

CONTINUING EDUCATION REQUIREMENTS

FOR MICHIGAN OPTOMETRISTS

Authority: Public Act 368 of 1978, as amended

This form is for information only.

This brochure has been developed to explain the requirements and the license renewal process to Optometrists licensed to practice optometry in Michigan.

REQUIREMENTS FOR RENEWAL

TRAINING ON IDENTIFYING VICTIMS OF HUMAN TRAFFICKING:

The Michigan Public Health Code and board administrative rules require Optometrists to complete training on identifying victims of human trafficking that meets the requirements in Administrative Rule 338.303. Please note this is a one-time training that is separate from continuing education. Licensees renewing in 2017 must complete training on identifying victims of human trafficking by renewal in 2019; licensees renewing in 2018 must complete training on identifying victims of human trafficking by renewal in 2020; etc. Beginning December 21, 2021 an applicant for initial licensure as an optometrist must complete training on identifying victims of human trafficking as a requirement for licensure.

CONTINUING EDUCATION:

The Michigan Public Health Code and board administrative rules require Optometrists to complete continuing education as follows:

- A renewal applicant who has been licensed for the 2-year period immediately preceding the expiration date of the license must complete not less than 40 hours of board-approved continuing education.
- A renewal applicant who holds certification to administer topical ocular diagnostic pharmaceutical agents or certification to administer and prescribe therapeutic pharmaceutical agents, or both, must accumulate not less than 20 hours of board-approved continuing education in pharmacological management of ocular conditions. The 20 required hours are part of, and not in addition to, the required 40 hours of board-approved continuing education.
- A renewal applicant must complete 1 hour of board approved continuing education in pain and symptom management related to the practice of optometry. **NOTE: Beginning with the 2018 renewal cycle, and all renewal cycles thereafter, licensees are required to complete 2 hours of board-approved continuing education in pain and symptom management.** The continuing education in pain and symptom management is part of, and not in addition to, the required 40 hours of board approved continuing education. Continuing education hours in pain and symptom management, as they relate to the practice of optometry, may include, but are not limited to the following: ethics and health policy related to pain; pain definitions; basic sciences related to pain, including pharmacology, psychology, sociology, and anthropology; clinical sciences related to pain, including specific pain conditions and pain in

special contexts and settings; clinician-patient communications related to pain; management of pain, including evaluation and treatment, non-pharmacological and pharmacological management; ensuring quality pain care; Michigan programs and resources relevant to pain.

Board-approved continuing education programs include continuing education courses that are offered or approved by any of the following:

- A continuing education program that has been approved by the Council on Optometric Practitioner Education (COPE).
- A Board-approved continuing education program pursuant to Administrative Rule 338.319.

The following is considered board-approved continuing education:

- Successful completion of a course or courses offered for credit in an optometry school approved by the board under R 338.305. Ten hours of continuing education shall be credited for each quarter credit earned and 15 hours shall be credited for each semester credit earned. Hours may be earned without limitation. (If audited, a licensee must submit an official transcript documenting successful completion of the course.)
- Successful completion of a continuing education program offered by an optometry school approved by the board under R 338.319. One continuing education hour may be granted for each 54 to 60 minutes of program attendance, without limitation. (If audited, a licensee must submit a copy of a letter or certificate of completion showing the licensee's name, number of credits earned, sponsor name or the name of the organization that approved the program or activity for continuing education credit, and the date or dates on which the program was held or activity completed.)
- Attendance at a continuing education program related to the practice of optometry offered by an educational program approved by the board under R 338.319 or approved by another state board of optometry. One continuing education hour may be granted for each 54 to 60 minutes of program attendance, without limitation. (If audited, a licensee must submit a copy of a letter or certificate of completion showing the licensee's name, number of credits earned, sponsor name or the name of the organization that approved the program or activity for continuing education credit, and the date or dates on which the program was held or activity completed.)
- Presentation of or at a continuing education program approved by the board. One continuing education hour may be granted for each 54 to 60 minutes of program presentation, without limitation. (If audited, a licensee must submit a letter from the program's sponsor, verifying the licensee's presentation of educational materials and lecture at the continuing education program.)
- Attendance at continuing education program related to optometric topics approved for category 1 continuing education by the Michigan boards of medicine and osteopathic medicine and surgery. One continuing education hour may be granted for each 54 to 60 minutes of program attendance, limited to 8 hours per renewal period. (If audited, a licensee must submit a copy of a letter or certificate of completion showing the licensee's name, number of credits earned, sponsor name or the name of the organization that approved the program or activity for continuing education credit, and the date or dates on which the program was held or activity completed.)
- Attendance at a continuing education program related to optometric pharmacological topics approved for continuing education by the Michigan board of pharmacy. One continuing education hour may be granted for each 54 to 60 minutes of program attendance, limited to 8 hours per renewal period. Applicants for renewal who hold certification to administer topical ocular diagnostic pharmaceutical agents or

certification to administer and prescribe therapeutic pharmaceutical agents, or both, may earn hours without limitation. (If audited, a licensee must submit a copy of a letter or certificate of completion showing the licensee's name, number of credits earned, sponsor name or the name of the organization that approved the program or activity for continuing education credit, and the date or dates on which the program was held or activity completed.)

- Attendance at a continuing education program related to practice management approved by the board. One continuing education hour may be granted for each 54 to 60 minutes of program attendance, limited to 9 hours per renewal period. (If audited, a licensee must submit a copy of a letter or certificate of completion showing the licensee's name, number of credits earned, sponsor name or the name of the organization that approved the program or activity for continuing education credit, and the date or dates on which the program was held or activity completed.)
- Attendance at a continuing education program related to self-evaluation journal tests and multimedia education, including online continuing education, approved by the board. One continuing education hour may be granted for each 54 to 60 minutes of program attendance, limited to 20 hours per renewal period. (If audited, a licensee must submit a copy of a letter or certificate of completion showing the licensee's name, number of credits earned, sponsor name or the name of the organization that approved the program or activity for continuing education credit, and the date or dates on which the program was held or activity completed.)
- Initial presentation of a scientific exhibit, poster, or paper to a professional optometric organization. Two hours of continuing education shall be granted for each presentation. No additional credit shall be granted for preparation of the presentation. (If audited, the licensee must submit a copy of the document presented with evidence of presentation or a letter from the program sponsor verifying the date of the presentation.)
- Publication of a scientific article related to the practice of optometry in a peer-reviewed journal or periodical. Six hours of continuing education shall be granted for serving as the primary author. Three hours of continuing education shall be granted for serving as a secondary author. (If audited, the licensee shall submit a copy of the publication that identifies the licensee as the author or a publication acceptance letter and documentation of the peer-review process.)
- Initial publication of a chapter or a portion of a chapter related to the practice of optometry in either of the following: A professional healthcare textbook; a peer-reviewed textbook. Five hours of continuing education shall be granted for serving as the primary author. Two hours of continuing education shall be granted for serving as a secondary author. (If audited, the licensee shall submit a copy of the publication that identifies the licensee as the author or a publication acceptance letter.)
- Participating on any of the following: A peer review committee dealing with quality of patient care as it relates to the practice of optometry; a committee dealing with utilization review as it relates to the practice of optometry; a health care organization committee dealing with patient care issues related to the practice of optometry; a national or state committee, board, council, or association related to the practice of optometry. Twelve hours of continuing education shall be granted for participating on a committee. A maximum of 12 hours of continuing education may be earned for this activity in each renewal period. A committee, board, council or association is considered acceptable by the board if it enhances the participant's knowledge and understanding of the field of optometry. (If audited, the licensee shall submit a letter from an organization official verifying the licensee's participation in at least 50% of the regularly scheduled meetings of the committee, board, council or association.)

- Taking of the CPDO examination administered by the NBEO. Twelve hours of continuing education shall be granted for taking the CPDO examination every 2 years.

RENEWAL PROCEDURES

Optometry licenses expire every 2 years on June 30. Submission of the renewal application certifies that the continuing education requirements have been met.

DO NOT SEND THE CONTINUING EDUCATION DOCUMENTS to our office unless requested. The Department of Licensing and Regulatory Affairs, Bureau of Professional Licensing, will conduct an audit at the conclusion of each renewal period. Optometrists chosen for audit through an automated random selection process will be contacted by letter to submit documented evidence of the completion of continuing education activities.

DO NOT RENEW YOUR LICENSE IF THE CONTINUING EDUCATION REQUIREMENTS HAVE NOT BEEN MET.

An Optometrist who is unable to provide evidence of completion of the continuing education requirements, when requested, is in violation of the Michigan Public Health Code and subject to one or more of the following possible license sanctions: reprimand, probation, denial, suspension, revocation, limitation, restitution, and fine.

Licenses can be renewed approximately 90 days prior to the expiration date of the license after completion of continuing education requirements by submitting the renewal application with the renewal fee. Licenses can be renewed during the sixty-day grace period after completion of continuing education requirements; a \$20 late fee will be applied in addition to the renewal payment.

If the license is not renewed prior to the end of the 60-day grace period, the license will lapse and reflect the June 30 expiration date. The applicant will be required to apply for relicensure in order to resume practice in Michigan. "Relicensure" means the granting of a license to a person whose license has lapsed for failure to renew the license within 60 days after the expiration date.

CONTINUING EDUCATION WAIVERS

The Michigan Public Health Code authorizes the Board of Optometry to waive the continuing education requirements for a license renewal applicant if, upon written application, the Board finds the failure of the licensee to attend the required board-approved courses or programs was due to the licensee's disability, military service, absence from the continental United States, or a circumstance beyond the control of the licensee which the Board considers good and sufficient.

A written request for a waiver must be submitted by mail to the Department of Licensing and Regulatory Affairs, Bureau of Professional Licensing, Attn: Board of Optometry, P.O. Box 30670, Lansing, MI 48909 or by email to BPLHelp@michigan.gov and shall include supporting documentation for the reason for the waiver. A waiver cannot be requested after an application for renewal has been submitted. The Board cannot prospectively waive continuing education requirements.

To summarize:

- * All Michigan licensed Optometrists who were licensed for the 2-year period immediately preceding the expiration date of the license must have earned 40 hours of board-approved continuing education, with at least one hour in pain and symptom management. (NOTE: Beginning with the 2018 renewal cycle, and all renewal cycles thereafter, 2 hours of pain and symptom management are required.) A renewal applicant who holds certification to administer topical ocular diagnostic pharmaceutical agents or certification to administer and prescribe therapeutic pharmaceutical agents, or both, must accumulate a minimum of 20 hours of board-approved continuing education in pharmacological management of ocular conditions. The 20 required hours are part of, and not in addition to, the 40 hours of board-approved continuing education.
- * Submission of the renewal application certifies that the continuing education requirements have been met.
- * Failure to complete the continuing education requirement is considered a violation of the Public Health Code.
- * Every Optometrist who is renewing his/her license should retain records documenting the completion of continuing education. Those documents must be retained for 4 years from the date of applying for license renewal.

The Department of Licensing and Regulatory Affairs will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need assistance with reading, writing, hearing, etc., under the American's with Disabilities Act, you may make your needs known to this agency.