



Competency Review and Evaluation Professional Portfolio Submissions Frequently Asked Questions

Q: Why is my Professional Portfolio being reviewed?

A: Every year the College is required to monitor completion of the Professional Portfolio to assure the public that opticians are engaging in self-evaluation, continuing competence, and practice improvement.

Q: Will the Professional Portfolio be scored?

A: The Professional Portfolio is not graded, and the College does not provide a score for your completed portfolio.

The College does monitor for compliance and will record if the components are complete and meet the following requirements:

- required accredited CE hours are complete, and completion certificates have been uploaded and match what has been reported
- required non-accredited, self-directed hours are complete including a summary of new knowledge/skills gained and the effect on your practice
- Competency Self-Assessment has been completed
- Jurisprudence Chapter 1 has been completed as required

Q: What happens if my Professional Portfolio is incomplete/deficient?

A: Any Professional Portfolio that is incomplete will be reviewed by the Quality Assurance Committee. If you have not completed all components of the portfolio, the QA Committee may request you engage in additional activities, a practice assessment, and/or submit a future Professional Portfolio.

In instances where a registrant has not completed the QA requirements, the QA Committee may refer the registrant to the Inquiries, Complaints and Reports Committee (ICRC).

Q: Will I be charged for an incomplete/deficient Professional Portfolio?

A: Yes. All Professional Portfolios which are incomplete and/or deficient in accredited continuing education hours will be subject to a deficient professional portfolio fee of \$100 (plus HST).

Q: Will I be charged for a late Professional Portfolio submission?

A: Yes. All 2025 Professional Portfolios that have not been uploaded by the deadline specified by the QA Committee (April 17, 2026) will be subject to a late professional portfolio fee of \$50 (plus HST).