



**PRINCIPLES AND REQUIREMENTS OF THE
GENERAL OPTICAL COUNCIL
CONTINUING EDUCATION AND TRAINING SCHEME**

**APPROVED
for APPLICATION to CET OFFERED
to USERS from
1ST NOVEMBER 2008.**

Definitions and Explanations

CET – Continuing Education and Training

All registrants are encouraged to extend their professional competence and to enhance their level of practice. However, for the purposes of the GOC's CET Scheme, CET is taken to mean the maintenance of the up-to-date knowledge and skills required for the safe exercise of professional activities following the achievement of qualification enabling registration for the professions. CET sustains and maintains the professional knowledge and skills, which would be achieved at the current entry level of competence, utilising a range of modalities and covering an appropriate range of GOC competencies.

Core Competencies

Core competencies are statements which outline the minimum expected standards to be obtained/maintained in the professions of Optometrist and Dispensing Optician.

Entry level CET is defined by the GOC's core competency statements for the two optical professions, which are available on the CET Website: www.cetoptics.com

DOCET

The Directorate of Optometric Continuing Education and Training is a special committee set up by the Department of Health in 1989 to oversee the management of Government funds set aside for the provision of optometric CET for all UK registered optometrists

Further information regarding DOCET can be found on the following link:

<http://www.college-optometrists.org/index.aspx/pcms/site.education.DOCET.DOCEThome/>

Individual/Registrant/Practitioner/Participant

means a person who is a 'user of CET'

Modality

means the way in which CET is delivered, for example, conferences, workshops, tutorials, peer group, Internet provision and other distance learning.

Learning Hour

The minimum length of any CET session (other than distance learning) will be one learning hour; normally, made up of 45 minutes teaching time plus 15 minutes discussion/feedback time.

For distance learning CET this will equate to between 2,000 to 4,000 words plus a minimum of 6 MCQs to be answered. The minimum length of any CET session will be one learning hour.

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Learning Outcomes

Statements of what a user is expected to know, understand and/or be able to do at the end of a period of learning/CET

Learning Conditions

Appropriate provision of the environment and modality in which the CET event is to take place, in order to ensure that a suitable climate to promote learning is created and the CET is accessible to users

Modality

The mode in which CET is delivered or offered. For example conferences, workshops, tutorials, peer groups, computer based training, distance learning etc.

Peer Review

Is a process of subjecting a professionals work, research or ideas to the scrutiny of others who are experts in the same field.

Poster Session

Posters are presented mainly at conferences on research or areas of study and registrants are asked to consider the posters and comment

Prospective Approval:

The process of gaining approval in advance of CET being offered to CET Users. See information below for further details.

Provider

A company or organisation who is a direct supplier of CET to users'. Providers can be anything from 'medium to large' scale training providers to individuals internally organising peer review groups within their company or organisation.

Reasons for prospective approval in a statutory scheme

There are two places where the need for prospective approval of CET in a statutory scheme has raised comment:

1. Questioning the need for prospective approval.

In the voluntary schemes operating in the UK before 1st January 2005, CET Providers would in some instances advertise their events as '*CET approval applied for*'. This meant that the CET User could attend an event for which CET approval had still not been granted and the event could potentially be refused approval after it had been run.

The GOC Scheme is *statutory* and each registrant's continued right to practise is dependent on the achievement of a certain number of approved points in a three-year period. The GOC could not be party to the introduction of a statutory scheme, where there is any ambiguity about the number of approved points a CET User has accrued. Indeed it is unlikely that the GOC would have been allowed by Department of Health lawyers to introduce a scheme where such ambiguity and uncertainly existed. Hence in the statutory scheme, approval of CET

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must always be prospective, so that the Users are clear which events will offer them approved CET points.

2. Overseas CET

Questions have been asked about the need for prospective approval of CET offered outside the UK by overseas schemes which the GOC recognizes as similar to the GOC's own Scheme. The GOC accepts points gained in the following overseas schemes: COPE (USA); OAA (Australia); HPCSA (South Africa) category one activities only; and NZ AO (New Zealand).

Some of these schemes may approve CET in areas of practice which are not included in the core competencies required for registration in the UK. For example, the medicines legislation in the USA is different to that in the UK. For this reason, Users who wish to attend CET events offered by one of the four above schemes must inform the CET Administrator prospectively of their intention to attend overseas events and of the titles and basic contents of those events. This is to assure the User that the overseas event is in a competency area which the GOC has identified for entry to its UK register and that the User will therefore accrue points from attendance at such an event.

In recognition of the fact that the events are offered by overseas schemes, which the GOC supports in terms of quality assurance, the GOC had devised a two-stage approval process for these overseas events as defined in Appendix 3 of this document. This mechanism has been designed to make it feasible for the overseas CET User to gain points from CET offered outside the UK.

1.Criteria for Provision

1.1 Standard Principles

- [a] A fundamental requirement of the Scheme is that provision is prospective and the providers (i.e., the supplier of CET) are responsible for having their provision approved, by submission via the CET website.
- [b] An individual (i.e. user of CET) cannot request retrospective approval of a CET event (e.g. conference, tutorial, peer group) they have attended.
- [c] Except in certain circumstances of CET offered outside the UK (see Section 1.6) an individual participant cannot apply for CET approval.
- [d] Provision must be in a GOC specified core competency area(s). users will be encouraged to plan their CET in advance by using the online planner available on the CET Website and to acquire CET points in a cross section of competencies.
- [e] The delivery method (modality) must be appropriate to the competency(ies) which the CET aims to achieve.
- [f] The CET Administrator must approve the event/provision before it is offered to users.
- [g] Providers must use the CET Website (www.cetoptics.com) to apply for CET approval.
- [h] Except in the case of workshops, one learning hour equals 1 CET point.
- [i] As long as a CET event is approved a provider may subcontract delivery of an event. This includes substituting an alternative speaker in the case of last minute and unforeseeable unavailability of speakers provided the substitute speaker is able to deliver to the original standard and provided the quality of the event is maintained.
- [j] An approved CET event may be sponsored.
- [k] The CET approvers will be asked to confirm that the stated learning outcomes for the event are appropriate for the core competency area(s) to be covered.

1.2 Criteria for approval of CET provision

- 1.2.1 The submission for provision to be approved must state or give the following:
 - [a] Whether the provision of CET is targeted at general or specialist CET.
 - [b] A summary of the content and standard of the CET.
 - [c] The competencies covered for each target group e.g. Professional Conduct 2.1, Communication Skills 1.6. Providers

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will need to identify through the learning outcomes how these competencies will be achieved during the CET event. Providers will be encouraged to limit the number of competency statements per target group to no more than 3. CET approvers will closely scrutinise the submitted CET to check that the Standard Principle at 1.1[k] above is satisfied. Providers will be allowed to advertise to users that their CET provides only those competencies which the approvers are satisfied can be matched against learning outcomes. .

- [d] The target group e.g., Dispensing Optician, Optometrist, and Specialist-Optician/Optometrist.
- [e] The geographical location (if/when known).
- [f] The name and background of the CET event speakers/presenters. In circumstances where there is unforeseeable unavailability of the approved speaker(s) for an event, the provider will be permitted to offer an alternative speaker on a related topic, as long as the original standard and quality of the event is maintained, and conditional upon the provider having a mechanism to inform (if possible, in advance) intended users of the change and the reasons for the change. In these circumstances, the provider should make every effort to submit for approval to the CET Administrator, details of the alternatives prior to the event being run, but if time does not permit such notification, information on the alternatives should be submitted to the CET Administrator for approval within 2 working days of the event being run.
- [g] The learning outcomes must demonstrate how they are linked to the core competency definitions for the/each target audience(s).
- [h] The modality (method(s) of delivery).
- [i] The number of points requested for the CET event.
- [j] How the provider will publicise the event to potential users of the provision, indicating for which target group the CET is approved.
- [k] How the provider will accurately record the credits earned by individual participants.

1.3 Quality Control of the CET event

1.3.1 The application for approval of the CET event must state the following:

- [a] How the CET event delivers the stated learning outcomes to achieve the stated core competency(ies) for the stated target group(s). Providers need to identify specific areas of the GOC Core Competencies and offer detail e.g. Professional Conduct 2.1, Communication Skills 1.6.

The actual self-assessment mechanism to allow the participants to privately check that they have themselves achieved the learning outcomes (e.g. if MCQs the actual questions to be submitted to the approvers for consideration). The provision of

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this mechanism is mandatory, and the provider must indicate how this additional learning tool will be made available to the CET user. The mechanism must be reasonable, proportional and workable.

It is important to stress that the self-assessment mechanism is an additional learning tool to enable CET users to gauge for themselves the achievement of the learning objectives. The achievement of CET points will not be dependent on the user completing the self-assessment satisfactorily except for distance learning events where involvement cannot be confirmed other than by the satisfactory completion of a number of MCQs.

- [b] The mechanism for gathering feedback from participants on the quality of the CET event.
- [c] References and track record (if any) of the provider.
- [d] The mechanisms the provider will use to accurately record the identity of the user.
- [e] The mechanism the provider will use to give the user evidence of attendance and completion of the CET event.
- [f] The mechanism for the maintenance of records of users of CET to be kept for at least two complete CET periods after the end of the period to which the records relate (i.e. for 6 years after the end of the CET cycle in which the CET was offered).
- [g] The learning conditions for the proposed provision.

1.4 Learning Conditions for the proposed provision

1.4.1 The application for approval of the CET event must state the following:

- [a] Short C.V. of the people designing and delivering the event (so as to provide evidence of the suitability of those people to deliver that specific event).
- [b] Details of the accommodation, facilities and equipment provided to support the event, so as to demonstrate the suitability of the learning environment for the delivery of the event, in order to cater for user needs.

1.5 Academic Research, Preparation and Presentation of CET, Peer Review Groups

1.5.1 Writing or refereeing papers for publication in peer review journals does not qualify for CET points, unless the paper is submitted for CET approval prior to publication.

1.5.2 Authors preparing and speakers presenting CET by any modality will qualify for CET points, subject to the following conditions.

- [a] The number of points achieved by this method will be capped at 12 points in any one CET cycle (3 years); and

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[b] The presenter will be able to gain points only for the initial delivery of each such event in any one cycle.

1.5.3 Peer Review Groups and Poster Sessions will be allowed to qualify for CET subject to the separate guidelines at Appendix 1 and Appendix 2.

1.5.4 Taught Higher education qualifications (e.g. diplomas, MSc) An institution or body offering these higher qualifications can apply in advance of the commencement of study for the provision to be approved for CET in order to achieve the core competencies for ophthalmic dispensing or optometry, or specialist registration. The standard criteria for approval will be applied.

1.6 Overseas registrants and Approval of CET gained outside the UK by UK-resident opticians/optometrists.

1.6.1 UK registrants who are resident overseas can complete all their CET using approved distance learning provision.

1.6.2 In addition, the CET Administrator will inform itself of recognised CET agencies outside the UK which award CET points leading to continued registration of individuals in overseas jurisdictions, where that individual is resident outside the UK but wishes to retain UK registration. In these circumstances the CET Administrator will keep a list of overseas CET agencies so that it can recognise CET points awarded by named CET schemes in countries, other than the UK.

1.6.3 Users of overseas CET must prospectively inform the CET Administrator of their intention to attend an overseas event using the protocol given at Appendix 3.

1.6.4 CET gained outside the UK by UK-resident opticians/optometrists will be allowed, provided the individual UK-resident CET user takes responsibility for gaining prospective approval for that overseas CET event (using the protocol given at Appendix 3).

1.6.5 The CET Administrator will monitor the volume of applications for approval of overseas CET events in order to determine the costs to the approval system.

1.7 Modalities

1.7.1 Any combination of modalities will be accepted but it is *strongly recommended* that participants gain CET through a range of modalities as retention of learning is much greater when the participant is actively involved in the learning process.

1.7.2 The CET may be provided by modalities of the providers choice, however, the CET needs to fulfil the approval criteria.

1.8 DOCET Funding

- 1.8.1 At the time of applying for approval of the CET event the CET Administrator will enable providers who wish to apply for DOCET funding to notify DOCET.

2. Criteria for Approvals Panel

2.1 Remit of for the Approvals Panel

- 2.1.1 The role of an approver is to process applications for CET approval:
- [a] using the guidelines and criteria provided for acceptable provision;
 - [b] within timescales stated in the service level.
- 2.1.2 The chairman of the Approvals Panel will be involved in selecting and maintaining a Panel of 30-40 approvers, will Chair biannual meeting of approvers and will advise on actions needed to ensure an adequate provision.
- 2.1.3 No approver (including the Chairman of the Panel) will be involved in decisions taken about their own organisation or employer.

2.2 Selection criteria for approvers

- 2.2.1 Approvers will be selected by interview and be required to attend a training event and be subject to an induction period of three months, after which appointment will be confirmed.
- 2.2.2 Approvers must declare any conflict of interest that would prevent them from acting as an approver for any given CET event.
- 2.2.3 The Approvals Panel will normally contain members from the following categories:
- dispensing opticians,
 - optometrists and
 - other professional groups as appropriate
- 2.2.4 On appointment to the Panel, an approver must either be practising or have been practising within the last 2 years and will be asked to identify any particular core competency area in which he/she has expertise. If such expertise is indicated the approver will be invited to provide evidence of completion of CET in that category in the past 24 months.
- 2.2.5 Vacancies for approvers will be advertised.
- 2.2.6 Normally two approvers from the Panel will be selected to consider a proposal. The two approvers may consult each

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other during the approval process. Should there not be an agreement between the two approvers the proposal will be submitted to a third approver for consideration. At least one of the approvers should be selected from the user group for which the provision is targeted.

2.2.7 A number of approvers whom are occupationally competent will deal specifically with specialist list requirements. These are contact lenses (for dispensing opticians) and therapeutics (for optometrists).

2.2.8 An approver will initially be appointed for a 1-year probationary period and thereafter will serve for four to five years subject to satisfactory performance and continuing to satisfy the appointment criteria.

2.2.9 Approvers will be paid per approval completed. Reasonable expenses will be provided for attendance at Panel meetings/training days and any other attendance required by the CET Administrator.

2.3 Guidelines for the approver

2.3.1 An approver must declare any conflict of interest in any proposal they are asked to review and decline to complete the approval process for that particular CET event.

2.3.2 An approver must respect the confidentiality of the information provided and not provide copies of proposal to 3rd parties.

2.3.3 The criteria used by approvers for assessing events (Approver Guidelines) are based of Sections 1.2, 1.3 and 1.4 of these guidelines.

2.4 Service Levels for Approval

2.4.1 The target turn round time for CET to be approved is 10 working days.

2.5 Service Levels for communication with the provider

2.5.1 Receipt of a submission will be acknowledged within 24 hrs of submission.

2.5.2 A provider will be informed within 24 hrs of a decision being made.

2.6 Fast Track process

2.6.1 A fast track process will be available to providers at extra charge and will complete the process within 3 working days.

2.7 Feedback

2.7.1 When a CET proposal is not approved, the CET Administrator will provide on the CET website anonymised feedback on the reasons for that decision.

3. Governance of the Scheme [The CET Governance Document controls the overall governance of the scheme.]

3.1 In the event of fraud

3.1.1 In the event of the CET Administrator suspecting that a registrant has created a fraudulent CET record, it will refer the evidence to the GOC.

Examples of fraud:

[a] asking another individual to attend a CET event on his/her behalf and then claiming CET points for himself/herself;

[b] falsifying a record sheet from a provider indicating that provision was completed.

[c] using answers from another user without undertaking the CET.

3.2 Individual responsibility

3.2.1 The individual is responsible for gathering and storing the evidence of their completion of CET.

3.2.2 The individual is required to update the CET website (www.cetoptics.com) so that the CET Administrator has an accurate record of their CET points. The CET website (www.cetoptics.com) will crosscheck with the provider record.

3.2.3 The individual is responsible for doing CET. While CET will be available via a range of differing modalities and users will be free to choose the modality which is most appropriate to their circumstances, it is *strongly recommended* that CET should be achieved using a range of delivery methods.

3.2.4 The registrant is responsible for gaining 36 points in a defined 3-year period. Again, users may decide the rate at which they gain their CET points, but it is recommended that this is an equal amount each year to support the concept that CET is continuous and sustains competent practice.

3.2.5 The registrant is responsible for ensuring that the points obtained are relevant to the field they practice in, in order for the points to count to their overall total.

3.2.6 If an individual has restored or is a new joiner to the GOC register, they will be required to obtain CET points appropriate to their profession on a pro rata basis. (see GOC and Vantage website for further details of pro rate points totals).

3.3 Specialist Registers

3.3.1 Specific rules will apply to specialist register points.

3.3.2 Currently the only specialist registers available are contact lens fitting for dispensing opticians and therapeutic drugs supply/prescribing registers for optometrists.

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- 3.3.3 Registrants will need to demonstrate that they are competent at the specialist level. Demonstration of competency will normally be by assessment (e.g. The Contact Lens Certificate examination of the ABDO) but certification is a route open for certain dispensing opticians who are eligible through experience to have their names entered on the contact lens fitting specialist register.
- 3.3.4 In order to retain his/her name on the specialist register the registrant will need to acquire, by the end of each three year CET cycle, 18 CET points in the area of specialist practice to which the specialist register refers. These specialist CET points will be to the specialist level and will be in addition to the 36 general CET points required to remain on the Opticians Register.
- 3.3.5 With the addition of new specialty rules for optometrists to become qualified as Independent prescribers from the Autumn 2008, the points for optometrists on the specialty register will differ slightly for the 2007-2009 cycle. See additional information published on the GOC and CEToptics website for further details of how the CET points are be calculated.**

4. CET Administrator approval and Provider charges

4.1 Provider listing

- 4.1.1 Providers are required to be listed using the CET website (www.cetoptics.com) to indicate their acceptance of the requirements of being a provider and their commitment to achieving the quality standards for provision.
- 4.1.2 There will be an annual listing fee of £45.00 effective from 1st January 2007.

4.2 Provider administration processes and systems

- 4.2.1 To gain listing the provider must provide details and confirm how they:
- [a] Inform potential users that the provision has the approval of the CET Administrator for a specific user group(s).
 - [b] Inform potential users of the point value awarded to the CET event and the content and standard of the event.
 - [c] Accurately record the name, address and GOC number (if registered) of the users.
 - [d] Have a mechanism for recording the name, address and user name of a participant who is not GOC registered.
 - [e] Accurately record attendance and completion of CET by all users.

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- [f] Confirm to the CET Administrator within 10 working days of completion of the CET a list of all users, recording their identity and their completion/non-completion and points awarded. If a provider is offering a large CET event and wants to take more than 10 days to give this information, then they must apply in advance to the CET Administrator who will consider and if appropriate allow the application for extension for agreement. For distance learning the requirement to submit the information is 10 working days from closing date of the CET.
- [g] Confirm to the users within 10 working days their successful attendance and completion and points awarded. If a provider is offering a large CET event and wants to take more than 10 days to give this information, then they must apply in advance to the CET Administrator who will consider and if appropriate allow the application for extension for agreement. For distance learning the requirement to submit the information is 10 working days from closing date of the CET.

4.3 What the provider gets

4.3.1 A registered provider gets:

- [a] permission to use the CET logo and promote events as approved.
- [b] free use of the CET Website (www.cetoptics.com) to submit events for approval, validate and award points to users.

4.3.2 The CET Administrator will also supply electronically an 'evidence form' which the provider can use to give to the CET user as evidence that he/she has completed that CET event.

4.4 Points Allocation

4.4.1 The over-riding principle is that the approver(s) will consider the content of the CET, and satisfy themselves through an abstract that the stated learning outcomes for the CET are being achieved. The intention is that the abstract will ensure that the content of the event will deliver the learning outcomes appropriate for the target group.

4.4.2 Providers are asked to note that a learning hour can include for example, up to three different lectures: e.g.
2 lectures each lasting for 30 mins –
3 lectures each lasting for 20 mins –

4.4.3 Normally CET points will be allocated as follows:

- [a] Attending lectures: 1 point per learning hour
- [b] Providers may offer the option to users of gaining additional points by completing (post-lecture) additional learning, e.g. by further reading or a virtual lecture, provided further MCQs are answered correctly.
- [c] Attending workshops (see definition below): 2 points per learning hour.

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[d] Distance Learning see below:

- A minimum 2000 word submission, a minimum 60% pass mark:
- 2,000 to 4000 words plus minimum of 6 MCQs = 1 point
- 4,000 to 6,000 words plus minimum of 12 MCQs = 2 points
- 6,000 words +, plus minimum of 15 MCQs = 3 points

Or short answer questions may be used, with a minimum of two words required per answer:

- 2,000 to 4000 words plus minimum of 3 questions = 1 credit
- 4,000 to 6,000 words + minimum of 6 questions = 2 credits
- 6,000 words +, plus minimum of 8 questions = 3 credits

[e] Workshop

This is defined as a session that requires the successful demonstration and the application of hands-on techniques and skills in optometric, ophthalmic dispensing and specialist procedures and Instrumentation. Because of the hands-on nature of such events there is a required ratio of no more than 1 demonstrator to 6 participants and adequate levels of appropriate equipment must be provided.

- 2 points per learning hour.

[f] Video-based CET [This would include DVD / Web/Podcast / Virtual Lectures / Video Conference -

- 45 minutes (approx. 6000 spoken words) of for example on-screen lecture plus 12 MCQs = 2 points .

Alternatively providers are asked to note that a learning hour can include for example, up to three different lectures: e.g. 2 x 6 MCQs or 3 x 4 MCQs

[g] CD ROMs (written word)

- These are approved with reference to the guidelines for Distance Learning.

[h] Visual Recognition Tests

- 12 pictures/cases each carrying a question = 2 points

[i] Peer Review Groups

- These will be considered and if approved, points allocated with reference to the guidelines for video-based CET, i.e.,

Discussion: 45 mins and 6 MCQs = 1 point

- See Appendix 1 for further details.

[j] Taught Diplomas, MSc,

These will be considered and if approved, points allocated with reference to the Principles and Requirements for lectures, workshops and distance learning with reference to the Scheme Guidelines

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[k] Poster Presentations

These will be considered. Approvers must be satisfied that the poster proposal meets the criteria for approval. Points will be allocated on the successful completion of a number of MCQ questions. Same guidance as the criteria for allocating points to distance learning provision. (See Appendix 2)

[l] Audio CET/Podcasts/Audio Download/Audio CD/Cassettes.

Audio 45 mins, 6 MCQs 1 CET point

[m] Hybrid - where the submission is a hybrid of audio, video, written words the CET provider should state which points are attached to each part.

[n] Multiple modalities - where the submissions are produced in more than one modality i.e. a lecture is filmed and produced in DVD format and utilised post event for CET, the provider should state at application that it is to be produced in more than one format and liaise with the CET Administrator to avoid duplication of the approvals process. However, each mode would need to be approved

[o] Any other modality not listed above. Each form of delivery would be considered on a case by case basis and subject to a separate application and approval. Providing the CET meets the approval criteria alternative modalities that are not listed may be used.

The provider should liaise with the CET Administrator to seek guidance on approval mechanisms.

5. Collection CET points

5.1 Eligibility for collection of CET Points

The Scheme is open to any individual who fulfils the criteria for registration with the GOC as a dispensing optician or optometrist, irrespective of whether or not they are currently registered.

Examples of non-registrants are:

- Registrants struck off or suspended from the Opticians Register
- People overseas who do not need to be registered with GOC

6. Guidance on expired CET.

6.1 Validity of CET interventions

CET approvals are valid for 12 months. On expiry approved CET events may be re-approved for a further 12 months providing the content is still valid and current and no changes have been made to the content or delivery method

6.2 Changes to CET interventions

If there have been changes to the CET interventions, then the proposed intervention would need to be submitted for approval in the normal way. (See appendix 4 for guidance on expired CET)

6.3 Use of CET by a Second Provider

If a second provider uses CET which has been previously approved, and the CET is due to expire the CET administrator will inform the second provider that the CET will only be valid until the end of the period of approval

APPENDIX 1

Peer Review Groups

Peer review is a modality of CET that is open to optometrists, dispensing opticians and specialist opticians/optometrists.

The mechanism for peer review is more flexible than any other type of CET as it is recognised that peer review is often used to discuss topical issues and will facilitate learning in an informal rather than formal style with an associated opportunity to ask questions and discuss issues.

Where Peer Review is used as a modality for Specialist CET, the CET must be appropriate to all members of the peer review group

Approval Process

1. Peer review session submitted for approval via www.cetoptics.com
 - a. An outline of the competencies to be covered by the peer review group event should be specified in advance to the CET Administrator, who will give approval to enable that event to proceed
 - b. List specific competencies and learning outcomes that you anticipate to achieve
 - c. One person in the peer review group will normally administer and lead the event. (Peer review group leader)
 - d. The peer review group leader should be recorded as the principal speaker in the submission
 - e. These will need to be stated in line with the GOC CET Principles and Requirements
2. Where there is considerable change to the anticipated competencies submitted and the actual competencies delivered, the peer review group leader should advise the CET Administrator within ten working days of the event.
3. Peer review group leaders should refer to Section 4.2 of the Principles and Requirements for further information.
4. Other important points
 - a. A submission has to be made for each peer review group that is held
 - b. The approval can not be renewed or extended for this type of CET

Work In Progress

A pro-forma will be available at launch together with worked examples to outline the process. This will be available to complete on line at www.cetoptics.com

APPENDIX 2

CET Poster Sessions - Guidelines for Conference Organisers

Under scheme guidelines, poster sessions are eligible as a modality but need to conform to specific criteria.

1. Poster sessions are now a recognised modality for both optometrists and dispensing opticians.
2. A poster session needs to be listed as a specific event in the programme.
3. A specific information sheet needs to be supplied to delegates for every poster session, which details the posters, authors and learning objectives for each poster.
 - a. This should be supplied in advance to allow delegates to plan their “route” through the poster session.
 - b. Delegates will record the posters that they have reviewed
4. Every poster and specific learning objectives for each individual poster must be submitted in advance as per the CET Scheme Guidelines using the online approvals form.
 - a. The word “Posters” must appear in the Title box.
 - b. You can enter multiple posters on one form.
5. The minimum duration for a poster session is one hour, maximum duration two hours.

In a one-hour session, delegates are expected to review a minimum of four posters. [This ensures the opportunity for discussion and will allow poster presenters to discuss their presentation as wide a range of delegates as possible].
6. Delegates need to review a minimum of four posters to qualify for one CET point
7. Learning must relate to the core competencies
8. The author of the poster must be present for the entire duration of the poster session to facilitate discussion and understanding
9. A minimum of 8 multiple choice questions must be provided as a **self**-assessment. Normally 8 MCQs should be presented per session of 4 posters, i.e., 2 MCQs per poster.
10. The “approval code” will be given at the end of the poster session on confirmation of attendance and of 5/8 being scored.

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Notes:

A CET poster session should NOT be part of a social event and all scheme guidelines on attendance and completion apply.

If you have posters that do not qualify for CET points, these may be presented in a different way.

APPENDIX 3

PROFORMA FOR USER TO APPLY FOR APPROVAL OF CET COMPLETED OUTSIDE THE UNITED KINGDOM

Overseas Users

A registrant based overseas wishing to remain on the register has a number of options:

1. A registrant based overseas can use distance learning products from UK providers to complete their CET and gain 36 points over 3 years. (There is nothing to stop a non-UK provider registering and submitting their products for CET points).
2. The following schemes are recognised as providing an appropriate quality assurance mechanism and their CET events can be used to gain CET points. You will need to inform Vantage in advance of the events you wish to attend, in order to ascertain that the CET being provided meets the GOC competencies for either optician or dispensing optician. You can inform Vantage by logging into CEToptics and completing the onscreen form under the My CET menu and then clicking on CET outside UK. (see picture overleaf for further details)
3. The schemes with approved quality assurance mechanisms are:
COPE (USA)
OAA (Australia)
HPCSA (South Africa) - category one activities only
New Zealand Association of Optometrists.
4. You can apply to have an event approved for CET which is not covered by these schemes. You need to do this at least one calendar month in advance of the CET taking place. To do this you need to inform us by email and we will send you instructions manager@cetoptics.com
5. As an overseas user please utilise the standard [CET User registration page](#) simply indicating your overseas status when prompted.

CET- sustaining competent practice

Information for accessing the form to submit prior to attending overseas CET events, conference

When Logging into the screen click on the menu MY CET followed by CET outside UK. This will take you to the following menu and select the appropriate overseas provider from the approved scheme list

The screenshot shows a web interface for 'CET Outside UK'. On the left is a navigation menu with items: CET User Home, My CET (circled in red with a '1'), About, My CET, Printable CET Statement, CET Statement for Previous Cycle, Complete my Record, Log points query, CET Outside UK (circled in red with a '2'), Feedback, CET Directory, My CET Plan, FAQs, Contact Us, and My Account. The main content area is titled 'CET Outside UK' and contains instructions and a form. The form fields are: First Name*, Last Name* (circled in red with a '3'), GOC Registration #, Name of approved scheme* (dropdown menu), CET ID (dropdown menu), Date of CET* (dropdown menu), Conference / Course Name, and Course Location*. Below the form are buttons for Reset, Back, and Submit.

1 My CET

2 CET Outside UK

3 Last Name*

3 Name of approved scheme*

APPENDIX 4

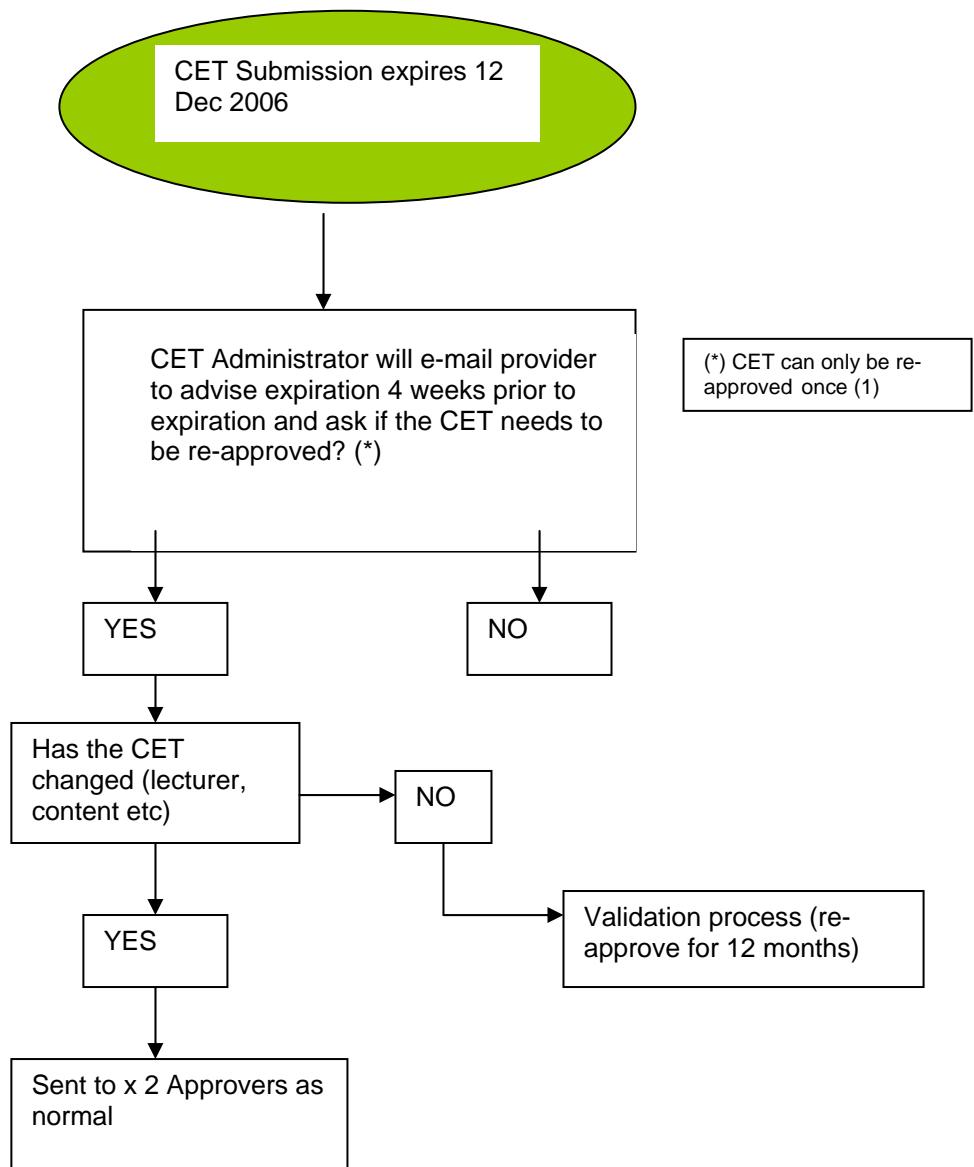
Expiration of Submissions

Introduction

CET approvals are valid for 12 months. On expiry, approved CET events may be re-approved for a further 12 months if there has been no change to their content or delivery. If there have been changes to the CET event, then the proposed event will need to be submitted for approval in the normal way.

Plan

Example: -



CET- *sustaining competent practice*

If a second provider uses CET, which has been previously approved, and the CET is due to expire:-

The CET Administrator will inform the 2nd provider (that this CET will only be valid until the end of the initial period of approval.

CET approved by the Association of British Dispensing Opticians or College of Optometrists in 2004 will not be re-approved. These CETs need to go through the usual process by submitting the CET for approval to the Panel of Approvers.

Cut-off dates

Some Distance Learning providers submit their CET well in advance of the publication date, in some cases 6-9 months. In future they will need to supply a summary of the content of the distance learning together with the MCQs first. In the future, distance learning CET will be approved for 1 year from the date the actual submission is published. This ruling on cut off dates will also apply to lectures/workshops, i.e. the approval period will begin from the date the first lecture or workshop is presented.