

Professional Portfolio Submission Instructions

The following sets out the instructions for submitting your 2023 Professional Portfolio to the College of Opticians of Ontario, due by **April 4, 2024**.

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 2023 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. If you would like your portfolio reviewed prior to **April 4, 2024**, email qa@collegeofopticians.ca.

Please include the following information in your email:

- a) "2023 Professional Portfolio Submission" in the subject line
 - b) Your full name and registration number
 - c) Confirmation that your 2023 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 2023.
3. To assist you with completing your Professional Portfolio submission, please refer to the Quality Assurance Program page available [here](#) on our website.
 4. If you were unable to complete the required continuing education hours in 2023, you may wish to consider completing additional hours before the deadline and ask that the Quality Assurance Committee consider accepting these hours toward the deficiency. It is important to note that while the QA Committee *may* accept these hours, you will still be required to pay a deficiency fee and there may be additional requirements that you must comply with.

Once your portfolio has been reviewed, we will contact you to update on its status.

Frequently Asked Questions (FAQs) for Professional Portfolio Submissions

Q: Why am I required to have an audit of my Professional Portfolio?

A: 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 is 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 2023 Professional Portfolio that have not been uploaded by the deadline specified by the QA Committee (April 4, 2024) 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 incomplete and/or deficient in accredited continuing education hours will be subject to a deficient professional portfolio fee of \$100 (plus HST).