



North Carolina State Board of Opticians

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MEMORANDUM

TO: All Continuing Education Seminar Providers

FROM: NC State Board of Opticians

SUBJECT: Conducting Seminars

The provider must take security measures at each entrance to assure the Board that each optician has met the requirements of the Board, and that each optician has been in attendance the full length of the course and not allowed to be absent for more than ten minutes of the course to receive credit for attending.

When a participant leaves the seminar, the CE Certificate is to be given to the monitor. If the participant is out for ten minutes or less the CE Certificate will be returned. If the participant is out for more than ten minutes, the CE Certificate will not be returned to the participant and no credit for the seminar will be allowed.

Preferably during the seminar maintain only one entrance.

Each seminar should be conducted in a professional manner with complete silence during the presentation. There shall not be any alcoholic beverages allowed in the room during the seminar or course. Unruly participants should be dismissed from the seminar, course, or room and the CE Certificate confiscated (not to be returned to the participant).

Each speaker will be required to speak for a minimum of 50 minutes for each hour credit or the seminar will not be credited.