

## BRIEFING NOTE

**TO:** Board of Directors

**FROM:** Amy Stein, Deputy Registrar

**DATE:** December 2, 2024

**SUBJECT:** National Examination Committee (NEC) Representative

☒ For Decision ☐ For Information ☐ Monitoring Report

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**Purpose:**

To elect the National Examination Committee (NEC) Representative for 2025.

**Background:**

The Board appoints a National Examination Committee (NEC) Representative each year in December for the following year.

The NEC is a sub-committee/working group of NACOR and is charged with reviewing and making recommendations on the national examinations during the year as needed. Each NACOR member may send a representative to participate in the NEC. Typically the NEC meets in Ottawa in January.

In June 2024, the Board approved the [National Examinations Policy](#) that outlines the responsibilities and required competencies for the NEC Representative.

**For Consideration:**

The Board is asked to elect an NEC representative for the 2025 calendar year. Expressions of interest that were received in advance of the meeting have been posted to the virtual boardroom (General Information section). However, the board may also accept nominations from the floor during the meeting.

Pursuant to the National Examinations Policy, the NEC Representative must meet the following 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.

The NEC Representative does not necessarily need to be a Board member. In addition, the National Examinations Policy outlines that the NEC Representative may make a request to the Registrar to

appoint additional resources including, where appropriate an additional representative with subject matter expertise in the required area.

**Public Interest Considerations:**

An important part of the COO's mandate is to register applicants who demonstrate the required entry to practice competencies. To achieve this mandate, it is important that the COO have representation on the committee that reviews and approves the content of the national registration examinations.

**Diversity, Equity and Inclusion Considerations**

When selecting a candidate to serve as NEC Representative, the board should seek to balance prior relevant experience with other forms of knowledge, skill and competency.

**Risk Management Considerations**

The NEC Representative serves as the board's primary delegate for decisions that are being made with respect to the national licensing examinations. It is therefore important to ensure that the individual selected demonstrates the appropriate qualifications and competencies.

**Action Required:**

That the Board elect a National Examination Committee Representative for 2025.

Fellow Board members:)

I am writing this letter to express my interest in becoming the National Exams Committee (NEC) Representative for the College.

**Qualifications specific to the position:**

-I have been the NEC rep for several years and feel my experiences will give me a great advantage. I have been part of several review sessions where we reviewed the exam sessions.

-I have assisted in building the National Entry to Practice Competencies for Opticians with NACOR. This experience gives me valuable insight into how and why the exams are formed.

-I have been the chief examiner on many occasions.

-I have been a college examiner for more than 70 sessions, and have examined every section in both contact lenses and eyeglasses. Since their inception, I have been involved in organizing and participating in the College's French language registration examinations in Ottawa. While I only have a working knowledge of French, I believe this will be an asset to the NEC Committee.

This experience will be an asset when writing and reviewing questions, listening to candidates writing the exam and being able to understand and assist with their concerns.

**Subject Matter Expertise:**

I have been a Registered Optician and certified contact lens fitter for over 40 years and I am currently a contact lens mentor for both hard and soft. I am experienced in difficult fits, including Keratoconus and scleral lenses giving me the skills and knowledge needed to validate the exam questions.

I have been a proctor on many occasions and answered student queries.

Robert Vezina