

REGISTRATION POLICY

National Examinations

The following policy sets out the College of Opticians of Ontario (COO) criteria for eligibility for the following positions related to the administration of the National Examinations for opticians by the National Alliance of Canadian Optician Regulators (NACOR):

1. National Examination Committee Representative
2. Examination Observer
3. Examiner

Additional qualifications or responsibilities for these positions may be set out in the NACOR Policy and Procedure Manual (NACOR Manual). In the event of any inconsistency between the NACOR Manual and this policy, this policy shall prevail.

National Examination Committee Representative

The National Examination Committee (NEC) is a working group established by NACOR to deal with examination policy and content.

Each year, the COO will select an individual to represent Ontario at NEC meetings (NEC Representative).

1. The NEC Representative's responsibilities include:
 - a. Attending and representing the COO at NEC meetings. Meetings may be in person or virtual, and business may also be conducted via email or teleconference.
 - b. Making decisions related to examination policy and content, where directed to do so by the Board of Directors.
 - c. Reporting out to the Board of Directors on examination policy and content on an as-needed basis.
2. The NEC Representative shall be elected by the Board of Directors on an annual basis, and must meet the following criteria/qualifications:
 - a. Registered Optician in good standing with the COO.
 - b. Prior experience with the NACOR examinations (such as previous experience as an examiner) and an appropriate amount of subject matter expertise relating to the work the NEC expects to carry out during the upcoming calendar year.
 - c. Familiarity with the entry-to-practice competencies for opticians.

National Examinations

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- d. The NEC Representative may include:
 - i. Current and/or former Board members
 - ii. Current and/or former Appointed Committee Members
 - iii. A non-board/committee member
3. The NEC Representative is accountable to the Board of Directors. In carrying out their duties, the NEC Representative shall:
 - a. Ensure their actions, including votes cast on any decision being made by the NEC, are in line with the COO's statutory mandate to regulate the profession of opticianry in the public interest.
 - b. Act only within the scope of their own knowledge and expertise. Where a need has been identified for additional resources or subject matter expertise, the NEC Representative shall make a request to the Registrar to approve additional resources, including, where appropriate, an additional representative with subject matter expertise in the required area.

Examination Observer

The Examination Observer serves as the COO's administrative representative at NACOR examination sessions.

1. The Examination Observer's responsibilities include:
 - a. Attending all NACOR examination sessions.
 - b. Monitoring the examination sessions to ensure they are administered in a manner that is consistent with the COO's obligations under any applicable legislation, regulations, policies and/or requirements identified by the Office of the Fairness Commissioner.
 - c. Taking steps prior to examination sessions to ensure they are carried out in a manner that is fair, accessible and that minimizes disruptions to candidates.
 - d. Acting as a liaison between the COO and NACOR between examination sessions with respect to any concerns about how the examinations are being conducted.
2. The Examination Observer has no authority to determine examination policy and content; that responsibility lies with the Board of Directors, including via the NEC Representative.
3. The Examination Observer:
 - a. Will be selected by the Registrar and may be a member of staff.

- b. Shall have knowledge of and/or experience with the NACOR examinations and be able to identify concerns or omissions relating to how the examinations are conducted.

Examiner Eligibility Criteria

Registered opticians may apply to become an examiner for the National Examinations, and must meet the eligibility/qualifications criteria set out below.

1. The examiner must:
 - a. Be a currently registered optician and in good standing with their provincial regulatory board.
 - b. Be registered as an optician for a minimum of three years.
 - c. Be current and fluent in the subject they are examining.
2. The examiner must not:
 - a. have been teaching full or part-time in an opticianry program within one year preceding the date of the examination. This does not include acting as a practicum or co-op supervisor.
 - b. Be a current member of the COO's board of director or be currently appointed to a COO committee.
 - c. have been found to have committed an act of professional misconduct by a body that governs a profession inside or outside Ontario.
 - d. must not be subject to a term, condition, or limitation other than one prescribed by regulation.
3. An examiner's certificate of registration must not have been revoked preceding the date of the exam.
4. Examiners of the Optical Sciences 2 – Advanced Practice Contact Lens examination must be registered as Contact Lens Mentor with the COO. Out-of-province examiners must meet the qualifications of contact lens fitter in their province of registration.

Examiner responsibilities are set out in the NACOR Manual.