![College of Opticians of Ontario]

2020 PROFESSIONAL PORTFOLIO SUBMISSION CHECKLIST

<u>NOTE</u>: This checklist only applies to opticians who have been selected to participate in the Competency Review and Evaluation Process

If you have been notified that you have been selected to participate in the 2021 Competency Review and Evaluation Process, you must submit your 2020 Professional Portfolio to the College **by April 5, 2021** unless requesting a deferral/extension.

Your options for submission are:

1) To complete *all* portfolio components through the Registrant Portal (if you haven't already) and inform the Professional Practice Department once completed. Instructions on how to complete all portfolio components through the Registrant Portal can be found here.
   OR

2) To complete just your accredited hours through the Registrant Portal* and to submit the Competency Self-Assessment and Professional Improvement Plan (Non-accredited/Self-directed hours) via email to qa@collegeofopticians.ca.

Your completed portfolio should contain:

✓	Component
	A completed 2020 competency self-assessment
	4 accredited EG hours and 4 accredited CL hours completed in 2020
	Any combination of <u>self-directed hours</u> and <u>accredited PG hours</u> totaling 8, completed in 2020
	Completion certificates for **all accredited CE hours**
	Jurisprudence Chapter 1 Test Completion certificate, completed within the last 3 years**

If submitting any components via email, please ensure that your submission:
- Is submitted in a PDF format (no pictures)
- Has all documents **combined into one PDF file**
- Is clear and legible
- Includes your full name and registration number

If submitting via the Registrant Portal:
1) Please verify that all components have been uploaded correctly.
2) Email qa@collegeofopticians.ca to inform us that you have completed your portfolio via the Registrant Portal.

*All registered opticians were required to report their 2020 accredited CE hours through the Registrant Portal by December 31st, 2020.

**Your Jurisprudence Chapter 1 certificate is automatically available to the College once you've completed it.