



North Carolina  
State Board of Opticians  
P.O. Box 6758  
Raleigh, North Carolina 27628-6758

Phone: (919) 420-1390  
Fax: (919) 420-1361  
Email: [info@ncopticiansboard.org](mailto:info@ncopticiansboard.org)

**MEMORANDUM**

TO: Continuing Education Providers  
FROM: NC State Board of Opticians  
SUBJECT: CE Provision in North Carolina

The NC State Board of Opticians accepts the responsibility of continuing education with a serious and deliberate attitude. Its purpose is to equip North Carolina opticians to better serve the needs of the public for visual appliances.

The Board of Opticians requires submission of the attached Continuing Education (CE) Certification information for approval to hold CE seminars applicable for NC opticians' education credits. **Applications for approval must be submitted a minimum of 45 days prior to the date of the seminar.**

Additional copies of the CE Certification Form may be made for multiple course submission; additional pages may be attached to the form if more space is needed.

An incomplete application cannot be processed, nor does a complete application guarantee certification. **Normal processing time for Board approval is two to three weeks.** You will be notified in writing of the Board's decision.

Attendance/Security Measures

Preferably during the seminar, maintain only one entrance. The provider must take security measures at any entrance, however, to assure the Board that the attendees are present the full length of the course and not allowed to be absent for more than ten minutes to receive an hour's course credit.

If a participant leaves a course, any issued CE Certificate should be given to the monitor.  
If the participant is out for ten minutes or less, the CE Certificate should be returned at reentry.  
If the participant is out for more than ten minutes, the CE Certificate should not be returned to the participant and no credit for the seminar should be issued.

Seminars should be conducted, and attended, in a professional manner; unruly attendees should be dismissed from courses, with any CE Certificate confiscated (not to be returned to the attendee). Alcoholic beverages should not be allowed in the room during course presentations.

Since NC administrative rule allows for the monitoring of any Board-approved CE course, providers should allow complimentary registration/attendance of Board members/staff at CE seminars/courses.

Attachment

**NORTH CAROLINA STATE BOARD of OPTICIANS**  
**Continuing Education Course**  
**Certification Form**

Title of Course: \_\_\_\_\_

Course duration \_\_\_\_\_

Attach one

Course description with instructional objectives:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**--OR--**

Course outline

Is course **currently** ABO and/or NCLE approved? No \_\_\_\_\_ Yes \_\_\_\_\_

If yes, provide ABO/NCLE course approval number \_\_\_\_\_

Date and location of seminar \_\_\_\_\_

\_\_\_\_\_

Course's schedule presentation time – From \_\_\_\_\_ To \_\_\_\_\_

Speaker's name & address \_\_\_\_\_

\_\_\_\_\_

Provider agency's name & address \_\_\_\_\_

\_\_\_\_\_

Provider contact name & telephone number \_\_\_\_\_

Provider's description of intended attendance/security measures

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Provider's acknowledgement of Board's CE monitoring capabilities Yes \_\_\_\_\_

**\*\* Attach seminar brochure/schedule, and copy of speaker's resume/biographical information \*\***