



CHARTER OF THE COLLEGE OF OCULARISTRY (COO)

Mission Statement: The College of Ocularistry (“COO”) is a division of the American Society of Ocularists. The mission of the COO is to provide the highest quality educational experience to students of Ocularistry.

Vision Statement: The COO will endeavor to consistently improve the Ocularist profession by providing the most advanced education to Intern Ocularists, at its educational seminars.

Section 1. Definition

The COO, as administered by the American Society of Ocularists, is responsible for the Educational Seminars, provided to all COO Interns.

Section 1a. Admission to the College of Ocularistry

The COO coordinates with the Executive Director of the American Society of Ocularists to admit Intern members to the educational program of the COO. Tuition for the COO is paid by all Intern members of the COO, at the rate proscribed by the COO, as administered by the American Society of Ocularists.

Section 2. Intern Ocularists

There is one program under which a person can apply to attain a diploma from the College of Ocularistry, as administered by the American Society of Ocularists. This is the “Intern Ocularist program”. Each Intern Ocularist shall be a member of the College of Ocularistry, as long as he/she remains a member in good standing, until such time as he/she has obtained his/her diploma from the COO. There will be differentiation between “supervised” and “unsupervised” Interns, internally to the operations of the COO. Externally, all members will simply be referred to as “Intern” Ocularists.

Section 3. Intern Requirements

Intern Applicants are required to:

- a) Apply for and be enrolled in the Education program of the College of Ocularistry.
- b) Successfully complete 450 credit hours of related instruction, as approved by the College of Ocularistry, as administered by the American Society of Ocularists. Additionally, 90 ASO education credits.
- c) Successfully pass four (4) Experience Level Examinations (ELEs).
- d) Fulfill all current academic requirements established by the COO Administration and approved by the Board of Directors of the American Society of Ocularists, as necessary to receive a diploma from the College of Ocularistry.
- e) Maintain good academic progress/standing, as defined for each category.

- f) Provide documentation as required by the COO Administration to verify compliance with COO requirements.
- g) Apply to the COO Administration for permission to complete training under a substitute supervisor if unable to complete training with original supervisor, or to transfer to the “unsupervised” category, if unable to obtain a supervisor.
- h) Work at least 35 hours per week as an Ocularist. Applicants unable to comply with work hour requirements may apply for consideration of extenuating circumstances, which will be approved by the COO Administration.
- i) Complete one of the two categories, described below.

Section 4. Supervised Intern Ocularist

To fulfill the requirements of the Educational Program, a Supervised Intern Ocularist must, in addition to those general requirements set forth above:

- a) Work under the direction of a COO-approved supervisor.
- b) Work at least 35 hours per week, as an Ocularist.
- c) Complete an initial 6,000 hours (three years) of training under the direct supervision of the COO–approved Supervisor.
 - Direct supervision means the supervisor is in the office while the Intern is interacting with patients.
 - Indirect supervision means the supervising ocularist inspects all final shells and prostheses made by the Intern.
- d) Complete a total of 10,000 hours of work as an Ocularist. NOTE: the accumulation of work experience hours begins at the date and time of the Intern’s admission to the COO.
- e) Complete the training program within a period of between five (5) and seven (7) years, unless concurrently attending a post-secondary academic program, where the maximum allowable time-limit will be fourteen (10) years.
- f) Maintain good academic progress/standing by completing a minimum of 65 College of Ocularistry credits per year. You must pass ELE1 within your first 4,000 hours of training, followed by one ELE per two thousand (2,000) hours of training (program milestones) and must pass each ELE within 3,500 hours. 13 ASO credits are required per 2,000 hours of training.
- g) Attend three of the first four in-person ASO Conferences, from the date of initial membership. (See required courses for graduation).

Section 5. Unsupervised Intern Ocularist

To fulfill the requirements of the Educational Program, an Unsupervised Intern Ocularist must, in addition to those general requirements set forth above:

- a) Work at least 35 hours per week, as an Ocularist, in order to complete a total of 16,000 hours of work, as an Ocularist. NOTE: the accumulation of work experience hours begins at the date and time of Intern’s admission to the College of Ocularistry.

- b) Complete the College's educational program, within a minimum of 8 years and a maximum of 10 years.
- c) Maintain good academic progress by completing a minimum of 90 College of Ocularistry credits per two thousand (2,000) hours of training/work experience. Must take and pass ELE1 within 4,500 hours and ~~up to~~ followed by one ELE per two thousand to thirty-five hundred (2,000-3,500) and must take and pass each successive ELE within 3,500 hours to maintain good academic progress.
- d) Attend three of the first four in-person ASO Conferences, from the date of initial membership. (See required courses for graduation).

Section 5a. Unsupervised Intern Ocularist Completion Acceleration

A reduction in the required training time of 8 years (16,000 hours) for Unsupervised Intern of the COO, will be granted for proven training/work experience accumulated prior to admission to the COO, under certain guidelines and requirements. Details of the allowance and requirements for a time reduction are as follows:

- a) An allowance of previous training/work experience will be granted at a rate of 1 year (2,000 hours) of COO training reduction, for every 2 years (4,000 hours) of previous experience.
- b) A maximum of 3 years (6,000 hours), of reduction of COO Intern's training time, will be allowed. (Under no circumstance will the Intern's training requirement be less than 5 years or 10,000 hours).
- c) The first 4 years (8,000 hours) of previous training/work experience, are not counted or used, in calculating a training requirement reduction; therefore, the years following the first 4 years are considered. In calculating a reduction in the training requirement, an Unsupervised Intern COO applicant will need a minimum of 10 years (20,000 hours) of previous training/work experience to reduce his/her required training time to 5 years (10,000 hours).
- d) It is the obligation of the Intern to substantiate prior training/work experience.
- e) At least two documents will be required to prove previous training/work experience, as follows:
 - i) A payroll document or other official proof of employment will be required.
 - ii) A second proof of previous training/work experience document can be one of the following:
 - 1 - A notarized statement by a physician, stating known training/work experience
 - 2 - A notarized statement by an ASO BADO, stating known training/work experience.
 - 3 - At least two redacted patient files, showing work experience by the applicant.

Section 6. Definition of COO Supervisor

- a) A COO Supervisor is defined as an ASO Board Approved Diplomate Ocularist (BADO) or other person who has been approved by the COO Administration and the ASO Board of Directors as an educational supervisor.
- b) The COO Supervisor must:

- i. Supervise the initial 6,000 hours (three years) of training under the direct supervision of the COO–approved Supervisor.
- ii. Direct supervision means the supervisor is in the office while the Intern is interacting with patients.
- iii. Indirect supervision means the supervising ocularist inspects all final shells and prostheses made by the Intern.
- iv. Provide all documentation required by the COO Administration in order to verify that training requirements are met.
- v. Have no more than two (2) members in training under supervision at any one time.
- vi. Be able to provide sufficient hours of supervised training so that the Supervised Intern Ocularist may complete the Educational Program in the prescribed maximum time period for their educational category.
- vii. Provide written notice of the termination of the Supervised Intern Ocularist relationship to the Executive Director of the American Society of Ocularists, within thirty (30) days of such termination.

Section 7. Probationary Period

Any Intern Ocularist who does not maintain good academic progress/standing or who does not complete the educational program in the amount of time allowed by the category for which they were accepted will be notified by the COO Administration that they are not in compliance with the requirements of the educational program of the COO.

Section 8. Leave of Absence

Any Intern Ocularist may request that the requirements and time constraints of these programs be suspended, to allow for such things as: active-duty military commitment, parental leave, medical leave, or compassionate leave. They must not be engaged in the practice of Ocularistry, during any leave of absence. The person who requests leave of absence must provide, to the COO Administration, adequate documentation as may be requested by the COO Administration (e.g., Orders for military service, Doctor's letter, personal letter explaining reasoning for such leave). These persons will be subject to all current requirements of the educational program, as it exists upon their return. All fees and assessments will be suspended during the period of leave, as described herein.

Note 1: All time periods referred to in this Charter shall begin on the date of acceptance to the COO and shall continue without interruption unless leave is requested by the Intern and granted by the Administration of the COO.

Note 2: All Program requirements are subject to change, without notice, by the Administration of the COO.

Note 3: A maximum of 2,000 hours completed in any 12-month period may be credited for work experience, as an Intern Ocularist.

Section 9. Credit Tracking and Graduation

The COO, in coordination with the Executive Director of the American Society of Ocularists, will track all credit-hours of each approved Intern Ocularist and will determine when each Intern has achieved graduation. The COO will issue a diploma for each graduate, upon graduation.

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