

APPLICATION FOR NEW COURSE APPROVAL

American Board of Opticianry _____ National Contact Lens Examiners _____ (Please check one)

Guidelines for filling out this form are in the *Criteria for Continuing Education Handbook*

This form is to be used for new course approval only. Please use a separate form for each new course submitted. This application must be completed in full or approval will be delayed or denied.

Sponsoring Organization: _____ Program Date: _____

Sponsor Representative _____ Daytime Phone _____ email address _____

Street Address: _____ City & State: _____ Zip _____

Course Title: _____

Speaker: _____ SS # (last 4 digits): _____

Is this speaker approved by ABO/NCLE? YES _____ NO _____

If speaker is not approved; an application for speaker approval must be submitted and approved prior to submitting this course.

If yes, at which classification? Technical _____ General Knowledge _____

If Technical, at which level? Level I (Basic) & Level II (intermediate) _____ Level III (advanced) _____

Course Length: _____ hour(s) (50 minutes = 1 hour credit) (2 hour maximum for lecture courses)

Course Classification: Technical _____ General Knowledge _____ (choose one)

Technical courses are those that relate directly to skills or knowledge that are optical in nature, and appear in the ABO or NCLE Job Analysis. General Knowledge courses are those that will enhance the abilities of ophthalmic professionals, but are usually not optical in nature.

If Technical, Course Level: Level I (basic) _____ Level II (intermediate) _____ Level III (advanced) _____

Intended Audience: opticians ___ ophthalmic technicians ___ contact lens technicians ___ other _____

Teaching Methods: lecture ___ hands-on ___ print media ___ live webinar ___ recorded webinar ___ other _____

Course Description: (A 25-50 word typed course description with learning objectives must accompany form)

Course Outline: (A complete, typed outline with time references must accompany form)

Return forms to: ABO/NCLE, 6506 Loisdale Road, Suite 330, Springfield, VA 22150

A \$100.00 NON-REFUNDABLE APPLICATION FEE IS REQUIRED WITH GENERAL KNOWLEDGE COURSE SUBMISSIONS. A \$75.00 NON-REFUNDABLE APPLICATION FEE IS REQUIRED WITH TECHNICAL COURSE SUBMISSIONS. LATE SUBMISSIONS MUST ALSO INCLUDE THE LATE FEE DESIGNATED IN THE ABO/NCLE FEE SCHEDULE. APPLICATIONS SUBMITTED LESS THAN TWO WEEKS FROM THE DATE OF THE PROGRAM MAY BE REJECTED.

Author's Affidavit: (Applies to Internet and Article courses only)

I herby certify that the course submitted is my original work and the material contained within it is current. I further affirm that all questions accompanying this course are unique to this submission.

Signature of Author _____ Date _____