

Professional Portfolio Checklist

All registrants of the College of Opticians (COO) are required to participate in the Quality Assurance (QA) program annually. Complete information about the program can be found [here](#). As part of the QA Program, registrants are required to complete a Professional Portfolio annually by January 15th, to get started, you should review the [Professional Portfolio Guide](#).

Completing Your Professional Portfolio

Your Professional Portfolio is completed online in the QA section of the registrant portal. Log in to your registrant portal [here](#).

The professional portfolio consists of:

- Competency Self-Assessment
- Professional Development consisting of 12 accredited and 4 non-accredited continuing education (CE) hours. Depending on when you registered in the year, this requirement may be pro-rated your first year. Review this [table](#) to determine your CE requirements for your first year of registration.
- Jurisprudence – all registrants must complete Chapter 1: Professional Boundaries and Sexual Abuse Prevention within 12 months of registration and then once every 3 years. As a newly registered optician, your requirements for Professional Development may be prorated.

You will find the complete list of available accredited continuing education activities on the College website [here](#).

Remember!

Important to remember: Every accredited hour entered in the registrant portal must have a corresponding certificate of completion uploaded. This verifies that you completed the activity. The certificate is obtained from the provider of the activity.

Information on what is considered non-accredited/self-directed learning and how to enter these hours to your registrant portal may be found [here](#).

You must include a summary of new knowledge and/or skill gained and the effect on your practice when you report these hours.

Complete the Competency Self-Assessment. You must complete this every year.

You are required to complete Jurisprudence Chapter 1: Professional Boundaries and Sexual Abuse Prevention within 12 months of your registration and then once every 3 years. Keep in mind that it has a Professional Growth (PG) value and may be used towards your professional portfolio. Learn more about Jurisprudence [here](#).

Free PG hours are available by completing any of the 5 Jurisprudence Chapters that the College offers, each with a PG value. As a reminder, it is mandatory that you complete Chapter 1. You may complete the remaining chapters once every three years.

Watch this [video](#) for a step-by-step process on completing your professional portfolio in the registrant portal. If you have any questions or need assistance, please contact us by email QA@collegeofopticians.ca