



EDUCATION AND RESEARCH FOUNDATION

Joint Commission on Allied Health Personnel in Ophthalmology®

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January 24, 2011

Program Eligibility for Student Scholarships

Training programs wishing to participate in the Foundation scholarship program must include the JCAHPO written, multiple-choice examination **as a requirement for completion of the program for ALL students, not just scholarship recipients**. This requirement took effect in 2010. The process in place assists both the program directors and the students taking the examination, and is provided upon receipt of the attached form from those programs wishing to participate.

Provision has also been made for students in eligible programs who do not receive scholarships; they may request vouchers through the program director to cover the cost of the examination (upon submission of transcripts and financial aid letters to the Foundation). Two programs initiated a plan whereby if the student takes and passes the JCAHPO written examination, they do not have to sit for the program's final examination.

If students are not eligible to sit for the examination due to personal issues, the Foundation Board will work with the program on a case-by-case basis for those students.

Process for Participating Programs

Four to six weeks prior to graduation:

- JCAHPO approves examination application.
- Student makes appointment to take the examination at a Prometric testing center.
- After completion of examination and prior to graduation: JCAHPO submits 2 copies of verification of completion of the examination to the student; the student submits one copy of verification to program director. No pass/fail results will be included in this correspondence. However, the student knows the pass/fail status at the completion of the exam, and may share this information with the program director, if they so choose.

Two months prior to graduation:

- Program directors provide the Certification Department with a list of anticipated graduates;
- Students submit examination application to JCAHPO.

One week after graduation:

- Program director informs JCAHPO Certification Department that student has completed all graduation requirements.

One month after graduation:

- JCAHPO will send student official examination results.

To determine funding needs for 2011 scholarships, the Foundation asks that you complete the attached information form regarding your program's participation in the 2011 scholarship program and **return to the Foundation office by March 1, 2011.**

PROGRAM INFORMATION
2011 SCHOLARSHIP PARTICIPATION

*Please fax to the JCAHPO Education and Research Foundation by March 1, 2011
Fax: (651) 731-0410*

Upon completion of this form, you will receive specific information regarding paperwork needed by JCAHPO's Certification Department prior to approval of the student sitting for the examination.

NAME OF PROGRAM _____

ADDRESS _____

PROGRAM DIRECTOR (please print) _____

GRADUATION DATE _____

_____ Yes, this program is able to include the JCAHPO examination as a condition for graduation from the above program in 2011. I agree to submit a *list of anticipated graduates* two months prior to the graduation date listed above, along with verification that all requirements for graduation have been met, except for taking the JCAHPO certification examination. I will also submit to the JCAHPO Education and Research Foundation *all materials provided to enrolling students regarding the certification examination requirement.*

_____ No, this program will not be requiring the JCAHPO examination as a condition for graduation from the program at this time. I am aware that its students will not be eligible to apply for scholarships from the JCAHPO Education and Research Foundation.

Signature (Program Director)

Date

Please contact Lynn Anderson, PhD, CEO, at (800) 284-3937 if you have any questions. Thank you.