 

**New MINNESOTA Continuing Education Sponsor Approval Requirements:**

The Minnesota State Board of Optometry is now officially using *OE TRACKER* to record and audit ALL Continuing Education hours earned by optometrists. As CE Providers, you will validate attendance of your approved CE events directly to ARBO which maintains the attendees’ *OE TRACKER personal* account. With the electronic record keeping, there is no need for paper certificates to be given to attendees. Optometrists that are OE non-subscribers can download paper certificates within a 14 day window once the attendance verification is downloaded.

**Instructions for Submitting Attendance to *OE TRACKER***

**As a CE Provider,** you can submit your CE attendance information to *OE TRACKER* in one of the following ways:

**COPE Approved CE Sponsor:**

o If you are an approved COPE Administrator ,the ***preferred practice*** is to download a pre-formatted Excel spreadsheet from the ARBO website by clicking on:

1. **Administrator Login** and entering your username and password.
2. Scroll to the bottom of the page to **CE Attendance Data Upload Forms.**
3. Click on the appropriate form depending on whether it is a COPE-Approved Event or a Non-COPE Course.
4. Email the completed spreadsheet with *OE TRACKER* numbers, COPE course numbers and dates to [arbo@arbo.org](mailto:arbo@arbo.org).
5. If you do not know your username and password, contact the ARBO office.

o If you are not an approved COPE Administrator you can download the appropriate form from www.arbo.org.

1. Click on **COPE** and then click on **COPE Downloads**.
2. Scroll down to the CE Attendance Data Upload Forms and click on the appropriate form labeled **CE Attendance Data Upload Form- Non-COPE**.
3. You may also contact the ARBO office, and request an email be sent to you.
4. Email the completed spreadsheet with *OE TRACKER* numbers, Non-COPE course information and dates to [arbo@arbo.org](mailto:arbo@arbo.org).

**Minnesota Board of Optometry CE Approval:** If you desire to get Minnesota Board of Optometry approval for state CE events only:

* 1. Download the CE Sponsor form under APPLICATIONS at: [www.optometryboard.state.mn.us](http://www.optometryboard.state.mn.us) .
  2. Complete the CE Sponsor forms, with payment and submit by mail to the board. Once reviewed by the CE Committee of the board, a unique Minnesota CE identifier will be provided for the approved hours and emailed to the sponsor.
  3. Best Practice for smaller events of under 100 participants to submit Minnesota events to OE Tracker:
     + Request each registrant to provide their OE Tracker.
     + Prepare an excel spreadsheet with the O.D.’s name and OE Tracker #, confirm the individual attendance at the event and email the Minnesota approval form with the excel sheet directly to OE Tracker. Call the Minnesota Board for any assistance that we may offer at 651.201.2762. Many sponsors require a sign in sheet to validate the OD’s attendance.
     + Maintain an electronic copy of the excel spreadsheet for four years.

**Other OE Tracker Information:**

**NEW OE TRACKER mobile app:** COPE Approved Administrators and attendees may download the new mobile app to an iPhone or Android phone for FREE and use it to instantly send attendance for COPE courses to *OE TRACKER*. Simply go to iTunes on your iPhone or Google Play on your Android phone, search for “*OE TRACKER*” and follow the instructions to download the app. COPE approved Administrators will provide attendees with a QR code for each COPE course offered and the attendee will scan the QR code with their app, which will automatically record their attendance. Administrators can also enter *OE TRACKER* numbers into the app for those attendees who do not have a smartphone that supports the mobile app.

**ARBO Barcode Scanners:** Barcode scanners are available from ARBO for a $25 shipping and handling charge. ARBO staff will assist the sponsor with instructions and training on using the scanners. Contact ARBO 3-4 weeks in advance of your event to reserve the scanners. After your event, simply return the scanners to the ARBO office and we will upload your attendance data into *OE TRACKER*. Scanners can be used at COPE and Non-COPE events.

**Your Own Barcode Scanners:** Use your own barcode scanners to capture the attendance. After your event, simply email us a spreadsheet with your attendance data and we will upload the attendance into *OE TRACKER*.

**Sign-In Sheet:** You may record attendance on a sign-in sheet and fax it to the ARBO office to be entered manually. There may be a processing charge for the ARBO staff to manually enter CE attendance data from sign-in sheets. Contact the ARBO office for more information. The attendance information will only be entered into *OE TRACKER*, if it includes the Event Number, COPE Course Number, Course Name, Course Date, Attendees’ *OE TRACKER* Numbers, Name and Signature.

**Please Remember:**

Ask your attendees for their *OE TRACKER* Number when registering for your CE events. They can easily find this by going to www.arbo.org and clicking on **OE TRACKER Number Lookup**.

If you are a COPE Approved Administrator, you can look up attendees’ *OE TRACKER* Numbers using their first and last name. Just click on **Look up OE TRACKER Numbers** when you log into your Administrator account.

**Questions?** Feel free to contact the ARBO office for more information at 704-970-2710 or Toll Free at 866-869-6852 or email at [arbo@arbo.org](mailto:arbo@arbo.org). or the Minnesota Board of Optometry; 651.201.2762 or [optometry.board@state.mn.us](mailto:optometry.board@state.mn.us). As this is a new process, the board welcomes quality improvement comments as the eventual goal is to have an efficient reporting system to receive an exceptional educational experience.