

State of Minnesota
Board of Optometry
2829 University Avenue SE, Suite 403
Minneapolis, MN 55414
(651) 201-2762 Fax (651) 201-2763

APPLICATION FOR CONTINUING EDUCATION PROGRAM APPROVAL

Name and address of sponsoring organization:

How many total hours of credit are you requesting? _____

Date(s) of program: _____

Location of program: _____

Provide a copy of the program for which approval is being requested. The program material must include: Name(s) of speaker/lecturer, panel participants or other program participants; outline of course(s) or power point presentation(s) included in the program and number of hours for each course.

To comply with Continuing Education Rule 6500.1200, please answer the following questions:

If there is a fee for the program conducted within the State of Minnesota, is it open to all Minnesota licensed optometrists? Yes____No____

If different fees are charged for the program within the State of Minnesota, is the difference in the registration fee related to the sponsoring organization's expenses in operating this program? Yes____No____

As program sponsor, we agree the content and learning objectives will promote educational principals to improve quality in optometric healthcare and avoid commercial bias or promotion of a specific commercial interest? Yes____No____

As program sponsor, do you agree to validate participants' attendance for Minnesota licensed optometrists by confirming and submitting attendance electronically to OE Tracker? Yes____No____

Name of requestor _____ Date _____
Signature of requestor _____ Phone _____
Email address _____

MINNESOTA BOARD OF OPTOMETRY
2829 University Avenue SE, Suite 403, Minneapolis, MN 55414
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Continuing Education: General Optometric Education

APPLICATION PROCESS

- ❖ Enter the program data on the ‘[CE General Optometric Education Sponsor Form](#)’ (located on the Board’s website at www.optometryboard.state.mn.us under “Applications”, print a copy and submit with payment.
- ❖ A separate application must be made for *each* course requesting CE approval.
- ❖ A separate application form is provided for *experiential* practical training events.

- ❖ File with the Board Office at least 21 days prior to the date of program including:
 1. Completed Application
 2. Copy of the brochure or program or power point presentation for which approval is being requested. The items submitted must include:
 - a. Name(s) of speaker/lecturer, panel participants or other program participants.
 - b. Outline of course(s) including learning objectives for each session and
 - c. Number of hours being requested for each course.
 3. A separate submission request and unique approval number is required for each event with different course date, course location, course speaker or course category such a Practice Management (PM) and General Optometry (GO).
 4. \$45.00 application fee

APPROVAL PROCESS

- ❖ Within 15 days of the receipt of the request, board members will review and approve/deny or recommend modification.
- ❖ An approval form including a Minnesota CE approval ID number, approved hours and instructions to submit the validated attendance to OE Tracker will be mailed to the sponsor within 48 hours following board approval.

ATTENDANCE VERIFICATION

- ❖ Sponsors may use the board form to validate the attendance or submit the listed required fields on an excel spread sheet within five business days of the event directly to arbo@arbo.org.
- ❖ Sponsors should remind attendees that the O.D. may download a paper copy of their attendance form OE Tracker within 14 days of the submitted attendance, regardless if they are a subscribing member or not.