

## Professional Portfolio Checklist

All registrants of the College of Opticians (COO) are required to participate in the Quality Assurance (QA) program annually. Complete information about the program can be found [here](#). As part of the QA Program, registrants are required to complete a Professional Portfolio annually by December 31, to get started, you should review the [Professional Portfolio Guide](#).

### Completing Your Professional Portfolio

Your Professional Portfolio is completed online in the **QA section** of the **registrant portal**. Log in to your registrant portal [here](#).

The professional portfolio consists of:

- Competency Self-Assessment
- Professional Development consisting of 12 accredited and 4 non-accredited continuing education (CE) hours. Depending on when you registered in the year, this requirement may be pro-rated your first year. Review this [table](#) to determine your CE requirements for your first year of registration.
- Jurisprudence – all registrants must complete Chapter 1: Professional Boundaries and Sexual Abuse Prevention within 12 months of registration and then once every 3 years. As a newly registered optician, your requirements for Professional Development may be prorated.

You will find the complete list of available accredited continuing education activities on the College website [here](#).

Remember!

- Important to remember:** Every accredited hour entered in the registrant portal **must** have a corresponding certificate of completion uploaded. This **verifies** that you completed the activity. The certificate is obtained from the **provider** of the activity.
- Information on what is considered non-accredited/self-directed learning and how to enter these hours to your registrant portal may be found [here](#).
- You must include a summary of new knowledge and/or skill gained and the effect on your practice when you report these hours.
- Complete the **Competency Self-Assessment**. You must complete this every year.
- You are required to complete **Jurisprudence Chapter 1: Professional Boundaries and Sexual Abuse Prevention** within **12 months** of your registration and then once every **3 years**. Keep in mind that it has a Professional Growth (PG) value and may be used towards your professional portfolio. Learn more about Jurisprudence [here](#).
- Free** PG hours are available by completing any of the **5 Jurisprudence Chapters** that the College offers, each with a PG value. As a reminder, it is mandatory that you complete Chapter 1. You may complete the remaining chapters once every three years.

Watch this [video](#) for a step-by-step process on completing your professional portfolio in the registrant portal. If you have any questions or need assistance, please contact us by email [QA@collegeofopticians.ca](mailto:QA@collegeofopticians.ca)