



Optometrists and Dispensing Opticians Board

OPTOMETRISTS & DISPENSING OPTICIANS BOARD **Application for CPD Event Accreditation**

Date: ___/___/___

Course Title:

Company:

Event Time / Date:

Approval required by: *(Please allow 40 working days (8 weeks MINIMUM) for approval – if you require an “URGENT” approval (within 4 -6 weeks) please indicate by writing “URGENT” at the top of this form)*

Contact Details:

Name of Contact Person	
Address	
City	
Preferred Phone	
Email	

Please indicate the type of session *(Clinical / Cultural / Ethical)* _____

Each course must adhere to the following criteria:

The course must be advertised and reasonably available to all NZ dispensing opticians at least 30 days prior to your event. If approval hasn't been received you may advertise your course “X CPD credits Pending Approval.” Please give as much information as possible to avoid delays. *(1 CPD credit per 50 minutes of learning)*

CRITERIA ONE: Statement of learning objectives

Please describe in general terms what you expect participants should learn.

CRITERIA TWO: Learning outcomes and detailed outline or course abstract

*Learning outcomes are the specific skills, activities or information which attendees will be expected to incorporate into their professional duties and relate to one of the three competency areas outlined by the Optometrists and Dispensing Opticians Board – a minimum of **THREE** learning outcomes are required per credit hour of instruction.*

**Learning outcomes – 3 included with full course outline and abstract.
(PLEASE PROVIDE AS MUCH DETAIL AS POSSIBLE):
(Your minimum three learning outcomes should be noted as outline headings including subheadings of content being delivered)**

CRITERIA THREE: Intended audience and content level must be specified

Please tick appropriate level

Level One	Assumes the audience has little practical experience <i>(new graduate)</i>	
Level Two	Assumes some prior practical experience <i>(1-3 years experience post qualification and registration)</i>	
Level Three	Assumes the attendees are well experienced <i>(experienced dispensing opticians)</i>	

CRITERIA FOUR: Course content must be generic in nature and presented in an objective manner.

This course is generic

This course is brand specific

(Please refer to brand specific guidelines – page 13 of the provider instructions)

Explain below:

If your course material relates to specific products or brands, please explain why the product or brand is unique to the market place and should be given special consideration for CPD approval – i.e.: new design not available through any other distributor.

--

CRITERIA FIVE: Course length

One CPD credit per credit hour of instruction will be assigned for approved courses.
(50 minutes of learning).

Please give course time and length

--

CRITERIA SIX: Speaker qualifications

*Speakers must be qualified by education or experience to provide quality instruction in the relevant subject area. Please give a description of speaker qualifications below.
NB Consistently poor evaluation reviews for either a course/lecture or a speaker will result in the rescinding of CPD approval.*

--

CRITERIA SEVEN: Each attendee will be asked to evaluate the course and speaker.

Course sponsors are required to involve course participants in evaluating each course in the following ways:

- Were the printed learning outcomes met?
- Will your job performance improve as a result of this course?
- Was the instructor organised and knowledgeable?
- Was this course a worthwhile investment of time?
- Should this course continue to be approved for CPD?

Official copies of the Evaluation Forms will be given upon approval of CPD and final numbers attending reported.

PERMISSION TO FILM SESSION

ADONZ would like the opportunity to film your CPD accredited session. These sessions are made available on DVD through the ADONZ office. If you are willing to allow your session to be filmed and viewed by New Zealand dispensing opticians who were unable to attend the event, or are residing overseas and maintaining CPD with distance learning, please indicate below:

- *Please note that if you give filming permission, a 10 question multi choice quiz must be submitted with this application.*

YES – I give permission for my session to be filmed and I attach a 10 question multi choice quiz

NO – I do not give permission for my session to be filmed

Signature

Company Position

Date

Return this document to:

DO CPD Accreditation Committee of O&DO Board
C/- ADONZ
PO Box 137
Morrinsville 3340

Fax: 07 824 1044

Email to: cpd@adonz.co.nz

OFFICE USE ONLY:
