

How to Complete *Jurisprudence: Record Keeping Module*

- 1) Log into the registrant portal.
- 2) Above your photo, click on “Quality Assurance”.



- 3) Scroll down the page and click on “Jurisprudence”.
- 4) Click on “Go to COO Jurisprudence Tool”.

Competency Self-Assessment Accredited Hours Non-Accredited/Self-Directed Hours **Jurisprudence**

Jurisprudence

You are required to successfully complete *Jurisprudence Chapter One: Professional Boundaries and Sexual Abuse Prevention* within 12 months of initial registration and then once every 3 years.

Optional Jurisprudence Chapters are available and can be completed once every 3 years.

Please ensure you read the handbook thoroughly before attempting any test.

****Your test session will time out after 2 hours. When you begin your test, you will see a timer in the lower right corner. Please be sure to complete your test within this time frame as your work will not be saved and, you will have to begin the test again.**

All Jurisprudence Modules are accredited Professional Growth (1 PG) activities. Upon successful completion, you will be able to download a completion certificate and report the activity in your Accredited Hours tab.

[Go to COO Jurisprudence Tool](#)

- 5) Click on “Start Test” for “Chapter 2 – Record Keeping, Confidentiality and Privacy”

Tests Dashboard

Your test session will time out after 2 hours. When you begin your test, you will see a timer in the lower right corner. Please be sure to complete your test within this time frame as your work will not be saved and, you will have to begin the test again.

Test Name	Status	
Mandatory - Chapter 1 - Professional Boundaries and Sexual Abuse Prevention		Start Test
Obligatoire - Chapitre 1 - Limites professionnelles et de prévention des abus sexuels		Démarrer le test
Optional - Chapter 2 - Record Keeping, Confidentiality and Privacy		Start Test
Optional - Chapter 3 - Communications		Start Test
Optional - Chapter 4 - Introduction to the RHPA		Start Test
Optional - Chapter 5 - Diversity, Equity and Inclusion		Start Test
Optionnel - Chapitre 5 - Diversité, équité et inclusion		Démarrer le test

- 6) Once you have completed the module, you will be able to download a certificate of completion from the registrant portal. Please download it and keep it for your records.
- 7) If you aren't able to do the module because you have done it in the past, please email registration@collegeofopticians.ca and request for it to be reset as you would like to complete if the Refresher Program.