

Professional Portfolio Submission Instructions

The following sets out the instructions for submitting your 2022 Professional Portfolio to the College of Opticians of Ontario, due by **April 4, 2023**.

1. Confirm you have completed all information online in the Quality Assurance section of your Registrant Portal including:
 - Reporting the required accredited continuing education hours and uploading completion certificates
 - Completing all information required for the required non-accredited, self-directed hours
 - Completing your competency self-assessment
 - Jurisprudence Chapter 1 - Professional Boundaries and Sexual Abuse Prevention (when required)

Please refer to the [Professional Portfolio Guide](#) on the College's website for additional information on the Portfolio and the expectations for completing the required components.

2. On or before **April 4, 2023**, email ga@collegeofopticians.ca, to advise that your 2022 Professional Portfolio is ready for review. Please include the following information in your email:
 - a) "2022 Professional Portfolio Submission" in the subject line
 - b) Your full name and registration number
 - c) Confirmation that your 2022 Professional Portfolio is ready for review
 - d) The date you last completed Jurisprudence Chapter One: Professional Boundaries and Sexual Abuse Prevention if you did not complete this in 2022.

After submitting your 2022 Professional Portfolio email to the College, you can expect to hear from us by email to confirm receipt within 2-3 business days.

We will only be accepting faxed copies of Portfolios in cases where a registrant requires accommodation based on a special need. Please contact us to request accommodation.

Frequently Asked Questions (FAQs) for Professional Portfolio Submissions

Q: Why am I required to submit my Professional Portfolio?

A: Opticians are required to engage in continuing education and professional development and complete a self-assessment. The College supports you in completing these annual activities through the Professional Portfolio.

Every year the College is required to monitor completion of the Professional Portfolio to assure the public that opticians are engaging in self-evaluation, continuing competence, and practice improvement.

Q: Will the Professional Portfolio be scored?

A: The Professional Portfolio is not graded, and the College does not provide a score for your completed portfolio.

The College does monitor for compliance and will record if the components are complete and meet the following requirements:

- required accredited CE hours are complete and completion certificates have been uploaded and match what has been reported
- required non-accredited, self-directed hours are complete including a summary of new knowledge/skills gained and the effect on your practice
- Competency Self-Assessment has been completed
- Jurisprudence Chapter 1 has been completed as required

Q: What happens if my Professional Portfolio forms are incomplete or inadequate?

A: Any Professional Portfolio that is incomplete will be reviewed by the Quality Assurance Committee. If you have not completed all components of the portfolio, the QA Committee may request you engage in additional activities, a practice assessment, and/or submit a future Professional Portfolio.

In instances where a registrant has not completed the QA requirements, the QA Committee may refer the registrant to the Inquiries, Complaints and Reports Committee (ICRC).

Q: Will I be charged for a late Professional Portfolio submission?

A: Yes. All Professional Portfolio emails submitted past the deadline specified by the QA Committee (April 4, 2023) will be subject to a late professional portfolio fee of \$50 (plus HST).

Q: Will I be charged for an incomplete or inadequate Professional Portfolio?

A: Yes. All Professional Portfolios which are deficient in accredited continuing education hours will be subject to a deficient professional portfolio fee of \$100 (plus HST).