

## Examination Content Areas

The content of JCAHPO’s multiple-choice exams is based on a job task analysis survey. Job incumbents and sponsoring ophthalmologists complete a survey, which identifies the tasks performed most often and of greatest importance. These tasks become the examination outline. This makes the content outline an excellent examination preparation tool.

## Examination Specifications

The multiple-choice exam is a series of statements or questions followed by four possible answers. One answer is the single-best response; the others are distractors. While some distractors may be partly correct, there is only one BEST answer. The number of questions and the time allowed to take the exam vary according to the level of examination.

- All examinations are delivered in English
- Add ½ hour to the exam time for review of a tutorial explaining how to maneuver through the computer exam.
- In addition to scored items, all candidates receive between 10-25 pilot questions. While they are not identified or scored, these questions are being pilot tested for possible inclusion in future examinations.

Examination Level	Number of Scored Questions	Examination Time
COA/CCOA	200	3 hours
COT	200	3 hours
COMT	200	3 hours
Ophthalmic Surgical Assisting	60	1 hour
ROUB	170	3 hours
CDOS	175	3 hours

## Examination Construction and Scoring

JCAHPO exams are developed by the JCAHPO Certification Committee, which includes ophthalmologists and certified OMP. A variety of reference materials are used to create examination questions, which are chosen from a pool of items based on the exam specifications and content outlines.

All examinations are criterion-referenced. This means that each candidate passes or fails based on their performance, which is judged against an objective standard and not on the performance of others on the same exam.

The passing score is the minimum number of questions that must be answered correctly. Scoring is statistically adjusted to ensure that all those who pass meet the same standards of competence, regardless of which form of examination they took.

A modified Angoff procedure is used to establish each passing score. In this commonly accepted psychometric procedure, content experts estimate the probability of each question being answered correctly by a person who meets the minimum eligibility requirements. For this reason, passing scores are not released.

## Preparation Strategies

JCAHPO exams are designed to cover the knowledge and skills needed by ophthalmic medical personnel in varied settings and/or geographic locations. They are more inclusive than the tests you took in school. Here are some tips to help you prepare for the exam:

- 1 **Read the content outline thoroughly.** The exam will include questions from every content area, and also may include questions from sub-categories within those content areas. Mark any topics that are unfamiliar to you. Do some extra reading in those areas or consider attending a class or seminar.
- 2 **Use many study sources,** since JCAHPO does not rely on one single reference source in the design of its exams. Review and refresh your knowledge, especially in those areas you marked when you reviewed the content outline. Read for learning and comprehension, not just to memorize.
- 3 **Before the exam, find the test center** and locate parking areas. Knowing where to go will reduce your stress on test day.
- 4 **Get plenty of rest** the night before the exam. Late-night cramming only tires you out.
- 5 **Focus on doing your personal best;** your score is not affected by anyone else's.

## Retaking the Multiple-choice Examinations

If you do not pass the exam the first time, a re-test application is automatically included with the Notification of Results letter. You have 12 months from your initial examination date to complete all multiple-choice re-tests. Once the re-test application is processed, you will have 90 days in which to schedule and complete the exam.

If you decide not to apply to re-test within 12 months of the initial exam or fail to complete the exam within the 90-day eligibility period, then the complete application process begins again, with eligibility, supporting documentation, and required fees.

If you do not pass the initial exam, you may re-test two more times within the 12-months from the initial exam date. If you still do not pass, a waiting period of 12 months from the date of your first exam is required. You will need to submit a new application with eligibility, supporting documentation, and required fees.

## Sample Items/Answers

1. The number 75 in the lens prescription

-5.00 + 1.50 X 75 is the:

- a. Power of sphere
- b. Axis of cylinder
- c. Interpupillary distance
- d. Vertex distance

2. The abbreviation prn stands for:

- a. Every day
- b. After meals
- c. As needed
- d. At bedtime

3. An A-scan is used to measure the:

- a. Corneal thickness
- b. Scleral rigidity
- c. Rod and cone function
- d. Eye's axial length

4. What extraocular muscles rotate the eyes into right gaze:

- a. RLR and LMR
- b. RIO and LSR
- c. RMR and LMR
- d. RSO and LIR

5. Which of the following is an opacification of the lens:

- a. Cataract
- b. Leukocoria
- c. Pinguecula
- d. Coloboma

Answers:  
1. b; 2. c; 3. d; 4. a; 5. a

## Scheduling the Examination

### • Examination Test Centers

JCAHPO's computerized exams are administered by a professional testing service at hundreds of conveniently located test centers throughout the U.S. and Canada. A list of test center locations is included with this handbook on page 36; however, the list is subject to change without notice.

### • Confirmation Letter

Candidates approved for eligibility will receive a letter-confirming acceptance of the exam application. The confirmation letter will provide a toll-free number and other scheduling information. You have 90 days in which to schedule the exam with JCAHPO's testing vendor.

*JCAHPO does not control test site availability or exam scheduling.* To avoid scheduling complications, please schedule your examination shortly after receiving the confirmation letter. The testing service will provide each candidate with a confirmation number that must be presented when you arrive at the test center on the day of your exam.

If you fail to schedule your exam within the 90-day eligibility period, you will forfeit your application fee. A new application will need to be submitted, including all fees.

### • Eligibility Extensions, Appointment Changes, and Fee Refunds

JCAHPO's policies regarding scheduling, canceling, and changing appointments are:

1. If you fail to schedule an appointment within the eligibility period indicated in your confirmation letter, you will forfeit your application fee. A new application and examination fee are required to reapply for the examination.
2. Requests to cancel an application, before you have scheduled an appointment with the testing service, must be received in writing before the end of your 90-day eligibility period. A processing fee is retained.
3. To cancel a scheduled exam appointment, you must call JCAHPO's testing service at the toll-free telephone number you received with your acceptance letter no later than 12:00 noon Eastern time, two business days prior to your scheduled appointment.

*For example:*

If your appointment is scheduled for	You must call the testing service by 12 noon Eastern time on
Monday	Friday
Thursday	Tuesday

4. If you cancel within the allowed time period, you may either reschedule with the testing center or request a refund in writing from JCAHPO. All requests for refunds must be received before the end of your 90-day eligibility period and a processing fee is retained. No refunds will be issued for cancellations that do not conform to the above policy.
5. If you fail to appear for the examination or arrive at the test center more than 15 minutes late for your appointment, you will not be tested and you must pay a no-show fee prior to rescheduling your exam.
6. If you are not admitted to the test center for failure to provide proper identification, you will be charged a no-show fee, which must be paid prior to rescheduling your exam.
7. If you are unable to take the examination within the eligibility period indicated in your acceptance letter, you may apply for a one-time 30-day eligibility extension by submitting a written request and paying an extension fee (see the fee schedule included on pages 41-42). The written request must be received by the end of the 90-day eligibility period.
8. If you are unable to take the examination and cannot cancel or reschedule within the required time period due to a personal emergency, you may request consideration to reschedule the examination without paying an additional fee by contacting JCAHPO in writing within 15 days of the scheduled testing session. A description of the emergency must be included in the written request, and supporting documentation (for example, a doctor's excuse) must accompany the request. Rescheduling without an additional fee will be considered on a case-by-case basis.

## Taking the Examination

JCAHPO and its testing service have strict procedures to make sure that every test is given under the same standardized procedures for everyone. For the best testing experience, please familiarize yourself with these procedures before you take the exam.

## Computer-Administered Examinations

### • Identification Requirements for Admission to the Test Center

To be admitted for testing, you will need to present two forms of identification, as well as the confirmation number you received when you scheduled the exam. One form of identification must be a government-issued ID with photo and signature (driver's license, passport, state ID card, etc.) The second form of ID must contain at least your signature (credit card, ATM card, student ID card, etc.) The name on both forms of ID must match the name on your exam application and your confirmation letter. If the names do not match, you may not be admitted for testing.

1. If you arrive more than 15 minutes late for your scheduled appointment time, you may not be admitted to the testing center and you may be charged a no-show fee.
2. After your identity has been confirmed (see Identification Requirements above), you will be escorted into the testing room and assigned a testing station. You may not bring any personal items with you into the testing room.
3. The center administrator will provide you with a pencil and scratch paper for use during testing. These must be returned to the test proctor after you complete the test.

**Note:** Steps 4-10 Steps 4-9 only pertain to candidates taking the multiple-choice examinations.

4. Before beginning the exam, a tutorial is presented to test-takers to become familiar with the computer and the test format. If you have any computer-related questions or concerns during the exam, just raise your hand for assistance.
5. One question at a time will appear on the computer screen with the option to either answer it or mark it for review. You can use either the mouse or the keyboard to enter your answer.
6. At the end of the exam, you may return to the items you marked, provided there is time remaining. You may also review the items you answered if time permits.
7. You must finish the exam within the time allowed. An onscreen timer will tell you how much time you have left. A warning will appear when there is only five minutes remaining on the exam.
8. After completing the examination, you will be asked to complete a short online survey about your testing experience. Comments are routinely reviewed by JCAHPO in an effort to continuously improve the certification examination process; however, JCAHPO will not respond directly to individual comments.
9. After the examination, an unofficial results report, indicating whether you passed or failed the exam will be provided. This report will include feedback on how you performed in each content area. Official examination results will be mailed by JCAHPO (see the "After the Examination" section below.)

**Note:** Steps 10-11 only pertain to candidates taking the computer-simulated Skill Evaluation and Performance Test.

10. A result report will not be provided at the conclusion of the exam. You will receive official notification from JCAHPO and a skill area performance feedback report within four weeks.
11. After completing the examination, you will be asked to complete a short online survey about your testing experience. Comments are routinely reviewed by JCAHPO in an effort to continuously improve the certification examination process; however, JCAHPO will not respond directly to individual comments.

## Misconduct

Any candidate who engages in misconduct during the examination may be dismissed from test administration at the discretion of JCAHPO and/or its testing service. In the event a candidate is dismissed, JCAHPO reserves the right to cancel or invalidate the examination scores. Misconduct includes, but is not limited to, giving or receiving help during the examination, using notes or other study aids during the examination, removing or attempting to remove exam materials from the testing center, creating a disturbance, and attempting to take the examination for someone else.

### After the Examination

- **Notification of Results**

For multiple-choice exam results, you will receive an unofficial examination result report immediately upon completion of the exam. This performance feedback report indicates the content areas where further study may be helpful.

Official results from all examinations are released by JCAHPO by mail approximately four to six weeks after the exam. Exam results will not be released via the telephone, e-mail or FAX.

- **Validation of Results**

JCAHPO is responsible for the validity and integrity of the examination results reported. On rare occasions, occurrences such as computer malfunction or misconduct by a candidate may cause an examination result to be suspect. JCAHPO reserves the right to invalidate and/or withhold examination results if, upon investigation, violations of JCAHPO's regulations are discovered.

Candidates are expected to cooperate fully in the investigation.

- **Use of the Credential**

After successfully completing all requirements for certification, you will be authorized to use the pertinent credential (i.e., COA, CCOA, COT, COMT, ROUB, or CDOS) after your name. You may continue to use the credential as long as you comply with recertification requirements. Please note: There is no credential for Ophthalmic Surgical Assisting certification as it is a sub-specialty certification.

- **Certification Documents**

As a certificant, you will receive a certificate and wallet card. Both contain your certification expiration date and JCAHPO ID number. To maintain certification past the expiration date, you must comply with recertification requirements.

- **Revocation of Certification**

Once certification has been granted, it may be revoked for disciplinary reasons. Conduct which may initiate disciplinary action may include, but is not limited to, supplying false information on the application or supporting documentation, engaging in inappropriate or dishonest conduct during the examination, or otherwise failing to comply with the JCAHPO Standards, Procedures and Sanctions Pertaining to Certification and Recertification (see pages 43-46).