College of Opticians of Ontario

BRIEFING NOTE

TO: **Board of Directors**

FROM: **Amy Stein, Deputy Registrar**

DATE: **November 30, 2026**

SUBJECT: **National Examination Committee (NEC) Representative**

☒ For Decision ☐ For Information ☐ Monitoring Report

Purpose:

To elect the National Examination Committee (NEC) Representative for 2027.

Background:

The Board appoints a National Examination Committee (NEC) Representative each year in December for the following year.

The NEC is a sub-committee of the National Alliance of Canadian Opticianry Regulators (NACOR) and is charged with reviewing and making recommendations on the NACOR Entry to Practice examinations. Each NACOR member may send a representative to sit on the NEC.

Desired competencies include extensive knowledge of and experience with Opticianry examinations and or the national competencies. The NEC meets on an as needed basis and may not meet annually. On occasion NACOR may strike a working group of subject matter experts that may not include the NEC Representative.

In June 2024, the Board approved the National Examinations Policy that outlines the responsibilities and required competencies for the NEC Representative.

For Consideration:

The Board is asked to elect an NEC representative for the 2027 calendar year. Expressions of interest that were received in advance of the meeting have been posted to the virtual boardroom (General Information section). However, the Board may also accept nominations from the floor during the meeting.

Anyone who meets the criteria set out in the attached National Examinations Policy is eligible for the National Examinations Committee (NEC) Representative position. Pursuant to the National Examinations Policy, the NEC Representative must meet the following qualifications:

a) Registered Optician in good standing with the COO.

b) Prior experience with the NACOR examinations (such as previous experience as an examiner) and an appropriate amount of subject matter expertise relating to the work the NEC expects to carry out during the upcoming calendar year.
c) Familiarity with the entry-to-practice competencies for opticians.

The NEC Representative does not necessarily need to be a Board member. In addition, the National Examinations Policy outlines that the NEC Representative may make a request to the Registrar to appoint additional resources including, where appropriate an additional/alternate representative with subject matter expertise in the required area.

Public Interest Considerations:

An important part of the COO's mandate is to register applicants who demonstrate the required entry to practice competencies. To achieve this mandate, it is important that the COO have representation on the committee that reviews and approves the content of the national registration examinations.

Diversity, Equity and Inclusion Considerations

When selecting a candidate to serve as NEC Representative, the Board should seek to balance prior relevant experience with other forms of knowledge, skill and competency.

Risk Management Considerations

The NEC Representative serves as the Board's primary delegate for decisions made with respect to the national licensing examinations. It is therefore important to ensure that the individual selected demonstrates the appropriate qualifications and competencies.

Action Required:

That the Board elect a National Examination Committee Representative for 2027.