

Accreditation Checklist

The following checklist is used as a guide by the Quality Assurance Committee when reviewing application for accreditation. The checklist is provided for guidance purposes only and does not constitute a strict or complete interpretation of the Accreditation Policy.

Criteria	Yes	No	N/A	Notes/Comments
Content is evidence based				
Course contents are supported by data				
The sources for the data are cited				
The sources cited are reliable (e.g. scientific journal) and objective				
The contents avoid making unfounded/ unsupported assertions				
Content relates to RO competencies				
The course content reasonably relates to identified competencies for ROs				
Content is presented in an objective manner				
Material is presented objectively				
The contents are presented in a manner that is balanced/neutral				
Speaker/Presenter validation				
The CE provider has demonstrated that they have relied upon objective, neutral and reliable sources to support the course content				
Speakers/Presenters meet specified criteria				
Speaker/presenter is either (a) Registered optician, optometrist or medical doctor OR (b) instructor at a recognized academic institution OR (c) at least 5 years experience in field of specialization				
Speaker/presenter has not previously been reported for engaging in unprofessional or discriminatory conduct during a previous CE presentation				
Content is not discriminatory or unprofessional				
Text used is professional and free of content that could considered discriminatory on the basis of factors such as race, gender, sex, disability, age, sexual orientation, etc.				
Images used are professional and free of content that could considered discriminatory on the basis of factors such as race, gender, sex, disability, age, sexual orientation, etc.				
Proprietary/commercial content				

Criteria	Yes	No	N/A	Notes/Comments
The course has as its primary purpose the advancement of professional competency and scientific knowledge in the practice of opticianry, and is not primarily for the purpose of endorsing a specific product or brand.				