

Dear Member,

Your request for accreditation of a seminar has been received. Please read the following information as it pertains to you.

The council of the College of Opticians of Alberta has decided that there will be a fee to evaluate all submissions for continuing education credits. If a vendor, employer or supplier has submitted and received accreditation on their seminar they will be entitled to use our logo when advertising their seminar. So please look for our logo on all continuing education seminars.

If you have attended a seminar that has not been accredited by the College of Opticians of Alberta and you wish to have it reviewed the requirements are essentially the same. Here are the minimum requirements you need to submit to the office for accrediting:

- Proof of Attendance and Duration
- Any handouts that were available
- Your own lecture notes from the seminar
- \$5.00 per seminar accreditation fee*

Remember that this fee is to evaluate the seminar or lecture and it does not guarantee the credits will be issued.

Attached with this letter you will find a copy of the Continuing Education Accreditation Submission Procedures, along with an accreditation form. **The seminar will not be sent to the Accreditation Committee to be reviewed if the \$5.00 per seminar fee is not received.**

If you have any questions or concerns regarding these requirements do not hesitate contact the COA office.

Sincerely,

David McGowan
Accreditation Committee Chair
College of Opticians of Alberta

Continuing Education Accreditation Form

1. Seminar Name: _____
2. Presenter(s): _____
3. Sponsored by: _____
4. Date and Time of Seminar: _____
5. Duration (hours/days): _____
6. Learning Objectives: _____

7. Presentation Format: _____
(Slide/lecture/written/etc.) _____
8. Instructional Objectives: _____

9. Seminar Outline: (Notes taken/ Any Handouts,
attach a separate sheet of paper if necessary) _____
10. Certificate of Attendance _____
11. \$5.00 Fee *

Name of Submitter _____

Title of Submitter (RO, RCLP) _____

Signature _____

For COA Office Use Only

Con-Ed Category		All Documents Provided	
Credits Awarded		Session Audit/ Date	
Approved by/Date		Seminar Number	

NB: Please ensure you attach copies of all seminar material and handouts for review.
 *The \$5.00 fee is to have the seminar evaluated; unfortunately it does not guarantee credits will be issued.
 For your information, the evaluation may also take up to one month, once we have the results we will contact you.