

Continuing Education Requirements for New Registrants

Congratulations on your registration as a Registered Optician (RO)! Now that you are a member of the College, you are required to engage in the [Quality Assurance \(QA\) program](#) and complete continuing education each year, beginning as soon as you are registered. The QA program is designed to ensure that ROs maintain a high standard of practice and professionalism and that they deliver safe and competent patient care.

Professional Portfolio Requirements

Each calendar year (January – December), all ROs must engage in self-assessment and professional development through the completion of a [Professional Portfolio](#). The Professional Portfolio consists of:

1. Competency Self-Assessment
2. Professional Development which includes a combined total of 16 continuing education hours broken down as follows:
 - 4 accredited Eyeglass (EG) hours
 - 4 accredited Contact lens (CL) hours
 - 4 accredited Professional Growth (PG) hours
 - 4 non-accredited, self-directed hours
3. Jurisprudence – This tool is designed to help RO's maintain professional boundaries in their practice. All registrants are required to successfully complete Chapter One: Professional Boundaries and Sexual Abuse Prevention within 12 months of registration and then once every 3 years. This has been accredited as a Professional Growth (PG) activity and, may be used toward your accredited professional growth requirements the year in which it is completed.

Continuing Education Requirements for new ROs in their First Year of Registration

The number of continuing education hours that newly registered ROs must complete will depend on the date they are registered with the College. Please refer to the prorated CE requirement chart below to determine how many CE hours you are required to complete:

Date Registered	Accredited CE Required	Unaccredited CE required
January 1 – March 31	12 (100%) (4 EG + 4 CL + 4 PG)	4 (100%)
April 1 – June 30	9 (75%) (3 EG + 3 CL + 3 PG)	3 (75%)
July 1 – September 30	6 (50%) (2 EG + 2 CL + 2PG)	2 (50%)
October 1 – December 31	3 (25%) (1 EG + 1 CL +1 PG)	1 (25%)

This schedule applies to the first calendar year of registration only, and only applies to members who have not previously held an RO certificate of registration in Ontario. Starting in your second calendar year of registration, you will be required to complete all 16 CE activity hours.

Completing your Professional Portfolio

Registrants are required to complete all components of their professional portfolio online through the Quality Assurance section of their Registrant Portal. For complete instructions, including video tutorials, please visit the Registrant Section information page located [here](#) on our website.

Contact us!

If you have any questions about the QA program, please contact us by email at qa@collegeofopticians.ca or by phone 416-368-3616 or 1-800-990-9793 extension 204/205.