techniques</li> </ol> <p>C. Develop Proficiency In:</p> <ol style="list-style-type: none"> <li>1. Displaying and presenting products in most effective manner.</li> <li>2. Maintaining a comprehensive knowledge of available ophthalmic products and their uses</li> <li>3. Translating ophthalmic product information to promote customer's use</li> <li>4. Interviewing the customer to determine needs, wants and performance of previous eyewear</li> </ol>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p>TASK 4: SELL OPHTHALMIC PRODUCTS.</p> <p>A. Suggested Study References:</p> <p>OCPP: VOL. III. CHAP. I, Pages 8-13, 20-23, 73-101 .</p> <p>B. Obtain Knowledge Of:</p> <ol style="list-style-type: none"> <li>1. Optical products and their applications</li> <li>2. Observing, inquiring, selling aids and presentation techniques</li> <li>3. Primary and secondary appeals to different classifications of customer</li> <li>4. Human behavior</li> </ol> <p>C. Develop Proficiency In:</p> <ol style="list-style-type: none"> <li>1. Matching product to customer's needs and wants and translating this to benefits.</li> <li>2. Observing customer's body carriage, manner of speaking and inquiring to determine the customer's lifestyle</li> <li>3. Determining and presenting product appealing to customer, such as snob appeal, attention getter, style conscious, youthfulness, quality, durability, economy, etc.</li> </ol>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
TASK 4: (continued)				
4. Using positive phraseology				
5. Generating enthusiasm				
6. Interpreting body language and customer's concerns to determine interest and when it is time to close the sale				
7. Employing effective closing techniques				
TASK 5: PRESENT AND EXPLAIN SALES AND SERVICE POLICIES				
A. Suggested Study References:				
OCPP : Vol. III, CHAP. 1, Pages 5-7, 18-23, 95-98, 101				
B. Obtain Knowledge Of:				
1. Company policy regarding service agreements, warranties, guarantees, payment methods				
2. Applicable local, state and federal laws and regulations governing ophthalmic product sales and service agreements.				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
Task 5: (continued)				
<ul style="list-style-type: none"> <li>3. Interpersonal communication techniques</li> <li>4. Court decisions and their relation to the liability of using and/or recommending certain products.</li> </ul>				
C. Develop Proficiency In:				
<ul style="list-style-type: none"> <li>1. Translating company policies, service agreements, laws, regulations, and court decisions into layman's language to promote customer understanding.</li> <li>2. Adhering to applicable regulations governing ophthalmic products and service agreements</li> <li>3. Listening to the needs and concerns of the customer</li> <li>4. Using examples to clarify doubtful situations</li> </ul>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p>TASK 6: INSTRUCT CUSTOMER ON USE AND CARE OF OPHTHALMIC PRODUCTS</p> <p>A. Suggested Study References:</p> <p>OCPP : Vol. III, CHAP. 1, Pages 6, 7, 14-25, 41, 49, 50, 65, 88, 89, 101, 102</p> <p>B. Obtain Knowledge Of:</p> <ol style="list-style-type: none"> <li>1. Communication techniques designed to promote ophthalmic product care and use.</li> <li>2. Professionalism</li> <li>3. Human relations</li> <li>4. Expected product performance and limitations as applied to customer's needs and wants</li> </ol> <p>C. Develop Proficiency In:</p> <ol style="list-style-type: none"> <li>1. Demonstrating to customer care and use of ophthalmic products.</li> <li>2. Translating ophthalmic product information to promote customer's successful use.</li> <li>3. Instruct customer on proper eye and body coordination to obtain optimum product benefit</li> </ol>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
TASK 6: (continued)				
<ul style="list-style-type: none"> <li>4. Explaining product limitations due to product application to customer's visual capabilities</li> </ul>				
TASK 7: USE OF COMMUNICATION EQUIPMENT				
A. Suggested Study References:				
OCPP: Vol. III, CHAP. 1, Pages 7, 8, 10-13, 34, 50, 101				
B. Obtain Knowledge Of:				
<ul style="list-style-type: none"> <li>1. Electronic equipment (e.g. telephone systems, VCR's, computers, etc.) and its use to enhance customer understanding of ophthalmic products and services.</li> </ul>				
<ul style="list-style-type: none"> <li>2. Professionalism</li> </ul>				
<ul style="list-style-type: none"> <li>3. Human relations</li> </ul>				
<ul style="list-style-type: none"> <li>4. Social graces</li> </ul>				
<ul style="list-style-type: none"> <li>5. Interpersonal communication techniques</li> </ul>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
Task 7: (continued)				
<p>C. Develop Proficiency In:</p> <ol style="list-style-type: none"> <li>1. Using appropriate electronic equipment and other aids to establish and maintain good public relations.</li> <li>2. Maintaining a professional manner while interacting with customers</li> <li>3. Communicating with customers in a proper and courteous manner</li> <li>4. Actively listening to the needs, wants and concerns of the customer.</li> </ol>				
TASK 8: RESPOND TO CUSTOMER COMPLAINTS				
A. Suggested Study References:				
OCPP: Vol. III, CHAP. 1, Pages 8-15				
B. Obtain Knowledge Of:				
<ol style="list-style-type: none"> <li>1. Company policies and procedures</li> <li>2. Professionalism</li> </ol>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
TASK 8 (continued)				
3. Human relations				
4. Social graces				
5. Interpersonal communication techniques				
6. Practical optics, anatomy and physiology				
7. Ophthalmic products				
8. Listening skills				
C. Develop Proficiency In:				
1. Maintaining professional manner while interacting with customers				
2. Communicating with customers in a proper and courteous manner				
3. Actively listening to the needs, wants and concerns of customer.				
4. Translating optical product information for customer to promote proper use.				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
Task 8 (continued)				
5. Using knowledge of optics, anatomy and physiology, ophthalmic products and services and problem solving techniques to respond to customer complaints.				
<b>TASK 9: READ AND ANALYZE CUSTOMER PRESCRIPTION</b>				
<b>A. Suggested Study References:</b>				
<b>OCPP :</b> Vol. III, CHAP. 1, Pages 13, 20-22, 28, 31-37, 45-47, 51-53				
<b>B. Obtain Knowledge Of:</b>				
1. Commonly encountered ophthalmic disorders:				
<ul style="list-style-type: none"> <li>-myopia</li> <li>-ametropia</li> <li>-amblyopia</li> <li>-anatomical structures and dysfunctions</li> <li>-facial configurations/abnormalities</li> </ul>				
2. Physiological functions (e.g., accommodation, convergence muscle imbalance, anisometropia, aniseikonia, etc.)				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
Task 9 (continued)				
3. Format and content of prescription				
4. Observation procedures				
5. Practical optics, anatomy and physiology as enumerated in TASK 2.				
C. Develop Proficiency In:				
1. Recognizing commonly encountered ophthalmic disorders				
2. Interpreting effects of commonly encountered ophthalmic disorders on customer's visual efficiency				
3. Translating prescription into an acceptable eyewear for customer				
<b>TASK 10: DETECT AND VERIFY PRESCRIPTION IRREGULARITIES</b>				
A. Suggested Study References:				
OCPP: Vol. III, CHAP. 1, Pages 27-32, 34-36, 42-44, 52-55				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
Task 10 (continued)				
B. Obtain Knowledge Of:				
1. Ophthalmic terminology (e.g., sphere, cylinder, visual acuity, axis, prism, aphakia, amblyopia, phoria, etc.)				
2. Customer history-previous eyewear				
3. Format and content of prescription				
4. Common prescription irregularities (e.g., missing signs, opposite signs, incomplete notation, etc.)				
5. Physiology of the eye				
6. Practical optics				
C. Develop Proficiency In:				
1. Applying knowledge of ophthalmic terms to interpret prescription and order product				
2. Applying knowledge of ophthalmic terms to gain an understanding to customer's problems				
3. Using customer history and needs to evaluate a prescription				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
Task 10 (continued)				
4. Applying knowledge of optical and ophthalmic terms to interpret prescription				
5. Determining feasibility of new prescription in comparison to previous eyewear				
TASK 11: DETERMINE RELATIONSHIP BETWEEN PRESCRIPTION AND CUSTOMER'S NEEDS AND WANTS				
A. Suggested Study References:				
OCPP: Vol. III, CHAP. 1, Pages 5, 7, 18-23, 26-32, 34, 37-39, 41, 50, 64, 65, 76-79, 87, 92-95, 101,102				
B. Obtain Knowledge Of:				
1. Limitations and prescriptions for optimal performance				
2. Vocational needs of customer				
3. Cosmetic/pathological/ therapeutic needs of customer				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
TASK 11 (continued)				
<p>4. Lenses and Frames-Lenses:</p> <ul style="list-style-type: none"> <li>-characteristics and indices of refraction of various lens materials</li> <li>-availability of lenses of varying powers and types of (e.g., single vision, bifocal, trifocal, progressive, etc.)</li> <li>-coating (scratch resistance/anti-reflective</li> <li>-tint (cosmetic, ultraviolet protection, special transmittance)</li> <li>-relationship of power to thickness</li> <li>-specialty lenses (e.g., myopic, aphakic, etc.)</li> <li>-occupational lenses   -sport lenses</li> <li>-safety lenses           -vertex distance</li> <li>-impact resistance       -blank size</li> <li>-absorptive lenses       -filters</li> </ul> <p>Frames:</p> <ul style="list-style-type: none"> <li>-specialty frames       -cosmetic</li> <li>-durability              -construction</li> <li>-material               -availability</li> </ul> <p>C. Develop Proficiency In:</p> <p>1. Applying product knowledge in relation to customer's prescription to determine the best eyewear design in regard to appearance and function</p>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
Task 11 (continued)				
<ul style="list-style-type: none"> <li>2. Recognizing specific product applicability to various prescription parameters, with regard to customer's needs, wants and concerns.</li> </ul>				
TASK 12: MAKE RECOMMENDATIONS TO CUSTOMER				
A. Suggested Study References:				
OCPP: Vol. II, CHAP. 1, Pages 16, 17, 34 Vol. III, CHAP I, Pages 5, 8, 9, 18-22, 26-28, 31, 34-44, 65, 72, 73, 76-78, 82, 93-95, 100-102				
B. Obtain Knowledge Of:				
<ul style="list-style-type: none"> <li>1. Lenses and frames</li> <li>2. Availability of products (i.e. frame colors and sizes, lens blank sizes, base curves, segment styles and sizes, materials, edge treatment, and other special processes, etc.)</li> <li>3. Applicability of products to customer's prescription and use of eyewear</li> </ul>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
Task 12 (continued)				
4. The effect of the customer's physical characteristics on frame and lens performance				
5. Facial shapes, customer coloring, other facial characteristics and proper frame selection				
C. Develop Proficiency In:				
1. Keeping current inventory of stock of frames and lenses				
2. Gathering information about new products and materials				
3. Collecting customer eye use and eyewear preference data				
4. Interpreting customer's prescription to determine customer's prescribed needs				
5. Identifying relationship between the customer's prescription and facial features and the frame design.				
6. Fashion awareness				
7. Advising customer on frame and lens selection				
8. Selecting lens materials and type by considering lens parameters, intended uses, customer's prescription and breakage resistance.				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
TASK 12 (continued)				
<ul style="list-style-type: none"> <li>9. Determining multifocal lens type by identifying the size and type of segment and focal distance of lens for customer's vocational and a-vocational needs.</li> <li>10. Determining customer's height, posture, age, mobility, physical limitations and general health</li> </ul>				
TASK 13: TAKE NECESSARY MEASUREMENTS				
A. Suggested Study References:				
OCPP: Vol. II, CHAP. I, Pages 28-33; Vol. III, CHAP, I, Pages 46-48, 55-62				
B. Obtain Knowledge Of:				
<ul style="list-style-type: none"> <li>1. Measurement techniques and instruments</li> <li>2. Measurement system (English, Metric, etc)</li> <li>3. Lens availability</li> <li>4. Frame availability</li> </ul>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials	Task
13 Task 13 (continued)					
C. Develop Proficiency In:					
<ol style="list-style-type: none"> <li>1. Using instruments to measure interocular distances (e.g. mono, distance, near, etc)</li> <li>2. Using Distometer or millimeter rule to measure vertex distance, when necessary</li> <li>3. Using devices to measure multifocal and major reference point heights</li> <li>4. Determining frame distance between centers and effective diameter</li> <li>5. Measuring distance between lenses</li> <li>6. Determining frame, eye size, and temple length</li> <li>7. Advising customer on frame and lens selection</li> <li>8. Selecting lens materials and type by considering lens parameters, intended uses, customer's prescription and breakage resistance</li> <li>9. Determining multifocal lens type by identifying the size and type of segment and focal distance of lens for customer's vocational and a-vocational needs</li> </ol>					

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
Task 13 (continued)				
<ul style="list-style-type: none"> <li>10. Determining customer's height, posture, age, mobility, physical limitations and general health</li> </ul>				
TASK 14: EVALUATE PARAMETERS OF NEW AND OLD EYEWEAR				
A. Suggested Study References:				
OCPP : Vol. III, CHAP. I, Pages 21-25, 27-32,62				
B. Obtain Knowledge Of:				
<ul style="list-style-type: none"> <li>1. Effect of changes in base curve</li> </ul>				
<ul style="list-style-type: none"> <li>2. Calculating prismatic effects.</li> </ul>				
<ul style="list-style-type: none"> <li>3. Fitting qualities of frames.</li> </ul>				
<ul style="list-style-type: none"> <li>4. Effect of lens materials on thickness, weight and dispersion</li> </ul>				
<ul style="list-style-type: none"> <li>5. Proper positioning of optical centers and multifocals</li> </ul>				
<ul style="list-style-type: none"> <li>6. Discrepancies between new and previous eyewear that may promote visual problems ( e.g. lens type, power, etc)</li> </ul>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
Task 14 (continued)				
C. Develop Proficiency In:				
<ol style="list-style-type: none"> <li>1. Analyzing the visual effects of differences between a customer's new and previous eyewear along the following parameters: base curve; power; sign; axis; centering; multifocal heights; size; fit; tilt; indices of material; material thickness; weight; and prismatic effects.</li> </ol>				
TASK 15: OFFER ADDITIONAL OPHTHALMIC PRODUCTS				
A. Suggested Study References:				
<p>OCPP: Vol. III, CHAP. I, Pages 7, 8, 13-20, 23, 38-40, 64, 65, 77-93</p>				
B. Obtain Knowledge Of:				
<ol style="list-style-type: none"> <li>1. Product availability.</li> <li>2. Professionalism</li> <li>3. Social graces</li> <li>4. Dress codes and current styles</li> </ol>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
Task 15 (continued)				
<ul style="list-style-type: none"> <li>5. Visual requirements for various occupations and other lifestyle activities</li> <li>6. Usable accommodation and the range of clear vision with various lens powers.</li> </ul>				
C. Develop Proficiency In:				
<ul style="list-style-type: none"> <li>1. Showing samples and explaining the benefits of tints, coatings and other lens features and accessories.</li> <li>2. Showing samples and explaining the benefits of different lenses, frames and accessories</li> <li>3. Recognizing specific visual requirements and suggesting appropriate course of action.</li> </ul>				
TASK 16: VERIFY ORDERED PRODUCT				
A. Suggested Study References:				
OCPP: Vol. II, CHAP. IV, Pages 5-8, 11; Vol. III, CHAP. I, Pages 99, 100; CHAP. V, Page 84				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p>-----</p> <p>Task 16 (continued)</p> <p>B. Obtain Knowledge Of:</p> <ol style="list-style-type: none"> <li>1. Optical specifications of ordered products</li> <li>2. Company policy and appropriate standards</li> <li>3. Optical equipment used to verify specifications of ordered products (e.g., lensometer, calipers, lens clock, measuring devices, etc.)</li> <li>4. American National Standards Institute (ANSI) standards.</li> <li>5. Food and Drug Administration (FDA).</li> </ol> <p>C. Develop Proficiency In:</p> <ol style="list-style-type: none"> <li>1. Visual inspection of lens style (e.g., single vision, bifocal, trifocal, progressive, etc.)</li> <li>2. Visual inspection of lens material (e.g., CR39, glass, polycarbonate, etc.)</li> <li>3. Visual inspection of lens as to color, coating, filter</li> <li>4. Visual inspection to determine surface and edge integrity of lenses</li> </ol>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
Task 16 (continued)				
5. Verifying frame size, color, temple length, frame alignment, and condition of finish, eye-wires and hinges.				
6. Using a lens clock to verify lens curves				
7. Using calipers to determine lens thickness				
8. Using a lensometer to verify the ordered product against the prescription and verify power, axis, prescribed prism, add power and centering				
9. Using measuring devices to verify optical center positions, segment height and segment width.				
10. Determining if lens and frames conform to ANSI and FDA standards				
<b>TASK 17: ADJUST PRODUCT</b>				
A. Suggested Study References:				
OCPP: Vol. II, CHAP. IV, Pages 43 & 44, Vol. III, CHAP. I, Pages 2, 50-55, 100-102; CHAP. V, Pages 84 & 85				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
Task 17 (continued)				
<p>B. Obtain Knowledge Of:</p> <ol style="list-style-type: none"> <li>1. Hand tools used to adjust eyewear.</li> <li>2. Frame materials and their properties: <ul style="list-style-type: none"> <li>-optyl                                 -nylon</li> <li>-various metals                     -carbolyte</li> <li>-plexiglass                           -propionate</li> <li>-titanium                              -zyl</li> <li>-etc.</li> </ul> </li> <li>3. Facial alignment and the fitting triangle.</li> <li>4. Procedures used to adjust eyewear to fit facial alignment and distribute weight and pressure to provide comfort while maintaining proper position.</li> <li>5. Pantoscopic/retroscopic angle, vertex distance, and their relation to cosmetics, comfort and visual performance of the customer's eyewear.</li> <li>6. Proper optical center and multifocal positioning.</li> </ol>				
<p>C. Develop Proficiency In:</p> <ol style="list-style-type: none"> <li>1. Selecting and using tools and equipment to adjust frame.</li> </ol>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
Task 17 (continued)				
<ol style="list-style-type: none"> <li>2. Using appropriate equipment to ensure that product is adjusted correctly (e.g. temple modifications, angling, pad alignments, vertex distance, etc.)</li> <li>3. Determining proper contact, weight and pressure distribution of bridge (pads) and temples.</li> <li>4. Verifying positioning and alignment of optical centers and multifocals.</li> </ol>				
<p><b>TASK 18: DEMONSTRATE PRODUCT PERFORMANCE AND APPLICABILITY</b></p>				
<p>A. Suggested Study References:</p>				
<p>OCPP: Vol. II, CHAP. III, Pages 5, 13-15, 21, 25, 31, 35-38, 48;  Vol. III CHAP. I, Pages 63-93, 101,102 ;  CHAP. V, Pages 5, 6, 10-13, 19, 32, 36-40, 44, 54, 66-69, 72-75, 82, 83, 86</p>				
<p>B. Obtain Knowledge Of:</p>				
<ol style="list-style-type: none"> <li>1. Coordination of eye and head movements with single vision or multifocal ophthalmic lenses.</li> </ol>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
Task 18 (continued)				
2. The visual system, especially in regard to the response in the visual cortex, to changes in the focusing of images on the retina.				
3. The theory of usable accommodation and its effect on the ranges of clear vision with different power lenses.				
4. The effect of changes in lens power, design, and material on visual field limitations, peripheral distortions and customer orientation.				
5. The performance and limitations of lenses and appliances, especially those of unusual powers and those prescribed to correct unusual visual problems (i.e., subnormal vision lenses, prisms, ptosis crutches, bell mirrors, etc.)				
C. Develop Proficiency In:				
1 Demonstrating and explaining the need to alter the coordination of eye and head movements with new lenses while performing visual tasks such as reading a different heights, looking at the ground or floor when walking, viewing objects at arms-length distances, etc.				
2. Explaining and illustrating the disorientation that the customer may experience in the visual system as a result of changes in the correction of the refractive error.				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
Task 18 (continued)				
<ul style="list-style-type: none"> <li>3. Advising customer how to adapt best to changes and motivate the customer to exert the effort and patience to adapt.</li> <li>4. Ascertaining visual response of the customer.</li> <li>5. Explaining benefits and limitations of eyewear</li> </ul>				
TASK 19: PROVIDE FOLLOW-UP SERVICES				
A. Suggested Study References:				
OCPP: Vol. I, CHAP. IV, Pages 14-16, 20-23 Vol. III CHAP. 1, Pages 8, 24, 32-34, 44-45, 83-87, 92-103				
B. Obtain Knowledge Of:				
<ul style="list-style-type: none"> <li>1 Eyewear alignment and adjustment</li> <li>2 Availability of frames and repair parts</li> <li>3 Company policy regarding service agreements</li> </ul>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
Task 19 (continued)				
4. Applicable local, state and federal laws and regulations governing ophthalmic product sales and service agreements				
5 Interpersonal communication techniques				
6 Practical optics, anatomy and physiology				
7 Ophthalmic products				
8 Basic record keeping and record keeping terminology				
9 Verbal communication techniques				
10 Visual requirements for various occupations and other lifestyle activities				
C. Develop Proficiency In:				
1 Communicating with the customer the importance of follow-up visits				
2. Determining if the customer requires refitting, repair or replacement				
3. Providing refitting and repair services				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p>TASK 20: OPERATE EQUIPMENT</p> <p>A. Suggested Study References:</p> <p>OCPP: Vol. II, CHAP. I, Pages 6-14  CHAP. II, Pages 6-37  CHAP. III, Pages 32, 33  CHAP. IV, Pages 21, 32, 41, 42  Vol. III, CHAP. I, Pages 47, 55-63, 71-73</p> <p>B. Obtain Knowledge Of:</p> <p>1. Uses and operation of optical tools, equipment and publications:</p> <ul style="list-style-type: none"> <li>-lensometer</li> <li>-lens clock</li> <li>-PD measuring device</li> <li>-distometer</li> <li>-calipers</li> <li>-seg measuring devices</li> <li>-polariscope</li> <li>-hand tools</li> <li>-frame warmer</li> <li>-tinting/coating units</li> <li>-tempering equipment</li> <li>-drop ball</li> <li>misc: (e.g., groover, drill, edge treatment, etc.)</li> </ul> <ul style="list-style-type: none"> <li>-frame/lens references</li> <li>-A measurement</li> <li>-B measurement</li> <li>-effective diameter</li> <li>-distance between lenses</li> <li>-frame PD</li> <li>-finishing equipment</li> <li>-lens layout</li> <li>-lens blocking</li> <li>-edging</li> <li>-datum line</li> <li>-geometric center</li> </ul>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
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Task 20 (continued)

- 2. Safety precautions to be taken in the operation of the equipment
- 3. Neutralization of lenses
- 4. Practical optics
- 5. Frame parameters
- 6. Laws, regulations that pertain to duplication of lenses

C. Develop Proficiency In:

- 1. Selecting/using/operating optical tools, equipment, and publications to produce a product
- 2. Duplicating lenses and/or frames

TASK 21: MAINTAIN EQUIPMENT

A. Suggested Study References:

OCPP: Vol. II, CHAP. II, Pages 7-9, 14, 15, 27, 29, 32, 32-37

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials	
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Task 21 (continued)

B. Obtain Knowledge Of:

1. Standard maintenance operations for optical tools and equipment listed in TASK 20
2. Procedures to calibrate optical tools and equipment listed above

C. Develop Proficiency In:

1. Applying manufacturer's recommendations during the maintenance and calibration of optical tools and equipment listed above under TASK 20
2. Evaluating performance and accuracy of optical tools and equipment

**TASK 22: COMPUTE & ANALYZE OPHTHALMIC DATA**

A. Suggested Study References

OCPP: Vol. II, CHAP III, Pages 5-32, 33-52, 55-58  
Vol. I, CHAP II, Page 72

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
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Task 22 (continued)

B. Obtain Knowledge Of:

1. Basic ophthalmic formulae:
  - vertex compensation -vertical imbalance
  - ANSI standards -vertical centration
  - centration -prism
  - inset -aniseikonia
  - total inset and horizontal centration
  - lens power in different meridians

C. Develop Proficiency In:

1. Collecting sufficient ophthalmic data
2. Applying appropriate formulae
3. Using results from formulae to interpret significance

TASK 23: DOCUMENT AND PLACE ORDER

A. Suggested Study References:

OCP: Vol. II, CHAP. III, Pages 6, 7  
 Vol. III, CHAP. II, Pages 20, 21, 32-34, 63-65, 70-72, 77-93

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
TASK 23 (continued)				
B. Obtain Knowledge Of:				
1. Prescription specifications:				
-lens power		-lens material/availability		
-lens style		-frame style/size/color		
-lens measurement		-fax machine/computer & related equipment		
2. Common prescriptions				
3. Sources of product				
4. Interpersonal communications techniques				
5. Ophthalmic terms				
6. Order documentation procedures				
C. Develop Proficiency In:				
1. Placing customer order using prescription specifications				
2. Interpreting the intent of prescription				
3. Detecting inconsistencies or errors in prescriptions and measurements				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
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Task 23 (continued)

4. Selecting a source of supply to meet the prescription specifications and customer's needs and wants
5. Communicating customer order clearly and concisely
6. Listening in order read-back to ensure order accuracy
7. Recording laboratory information to maintain appropriate documentation

**TASK 24: PROCESS CUSTOMER PAYMENTS**

A. Suggested Study References;

OCPP: Vol. III, CHAP. I, Pages 96-102

B. Obtain Knowledge Of:

1. Product price list
2. Company policy regarding service agreements
3. Applicable local, state and federal laws and regulations governing optical product sales and service agreements

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
TASK 24 (continued)				
C. Develop Proficiency In:				
1. Calculating the costs of optical products and ophthalmic services				
2. Collecting customer payments in a courteous and efficient manner				
3. Maintaining accurate records of customer payments				
4. Documenting customer payments and producing legible and accurate receipts				
TASK 25: MAINTAIN PRODUCT AND PRICE LIST				
A. Suggested Study References:				
OCPP: Vol. II, CHAP. III, Page 4				
Vol. III, CHAP. I, Pages 32, 73, 74, 82, 96-101				
B. Obtain Knowledge Of:				
1. Product price list				
2. Sources of product data				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
TASK 25 (continued)				
3. Sources of optical products				
4. Basic documentation, record keeping procedures and terminology				
C. Develop Proficiency In:				
1. Compiling current product price lists by reviewing product price data and applying appropriate mark-ups				
2. Determining availability of optical products				
3. Assembling product price and availability data in a clear and concise manner				
TASK 26: MAINTAIN CUSTOMER RECORDS				
A. Suggested Study References				
OCPP: Vol. III, CHAP. I, Pages 6-10, 13, 20, 21, 25-28, 31-34, 44, 45, 50, 93 CHAP. V, Pages 6, 12, 24				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p>Task 26 (continued)</p> <p>B. Obtain Knowledge Of:</p> <ol style="list-style-type: none"> <li>1. Basic record keeping techniques and terminology</li> <li>2. Company policy regarding service agreements</li> <li>3. Applicable local, state and federal laws and regulations governing optical product sales and service agreements</li> </ol> <p>C. Develop Proficiency In:</p> <ol style="list-style-type: none"> <li>1. Maintaining comprehensive, current and legible customer records</li> <li>2. Reviewing customer records to determine if errors are present or more data are required</li> <li>3. Storing customer data so that records are accessible</li> <li>4. Handling customer data so that applicable legal and ethical regulations are not violated and customer confidentiality is maintained</li> </ol>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p>TASK 27: MAINTAIN DISPENSING ENVIRONMENT</p> <p>A. Suggested Study References:</p> <p>OCPP: Vol. II, CHAP. I, Pages 5-17, 32-37 Vol. III, CHAP. I, Pages 6-18, 67-69</p> <p>B. Obtain Knowledge Of:</p> <ol style="list-style-type: none"> <li>1. Legal and professional guidelines regarding the appearance and maintenance of work environment</li> <li>2. Basic hygiene relating to dispensing of ophthalmic products and services</li> <li>3. Procedures designed to promote a clean and efficient workplace</li> </ol> <p>C. Develop Proficiency In:</p> <ol style="list-style-type: none"> <li>1. Applying the knowledge to promote cleanliness and efficiency in the workplace</li> <li>2. Using cleaning equipment and supplies to maintain a safe and hygienic work environment</li> <li>3. Recognizing unsanitary conditions and taking appropriate actions to remedy them</li> </ol>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
Task 27 (continued)				
<ul style="list-style-type: none"> <li>4. Dispensing ophthalmic products and services in a manner consistent with principles of basic hygiene and applicable legal and professional guidelines</li> </ul>				
<p><b>TASK 28: DETERMINE CUSTOMER'S PARTICIPATION IN A THIRD PARTY PROGRAM</b></p>				
<p>A. Suggested Study References:</p>				
<p>OCPP: Vol. I, CHAP. I, Page 69 Vol. III, CHAP. I, Page 96</p>				
<p>B. Obtain Knowledge Of:</p>				
<ul style="list-style-type: none"> <li>1. Interpersonal communication techniques</li> <li>2. Third party reimbursement programs as they relate to the dispensing of ophthalmic products and services</li> <li>3. Eligibility requirements of third party reimbursement programs as they relate to the dispensing of ophthalmic products and services</li> </ul>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p>Task 28 (continued)</p> <p>C. Develop Proficiency In:</p> <ol style="list-style-type: none"> <li>1. Completing and processing forms when required for customer to obtain payment from third party reimbursement program</li> <li>2. Dispensing ophthalmic products and services consistent with company policies and eligibility requirements of third party reimbursement programs</li> </ol> <p><b>TASK 29: WORK WITHIN PROFESSIONAL AND LEGAL BOUNDARIES</b></p> <p>A. Suggested Study References:</p> <p>OCPP: Vol III, CHAP. 1, Page 5, 61-69, 92-95, 101, 102</p> <p>B. Obtain Knowledge Of:</p> <ol style="list-style-type: none"> <li>1. Applicable state and national guidelines, laws, regulations and standards: <ul style="list-style-type: none"> <li>-ANSI, FTC, OSHA, DHHS, FDA</li> <li>-Professional associations</li> <li>-Consumer law as it relates to dispensing ophthalmic products and services</li> </ul> </li> </ol>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
Task 29 (continued)				
2. Product uses and limitations				
3. Interpersonal communication techniques				
C. Develop Proficiency In:				
1. Identifying work activities that are within and outside scope of practice as an ophthalmic dispensing optician				
2. Presenting product information in an accurate and comprehensive manner				
3. Applying "truth in advertising" guidelines when communicating product information to customer				
4. Determining the acceptability of product according to the applicable standards				
TASK 30: CONDUCT ONESELF IN A PROFESSIONAL AND ETHICAL MATTER				
A. Suggested Study References;				
OCPP: Vol. III, CHAP. I, Pages 5-15, 20-23, 26-28, 31, 34, 45, 49, 50, 93-95, 101, 102				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
Task 30 (continued)				
B. Obtain Knowledge Of:				
1. Applicable state and national guidelines, laws, regulations and standards:				
ANSI, FTC, OSHA, DHHS, FDA Professional associations Consumer law as it relates to dispensing ophthalmic products and services				
2. Product uses and limitations				
3. Interpersonal communication techniques				
4. Professionalism				
5. Human relations				
6. Social graces				
7. Sales techniques				
8. All aspects of opticianry				
9. Company policies and procedures				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
Task 30 (continued)				
C. Develop Proficiency In:				
<ol style="list-style-type: none"> <li>1. Translating applicable state and national guidelines, regulations and standards into job-related activities</li> <li>2. Conducting oneself in a manner that demonstrates good hygiene, grooming, command of the language and communications skills</li> <li>3. Listening to customer's concerns and complaints</li> <li>4. Responding promptly to the concerns and complaints of the customer</li> <li>5. Performing all functions of an ophthalmic dispensing optician in a knowledgeable and competent manner</li> </ol>				
TASK 31: DEVELOP AND MAINTAIN SUPPORT WITH OTHER PROFESSIONALS				
A. Suggested Study References:				
OCPP: Vol. I, CHAP. I, Pages 59-69 Vol. III, CHAP. I, Pages 5-15, 18-21, 23, 32, 63, 95, 101				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
TASK 31 (continued)				
B. Obtain Knowledge Of:				
<ol style="list-style-type: none"> <li>1. Applicable state and national guidelines, laws, regulations and standards:  ANSI, FTC, OSHA, DHHS, FDA Professional associations Consumer law as it relates to dispensing ophthalmic products and services</li> <li>2. Product uses and limitations</li> <li>3. Interpersonal communication techniques</li> <li>4. Professionalism</li> <li>5. Human relations</li> <li>6. Social graces</li> <li>7. Sales techniques</li> <li>8. All aspects of opticianry</li> <li>9. Scope of practice of opticians, optometrists and ophthalmologists</li> </ol>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
Task 31 (continued)				
C. Develop Proficiency In:				
1. Using information from trade journals and other sources to improve level of professional practice				
2. Translating applicable state and national guidelines, laws, regulations and standards into job-related activities				
3. Using knowledge of applicable state and national guidelines, laws, regulations and standards to define one's relationship with allied professions (i.e. optometrists and ophthalmologists)				
4. Maintaining a professional manner while interacting with customers				
5. Communicating with customers in a proper and courteous manner				
6. Actively listening to the needs and concerns of the customer				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p>TASK 32: REINFORCE EYECARE EDUCATION</p> <p>A. Obtain Knowledge Of:</p> <ol style="list-style-type: none"> <li>1. Continuing education options</li> <li>2. Industry and trade publications</li> <li>3. Professional organizations</li> <li>4. Available products and their uses and limitations</li> <li>5. All technical and human relations aspects of dispensing opticianry</li> </ol> <p>B. Develop Proficiency In:</p> <ol style="list-style-type: none"> <li>1. Applying knowledge gained through educational activities to inform customer of available products</li> <li>2. Recognizing the strengths and areas of development of one's performance and taking necessary steps to improve proficiency</li> <li>3. Communicating effectively with customers</li> <li>4. Translating knowledge of new products into information that customers will comprehend</li> </ol>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
Task 32 (continued)				
5. Sharing the four skills listed directly above with others in the eyecare industry/profession				
TASK 33: ORIENTATION TO CONTACT LENSES				
A. Suggested Study References:				
OCPP: Vol. 1, CHAP. I, Pages 60, 61, 66				
B. Obtain Knowledge Of:				
1. History of contact lenses				
2. Basic instrumentation				
3. Lens types and designs				
4. Lens material – rigid and flexible				
5. Regulations, standards and state law				
6. Company policies and procedures				
7. Scope and limitations in practice of opticianry				
C. Develop Proficiency In: (Not required)				

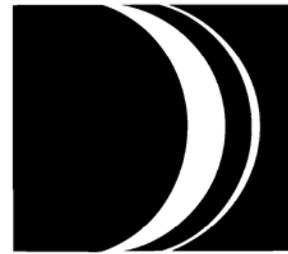
COMPLETION SIGNATURES

Apprentice Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Sponsor Signature \_\_\_\_\_ Date \_\_\_\_\_

**NATIONAL ACADEMY OF OPTICIANRY AND  
CONTACT LENS SOCIETY OF AMERICA**



**CONTACT LENS  
SOCIETY  
OF AMERICA**

**LEVEL 2**

<b>Contact Lens Society of America</b>		
<b>TASK</b>	<b>TITLE</b>	<b>HOURS</b>
1	Obtain and document the patient's history through oral interview and records to determine if patient is a contact lens candidate	180
2	Obtain the patient's measurements by using instrumentation and testing procedures to determine the initial contact lens selection.	180
3	Assess the gathered information and discuss lens wear options that meet the patient's visual, physiological and psychological needs.	180
4	Select lens material/design based on previously gathered information to determine the initial diagnostic lens.	160
5	Insert a diagnostic lens for evaluation of fit, comfort, and visual performance.	120
6	Evaluate lens parameters based on the results of the diagnostic fitting, objective findings, and subject responses to determine the appropriate lens.	120
7	Design and order lenses based on parameters obtained to meet fitting and visual criteria.	160
8	Verify lens parameters by comparing lenses received to lenses ordered to ensure accuracy.	90
9	Assess visual acuity and fit through subjective and objective means to determine if the lenses are appropriate to dispense or need to be changed/reordered.	120
10	Educate the patient of all aspects of lens wear by providing verbal and written instructions and hands-on practice with the lenses to promote compliance.	120
11	Schedule appointments for follow-up evaluation.	90
12	Obtain the patient's subjective response to lens wear through interview to evaluate lens performance and patient compliance.	180
13	Observe lens fit and visual acuity objectively by using instrumentation and testing procedures to evaluate lens performance and ocular integrity.	180
14	Determine the need to modify/alter lens design, material, or care regimen based on subjective responses and objective findings to improve lens fit or performance.	160
15	Discuss the need for changes in lens design or care regimen with the patient to promote education and compliance.	120
16	Make changes to the original lens or care regimen, if necessary, and reassess the lens fit and performance.	170
17	Schedule future appointments to monitor lens fit and ocular integrity, promote continuity of care, and assure patient awareness of new contact lens developments and technology.	90
18	Maintain complete and accurate patient charts and refer the patients to the original Prescriber for verification of lens fit and if adverse responses are noted.	180
19	Maintain and control inventory of lenses and lens care products to maximize office efficiency and patient satisfaction.	120
20	Follow federal recommendations for aseptic control of lenses, instruments, tools, work surfaces, and employee/.patient hygiene to prevent infection.	160
21	Work within professional and legal boundaries by recognizing ones limitations and act within ethical, legal, and professional guidelines to ensure that the patients needs and wants are addressed.,	120
	Need 580 hours to complete 3,000 hours total	3,000

# Related Instructions

Related Instructions this shall include but is not limited to:

Detailed in Task one section A. and B.

## A. General Ocular Anatomy and Physiology

### 1. General Anatomy and physiology

## B. Obtain Knowledge of:

- a. Corneal Structure
- b. Tear Film
- c. Effects of contact lens wear
- d. Fornix
- e. Lashes
- d. Crystalline lens
- e. Tarsal plates
- f. Retina
- g. Retina
- h. Iris
- i. Pupil
- j. Sclera
- k. Choroid
- l. Anterior chamber
- m. Posterior chamber
- n. Macula

### 2. Ocular pathology and physiology

- a. Conjunctivitis
- b. GPC
- c. Blepharitis
- d. Exophthalmos
- e. Pinguecula
- f. Aniridia
- g. Bullous keratopathy
- h. Corneal dystrophy
- i. Corneal edema
- j. Ulcers and scarring

### 3. Drugs and Diseases/ viruses affecting contact lens wear

- a. Alcohol
- b. Medications
- c. Drugs (recreational)
- d. Arthritis
- e. Medications (ocular and general)

### 4. Life styles

- a. Sports
  - b. Age
  - c. Work
  - d. Hobbies
  - e. Climate
  - f. Full time /part time wear
  - g. Social
  - h. Cosmetic
  - i. extended wear (flexible wear)
5. Refractive errors
- a. Keratoplasty
  - b. post refractive surgery
  - c. Coloboma
  - d. Albinism
  - e. Aniridia
  - f. Nystagmus
  - g. Ocular motility problems
6. Principles of optics as related to contact lenses
- a. Refraction
  - b. Prismatic effects
  - c. Residual astigmatism
  - d. Lacrimal lens

Total

580

Tasks, Knowledge, Study References, Proficiencies

Date  
Started

Date  
Completed

Trainer's  
Certification

Employee's  
Initials

TASK 1: PREFIT AND ASSESSMENT: OBTAIN AND DOCUMENT THE PATIENT'S HISTORY THROUGH ORAL INTERVIEW AND RECORDS TO DETERMINE IF PATIENT IS A CONTACT LENS CANDIDATE.

A. Suggested Study References:

*CLSA Contact Lens Manual, Volume 1*  
*CLSA University*  
*CLSA Contact Lens Manual, Volume II*

B. Obtain Knowledge Of:

1. General ocular anatomy and physiology
  - CLSA Contact Lens Manual, Volume 1 : Chapter 2, page 47-52*
  - CLSA University courses*
  - Relevant Ocular Anatomy and Physiology CU102*
  - "The Incredible Human Eye" CUP104*
- a. Cornea and structure, corneal effects of contact lens wear:
  1. layers
    - CLSA University course*
    - Relevant Ocular Anatomy and Physiology CU102*
    - Slides 49-81*
  2. size
  3. thickness
    - CLSA University course*

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p style="text-align: center;"><i>Relevant Ocular Anatomy and Physiology CU102</i> <i>Slide 53</i></p> <p>4. index of refraction <i>CLSA Contact Lens Manual, Volume 1 : Chapter 3, page 86</i></p> <p>5. topography <i>CLSA Contact Lens Manual, Volume 1 : Chapter 5, page 153-156</i></p> <p>6. apical zone</p> <p>7. limbal zone <i>CLSA University course</i> <i>Relevant Ocular Anatomy and Physiology CU102</i> <i>Slides 82</i></p> <p>8. transitional zone</p> <p>9. dioptric power <i>CLSA University course</i> <i>Relevant Ocular Anatomy and Physiology CU102</i> <i>Slides 52</i></p> <p>10. average radius of curvature <i>CLSA University course</i> <i>Relevant Ocular Anatomy and Physiology CU102</i> <i>Slide 51</i></p> <p>11. chemical reactions</p> <p>12. nutrition/metabolism <i>CLSA Contact Lens Manual, Volume 1 : Chapter 4, page 141</i></p> <p>13. dehydration/transparency <i>CLSA University course</i> <i>Relevant Ocular Anatomy and Physiology CU102</i> <i>Slides 104-113</i></p>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p>14. vascular</p> <p>b. Tear film  <i>CLSA Contact Lens Manual, Volume 1 : Chapter 2, page 40-42</i></p> <p>1. Pre-corneal film</p> <p>2. Layers  <i>CLSA University course  Relevant Ocular Anatomy and Physiology CU102  Slides 26-38</i></p> <p>3. Break-up time (BUT)  <i>CLSA University course  Relevant Ocular Anatomy and Physiology CU102  Slides 39-41</i></p> <p>4. Factors affecting tear function</p> <p>5. Lacrimal lake</p> <p>6. Lacrimal glands and function</p> <p>7. Schirmer's test #1 and #2  <i>CLSA University course  NCLE Advanced Test Review Course Module 1 CU230  Slide 230</i></p> <p>8. Rose Bengal test  <i>CLSA University course  NCLE Advanced Test Review Course Module 1 CU230  Slide 230</i></p> <p>9. Fluorescein</p>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p>c. Conjunctiva  <i>CLSA Contact Lens Manual, Volume 1 :  Chapter 2, page 38</i></p> <ol style="list-style-type: none"> <li>1. Location</li> <li>2. Description</li> <li>3. Function</li> </ol> <p>4. Effects of contact lens wear:</p> <ol style="list-style-type: none"> <li>a. bulbar  <i>CLSA University course  Interview and Prefit Considerations CU103  Slides 31-32</i></li> <li>b. palpebral  <i>CLSA University course  Interview and Prefit Considerations CU103  Slides 33</i></li> <li>c. vascular</li> <li>d. Lid structure  <i>CLSA Contact Lens Manual, Volume 1 :  Chapter 2, page 35-38</i></li> </ol> <ol style="list-style-type: none"> <li>1. Inferior</li> <li>2. Superior</li> <li>3. Function</li> <li>4. Measurement of palpebral fissure  <i>CLSA University course  Relevant Ocular Anatomy and Physiology CU102  Slides 4-6</i></li> <li>5. Normal blink rate and effect of contact lens Usage  <i>CLSA University course  Relevant Ocular Anatomy and Physiology CU102</i></li> </ol>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p style="text-align: center;"><i>Slides 40</i></p> <p>6. Entropion  <i>CLSA University course</i>  <i>NCLE Advanced Test Review Course Module 1 CU230</i>  <i>Slides 204-206</i></p> <p>7. Ectropion  <i>CLSA University course</i>  <i>NCLE Advanced Test Review Course Module 1 CU230</i>  <i>Slide 201-203</i></p> <p>8. Ptosis  <i>CLSA University course</i>  <i>NCLE Advanced Test Review Course Module 1 CU230</i>  <i>Slide 198-200</i></p> <p>e. Fornix  <i>CLSA Contact Lens Manual, Volume 1 :</i>  <i>Chapter 2, page 39</i></p> <p>1. Location  2. Inflammation of</p> <p>f. Lashes  <i>CLSA Contact Lens Manual, Volume 1 :</i>  <i>Chapter 2, page 37-38</i></p> <p>1. Function of  2. Appearance of—related to blepharitis, conjunctivitis, and other contraindicated conditions  <i>CLSA University course</i>  <i>Interview and Prefit Considerations CU103</i>  <i>Slide 30</i></p> <p>3. Trichiasis  <i>CLSA University course</i>  <i>NCLE Advanced Test Review Course Module 1 CU230</i></p>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p style="text-align: center;"><i>Slides 207-208</i></p> <p>g. Crystalline lens  <i>CLSA Contact Lens Manual, Volume 1 :  Chapter 2, page 52</i></p> <ol style="list-style-type: none"> <li>1. Location</li> <li>2. Function</li> <li>4. Power  <i>CLSA University course  Relevant Ocular Anatomy and Physiology CU102  Slide 95</i></li> <li>5. Status  <i>CLSA University course  Relevant Ocular Anatomy and Physiology CU102  Slide 97-99</i></li> <li>6. Ciliary Muscle  <i>CLSA Contact Lens Manual, Volume 1 :  Chapter 2, page 56-58</i></li> </ol> <p>h. Tarsal plates  <i>CLSA Contact Lens Manual, Volume 1 :  Chapter 2, page 36-38</i></p> <ol style="list-style-type: none"> <li>1. Location</li> <li>2. Normal and abnormal appearance related to contact lens wear  <i>CLSA University course  Interview and Prefit Considerations CU103  Slide 33</i></li> <li>3. Causes of abnormal tarsal plates appearance</li> <li>4. Actions of abnormal tarsal plates and appearance</li> </ol>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p>i. Canthi  <i>CLSA Contact Lens Manual, Volume 1 :  Chapter 2, page 35-36</i></p> <ol style="list-style-type: none"> <li>1. Location</li> <li>2. Description</li> <li>3. Function</li> <li>4. Significance to contact lens wearer</li> </ol> <p>j. Retina  <i>CLSA Contact Lens Manual, Volume 1 :  Chapter 2, page 53-59</i></p> <ol style="list-style-type: none"> <li>1. Location</li> <li>2. Description</li> <li>3. Function</li> <li>4. Significance to contact lens wearer</li> <li>5. Image perception with contact lens  <i>CLSA University course  Interview and Prefit Considerations CU103  Slides 37-38</i></li> <li>6. Abnormalities</li> </ol> <p>k. Iris  <i>CLSA Contact Lens Manual, Volume 1 :  Chapter 2, page 52-53</i></p> <ol style="list-style-type: none"> <li>1. Location</li> <li>2. Description</li> <li>3. Function</li> <li>4. Size</li> <li>5. Color</li> <li>6. Significance</li> </ol>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p>1. Pupil</p> <p><i>CLSA Contact Lens Manual, Volume 1 : Chapter 2, page 53</i></p> <ol style="list-style-type: none"> <li>1. Location</li> <li>2. Description</li> <li>3. Function</li> <li>4. Size</li> </ol> <p><i>CLSA University course Relevant Ocular Anatomy and Physiology CU102 Slide 86</i></p> <ol style="list-style-type: none"> <li>5. Shape</li> <li>6. Reaction to light</li> </ol> <p><i>CLSA University course Relevant Ocular Anatomy and Physiology CU102 Slides 86-92</i></p> <ol style="list-style-type: none"> <li>7. Significance to contact lens wearer</li> </ol> <p>m. Sclera</p> <p><i>CLSA Contact Lens Manual, Volume 1 : Chapter 2, page 51-52</i></p> <ol style="list-style-type: none"> <li>1. Location</li> <li>2. Description</li> </ol> <p><i>CLSA University course Relevant Ocular Anatomy and Physiology CU102 Slide 83</i></p> <ol style="list-style-type: none"> <li>3. Function</li> <li>4. Significance to contact lens wearer</li> </ol>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p>n. Choroid  <i>CLSA Contact Lens Manual, Volume 1 :  Chapter 2, page 51-52</i></p> <ol style="list-style-type: none"> <li>1. Location</li> <li>2. Description</li> <li>3. Function</li> <li>4. Significance to contact lens wearer</li> </ol> <p>o. Anterior chamber  <i>CLSA Contact Lens Manual, Volume 1 :  Chapter 2, page 58-59</i></p> <ol style="list-style-type: none"> <li>1. Location</li> <li>2. Description</li> <li>3. Function</li> <li>4. Fluid</li> <li>5. Significance to contact lens wearer</li> </ol> <p>p. Posterior chamber  <i>CLSA Contact Lens Manual, Volume 1 :  Chapter 2, page 51-52</i></p> <ol style="list-style-type: none"> <li>1. Location</li> <li>2. Description</li> <li>3. Function</li> <li>4. Fluid</li> <li>5. Significance to contact lens wearer</li> </ol> <p>q. Macula  <i>CLSA Contact Lens Manual, Volume 1 :  Chapter 2, page 54-55</i></p> <ol style="list-style-type: none"> <li>1. Location</li> <li>2. Description</li> <li>3. Function</li> <li>4. Fovea</li> </ol>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initial
<p>5. Significance to contact lens wearer</p> <p>2. Ocular pathology and physiology, for example:  <i>CLSA Contact Lens Manual, Volume 1 : Chapter 2, page 39</i></p> <p>a. Conjunctivitis  <i>CLSA University course</i>  <i>NCLE Advanced Test Review Course Module 1 CU230</i>  <i>Slides 213-217</i></p> <p>b. GPC  <i>CLSA Contact Lens Manual, Volume 1 : Chapter 8, page 225</i></p> <p>c. Blepharitis  <i>CLSA University course</i>  <i>Interview and Prefit Considerations CU103</i>  <i>Slide 30</i></p> <p>d. Exophthalmos</p> <p>e. Keratoconus  <i>CLSA University courses</i>  <i>Signs and Signals of Keratoconus CUP212</i>  <i>Keratoconus from Start to Finish CUP313</i></p> <p>f. Keratitis sicca  <i>Contact Lens Manual Volume II</i>  <i>Chapter 1, pp. 4-6</i></p> <p>g. Neovascularization  <i>CLSA University course</i>  <i>NCLE Advanced Test Review Course Module 4 CU236</i>  <i>Slides 78-83</i></p> <p>h. Opacities of the media</p> <p>i. Pterygium  <i>CLSA University course</i></p>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p style="text-align: center;"><i>Interview and Prefit Considerations CU103 Slide 32</i></p> <p>j. Pinguacula <i>CLSA Contact Lens Manual, Volume 1 : Chapter 2, page 50-51, 53</i></p> <p>k. Aniridia</p> <p>l. Bullous keratopathy</p> <p>m. Corneal dystrophy</p> <p>n. Corneal edema <i>CLSA University course NCLE Advanced Test Review Course Module 4 CU236 Slides 126-130</i></p> <p>o. Ulcers and scarring <i>CLSA University course NCLE Advanced Test Review Course Module 4 CU236 Slides 116-125</i></p> <p>3. Drugs and diseases/viruses affecting contact lens wear, for example:</p> <p>a. Alcohol</p> <p>b. Drugs</p> <p>c. Diabetes <i>CLSA University course NCLE Advanced Test Review Course Module 1 CU230 Slides 245-259</i></p> <p>d. Arthritis <i>CLSA Contact Lens Manual, Volume 1 : Chapter 12, page 343</i></p> <p>e. General medication <i>CLSA University course NCLE Advanced Test Review Course Module 1 CU230 Slides 177-181</i></p>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<ul style="list-style-type: none"> <li>f. Thyroid <i>CLSA Contact Lens Manual, Volume 1 : Chapter 4, page 143-144</i></li> <li>g. Herpes</li> <li>h. HIV</li> <li>i. Acanthamoeba</li> <li>j. Pseudomonas</li> </ul> <p>4. Lifestyle factors and their effects on lens wear, for example:</p> <ul style="list-style-type: none"> <li>a. Sports</li> <li>b. Age</li> <li>c. Work <i>CLSA Contact Lens Manual, Volume 1 : Chapter 12, page 344</i></li> <li>d. Hobbies <i>CLSA Contact Lens Manual, Volume 1 : Chapter 12, page 340-350</i></li> <li>e. Climate</li> <li>f. Full time vs. part time wear <i>CLSA Contact Lens Manual, Volume 1 : Chapter 4, page 144-146</i></li> <li>g. Social</li> <li>h. Cosmetic</li> <li>i. Extended wear (flexible wear)</li> </ul> <p>5. Refractive errors, for example: <i>CLSA Contact Lens Manual, Volume 1 : Chapter 4, page 137-138</i></p>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p><i>CLSA University course</i>  <i>Basic Optical Principles and Proper Lens Selection CU101</i></p> <ul style="list-style-type: none"> <li>a. Myopia</li> <li>b. Hyperopia</li> <li>c. Presbyopia  <i>CLSA Contact Lens Manual, Volume 1 :  Chapter 2, page 56-57</i></li> <li>d. Aphakia  <i>CLSA Contact Lens Manual, Volume 1 :  Chapter 3, page 111</i></li> <li>e. Pseudophakia</li> <li>f. Amblyopia  <i>CLSA Contact Lens Manual, Volume 1 :  Chapter 2, page 46-47</i></li>   <li>g. Regular astigmatism  <i>CLSA Contact Lens Manual, Volume 1 :  Chapter 3, page 106,113</i></li> <li>h. Irregular astigmatism  <i>CLSA Contact Lens Manual, Volume 1 :  Chapter 3, page 113, Chap. 4, page 137-138</i> <ul style="list-style-type: none"> <li>1. aniseikonia</li> <li>2. anisometropia  <i>CLSA Contact Lens Manual, Volume 1 :  Chapter 2, page 46-47</i></li> </ul> </li> </ul> <p>6. Corneal defects/ congenital deformities/ injuries, for example:  <i>CLSA Contact Lens Manual, Volume 2 :  Chapters 8 &amp; 10</i></p>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p>a. Keratoplasty  <i>CLSA University course</i>  <i>NCLE Advanced Test Review Course Module 2 CU232</i>  <i>Slides 355-379</i></p> <p>b. Post refractive surgery  <i>CLSA University course</i>  <i>NCLE Advanced Test Review Course Module 2 CU232</i>  <i>Slides 380-422</i></p> <p>c. Coloboma</p> <p>d. Albinism  <i>CLSA Contact Lens Manual, Volume 1 :</i>  <i>Chapter 4, page 140</i></p> <p>e. Aniridia</p> <p>f. Nystagmus</p> <p>g. Ocular motility problems (tropias and phorias)  <i>CLSA Contact Lens Manual, Volume 1 :</i>  <i>Chapter 2, page 45-47</i></p> <p>7. Principles of optics as related to contact lenses, for example:  <i>CLSA University course</i>  <i>Basic Optical Principles and Proper Lens Selection</i>  <i>CU101</i></p> <p>a. Refraction  <i>CLSA Contact Lens Manual, Volume 1 :</i>  <i>Chapter 3, page 69-72</i></p> <p>b. Prismatic effects  <i>CLSA Contact Lens Manual, Volume 1 :</i>  <i>Chapter 3, page 73-74</i></p> <p>c. Residual astigmatism  <i>CLSA Contact Lens Manual, Volume 1 :</i>  <i>Chapter 4, page 134-135</i></p> <p>d. Lacrimal lens</p>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p style="text-align: center;"><i>CLSA Contact Lens Manual, Volume 1 : Chapter 6, page 187 ; Chapter 7, page 211-212</i></p>				
<p>8. Sources of patient records <i>CLSA University On-Line Course</i> <a href="http://www.clsa.info">www.clsa.info</a> <i>module: CU103</i></p>				
<p>9. Basic record keeping techniques and terminology <i>CLSA University On-Line Course</i> <a href="http://www.clsa.info">www.clsa.info</a> <i>module: CU103</i></p>				
<p>C. Develop Proficiency In: <i>CLSA University On-Line Course</i> <a href="http://www.clsa.info">www.clsa.info</a> <i>module: CU103</i> <i>SOAP CUP108</i></p>				
<p>1. Effective questioning techniques 2. Communication 3. Compiling and analyzing useful information 4. Recording data on the patient's record as it relates to the patient history, prescription, etc. 5. Methodology used to chart patient's records and identify changes in the patient's:</p>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p>a. Lens care system</p> <p>b. Lens parameter/ materials</p> <p>c. Ocular physiology</p> <p>d. Disease state</p> <p>e. Health history</p> <p>6. Explaining the regulations/ policies related to contact lenses:</p> <p>a. Government regulation <i>CLSA University Course</i> <i>The Fairness to Contact Lens Consumers Act Made Simple CUP111</i></p> <p>b. Office policy</p> <p><b>TASK 2: OBTAIN THE PATIENT'S MEASUREMENTS BY USING INSTRUMENTATION AND TESTING PROCEDURES TO DETERMINE THE INITIAL CONTACT LENS SELECTION</b></p> <p>A. Suggested Study References:</p> <p><i>CLSA Contact Lens Manual, Volume 1</i></p> <p>B. Obtain Knowledge Of:</p> <p>1. Instrumentation:</p> <p>a. Slit lamp (biomicroscope) <i>CLSA Contact Lens Manual, Volume 1 : Chapter 6, page 182-188</i> <i>CLSA University course</i></p>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p><i>Contact Lens Related Slit Lamp Use CU206</i></p> <ol style="list-style-type: none"> <li>1. focus</li> <li>2. types of illumination/ applicability to contact Lenses</li> </ol> <p><i>CLSA University course</i></p> <p><i>Contact Lens Related Slit Lamp Use CU206</i> <i>Slides 15-48</i></p> <p>b. Keratometer (ophthalmometer)</p> <p style="padding-left: 40px;"><i>CLSA Contact Lens Manual, Volume 1 :</i> <i>Chapter 3, page 112-114 ;</i> <i>Chapter 5, page 153, 168</i></p> <ol style="list-style-type: none"> <li>1. range extension</li> </ol> <p style="padding-left: 40px;"><i>CLSA University course</i> <i>Analysis of Corneal Topography CU203</i> <i>Slides 21-32</i></p> <ol style="list-style-type: none"> <li>2. focus</li> <li>3. location of cylinder axis</li> </ol> <p style="padding-left: 40px;"><i>CLSA Contact Lens Manual, Volume 1 :</i> <i>Chapter 3, page 112-114</i></p> <ol style="list-style-type: none"> <li>4. measurement of horizontal meridian</li> <li>5. measurement of vertical meridian</li> <li>6. with the rule astigmatism</li> </ol> <p style="padding-left: 40px;"><i>CLSA Contact Lens Manual, Volume 1 :</i> <i>Chapter 5, page 153-168</i></p> <ol style="list-style-type: none"> <li>7. against the rule astigmatism</li> </ol> <p style="padding-left: 40px;"><i>CLSA University course</i> <i>Analysis of Corneal Topography CU203</i> <i>Slides 40-41</i></p> <ol style="list-style-type: none"> <li>8. oblique astigmatism</li> </ol>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<ul style="list-style-type: none"> <li>c. Radiuscope (optic spherometer)  <i>CLSA Contact Lens Manual, Volume 1 :  Chapter 9, page 257, 267-268</i> <ul style="list-style-type: none"> <li>1. detection if warped contact lenses</li> <li>2. verification of spherical and toric base curves</li> </ul> </li> <li>d. Lensometer (focimeter) <ul style="list-style-type: none"> <li>1. power verification (front vertex vs. back vertex)  <i>CLSA Contact Lens Manual, Volume 1 :  Chapter 9, page 268</i></li> <li>2. optics evaluation</li> <li>3. cylinder power and axis location</li> <li>4. prism</li> </ul> </li> <li>e. Thickness gauge  <i>CLSA Contact Lens Manual, Volume 1 :  Chapter 9, page 257</i></li> <li>f. Diameter gauge  <i>CLSA Contact Lens Manual, Volume 1 :  Chapter 9, page 265</i></li> <li>g. Edge analyzer  <i>CLSA Contact Lens Manual, Volume 1 :  Chapter 9, page 265</i></li> <li>h. Shadowgraph  <i>CLSA Contact Lens Manual, Volume 1 :  Chapter 9, page 266</i></li> <li>i. Overhead light reflection techniques/fluorescent tube</li> </ul>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p style="text-align: center;"><i>CLSA Contact Lens Manual, Volume 1 : Chapter 9, page 262</i></p> <p>j. Hand loupe or measuring magnifier <i>CLSA University course Inspection and Modification CU202 Slides 30-34</i></p> <p>k. Corneal topography</p> <p>l. Dioptric conversion chart <i>CLSA Contact Lens Manual, Volume 1 : Chapter 3, page 128</i></p> <p>m. Vertex conversion chart <i>CLSA Contact Lens Manual, Volume 1 : Chapter 3, page 127 ; Chapter 8, page 247</i></p> <p>2. Instrument calibration <i>CLSA Contact Lens Manual, Volume 1 : Chapter 5, Reichert Ophthalmic Instruction Manual – 12990 Keratometer - page 10</i></p> <p>3. Normal and abnormal findings based on instrument readings and test/ evaluation outcomes</p> <p>4. Exam of cornea, conjunctiva, tear film, and lid structure <i>CLSA University course Contact Lens Related Slit Lamp Use CU206</i></p> <p>5. Fluorescein evaluation procedures (without contact lens) <i>CLSA Contact Lens Manual, Volume 1 : Chapter 6, page 186-188;</i></p> <p>6. Schirmer's tests #1 and #2 <i>CLSA Contact Lens Manual, Volume 1 : Chapter 8, page 226</i></p> <p>7. Rose bengal evaluation</p>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p style="text-align: center;"><i>CLSA University course</i> <i>NCLE Advanced Test Review Course Module 1 CU230</i> <i>Slide 230</i></p> <p>8. Tear break-up test <i>CLSA University course</i> <i>Relevant Ocular Anatomy and Physiology CU102</i> <i>Slides 39-41</i></p> <p>9. Procedures to transpose refractive error to minus cylinder <i>CLSA Contact Lens Manual, Volume 1 :</i> <i>Chapter 3, page 101</i></p> <p>10. Vertex distance <i>CLSA Contact Lens Manual, Volume 1 :</i> <i>Chapter 7, page 209</i></p> <p>11. Measuring and evaluating corneal curvature: <i>CLSA University course</i> <i>Analysis of Corneal Topography CU203</i></p> <p>a. Keratometry b. Topography</p> <p>12. External observations <i>CLSA University course</i> <i>Interview and Prefit Considerations CU103</i> <i>Slides 28-35</i></p> <p>a. Lids b. Tissues c. Cornea <i>CLSA Contact Lens Manual, Volume 1 :</i> <i>Chapter 2, page 47-52</i></p> <p>d. Sclera e. Pupil <i>CLSA Contact Lens Manual, Volume 1 :</i> <i>Chapter 2, page 35-38</i></p>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p>f. Iris</p> <p>g. Conjunctiva  <i>CLSA Contact Lens Manual, Volume 1 :  Chapter 2, page 51-53</i></p> <p>13. Pathological conditions</p> <p>14. Physiological conditions</p> <p>15. Astigmatism (Irregular, against the rule, with the rule)  <i>CLSA University course  Interview and Prefit Considerations CU103  Slides 39-48</i></p> <p>16. Basic record keeping techniques and terminology</p> <p>C. Develop Proficiency In:</p> <ol style="list-style-type: none"> <li>1. Selecting and using appropriate instruments, tests, and evaluation procedures</li> <li>2. Interpreting data collected through use of instruments, tests and evaluation procedures.</li> <li>3. Evaluating accuracy and adequacy of data collected</li> <li>4. Converting refractive errors to minus cylinder</li> <li>5. Conducting measurement procedures accurately: <ol style="list-style-type: none"> <li>a. Keratometry</li> <li>b. Pupil size</li> <li>c. Tissue evaluation</li> <li>d. Iris diameter</li> <li>e. Topography</li> </ol> </li> </ol>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p>6. Computing vertex distance accurately</p> <p>7. Using slit lamp to obtain accurate measurements:</p> <ul style="list-style-type: none"> <li>a. Without fluorescein/ rose bengal, when indicated</li> <li>b. with fluorescein/ rose bengal, when indicated</li> </ul> <p>8. Recording observations and abnormalities through the use of diagrams</p> <p><b>TASK 3: ASSESS THE GATHERED INFORMATION AND DISCUSS LENS WEAR OPTIONS THAT MEET THE PATIENT'S VISUAL, PHYSIOLOGICAL AND PSYCHOLOGICAL NEEDS</b></p> <p>A. Suggested Study References:</p> <p><i>CLSA Contact Lens Manual, Volume 1</i></p> <p>B. Obtain Knowledge Of:</p> <ul style="list-style-type: none"> <li>1. Contact lens materials, products, and designs <i>CLSA University course</i> <i>NCLE Advanced Test Review Course Module 3 CU235</i> <i>Slides 35-53</i></li> <li>2. Contact lens care systems and solutions <i>CLSA Contact Lens Manual, Volume 1 :</i> <i>Chapter 10, page 307-314</i></li> <li>4. Symptomatology</li> <li>5. Time factors:</li> </ul>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<ul style="list-style-type: none"> <li>a. Chair time <i>CLSA Contact Lens Manual, Volume 1 : Chapter 8, page 232-233</i></li> <li>b. Adaptation <i>CLSA Contact Lens Manual, Volume 1 : Chapter 8, page 208, 238-239, 242</i></li> <li>c. Replacement intervals <i>CLSA Contact Lens Manual, Volume 1 : Chapter 12, page 354-356</i></li> <li>d. Wearing schedules (daily, flexible, extended/continuous) <i>CLSA Contact Lens Manual, Volume 1 : Chapter 8, page 229 ; Chapter 12, page 354-356</i></li> <li>5. Optical conditions and relevancy to contact lens design: <ul style="list-style-type: none"> <li>a. Myopia <i>CLSA Contact Lens Manual, Volume 1 : Chapter 4, page 137</i></li> <li>b. Hyperopia <i>CLSA Contact Lens Manual, Volume 1 : Chapter 4, page 137</i></li> <li>c. Astigmatism (corneal vs. residual) <i>CLSA Contact Lens Manual, Volume 1 : Chapter 3, page 106, 113</i></li> <li>d. Accomodation</li> <li>e. Presbyopia <i>CLSA Contact Lens Manual, Volume 1 : Chapter 2, page 56-57</i></li> <li>f. Transposition of prescription <i>CLSA Contact Lens Manual, Volume 1 :</i></li> </ul> </li> </ul>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p>Chapter 3, page 101</p> <p>g. Sagittal depth  <i>CLSA University course</i>  <i>Principles of Rigid Lens Fitting CU204</i>  <i>Slides 23-27</i></p> <p>h. Tear power calculation  <i>CLSA Contact Lens Manual, Volume 1 :</i>  <i>Chapter 6, page187</i></p> <p>i. Spherical equivalent of calculation            CLSA University course            Principles of Soft Lens Fitting CU104            Slides 46-52</p> <p>6. Advantages and disadvantages of contact lens materials with respect to vision, ocular health, physiology, and lifestyle/ environment influences, for example:</p> <p>a. hydrogel            CLSA Contact Lens Manual, Volume 1:            Chapter 8, pg 221-223</p> <p>b. gas permeable            CLSA Contact Manual, Volume 1:            Chapter 4, pg 139-140;            Chapter 7, pg 201</p> <p>c. PMMA            CLSA Contact Lens Manual, Volume 1:            Chapter 7, pg 201</p> <p>d. silicone hydrogel            CLSA University course            From a Grain of Sand CUP225</p>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p>7. Factors relevant to successful contact lens wear:</p> <ul style="list-style-type: none"> <li>a. adnexa <i>CLSA Contact Lens Manual, Volume 1 : Chapter 2, page 35</i></li> <li>b. systemic disease</li> <li>c. personal habits/ hobbies/ occupation <i>CLSA Contact Lens Manual, Volume 1 : Chapter 4, page 146 ; Chapter 7, page 208 ; Chapter 8, page 221-223</i></li> <li>d. environmental conditions <i>CLSA Contact Lens Manual, Volume 1 : Chapter 7, page 208</i></li> <li>e. medications (ocular and systemic) <i>CLSA University course NCLE Advanced Test Review Course Module 1 CU230 Slides 177-181</i></li> <li>f. allergies</li> <li>g. age</li> <li>h. gender</li> <li>i. motivation</li> </ul> <p>8. Properties of contact lens materials:</p> <ul style="list-style-type: none"> <li>a. Oxygen permeability (Dk) <i>CLSA Contact Lens Manual, Volume 1 : Chapter 8, page 227</i></li> <li>b. Transmissibility (Dk/t) <i>CLSA Contact Lens Manual, Volume 1 : Chapter 8, page 227</i></li> <li>c. Wetting angle</li> </ul>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<ul style="list-style-type: none"> <li>d. Ionic/non-ionic <i>CLSA Contact Lens Manual, Volume 1 : Chapter 8, page 246</i></li> <li>e. thermal conductivity</li> <li>f. durability and stability</li> <li>g. water content/ resistance to dehydration <i>CLSA Contact Lens Manual, Volume 1 : Chapter 8, page 225</i></li>   <li>9. Characteristics of contact lens materials and designs: <ul style="list-style-type: none"> <li>a. Prescription limitations</li> <li>b. Design limitations <i>CLSA Contact Lens Manual, Volume 1 : Chapter 8, page 229</i></li> <li>c. Color (tint) <i>CLSA Contact Lens Manual, Volume 1 : Chapter 8, page 228</i></li> <li>d. Manufacturing limitations</li> </ul> </li>   <li>10. Relationship between keratometry, patient prescription, and current lens parameters <i>CLSA Contact Lens Manual, Volume 1 : Chapter 8, page 201 - 209</i></li> </ul>				
<p>Develop Proficiency In:</p> <ul style="list-style-type: none"> <li>1. Communicating effectively with patient</li>   <li>2. Determining the probability of success of proposed and alternative contact lens materials, products, care systems and solution</li> </ul>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p>3. Collecting necessary information to formulate recommendations</p> <p>4. Evaluating gathered information and informing patient of its meaning</p> <p><b>TASK 4: SELECT LENS MATERIAL/DESIGN BASED ON PREVIOUSLY GATHERED INFORMATION TO DETERMINE THE INITIAL DIAGNOSTIC LENS.</b></p> <p>A. Suggested Study References:</p> <p><i>CLSA Contact Lens Manual, Volume 1</i></p> <p>B. Obtain Knowledge Of:</p> <p>1. Properties of contact lens materials:</p> <p>a. Oxygen permeability (Dk) <i>CLSA Contact Lens Manual, Volume 1 : Chapter 8, page 227</i></p> <p>b. Transmissibility (Dk/t) <i>CLSA Contact Lens Manual, Volume 1 : Chapter 8, page 227</i></p> <p>c. Wetting angle</p> <p>d. Ionic/non-ionic <i>CLSA Contact Lens Manual, Volume 1 : Chapter 8, page 246</i></p> <p>e. Thermal conductivity</p> <p>f. Durability and stability</p>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<ul style="list-style-type: none"> <li>g. Water content/ resistance to dehydration <i>CLSA Contact Lens Manual, Volume 1 : Chapter 8, page 225</i></li> <li>2. Characteristics of contact lens materials and designs: <ul style="list-style-type: none"> <li>a. Prescription limitations <i>CLSA Contact Lens Manual, Volume 1 : Chapter 8, page 229</i></li> <li>b. Manufacturing limitations <i>CLSA Contact Lens Manual, Volume 1 : Chapter 8, page 229</i></li> <li>c. Color (tint) <i>CLSA Contact Lens Manual, Volume 1 : Chapter 8, page 228</i></li> </ul> </li> <li>3. Contact Lens configurations and designs: <ul style="list-style-type: none"> <li>a. Single cut</li> <li>b. Lenticular <i>CLSA Contact Lens Manual, Volume 1 : Chapter 8, page 252 - 255</i></li> <li>c. Soft bifocal/multifocal designs <i>CLSA University course Understanding Soft Lens Multifocals CUP227</i> <i>CLSA University course NCLE Advanced Test Review Course Module 2 CU232 Slides 109-128</i></li> <li>d. Spherical soft <i>CLSA Contact Lens Manual, Volume 1 : Chapter 8, page 229 - 232</i></li> <li>e. Spherical rigid <i>CLSA University course Principles of Rigid Lens Fitting CU204</i></li> <li>f. Soft aspheric designs</li> </ul> </li> </ul>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p style="text-align: center;"><i>CLSA Contact Lens Manual, Volume 1 : Chapter 9, page 281</i></p> <p>g. Design limitations</p> <p style="text-align: center;"><i>CLSA Contact Lens Manual, Volume 1 : Chapter 8, page 228</i></p> <p>4. Determination of lens parameters:</p> <p style="text-align: center;"><i>CLSA Contact Lens Manual, Volume 1 : Chapter 9, page 253 – 263</i></p> <p style="text-align: center;"><i>CLSA University course</i></p> <p style="text-align: center;"><i>Principles of Rigid Lens Fitting CU204</i></p> <p style="text-align: center;"><i>CLSA University course</i></p> <p style="text-align: center;"><i>Principles of Soft Lens Fitting CU104</i></p> <p style="text-align: center;"><i>CLSA University course</i></p> <p style="text-align: center;"><i>Toric Soft Lens Fitting CU201</i></p> <p style="text-align: center;"><i>CLSA University course</i></p> <p><i>NCLE Advanced Test Review Course Module 2 CU232</i></p> <p>a. central posterior curve (CPC, base curve)</p> <p>b. intermediate posterior curve (IPC)</p> <p>c. posterior peripheral curve (PPC)</p> <p>d. diameter</p> <p>e. thickness</p> <p>f. power</p> <p>g. edge design</p> <p>5. Appropriate solutions for lens insertion</p> <p>6. Availability of fitter aids, consultation, and sources of product</p> <p style="text-align: center;"><i>CLSA Contact Lens Manual, Volume 1 : Chapter 8, page 238 - 240</i></p>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p>Develop Proficiency in:</p> <ol style="list-style-type: none"> <li>1. Evaluating material characteristics based on knowledge of properties and characteristics of contact lens materials/designs and acquired information from patient (e.g., patient history and interview, refractive error, etc.)  <i>CLSA Contact Lens Manual, Volume 1 : Chapter 9, page 228 - 232</i></li> <li>2. Evaluating the relationship between the keratometry reading and the refractive error</li> <li>3. Transposing spectacle data into contact lens data  <i>CLSA Contact Lens Manual, Volume 1 : Chapter 3, page 101</i></li> <li>4. Identifying the possible need for specialty materials/designs, to include: <ol style="list-style-type: none"> <li>a. extended/continuous wear  <i>CLSA Contact Lens Manual, Volume 1 : Chapter 12, page 356-358</i></li> <li>b. toric  <i>CLSA Contact Lens Manual, Volume 1 : Chapter 3, page 109</i></li> <li>c. bifocal/multifocal  <i>CLSA Contact Lens Manual, Volume 1 : Chapter 9, page 264-265</i></li> <li>d. therapeutic  <i>CLSA Contact Lens Manual, Volume 1 : Chapter 12, page 356-358</i></li> </ol> </li> </ol>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p>e. graft  <i>CLSA University course</i>  <i>NCLE Advanced Test Review Course Module 2 CU232</i>  <i>Slides 355-379</i></p> <p>f. post refractive surgery  <i>CLSA University course</i>  <i>NCLE Advanced Test Review Course Module 2 CU232</i>  <i>Slides 380-422</i></p> <p>g. Dk change</p> <p>h. pediatric  <i>CLSA Contact Lens Manual, Volume 1 :  Chapter 8, page 222</i></p> <p>i. keratoconus  <i>CLSA Contact Lens Manual, Volume 1 :  Chapter 2, page 51</i></p> <p>j. aphakic  <i>CLSA Contact Lens Manual, Volume 1 :  Chapter 3, page 111</i></p> <p>k. prosthetic  <i>CLSA University course</i>  <i>Prosthetic Tinted Contact Lenses: You Can Do Magic CUP219</i></p>				
<p><b>TASK 6: DIAGNOSTIC FIT AND EVALUATION:  INSERT A DIAGNOSTIC LENS FOR EVALUATION OF FIT, COMFORT,  AND VISUAL PERFORMANCE</b></p>				
<p>A. Suggested Study References:</p> <p><i>CLSA Contact Lens Manual, Volume 1 :  Chapters  CLSA University</i></p>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p>B. Obtain Knowledge Of:</p> <p>(See Knowledge 1 through 6 under Task 5)</p> <p>C. Develop Proficiency In:</p> <ol style="list-style-type: none"> <li>1. Inserting and removing contact lenses for the patient</li> <li>2. Manipulating contact lenses on the eye <i>CLSA Contact Lens Manual, Volume 1 : Chapter 10, page 304-305</i></li> <li>3. Identifying the fitting characteristics of the contact lens with and without fluorescein <i>CLSA Contact Lens Manual, Volume 1 : Chapter 6, page 186-188</i></li> <li>4. Evaluating the relationship between the keratometry reading and the refractive error (residual astigmatism)</li> <li>5. Comforting patients so that they are at ease during the fitting procedure <i>CLSA Contact Lens Manual, Volume 1 : Chapter 10, page 306</i></li> <li>6. Refining the lens parameters to obtain an optimal fit</li> <li>7. Evaluating and verifying the patient's subjective responses</li> </ol> <p>TASK 6: Evaluate lens parameters based on the results of the diagnostic fitting, objective findings, and subjective responses to determine the appropriate lens.</p> <p>A. Suggested Study References:</p>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p><i>CLSA Contact Lens Manual, Volume 1 : Chapter 7 CLSA University</i></p> <p>B. Obtain Knowledge Of:</p> <ol style="list-style-type: none"> <li>1. (See Knowledge 1 through 6 under Task 4)</li> <li>2. (See Knowledge 1 under Task 2)</li> <li>3. Contact lens materials, products, and designs <i>CLSA University course NCLE Advanced Test Review Course Module 3 CU235 Slides 35-53</i></li> <li>4. Symptomatology</li> <li>5. Time Factors: <ol style="list-style-type: none"> <li>a. lens equilibration time <i>CLSA Contact Lens Manual, Volume 1 : Chapter 8, page 238-242</i></li> <li>b. chair time</li> </ol> </li> <li>6. Optical conditions and relevancy to contact lens design: <ol style="list-style-type: none"> <li><i>CLSA Contact Lens Manual, Volume 1 : Chapter 3, page 106, 113 Chapter 4, page 137</i></li> <li>a. myopia</li> <li>b. hyperopia</li> <li>c. astigmatism (corneal vs. residual)</li> <li>d. accommodation <i>CLSA Contact Lens Manual, Volume 1 :  Chapter 2, page 56-58</i></li> </ol> </li> </ol>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p>e. presbyopia  <i>CLSA Contact Lens Manual, Volume 1 :  Chapter 2, page 56-57</i></p> <p>f. ocular motility problems (tropias and phorias)  <i>CLSA Contact Lens Manual, Volume 1 :  Chapter 2, page 45-47</i></p> <p>g. aphakia  <i>CLSA Contact Lens Manual, Volume 1 :  Chapter 3, page 111</i></p> <p>h. transposition of prescription:  <i>CLSA Contact Lens Manual, Volume 1 :  Chapter 3, page 101</i></p> <p>i. sagittal depth  <i>CLSA Contact Lens Manual, Volume 1 :  Chapter 7, page 204 ;  Chapter 8, page 229</i></p> <p>j. tear power calculation  <i>CLSA Contact Lens Manual, Volume 1 :  Chapter 7, page 211-212</i></p> <p>k. spherical equivalent calculation  <i>CLSA Contact Lens Manual, Volume 1 :  Chapter 8, page 232</i></p> <p>7. Advantages and disadvantages of contact lens materials with respect to vision, ocular health, physiology, for example:</p> <p>a. PMMA  <i>CLSA Contact Lens Manual, Volume 1 :  Chapter 1, page 6</i></p>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p>b. hydrogel  <i>CLSA Contact Lens Manual, Volume 1 :  Chapter 8, page 231-233</i></p> <p>c. gas permeable  <i>CLSA Contact Lens Manual, Volume 1 :  Chapter 7, page 213-214</i></p> <p>d. silicone hydrogel  <i>CLSA University course  From a Grain of Sand CUP225</i></p> <p>8. Factors relevant to successful contact lens wear:  <i>CLSA Contact Lens Manual, Volume 1 :  Chapter 2, page 35 ;  Chapter 4, page 146  Chapter 7, page 208  Chapter 8, page 221-223</i></p> <p>a. adnexa  b. systemic disease  c. personal habits/hobbies/occupation  d. environmental conditions  e. medications (ocular and systemic)  <i>CLSA University course  NCLE Advanced Test Review Course Module 1 CU230  Slides 177-181</i></p> <p>f. allergies  g. age  h. gender  i. motivation</p> <p>9. Relationships between keratometry, patient prescription, and current lens parameters</p>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p style="text-align: center;"><i>CLSA Contact Lens Manual, Volume 1 : Chapter 7, page 208-213</i></p> <p>C. Develop Proficiency In:</p> <ol style="list-style-type: none"> <li>1. Evaluating material characteristics based on knowledge of properties and characteristics of contact lens materials/designs and acquired information from patient (e.g., patient history and interview, refractive error, etc.) <ul style="list-style-type: none"> <li><i>CLSA Contact Lens Manual, Volume 1 : Chapter 7, page 208 Chapter 8, page 221-223</i></li> </ul> </li> <li>2. Evaluating the relationship between the keratometry reading and the refractive error <ul style="list-style-type: none"> <li><i>CLSA Contact Lens Manual, Volume 1 : Chapter 7, page 208-213</i></li> </ul> </li> <li>3. Interpreting and transposing spectacle data into contact lens data <ul style="list-style-type: none"> <li><i>CLSA Contact Lens Manual, Volume 1 : Chapter 7, page 208-213 Chapter 8, page 231-232</i></li> </ul> </li> <li>4. Identifying the possible need for specialty materials/designs, to include: <ol style="list-style-type: none"> <li>a. extended/continuous wear <ul style="list-style-type: none"> <li><i>CLSA Contact Lens Manual, Volume 1 : Chapter 12, page 456-358</i></li> </ul> </li> <li>b. Dk change</li> <li>c. toric</li> </ol> </li> </ol>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p><i>CLSA Contact Lens Manual, Volume 1 :</i></p> <p><i>Chapter 3, page 109</i></p> <p>d. pediatric <i>CLSA Contact Lens Manual, Volume 1 : Chapter 8, page 222</i></p> <p>e. bifocal/multifocal <i>CLSA Contact Lens Manual, Volume 1 : Chapter 9, page 264-265</i></p> <p>f. keratoconus <i>CLSA Contact Lens Manual, Volume 1 : Chapter 2, page 51</i></p> <p>g. therapeutic <i>CLSA Contact Lens Manual, Volume 1 : Chapter 12, page 356-358</i></p> <p>h. aphakic <i>CLSA Contact Lens Manual, Volume 1 : Chapter 3, page 111</i></p> <p>i. graft <i>CLSA University course NCLE Advanced Test Review Course Module 2 CU232 Slides 355-379</i></p> <p>j. prosthetic <i>CLSA University course Prosthetic Tinted Contact Lenses: You Can Do Magic CUP219</i></p>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p>k. post refractive surgery  <i>CLSA University course</i>  <i>NCLE Advanced Test Review Course Module 2 CU232</i>  <i>Slides 380-422</i></p> <p>5. Inserting and removing contact lenses for the patient  <i>CLSA Contact Lens Manual, Volume 1 :</i>  <i>Chapter 8, page 238-240</i></p> <p>6. Manipulating contact lenses on the eye  <i>CLSA Contact Lens Manual, Volume 1 :</i>  <i>Chapter 10, page 307-308</i></p> <p>7. Identifying the fitting characteristics of the contact lens with and without fluorescein  <i>CLSA Contact Lens Manual, Volume 1 :</i>  <i>Chapter 6, page 186-188</i></p> <p>8. Evaluating the relationship between the keratometry reading and the refractive error  <i>CLSA Contact Lens Manual, Volume 1 :</i>  <i>Chapter 8, page 232-233</i></p> <p>9. Comforting patients so that they are at ease during the fitting procedure  <i>CLSA Contact Lens Manual, Volume 1 :</i>  <i>Chapter 9, page 263 ;</i>  <i>Chapter 10, page 306</i></p> <p>10. Refining the lens parameters to obtain an optimal fit  <i>CLSA Contact Lens Manual, Volume 1 :</i>  <i>Chapter 3, page 109-110 ;</i>  <i>Chapter 7, page 213</i></p> <p>11. Evaluating and verifying the patient's subjective visual responses  <i>CLSA Contact Lens Manual, Volume 1 :</i>  <i>Chapter 3, page 109-110</i></p>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p><b>TASK 7: DESIGN AND ORDER LENSES BASED ON PARAMETERS OBTAINED TO MEET FITTING AND VISUAL CRITERIA</b></p> <p>A. Suggested Study References:  <i>CLSA Contact Lens Manual, Volume 1 :</i>  <i>Chapter 1, 3, 8, 9</i>  <i>CLSA University</i></p> <p>B. Obtain Knowledge Of:</p> <p>1. Availability and sources of products  <i>CLSA Contact Lens Manual, Volume 1 :</i>  <i>Chapter 8, page 237-238</i></p> <p>2. Contact lens configurations and designs</p> <p>a. single cut  <i>CLSA Contact Lens Manual, Volume 1 :</i>  <i>Chapter 9, page 252-255</i></p> <p>b. spherical soft  <i>CLSA Contact Lens Manual, Volume 1 :</i>  <i>Chapter 8, page 229-232</i></p> <p>c. lenticular</p> <p>d. spherical rigid  <i>CLSA University course</i>  <i>Principles of Rigid Lens Fitting CU204</i></p> <p>e. soft bifocal/multifocal designs  <i>CLSA University course</i>  <i>Understanding Soft Lens Multifocals CUP227</i>  <i>CLSA University course</i>  <i>NCLE Advanced Test Review Course Module 2 CU232</i>  <i>Slides 109-128</i></p>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p>f. soft aspheric designs</p> <p>g. soft toric designs/means of stabilization  <i>CLSA University course  Toric Soft Lens Fitting Cu201  Slides 10-21</i></p> <p>h. design limitations</p> <p>3. Determination of lens parameters:  <i>CLSA Contact Lens Manual, Volume 1 :  Chapter 9, page 253-263</i></p> <p>a. central posterior curve (CPC, base curve)</p> <p>b. intermediate posterior curve (IPC)</p> <p>c. posterior peripheral curve (PPC)</p> <p>d. diameter</p> <p>e. thickness</p> <p>f. power</p> <p>g. edge design</p> <p>4. Terminology  <i>CLSA Contact Lens Manual, Volume 1 :  Chapter 1, page 3-30</i></p> <p>C. Develop Proficiency In:</p> <p>1. Communicating the exact parameters and any special instructions to the manufacturer  <i>CLSA Contact Lens Manual, Volume 1 :  Chapter 8, page 237-238</i></p> <p>2. Consulting/communicating with the lab</p>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p>TASK 8: LENS DISPENSING AND PATIENT EDUCATION: Verify lens parameters by comparing lenses received to lenses ordered to ensure accuracy.</p> <p>A. Suggested Study References: <i>CLSA Contact Lens Manual, Volume 1</i> <i>CLSA University</i></p> <p>B. Obtain Knowledge Of:</p> <p>1. Instrumentation:</p> <ul style="list-style-type: none"> <li>a. slit lamp (biomicroscope) <i>CLSA Contact Lens Manual, Volume 1 : Chapter 6, page 182-188</i></li> <li>b. radiuscope (optic spherometer) <i>CLSA Contact Lens Manual, Volume 1 : Chapter 9, page 257, 267-268</i></li> <li>c. lensometer (focimeter) <i>CLSA Contact Lens Manual, Volume 1 : Chapter 9, page 268</i></li> <li>d. thickness gauge <i>CLSA Contact Lens Manual, Volume 1 : Chapter 8, page 257</i></li> <li>e. diameter gauge <i>CLSA Contact Lens Manual, Volume 1 : Chapter 9, page 265</i></li> <li>f. edge analyzer <i>CLSA Contact Lens Manual, Volume 1 : Chapter 9, page 265</i></li> <li>g. shadowgraph <i>CLSA Contact Lens Manual, Volume 1 : Chapter 9, page 266</i></li> </ul>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<ul style="list-style-type: none"> <li>h. overhead light reflection techniques/fluorescent tubes <i>CLSA Contact Lens Manual, Volume 1 : Chapter 9, page 262</i></li> <li>i. hand loupe/measuring magnifier <i>CLSA University course Inspection and Modification CU202 Slides 30-34</i></li> <li>2. Instrument calibration <i>CLSA Contact Lens Manual, Volume 1 : Chapter 5, all</i></li> <li>3. Evaluation of parameters and compliance with all ANSI Z80 standards</li> <li>4. Lens inspection: <i>CLSA Contact Lens Manual, Volume 1 : Chapter 9, page 263, 265</i> <ul style="list-style-type: none"> <li>a. blend</li> <li>b. edge</li> <li>c. surface characteristic</li> </ul> </li> <li>5. Verification procedures: <i>CLSA Contact Lens Manual, Volume 1 : Chapter 9, page 253-263</i> <ul style="list-style-type: none"> <li>a. central posterior curve (CPC, base curve)</li> <li>b. intermediate posterior curve (IPC)</li> <li>c. posterior peripheral curve (PPC)</li> <li>d. diameter</li> <li>e. thickness</li> <li>f. power</li> <li>g. edge design</li> </ul> </li> </ul>				
<p>C. Develop Proficiency In:</p>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p>1. Using appropriate instrumentation listed in I0.02 to verify contact lens parameters</p> <p>2. Applying all ANSI Z80 standards to evaluate the parameters of the ordered contact lenses</p> <p><b>TASK 9: ASSESS VISUAL ACUITY AND FIT THROUGH SUBJECTIVE AND OBJECTIVE MEANS TO DETERMINE IF THE LENSES ARE APPROPRIATE TO DISPENSE OR NEED TO BE CHANGED/REORDERED.</b></p> <p>A. Suggested Study References:  <i>CLSA Contact Lens Manual, Volume 1 :  Chapter 3, 6, 7, 8, 9  CLSA University</i></p> <p>B. Obtain Knowledge Of:</p> <p>1. Instrumentation:</p> <ul style="list-style-type: none"> <li>a. slit lamp (biomicroscope)  <i>CLSA Contact Lens Manual, Volume 1 :  Chapter 6, page 182-185</i></li> <li>b. keratometer (ophthalmometer)</li> <li>c. radiuscope (optic spherometer)  <i>CLSA Contact Lens Manual, Volume 1 :  Chapter 9, page 257, 267-268</i></li> <li>d. lensometer (focimeter)  <i>CLSA Contact Lens Manual, Volume 1 :  Chapter 9, page 268</i></li> <li>e. thickness gauge  <i>CLSA Contact Lens Manual, Volume 1 :  Chapter 9, page 257</i></li> </ul>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<ul style="list-style-type: none"> <li>f. diameter gauge <i>CLSA Contact Lens Manual, Volume 1 : Chapter 9, page 265</i></li> <li>g. edge analyzer <i>CLSA Contact Lens Manual, Volume 1 : Chapter 9, page 266</i></li> <li>h. shadowgraph <i>CLSA Contact Lens Manual, Volume 1 : Chapter 9, page 266</i></li> <li>i. overhead light reflection techniques/fluorescent tubes <i>CLSA Contact Lens Manual, Volume 1 : Chapter 9, page 262</i></li> <li>j. hand loupe or measuring magnifier <i>CLSA University course Inspection and Modification CU202 Slides 30-34</i></li> <li>k. Snellen chart <i>CLSA Contact Lens Manual, Volume 1 : Chapter 3, page 125</i></li> </ul> <p>2. Instrument calibration <i>CLSA Contact Lens Manual, Volume 1 : Chapter 5, Keratometer Insert, page 10</i></p> <p>3. Fluorescein pattern evaluation procedures <i>CLSA Contact Lens Manual, Volume 1 : Chapter 6, page 189-191</i></p> <p>4. Aspects of contact lens wear and fit: <i>CLSA Contact Lens Manual, Volume 1 : Chapter 8, page 234-236</i></p> <ul style="list-style-type: none"> <li>a. movement</li> </ul>			-	

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<ul style="list-style-type: none"> <li>b. centration</li> <li>c. overall stability/axis rotation</li> <li>5. Evaluation of patient subjective responses:               <ul style="list-style-type: none"> <li><i>CLSA Contact Lens Manual, Volume 1 : Chapter 8, page 236-237</i></li> <li>a. patient comfort/discomfort</li> <li>b. visual acuity</li> </ul> </li> <li>6. Initial complications of contact lens wear:               <ul style="list-style-type: none"> <li><i>CLSA Contact Lens Manual, Volume 1 : Chapter 8, page 236</i></li> <li>a. presence of a foreign body</li> <li>b. inverted lens</li> <li>c. corneal/conjunctival staining                   <ul style="list-style-type: none"> <li><i>CLSA Contact Lens Manual, Volume 1 : Chapter 6, page 192-193</i></li> </ul> </li> </ul> </li> <li>7. Objective findings with corrective measures:               <ul style="list-style-type: none"> <li><i>CLSA Contact Lens Manual, Volume 1 : Chapter 6, page 189-191</i></li> <li>a. steep lens, rigid and soft                   <ul style="list-style-type: none"> <li><i>CLSA University course Contact Lens Related Slit Lamp Use CU206 Slides 53-54</i></li> </ul> </li> <li>b. flat lens, rigid and soft                   <ul style="list-style-type: none"> <li><i>CLSA University course Contact Lens Related Slit Lamp Use CU206 Slides 55-56</i></li> </ul> </li> </ul> </li> <li>8. Techniques of conducting a gross evaluation of proper contact lens movement without the use of instrumentation               <ul style="list-style-type: none"> <li><i>CLSA University course Principles of Soft Lens Fitting CU104</i></li> </ul> </li> </ul>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p style="text-align: center;"><i>Slide 40-42</i></p> <p>C. Develop Proficiency In:</p> <p style="padding-left: 40px;"><i>CLSA Contact Lens Manual, Volume 1 :</i>  <i>Chapter 3, page 109-110</i>  <i>Chapter 6, page 186-188</i>  <i>Chapter 7, page 208-213</i>  <i>Chapter 8, page 231-233</i></p> <ol style="list-style-type: none"> <li>1. Obtaining, recording, and interpreting data, including vision screening</li> <li>2. Using slit lamp illumination techniques with and without fluorescein</li> <li>3. Differentiating between and responding appropriately to normal and abnormal symptomology (with and without fluorescein)</li> </ol> <p>TASK 10: Educate the patient on all aspects of lens wear by providing verbal and written instructions and hands-on practice with the lenses to promote compliance.</p> <p>A. Suggested Study References:</p> <p style="padding-left: 40px;"><i>CLSA Contact Lens Manual, Volume 1 :</i>  <i>Chapter 10, page 297-315</i>  <i>CLSA University</i></p> <p>B. Obtain Knowledge Of:</p> <ol style="list-style-type: none"> <li>1. Knowledge of regulatory and manufacturer's guidelines regarding disinfection, storage, care, and maintenance of lenses and contact lens supplies</li> </ol> <p style="padding-left: 40px;"><i>CLSA University course</i></p>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p style="text-align: center;"><i>Patient Compliance A Continuing Challenge CUP210</i></p> <p>2. Basic and alternate insertion and removal techniques for rigid and soft lenses</p> <p>3. Emergency responses to patient insertion and removal problems</p> <p>4. Solution compatibility with various contact lens types</p> <p>5. Use of specific solutions for various procedures (e.g., soaking, wetting, lubricating, disinfecting, weekly cleaning, etc.)  <i>CLSA University course</i>  <i>NCLE Advanced Test Review Course Module 3 CU235</i>  <i>Slides 20-29</i></p> <p>6. Contact lens application procedures (e.g., cleaning after removal rather than prior to insertion, etc.)</p> <p>7. Hygiene and personal care products (e.g., soaps and lotions, cosmetics, storage containers)  <i>CLSA University course</i>  <i>When Beauty Becomes the Beast CUP109</i></p> <p>8. Lens care:</p> <p style="padding-left: 20px;">a. chemical disinfection  <i>CLSA University course</i>  <i>NCLE Advanced Test Review Course Module 3 CU235</i>  <i>Slides 2, 21, 22</i></p> <p style="padding-left: 20px;">b. thermal/UV/mechanical devices  <i>CLSA University course</i>  <i>NCLE Advanced Test Review Course Module 3 CU235</i>  <i>Slides 29</i>  <i>CLSA University course</i>  <i>Understanding Contact Lens Solutions CUI05</i>  <i>Slides 10-14</i></p> <p style="padding-left: 20px;">c. hydrogen peroxide disinfection/neutralization</p>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p><i>CLSA University course</i>  <i>NCLE Advanced Test Review Course Module 3 CU235</i>  <i>Slides 23-28</i>  d. protein removers  <i>CLSA University course</i>  <i>Understanding Contact Lens Solutions CU105</i>  <i>Slides 53, 57</i>  e. surfactant cleaners  <i>CLSA University course</i>  <i>Understanding Contact Lens Solutions CU105</i>  <i>Slides 50-52, 55-56, 59</i>  f. rewetting agents  <i>CLSA University course</i>  <i>Understanding Contact Lens Solutions CU105</i>  <i>Slides 58</i></p> <p>9. Normal and abnormal adaptation responses  10. Appropriate wearing schedules</p> <p>C. Develop Proficiency In:</p> <p>1. Instructing (including demonstrating and guiding) the patient on basic and alternate insertion and removal techniques for appropriate contact lens types (e.g., rigid, soft, etc.)</p> <p>2. Responding to emergency situations regarding contact lens use and instructing patient on appropriate emergency response measures</p> <p>3. Recognizing the patient's ability in insertion and removal of contact lenses and demonstrating a tolerance for patient's abilities</p>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p>4. Communicating the recommended care system and its appropriate use to the patient</p> <p>5. Reinforcing patient education through written instructions</p> <p>TASK 11: Schedule appointments for follow-up evaluation</p> <p>A. Suggested Study References:  <i>CLSA Contact Lens Manual, Volume 1 :  Chapter 11, page 323-335  CLSA University</i></p> <p>B. Obtain Knowledge Of:</p> <p>1. Standard follow-up protocols:  <i>CLSA University course  NCLE Advanced Test Review Course Module 4 CU236</i></p> <ul style="list-style-type: none"> <li>a. daily wear</li> <li>b. therapeutic</li> <li>c. extended/continuous wear</li> <li>d. post surgical</li> <li>e. pathology</li> <li>f. psychologically unstable or apprehensive personalities</li> </ul> <p>C. Develop Proficiency In:</p> <p>1. Scheduling follow-up visits that are compatible with the patient's physiology and contact lens product type</p> <p>2, Modifying follow-up protocol according to observations of the contact lens fitting characteristics</p>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
Task 12: FOLLOW-UP VISITS WITH PATIENT				
<p>A. Suggested Study References:  <i>CLSA Contact Lens Manual, Volume 1 :  Chapter 11, page 323-335  CLSA University</i></p> <p>B. Obtain Knowledge Of:</p> <ol style="list-style-type: none"> <li>1. Patient's history and visual needs  <i>CLSA University course  SOAP CUP108  CLSA University course  Interview and Prefit Considerations CU103</i></li> <li>2. General ocular anatomy and physiology  <i>CLSA University course  Relevant Ocular Anatomy and Physiology CU102</i></li> <li>3. Advantages and disadvantages of contact lens materials/products</li> <li>4. Solution sensitivities and incompatibilities  <i>Contact Lens Manual Volume II  Chapter 12 "Atlas of Complications"  p. 211</i></li> <li>5. Use of specific solutions for various procedures (e.g. soaking, wetting, lubricating, disinfecting, weekly cleaning, etc.)  <i>CLSA University course  NCLE Advanced Test Review Course Module 3 CU235  Slides 20-29</i></li> </ol>				
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Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p>6. Normal and abnormal adaptation responses</p> <p>7. How to address adverse reactions to lenses and solutions  <i>Contact Lens Manual Volume II</i>  <i>Chapter 11 "Atlas of Complications"</i></p> <p>8. How to address problems with patient compliance  <i>CLSA University course</i>  <i>Patient Compliance A Continuing Challenge CUP210</i></p> <p>C. Develop Proficiency In:</p> <p>1. Effective questioning techniques</p> <p>2. Communication</p> <p>3. Compiling and analyzing useful information</p> <p>Task 13: Observe lens fit and visual acuity objectively by using instrumentation and testing procedures to evaluate lens performance and ocular integrity.</p> <p>A. Suggested Study References:</p> <p style="padding-left: 40px;"><i>CLSA Contact Lens Manual, Volume 1 :</i>  <i>Chapter 11, page 323-335</i>  <i>CLSA University</i></p> <p>B. Obtain Knowledge Of:</p>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p>1. Instrument:</p> <ul style="list-style-type: none"> <li>a. slit lamp (biomicroscope) <i>CLSA University course</i> <i>Contact Lens Related Slit Lamp Use CU206</i></li> <li>b. types of illumination/applicability to contact lenses <i>CLSA University course</i> <i>Contact Lens Related Slit Lamp Use CU206</i> <i>Slides 15-48</i> <ul style="list-style-type: none"> <li>b. exam of cornea, conjunctiva, tear film, and lid structure <i>CLSA University course</i> <i>Contact Lens Related Slit Lamp Use CU206</i></li> </ul> </li> <li>d. filters</li> <li>e. use of fluorescein</li> <li>f. keratometer (ophthalmometer) (mire response with lens wear)</li> </ul> <p>2. Instrument calibration</p> <p>3. Normal and abnormal findings based on instrumentation readings and test/evaluation outcomes</p> <p>4. Lens/corneal relationship <i>CLSA University course</i> <i>Contact Lens Related Slit Lamp Use CU206</i> <i>Slides 49-61</i></p>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p>5. General ocular anatomy and physiology  <i>CLSA University course</i>  <i>Relevant Ocular Anatomy and Physiology CU102</i></p> <p>6. Characteristics of lens types and lens materials</p> <p>7. Manufacturing procedures and their limitations</p> <p>8. Types of fluorescein evaluation procedures,  e.g., ocular staining, tarsal plate evaluation, fluorescein patterns  <i>CLSA University course</i>  <i>Contact Lens Related Slit Lamp Use CU206</i>  <i>Slides 49-73</i></p> <p>9. How to recognize adverse reactions to lenses and solutions  <i>Contact Lens Manual Volume II</i>  <i>Chapter 11 "Atlas of Complications"</i></p> <p>10. How to recognize problems with patient compliance</p> <p>C. Develop Proficiency In:</p> <p>1. Selecting and using appropriate instrumentation</p> <p>2. Using diagnostic tools to evaluate lens corneal relationship</p> <p>3. Interpreting the findings from the use of instrumentation to evaluate optimum fit</p> <p>4. Recognizing defects of contact lens material or design</p> <p>5. Patient interval health history changes</p>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p>Task 14: Determine the need to modify/alter lens design, material, or care regimen based on subjective responses and objective findings to improve lens fit or performance.</p> <p>A. Suggested Study References:  <i>CLSA Contact Lens Manual, Volume 1 :  Chapter 11, page 323-335  CLSA University</i></p> <p>B. Obtain Knowledge Of:  <b>ALL KNOWLEDGE STATEMENTS LISTED UNDER  TASKS 1 - 14</b></p> <p>C. Develop Proficiency In:</p> <ol style="list-style-type: none"> <li>1. Collecting and interpreting information gathered through the use of instrumentation</li> <li>2. Collecting and analyzing the patient's responses and data obtained by using instrumentation and diagnostic aids to determine changes required in lens material to achieve an acceptable fit</li> </ol> <p>TASK 15: Discuss the need for changes in lens design or care regimen with the patient to promote patient education and compliance.</p> <p>A. Suggested Study References:  <i>CLSA Contact Lens Manual, Volume 1  CLSA University  Test Review I  CLSA Contact Lens Manual, Volume II</i></p>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p>B. Obtain Knowledge Of:</p> <ol style="list-style-type: none"> <li>1. Contact lens parameters, lens types, and materials <i>Test Review I</i> <i>pp. 33-40</i></li> <li>2. Solution sensitivities and incompatibilities <i>Contact Lens Manual Volume II</i> <i>Chapter 12 "Atlas of Complications"</i> <i>p. 211</i></li> <li>3. Polishes and tools used to alter PPC and IPC: <i>CLSA University course</i> <i>NCLE Advanced Test Review Module 4 CU236</i> <i>Slides 50-56</i> <ol style="list-style-type: none"> <li>a. polish lenses</li> <li>b. taper edges</li> </ol> </li> <li>4. Fluorescent tubes used to determine proper blend on bevel of contact lens <i>CLSA University course</i> <i>NCLE Advanced Test Review Module 4 CU236</i> <i>Slides 116-117</i></li> <li>5. Changing lens parameters (e.g., size, base curve, thickness, depth of soft lens or hard lens)</li> <li>6. Special lens designs (e.g., lenticular, torics, soft bifocal/multifocal, soft aspheric)  <i>CLSA University course</i> <i>Understanding Soft Lens Multifocals CUP227</i> <i>CLSA University course</i> <i>NCLE Advanced Test Review Course Module 2 CU232</i> <i>Slides 109-128</i></li> </ol>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p>7. Material characteristics that may improve lens fit and/or ocular integrity</p> <p>8. Patient's history and visual needs</p> <p>9. Instrumentation:</p> <ul style="list-style-type: none"> <li>a slit lamp (biomicroscope)  <i>CLSA University course</i>  <i>Contact Lens Related Slit Lamp Use CU206</i></li> <li>b. types of illumination/applicability to contact lenses  <i>CLSA University course</i>  <i>Contact Lens Related Slit Lamp Use CU206</i>  <i>Slides 15-48</i></li> <li>c. exam of cornea, conjunctiva, tear film, and lid structure</li> <li>d. filters</li> <li>d. use of fluorescein</li> </ul> <p>10. Normal and abnormal findings based on instrumentation readings and test/evaluation outcomes</p> <p>11. Lens/corneal relationship  <i>CLSA University course</i>  <i>Contact Lens Related Slit Lamp Use CU206</i>  <i>Slides 49-61</i></p> <p>12. General ocular anatomy and physiology  <i>CLSA University course</i>  <i>Relevant Ocular Anatomy and Physiology CU102</i></p>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p>13. Manufacturing procedures and their limitations</p> <p>14. Types of fluorescein evaluation procedures, (e.g., ocular staining, tarsal plate evaluation, fluorescein patterns)  <i>CLSA University course</i>  <i>Contact Lens Related Slit Lamp Use CU206</i>  <i>Slides 49-73</i></p> <p>C. Develop Proficiency In:</p> <ol style="list-style-type: none"> <li>1. Selecting and using procedures to improve lens design and performance</li> <li>2. Selecting appropriate contact lens design to achieve desired modification or fit</li> <li>3. Assessing or verifying patient's subjective responses and objective findings to determine if desired results have been attained</li> </ol> <p>TASK 16: Make changes to the original lens or care regimen, if necessary, and reassess the lens fit and performance.</p> <p>A. Suggested Study References:  <i>CLSA Contact Lens Manual, Volume 1</i>  <i>Chapter 11, page 323-335</i>  <i>CLSA University</i></p> <p>B. Obtain Knowledge Of:</p> <p>See Knowledge 1 through 15 under Task 16</p>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p>C. Develop Proficiency In:</p> <ol style="list-style-type: none"> <li>1. Communicating with patient about all aspects of lens wear and use.</li> </ol> <p>TASK 17: Schedule future appointments to monitor lens fit and ocular integrity, promote continuity of care, and assure patient awareness of new contact lens developments and technology.</p> <p>A. Suggested Study References: <i>CLSA University</i></p> <p>B. Obtain Knowledge Of:</p> <ol style="list-style-type: none"> <li>1. Developments in contact lens materials, designs and care products</li> <li>2. (See Knowledge 1 under Task 12)</li> <li>3. (See Knowledge 1 through 8 under Task 13 )</li> <li>4. Purpose of follow-up visits <i>CLSA University</i> <i>NCLE Advanced Test Review Course Module 4 CU236</i> <i>Slides 2-7</i></li> </ol> <p>C. Develop Proficiency In:</p> <ol style="list-style-type: none"> <li>1. Effective questioning techniques</li> <li>2. Communication</li> </ol>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p>3. Compiling and analyzing useful information</p> <p>4. Conveying to patient the importance of follow-up visits</p> <p>6. Selecting and disseminating information on contact lenses to patient</p> <p>TASK 18: Maintain complete and accurate patient charts and refer the patient to the original prescriber for verification of lens fit and if adverse responses are noted.</p> <p>A. Suggested Study References:</p> <p style="padding-left: 40px;"><i>CLSA Contact Lens Manual, Volume 1</i> <i>CLSA University</i></p> <p>B. Obtain Knowledge Of:</p> <p>1. Systemic medications and systemic or ocular diseases that may affect or preclude contact lens wear  <i>CLSA University course</i>  <i>NCLE Advanced Test Review Course Module 1 CU230</i>  <i>Slides 177-181</i></p> <p>2. Patient interval health history changes</p> <p>3. Methodology used to document patient charts and identify changes in patient's:</p>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p>a. lens care system  b. lens parameters/materials  c. ocular physiology  d. disease state  e. health history</p> <p>4. Persons who may prescribe contact lenses:  a. original prescriber</p> <p>5. Follow-up procedures to verify patient's visit to original prescriber</p> <p>6. Appropriate recall procedures  <i>CLSA University course</i>  <i>NCLE Advanced Test Review Course Module 5 CU239</i>  <i>Slide 33</i></p> <p>C. Develop Proficiency In:</p> <p>1. Conveying to patient importance of follow-up visit to original prescriber</p> <p>2. Maintaining comprehensive, current, and legible patient records</p> <p>3. Reviewing patient records to determine if errors are present or more data are required</p> <p>4. Storing patient data for accessibility</p> <p>7. Handling patient data so that applicable legal and ethical regulations are not violated, and patient confidentiality is maintained</p>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p>Task 19: ADMINISTRATIVE PROCEDURES:  Maintain and control inventory of lenses and lens care products to maximize office efficiency and patient satisfaction.</p> <p>A. Suggested Study References:  <i>CLSA University</i>  <i>Test Review I</i></p> <hr/> <p>B. Obtain Knowledge Of:</p> <ol style="list-style-type: none"> <li>1. Product inventory techniques</li> <li>2. Contact lens products and services</li> <li>3. Regulatory and manufacturer's guidelines regarding disinfection, storage, care and maintenance of lenses and contact lens supplies  <i>CLSA University course</i>  <i>How to Prevent the Spread of Infection CUP106</i></li> <li>4. Ordering procedures</li> <li>5. Lens terminology  <i>Test Review I</i>  <i>pp. 33-40</i></li> <li>6. Availability and sources of products</li> </ol>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p>7. Contact lens configurations and designs</p> <ul style="list-style-type: none"> <li>a. single cut</li> <li>b. spherical soft <i>CLSA Contact Lens Manual, Volume 1 : Chapter 8, page 229 - 232</i></li> <li>c. lenticular <i>CLSA Contact Lens Manual, Volume 1 : Chapter 8, page 252 - 255</i></li> <li>d. spherical rigid <i>CLSA University course Principles of Rigid Lens Fitting CU204</i></li> <li>e. soft bifocal/multifocal designs <i>CLSA University course Understanding Soft Lens Multifocals CUP227</i> <i>CLSA University course NCLE Advanced Test Review Course Module 2 CU232 Slides 109-128</i></li> </ul> <p>8. Determination of lens parameters</p> <ul style="list-style-type: none"> <li>a. central posterior curve (CPC, base curve)</li> <li>b. intermediate posterior curve (IPC)</li> <li>c. posterior peripheral curve (PPC)</li> <li>d. diameter</li> <li>e. thickness</li> <li>f. power</li> <li>g. edge design</li> </ul> <p>C. Develop Proficiency In:</p> <ul style="list-style-type: none"> <li>1. Handling, disinfecting, storing, tracking shelf-life, and maintaining the hygiene of contact lens supplies and diagnostic tools</li> </ul>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p>-----</p> <p>Task 20: Follow federal recommendations for aseptic control of lenses, instruments, tools, work surfaces, and employee/patient hygiene to prevent infection.</p> <p>Maintain and control inventory of lenses and lens care products to maximize office efficiency and patient satisfaction.</p> <p>A. Suggested Study References: <i>CLSA University</i></p> <hr/> <p>B. Obtain Knowledge Of:</p> <ol style="list-style-type: none"> <li>1. Product inventory techniques</li> <li>2. Contact lens products and services</li> <li>3. Regulatory and manufacturer's guidelines regarding disinfection, storage, care and maintenance of lenses and contact lens supplies <i>CLSA University course</i> <i>How to Prevent the Spread of Infections CUP106</i></li> <li>4. Federal guidelines, e.g. CDC, OSHA, FDA</li> </ol> <p>C. Develop Proficiency in:</p> <ol style="list-style-type: none"> <li>1. Handling, disinfecting, storing, tracking shelf-life, and maintaining the hygiene of contact lens supplies and diagnostic tools. <i>CLSA University course</i> <i>How to Prevent the Spread of Infection CUP106</i></li> </ol>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p>TASK 21: Work within professional and legal boundaries by recognizing ones limitations and act within ethical, legal and professional guidelines to ensure that the patients needs and wants are addressed.</p> <p>A. Suggested Study References:</p> <p><i>CLSA University, module CUP111</i>  <a href="http://www.clsa.info">www.clsa.info</a>  <i>Contact Lens Manual Volume II</i></p> <p>B. Obtain Knowledge Of:</p> <p>1. Professional guidelines and regulations concerning the confidentiality of patient records:  <i>Contact Lens Manual Volume II Chapter 12 "Practice Management"</i></p> <ul style="list-style-type: none"> <li>a. patient consent</li> <li>b. privacy of information, e.g., Health Insurance Portability and Accountability Act (HIPAA),</li> <li>c. access to information, e.g.,  Fairness to Contact Lens Consumers Act (FCLCA)</li> </ul> <p><i>CLSA University, module CUP111</i>  <a href="http://www.clsa.info">www.clsa.info</a></p> <p>2. Federal guidelines, e.g., CDC, OHSA, FDA, FTC</p> <p>3. Regulations governing the release of records:</p>				

Tasks, Knowledge, Study References, Proficiencies	Date Started	Date Completed	Trainer's Certification	Employee's Initials
<p>a. glasses  b. contact lenses  <i>CLSA University course</i>  <i>The Fairness to Contact Lens Consumers Act Made Simple CUP111</i></p>				

## **APPENDIX B**

# **APPRENTICESHIP AGREEMENT**

Program Registration and  
Apprenticeship Agreement  
Office of Apprenticeship Training,  
Employer and Labor Services (OATELS)

U.S. Department of Labor  
Employment and Training Administration



APPRENTICE REGISTRATION-SECTION II

OMB No. 1205-0223 Expires: 10/31/2008

**Warning: This agreement does not constitute a certification under Title 29, CFR, Part 5 for the employment of the apprentice on Federally financed or assisted construction projects. Current certifications must be obtained from the Bureau of Apprenticeship and Training or the recognized State Apprenticeship Agency shown below. (Item 22)**

The program sponsor and apprentice agree to the terms of the Apprenticeship Standards incorporated as part of this Agreement. The sponsor will not discriminate in the selection and training of the apprentice in accordance with the Equal Opportunity Standards in Title 29 CFR Part 30.3, and Executive Order 11246. This agreement may be terminated by either of the parties, citing cause(s), with notification to the registration agency, in compliance with Title 29, CFR, Part 29.6

**PART A: TO BE COMPLETED BY APPRENTICE. NOTE TO SPONSOR: PART A SHOULD ONLY BE FILLED OUT BY APPRENTICE**

Name (Last, First, Middle) and Address* Social Security Number (No., Street, City, State, Zip Code) (Voluntary - See reverse)		Answer Both A and B (Voluntary) (Definitions on reverse)	5. Veteran Status (Mark one) <input type="checkbox"/> Non-Veteran <input type="checkbox"/> Veteran
		4. a. Ethnic Group (Mark one) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino  b. Race (Mark one or more) <input type="checkbox"/> Am. Indian or Alaska native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> White	6. Education Level (Mark one) <input type="checkbox"/> 8th grade or less <input type="checkbox"/> 9th to 12th grade <input type="checkbox"/> GED <input type="checkbox"/> High School Graduate <input type="checkbox"/> Post Secondary or Technical Training
2. Date of Birth (Mo., Day, Yr.)	3. Sex (Mark one) <input type="checkbox"/> Male <input type="checkbox"/>		

**7. Career Linkage or Direct Entry (Mark one) (Instructions on reverse)**

- None     
  Adult     
  Youth     
  HUD/STEP-UP     
  School-to-Registered-Apprenticeship  
 Incumbent Worker     
  Job Corps     
  Dislocated Worker     
  Direct Entry

8. Signature of Apprentice	Date	9. Signature of Parent/Guardian (if minor)	Date
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**PART B: TO BE COMPLETED BY SPONSOR**

10. Sponsor Program No. Sponsor Name and Address (No. Street, City, County, State, Zip Code)		11a. Trade/Occupation (The work processes listed in the standards are part of this agreement).	
		11b. Occupation Code	12. Term (Hrs., Mos., Yrs.)
		13. Probationary Period (Hrs., Mos., Yrs.)	
		14. Credit for Previous Experience (Hrs., Mos., Yrs.)	15. Term Remaining (Hrs. Mos)
		16. Date Apprenticeship Begins	

17a. Related Instruction (Number of Hours Per Year)	17b. Apprentice Wages for Related Instruction <input type="checkbox"/> Will Be Paid <input type="checkbox"/> Will Not Be Paid	17c. Related Training Instruction Source
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18. Wages: (Instructions on reverse)

18a. Pre-Apprenticeship Hourly Wage \$ \_\_\_\_\_ 18b. Journeyworker's Hourly Wage \$ \_\_\_\_\_ 18c. Apprentice's Entry Hourly Wage \$ \_\_\_\_\_

	Period 1	2	3	4	5	6	7	8	9	10
18d. Term (Hrs., Mos., Yrs.)										
18e. Wage Rate (Mark one) % <input type="checkbox"/> or \$ <input type="checkbox"/>										

19. Signature of Sponsor's Representative(s)	Date Signed	21. Name and Address of Sponsor Designee to Receive Complaints (If applicable)
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20. Signature of Sponsor's Representative(s)	Date Signed
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**PART C: TO BE COMPLETED BY REGISTRATION AGENCY**

22. Registration Agency and Address
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23. Signature (Registration Agency)
-------------------------------------

24. Date Registered
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25. Apprentice Identification Number (Definition on reverse):
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**Item 4.a. Definitions:**

**Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

**Item 4.b. Definitions:**

**American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

**Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**Black or African American.** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."

**Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Item 7. Instructions:**

Indicate any career linkage (definitions follow) or direct entry. Enter "None" if no career linkage or direct entry apply. Enter "Incumbent Worker" if the individual before becoming an apprentice was currently employed full-time by the sponsor or entities participating in the apprenticeship program. Career linkage includes participation in programs that provided employment, training and other services to adults, youth and dislocated workers. Funds for these activities are provided by the U.S. Department of Labor/Employment and Training Administration to states and local communities.

**Adult.** Also includes individuals participating in Native American Programs, and/or Migrant and Seasonal Farmworker Programs.

**Youth.** Includes Youth ages 16-21 years, and other concentrated Youth programs in designated areas.

**Dislocated Worker.** Includes an individual that has been terminated or laid off and is unlikely to return to the industry or occupation. It also includes a displaced homemaker who has been providing unpaid services to family members in the home, is no longer supported, and is unemployed or underemployed.

**Job Corps.** Youth ages 16-24 years usually receiving services in a residential setting.

**School-to-Registered Apprenticeship.** Program designed to allow high school youth ages 16 - 17 to enter a Registered Apprenticeship program and continue after graduation with full credit given for the high school portion.

**HUD/STEP-UP.** Developed in conjunction with the U.S. Department of Housing and Urban Development (HUD). The program provides the actual apprenticeship experience and the framework for moving into high-skill Registered Apprenticeship.

**Direct Entry.** A graduate from an accredited technical training school, Job Corps training program or a participant in a military apprenticeship program, any of which training is specifically related to the occupation and incorporated in the Registered Apprenticeship standards. Also, fill in the name of the program.

**Item 18. Wage Instructions:**

- 18a. Pre-Apprentice hourly wage, sponsor enters the individual's hourly wage in the quarter prior to becoming an apprentice.
- 18b. Journeyworker's wage, sponsor enters wage per hour.
- 18c. Apprentice's entry hourly wage, (hourly dollar amount paid), sponsor enters this apprentice's entry hourly wage.
- 18d. Term, sponsor enters in each box the apprentice schedule of pay for each advancement period.
- 18e. Percent or dollar amount, sponsor marks one.

**Note:**

- 18b. If the employer is signatory to a collective bargaining agreement, the journeyworker's wage rate in the applicable collective bargaining agreement is identified. Apprenticeship program sponsors not covered by a collective bargaining agreement must identify a minimum journeyworker's hourly wage rate that will be the basis for the progressive wage schedule identified in item 18e. of this agreement.
- 18d. The employer agrees to pay the hourly wage rate identified in this section to the apprentice each period of the apprenticeship based on the successful completion of the on-the-job learning and the related instructions outlined in the Apprenticeship Standards. The period may be expressed in hours, months, or years.
- 18e. The wage rates are expressed either as a percent or in dollars and cents of the journeyworker's wage depending on the industry.

**Example - 3 YEAR APPRENTICESHIP PROGRAM**

<u>Term</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Period 4</u>	<u>Period 5</u>	<u>Period 6</u>
hrs., mos., yrs.	1000 hrs.					
%	55	60	65	70	80	90

**Example - 4 YEAR APPRENTICESHIP PROGRAM**

<u>Term</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Period 4</u>	<u>Period 5</u>	<u>Period 6</u>	<u>Period 7</u>	<u>Period 8</u>
hrs., mos., yrs.	6 mos.							
%	50	55	60	65	70	75	80	90

**Item 25. Definition:**

The apprentice identification number is a unique number generated by the Registered Apprenticeship Information System (the OATELS' database), which is used to identify the apprentice. It replaces the social security number to protect the apprentice's privacy.

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\*The submission of your social security number is voluntary. For purposes of the Davis Bacon Act of 1931, as amended, U.S. Code Title 40, Sections 276a to 276a-7, and Title 29 CFR 5., your social security number will be used to verify and certify to the U.S. Department of Labor, Employment Standards Administration, that you are a registered apprentice to ensure that the employer is complying with the geographic prevailing wage of your occupational classification. It will be used to verify your periods of employment and wages for purposes of complying with Memorandum M-02-06 of the Office of Management and Budget related to the President's Management Agenda for performance and budget integration of Federal Programs. Your response is voluntary. Failure to disclose your social security number on this form will not affect your right to be registered as an apprentice. Civil and criminal provisions of the Privacy Act apply to any unlawful disclosure of your social security number, which is prohibited.

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The collection and maintenance of the data on ETA-671, Apprentice Registration – Section II Form, is authorized under the National Apprenticeship Act, 29 U.S.C. 50, and Code of Federal Regulations 29 Part 29.1. The data is used for apprenticeship program statistical purposes and is maintained, pursuant to the Privacy Act of 1974 (5 U.S.C. 552a.), in a system of records entitled, DOL/ETA-4, Apprenticeship Management System (AMS), at the Office of Apprenticeship Training, Employer and Labor Services, Employment and Training Administration, U.S. Department of Labor. Data may be disclosed to a State Apprenticeship Council to determine an assessment of skill needs and program information, and in connection with federal litigation or when required by law.

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Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Office of Apprenticeship Training, Employer and Labor Services, 200 Constitution Avenue, N.W., Room N-5311, Washington, D.C. 20210 (Paperwork Reduction Project 1205-0223).

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**Appendix C**

**AFFIRMATIVE ACTION PLAN**

**ADOPTED BY**

***NATIONAL ACADEMY OF OPTICIANRY AND  
CONTACT LENS SOCIETY OF AMERICA***

**AS REQUIRED UNDER TITLE 29, CODE OF FEDERAL REGULATIONS, PART 30  
AMENDED MAY 12, 1978**

**DEVELOPED IN COOPERATION WITH THE  
U. S. DEPARTMENT OF LABOR  
OFFICE OF APPRENTICESHIP**

**APPROVED BY \_\_\_\_\_  
REGISTRATION AGENCY**

**DATE APPROVED: \_\_\_\_\_**

## **SECTION I - INTRODUCTION**

The Sponsor enters this Affirmative Action Plan (AAP) with good faith for the purpose of promoting equality of opportunity into its registered apprenticeship program. The Sponsor seeks to increase the recruitment of qualified women and/or minorities for possible selection into the apprenticeship program in the event women and/or minorities are underutilized in the apprenticeship program. The Sponsor hereby adopts the following nondiscriminatory pledge and the Plan.

This Plan is a supplement to the Apprenticeship Standards. Any changes made by the sponsor will become part of this written Plan, once approved by the Registration Agency.

## **SECTION II - EQUAL OPPORTUNITY PLEDGE**

The Sponsor commits to the following Equal Opportunity Pledge:

“The recruitment, selection, employment, and training of apprentices during their apprenticeship, will be without discrimination because of race, color, religion, national origin, or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30.”

## **SECTION III - UTILIZATION AND ANALYSIS, GOALS AND TIMETABLES**

In order to allow positive recruitment and full utilization of minorities and women in the apprenticeship program, the Sponsor pledges to identify outreach efforts under Section IV which will be undertaken. The purpose of the analysis is to determine the minority and women’s labor force in the Sponsor’s labor market area. Once the labor force is determined, the Sponsor can determine if deficiencies exist in terms of underutilization of minorities and/or women in the occupations registered with the Registration Agency. (See attached Affirmative Action Plan Analysis Worksheet)

## **SECTION IV - OUTREACH AND POSITIVE RECRUITMENT**

The Sponsor’s AAP includes the following “checked” outreach and positive recruitment efforts that would reasonably be expected to increase minority and women’s participation in apprenticeship by expanding the opportunity of minorities and women to become eligible for apprenticeship selection. **Once those efforts have been checked, the Sponsor will set forth the specific steps they intend to take under each identified effort.** The Sponsor will identify a **significant number of activities** in order to enable it to meet its obligation under Title 29 CFR, Part 30.4(c).

- A.  An announcement of specific apprenticeship openings must be disseminated thirty (30) days in advance of the earliest date for application at each interval to the following agencies/organizations:
- Registration Agency
  - Women's Organizations/Centers
  - Local Schools
  - Employment Service Centers
  - One Stop Centers
  - Vocational Education Schools
  - Other Organizations/Centers (which can effectively reach minorities and women)
  - Newspapers (which are circulated in the minority community and among women)

The announcement will include the nature of the apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and the Sponsor's equal opportunity policy. The period for accepting applications as established by the Sponsor is:

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- B.  Participation in annual workshops conducted by employment service agencies for the purpose of familiarizing school, employment service and other appropriate personnel with the apprenticeship program and current opportunities.
- C.  Cooperation with school boards and vocational educational systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into the apprenticeship program.
- D.  Internal communication of the Sponsor's equal opportunity policy should be conducted in such a manner to foster understanding, acceptance, and support among the Sponsor various officers, supervisors, employees, and members, and to encourage such persons to take the necessary action to aid in meeting its obligation under Title 29 CFR, Part 30.
- E.  Engaging in programs such as outreach for the positive recruitment and preparation of potential applicants for apprenticeships; where appropriate and feasible, such programs will provide for pre-testing experience and training. In initiating and conducting these programs, the Sponsor may be required to work with other sponsors and appropriate community organizations. The Sponsor will also initiate programs to prepare women and encourage women to enter traditionally male programs.

- F.  Encouraging the establishment and utilization of programs of pre-apprenticeship, preparatory trade training, or others designed to afford related work experience or prepare candidates for apprenticeship. The Sponsor will make appropriate provisions in its AAP to assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program.
- G.  Utilizing journeyworkers to assist in the implementation of affirmative action in the apprenticeship program.
- H.  Granting advance standing or credit on the basis of previously acquired experience, training, skills, or aptitude for all applicants equally.
- I.  Other appropriate action to ensure that the recruitment, selection, employment, and training of apprentices during their apprenticeship will be without discrimination because of race, color, religion, national origin, or sex (e.g., general publication of apprenticeship opportunities and advantages in advertisements, industry reports, articles, etc., use of present minority and women apprentices and journeyworkers as recruiters; career counseling; development of reasonable procedures to ensure employment opportunity, including reporting systems, on-site reviews, briefing sessions).

**(Identify Action:)**

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**FOR EACH ITEM CHECKED IN SECTION IV, LIST EACH SPECIFIC STEP THAT THE SPONSOR WILL UNDERTAKE TO FULFILL THAT OUTREACH AND RECRUITMENT STEP**

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*(add additional pages as necessary)*

## **SECTION V - ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN**

The Sponsor will make an annual review of its current Plan and its overall effectiveness and institute any revisions or modifications warranted. The review will analyze (independently and collectively) the affirmative action steps taken by the Sponsor for evaluating the positive impact, as well as the adverse impact in the areas of outreach and recruitment, selection, employment, and training. They will work diligently to identify the cause and affect that result from their affirmative action measures. The Sponsor will continually monitor these processes in order to identify the need for a new affirmative action effort and/or deletion of ineffective existing activity(ies). All changes to the Plan must be submitted to the Registration Agency for approval. The Sponsor will continually monitor the participation rates of minorities and women in the apprenticeship program in an effort to identify any type of underutilization. If underutilization exists, corrective action will be immediately implemented. The goals and timetables also will be reviewed periodically as determined by the Registration Agency and updated where necessary.

**SECTION VI - OFFICIAL ADOPTION**

The *National Academy of Opticianry* and the *Contact Lens Society of America* hereby officially adopts this Affirmative Action Plan on this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

\_\_\_\_\_  
SIGNATURE OF SPONSOR

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE OF SPONSOR

\_\_\_\_\_  
PRINTED NAME

**(OPHTHALMIC DISPENSING OPTICIAN CONTACT LENS FITTER)**  
*(SPONSOR MUST COMPLETE A WORKSHEET FOR EACH REGISTERED OCCUPATION)*

**AFFIRMATIVE ACTION PLAN**  
**ANALYSIS WORKSHEET**

Occupational Title: \_\_\_\_\_ RAIS Code: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Address: \_\_\_\_\_ O\*NET-SOC Code: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Type of selection method used: \_\_\_\_\_

Labor Market Area: \_\_\_\_\_

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**LABOR MARKET AREA DATA**

Total Labor Force in Labor Market Area: \_\_\_\_\_

Number Women: \_\_\_\_\_ ( \_\_\_\_\_ %) of Labor Force

Number Minority: \_\_\_\_\_ ( \_\_\_\_\_ %) of Labor Force

Working Age Population in Labor Market Area: \_\_\_\_\_

Number Women: \_\_\_\_\_ ( \_\_\_\_\_ %) of working age population

Number Minority: \_\_\_\_\_ ( \_\_\_\_\_ %) of working age population

The General Availability of Minorities and Women with the Present or Potential Capacity for Apprenticeship.

Number Women: \_\_\_\_\_

Number Minority: \_\_\_\_\_

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**SPONSOR'S WORKFORCE DATA**

Journeyworkers: \_\_\_\_\_

Number Women: \_\_\_\_\_ ( \_\_\_\_\_ %) of Journeyworkers

Number Minority: \_\_\_\_\_ ( \_\_\_\_\_ %) of Journeyworkers

Apprentices: \_\_\_\_\_

Number Women: \_\_\_\_\_ ( \_\_\_\_\_ %) of Apprentices

Number Minority: \_\_\_\_\_ ( \_\_\_\_\_ %) of Apprentices

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**DETERMINATION OF UTILIZATION**

Minority Underutilization:    Yes \_\_\_\_\_    No \_\_\_\_\_  
Female Underutilization:      Yes \_\_\_\_\_    No \_\_\_\_\_

(Note: all factors need not be weighted equally.)

**SPONSOR'S GOALS:**

The sponsor agrees to make good faith efforts to attain the goal of selecting \_\_\_\_ % minorities and \_\_\_\_ % women during the next year or hiring period. These goals shall not be used to discriminate against any qualified applicant on the basis of race, color, religion, national origin or sex.

**Estimated Number of new apprentices to be hired during the next year:**

\_\_\_\_\_  
Sponsor's Signature

\_\_\_\_\_  
Approved by Agency

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Appendix D**

**QUALIFICATIONS AND SELECTION  
PROCEDURES**

**ADOPTED BY**

***NATIONAL ACADEMY OF OPTICIANRY AND  
CONTACT LENS SOCIETY OF AMERICA***

**DEVELOPED IN COOPERATION WITH THE  
U. S. DEPARTMENT OF LABOR  
OFFICE OF APPRENTICESHIP**

**APPROVED BY \_\_\_\_\_  
REGISTRATION AGENCY**

**DATE APPROVED: \_\_\_\_\_**

**The certification of this selection procedure is not a determination that, when implemented, it meets the requirements of the Uniform Guidelines on Employee Selection Procedures (41 CFR, Part 60-3) or Title 29 CFR, Part 30.**

## **SECTION I. - MINIMUM QUALIFICATIONS (EXAMPLES)**

Applicants will meet the following minimum qualifications:

A. Age

The Sponsor will establish qualifications regarding minimum age limits. *(Applicant must provide evidence of minimum age respecting any applicable State Laws or regulations.)* Apprentices must not be less than 18 years of age.

B. Education

A high school diploma or GED equivalency is required. Applicant must provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable.

Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.

C. Physical

Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

Applicants may be subject to a physical agility or fitness test, or screened for the current illegal use of drugs or both on acceptance into the program and prior to being employed.

D. Aptitude Test

All applicants must be a High School graduate or have obtained a G.E.D.

## **SECTION II. - APPLICATION PROCEDURES (SAMPLE LANGUAGE)**

- A. Applicants will be accepted throughout the year. All persons requesting an application will have one made available upon signing the applicant log.
- B. All applications will be identical in form and requirements. The application form will be numbered in sequence corresponding with the number appearing on the applicant log so that all applications can be accounted for. Columns will be provided on the applicant log to show race/ethnic and sex identification and the progress by dates and final disposition of each application.
- C. Before completing the application, each applicant will be required to review the Apprenticeship Standards and will be provided information about the program. If the applicant has any additional questions on the qualifications or needs additional information to complete the application, it will be provided by the Sponsor.
- D. Receipt of the properly completed application form, along with required supporting documents (proof of age, driver's license, birth certificate or other acceptable documentation; copy of high school diploma, GED Certificate or other acceptable documentation) will constitute the completed application.
- E. Completed applications will be checked for minimum qualifications. Applicants deficient in one or more qualifications or requirements or making false statements on their application will be notified in writing of their disqualification. The applicant will also be notified of the appeal rights available to them. No further processing of the application will be taken.
- F. Applicants meeting the minimum qualifications and submitting the required documents will be notified where and when to appear for an interview (if applicable).

## **SECTION III. - SELECTION PROCEDURES (EXAMPLE)**

- A. The Sponsor will schedule the interview (if applicable) and evaluation session. All applicants who have met the minimum qualifications and have submitted the required documents must be notified of the date, time, and place to appear.

- B. The interviewer(s) will rate each applicant during the interview on each of the factors on the applicant rating form taking into account the information on the application and required documents, if applicable. The interviewer will record the questions asked and the general nature of the applicant's answers. The interviewer will then prepare a written summary of his/her judgment of the applicant derived from the interview.
- C. After completing the interview and evaluation of the applicants, the individual rating scores of the interviewer(s) will be added together and averaged to determine the applicant's final rating.
- D. Applicants will be placed on a "Ranking List" according to their scores at the evaluation session, with the applicant having the highest score being at the top of the list, and all applicants then listed in descending order based on score.
- E. As openings for the registration of new apprentices occur, the highest ranked applicant will be notified of selection by telephone. It will be the responsibility of the applicant to keep the Sponsor informed of their current mailing address and telephone number.
- F. Selected applicants must respond to the notice of selection within 720 hours of notice. If applicants cannot be reached by telephone, their names will be passed and notice sent to their address by "Certified Mail-Return Receipt Requested" to determine if the applicants are still interested. If no response is received in fifteen (15) working days from the written notice, the applicant's name will be removed from the list. Only one certified notice will be mailed.
- G. Qualified applicants remaining on a preceding ranking list will automatically be carried forward on the new ranking list and slotted in wherever their rating score placed them for a period of two (2) years, unless the applicant has been removed from the list by their own written request or following failure to respond to an apprentice opening. Applicants who were not placed during the two (2) year period that were on the ranking list, will be required to reapply.
- H. During the two (2) year period, applicants who feel that their qualifications have improved since their original rating may submit documented evidence of such additional experience or training and request reevaluation and rating at the next regular processing cycle.

- I. Youth who complete a Job Corps training program in any occupation covered in these Standards, who meet the minimum qualifications of the apprenticeship program, may be admitted directly into the program, or if no apprentice opening is available, the Job Corps graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. The Sponsor will evaluate the Job Corps training received for granting appropriate credit on the term of apprenticeship. Entry of Job Corps graduates will be done without regard to race, color, religion, national origin, or sex. **(Note: This is a method of direct entry into the apprenticeship program.)**
- J. Veterans who completed military technical training school and participated in a registered apprenticeship program while in the military may be given direct entry into the apprenticeship program. The Sponsor will evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The Sponsor will determine what training requirements they need to meet to ensure they receive all necessary training for completion of the apprenticeship program. Entry of veterans will be done without regard to race, color, religion, national origin, or sex.

#### **SECTION IV. - COMPLAINT PROCEDURE**

- A. Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the Registration Agency or, at the apprentice or applicant's election, with the private review body established by the Sponsor (if applicable).
- B. The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the Sponsor involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.
- C. The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and, in the case of complaints filed directly with the review bodies designated by the Sponsor to review such complaints, any referral of such complaint by the complainant to the Registration Agency must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by the Registration Agency for good cause shown.

- D. Complaints of harassment in the apprenticeship program may be filed and processed under Title 29, CFR Part 30, and the procedures as set forth above.
- E. The Sponsor will provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.

## **SECTION V. - MAINTENANCE OF RECORDS**

The Sponsor will keep adequate records including a summary of the qualifications of each applicant, the basis for evaluation and for selection or rejection of each applicant, the records pertaining to interviews of applicants, the original application for each applicant, information relative to the operation of the apprenticeship program, including, but not limited to, job assignment, promotion, demotion, layoff, or termination, rates of pay or other forms of compensation or conditions of work, hours including hours of work and, separately, hours of training provided, and any other records pertinent to a determination of compliance with the regulations at Title 29, CFR Part 30, as may be required by the U.S. Department of Labor. The records pertaining to individual applicants, selected or rejected, will be maintained in such manner as to permit the identification of minority and women (minority and non-minority) participants.

Each Sponsor must retain a statement of its AAP for the prompt achievement of full and equal opportunity in apprenticeship, including all data and analysis made pursuant to the requirements of 29 CFR 30.4. Each Sponsor also must maintain evidence that its qualification standards have been validated in accordance with the requirements set forth in Title 29, CFR 30.5(b).

In addition to the above requirements, adequate records will include a brief summary of each interview and the conclusions on each of the specific factors, e.g., motivation, ambition, and willingness to accept direction which are part of the total judgment. Records will be maintained for 5 years from the date of last action and made available upon request to the U.S. Department of Labor or other authorized representative.

**SECTION VI. - OFFICIAL ADOPTION OF SELECTION PROCEDURES**

The *National Academy of Opticianry* and the *Contact Lens Society of America* hereby officially adopts these Selection Procedures on this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

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**SIGNATURE OF (SPONSOR)**

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**PRINTED NAME**

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**SIGNATURE OF (SPONSOR)**

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**PRINTED NAME**