

COLLEGE OF DUPAGE

Eye Care Assistant Certificate Program

FALL 2018



**Application Deadline Date:
6/27/2018 by 5pm**

Note: Please see specific program registration or admission packets for detailed information on when to begin completing health requirements, drug tests, CPR, criminal background checks and proof of insurance submission. Timing varies depending upon either entrance to or participation in the clinical component of a given program. Funds paid to Edward Corporate Health or to a personal health care provider/ source, CastleBranch.com, insurance companies, and funds used towards CPR completion are not eligible for any sort of refund from College of DuPage if the required course(s) are not successfully completed.

Students are not accepted into this program until they receive official acceptance letters from the College of DuPage Admissions Office.

COLLEGE OF DUPAGE
Biology and Health Sciences Division
425 Fawell Blvd.
Glen Ellyn, IL. 60137-6599
www.cod.edu
(630) 942-8331

Dear Applicant:

Thank you for your interest in the Eye Care Assistant Certificate Program at College of DuPage. This packet of information has been developed to provide you with a complete overview of our program, including the process for admission.

We have made every effort to make the information in this packet complete. However, should you have further questions, please contact me at (630) 942-8398 or e-mail thomasm90@cod.edu. Thank you for your interest.

Sincerely,

Mitzi Thomas

Mitzi Thomas, COMT, BPS
Instructor/Program Coordinator
(630) 942-8398
Thomasm90@cod.edu

EYE CARE ASSISTANT CERTIFICATE PROGRAM

Program Information Disclaimer

This Program information is published for that purpose only; however, the information in this packet is not to be regarded as an irrevocable contract between the student and the Program. The Program reserves the right to change, at any time, without notice, graduation requirements, fees and other charges, curriculum, course structure and content, and other such matters as may be within its control, notwithstanding any information set forth in this Program information packet in accordance with College of DuPage policies and procedures.

Program Admission Preference

Preference in admission is given to residents of District 502 who meet the stated minimum acceptance criteria for the program. Priority for admissions are a) In-district applicants; b) Out-of-district applicants working full-time in-district (proof of in-district employment will be required each semester); and c) Out-of-district applicants including those students with a joint or chargeback agreement and International students.

Program Description/Introduction

Students earning the Eye Care Assistant Certificate program at College of DuPage will gain the skills for entry-level positions as ophthalmology and optometric assistants under the supervision of licensed eye care professionals.

The program was recently approved by the Illinois Community College Board and College of DuPage will seek accreditation for the new certificate through the Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO). Upon receiving accreditation, students can sit for the national certifying exam, the Certified Ophthalmic Assistant (COA), administered by JCAHPO. College of DuPage is accredited by the Higher Learning Commission.

Laboratory Skills, Competencies and Exams: This program has mandatory competencies that must be passed prior to going to clinical rotations. If the student does not successfully complete these, then the student will be asked to withdraw from the program. Students must maintain a 2.0 GPA for all required coursework once accepted into the program.

Students are expected to comply with the rules, regulations and procedures of College of DuPage and the affiliated clinical hospital sites. Non-compliance with rules, regulations and procedures is a basis for dismissal from the program. The Health and Sciences Program Standards for Professional Conduct is available upon request and will be presented to the students upon their acceptance into the program.

Mission Statement

Helping create professionals who are trained to preserve eye health by being a vital team member of the growing and in demand eye care field.

Eye Care Assistants are vital members of the Eye Care team. Demand and employment opportunities for certified eye care assistants have been increasing due to the greater need of provision of eye care health. This role will prepare students to work in entry-level eye care settings. Eye Care Assistants work under the direction of an optometrist or ophthalmologist. They can work in various clinical settings including private, group and hospital ophthalmology departments. The individual will help the ophthalmologist or optometrist with diagnostic and treatment oriented procedures.

Information about a career as an Eye Care Assistant is available at: www.jcahpo.org.

Statement of Health

Prior to starting clinicals, all students in the Eye Care Assistant certificate program will need to complete health requirements, a drug screen, background check, and complete the medical document manager requirement. You will be informed by the Program Coordinator when you will need to complete your health requirements. Please do not complete these requirements until you are instructed to do so. The Health Requirements packet is available on the [Health Sciences Admissions](#) and the [Eye Care Assistant](#) webpages. Some clinical affiliates require further testing, which is the responsibility of the student.

Students with chronic medical conditions and physical limitations are required to submit documentation of current health status relating to their specific condition. The statement should include the physician's assessment as to the student's ability to meet the program objectives and standard skills in Eye Care, and the current medications the student is required to take for health maintenance.

Statement on Medical Care and Health Insurance

Students are responsible for their own medical care and health insurance while in the program. Students must possess health care insurance in order to train at the clinical affiliate. The student is responsible for any costs that may be incurred related to personal injuries he/she may acquire while performing activities at the clinical affiliate. The affiliating clinical facility and/or College of DuPage cannot be held liable for such injuries. Please visit the [Center for Access and Accommodation](#) website for additional details.

Students are required to provide evidence of current health insurance coverage. Please follow specific guidelines as instructed for submitting proof of insurance.

Statement on Medical Malpractice Insurance

Malpractice insurance is required and is included in the clinical education tuition costs on an annual basis. That is, the cost of the insurance is included with the tuition costs for EYE 1101. Students must be officially registered and listed on the instructor's class roster to be covered by the malpractice insurance.

Statement on Drug Testing/Criminal Background Check

A drug test and criminal background check are required prior to starting a clinical rotation in the Eye Care Assistant program. Several clinical affiliates also require finger printing. The costs of these requirements are the responsibility of the student. You will be informed by the Program Coordinator when you will need to complete these requirements. **Please do not complete them until instructed to do so.**

Criminal Background Check Information

All health care workers and student health care workers are required to undergo a criminal background check in order to work in a clinical setting. A student with a positive background check containing disqualifying conditions as defined by Federal and State law will not be allowed to enter the clinical portion of the program. A student with a positive background check containing disqualifying conditions as defined by Illinois State Law ([225ILCS46/25](#)) and 77 Ill Adm. Code 955 Section [955.160](#) will not be allowed to enter the clinical portion of this program, thus preventing the student from obtaining mandated certification and/or licensure.

NOTE: You may have been convicted and not sent to jail. People are often fined or given probation or conditional discharge rather than jail time, but these are still considered convictions. If you are unsure as to whether an arrest resulted in a conviction, contact the county in which you were arrested and speak to a representative in the Circuit Clerk's office, State's Attorney's office or your attorney.

Transportation

Students are required to provide their own reliable transportation to the college and clinical sites. Public transportation is not an option since many clinical sites are more than an hour away from the college. Clinical placements are assigned by the Clinical Coordinator to meet the needs of all students and the program. Students cannot select clinical sites. Any parking fees and/or tolls are the responsibility of the student. **Clinical sites can be over 100 miles from College of DuPage.**

Standard Skills in Health Career Programs

To participate in any Health Career program at College of DuPage that has a direct patient care or clinical education component, applicants must possess additional non-academic skills. These occupational standards are consistent with the duties of the entry-level professional in that field and are set by the individual program. These skills, which protect the health and well-being of patients, may include but are not limited to the ability to the below list. Please refer to the Health Science Program Essential Functions.

In the Eye Care Assistant profession, you may be exposed to fumes, chemicals, cold, noise, radiation, blood/body fluids, and infectious diseases. See the packet for the Health Career program to which you are applying for specific occupational requirements. Students who do not meet these standards may be considered ineligible for a program and can be withdrawn from all program classes. If you are unsure whether you can meet these requirements, you are advised to consult an adviser, counselor or member of the program faculty to discuss the situation, and/or schedule an appointment with your physician prior to applying to the program or enrolling for classes.

Statement on Clinical Education

Students should complete a minimum of 480 hours of full-time ophthalmologist and certified technician supervised clinical experience. This requirement is based on the requirements that the Joint Commission of Allied Health Personnel in Ophthalmology (JCAHPO) requires. JCAHPO requires that students complete these clinical requirements prior to being able to apply for the COA (Certified Ophthalmic Assistant) Certification.

60 clinical days must be obtained by the end of the 1-year certificate program. To fulfill these requirements, students will be scheduled:

Semester 1 - 1 day weekly

Semester 2 & 3 - 2 days weekly

Specific schedules will be provided 1st week of class

Clinical site placement will be determined by the program instructor. The program instructor will place the student in clinical rotations based on clinical site availability for each term.

Individual clinical site requirement(s) will need to be met before student can begin rotations at the site.

Clinical Affiliates **sites subject to change******

- Advocate Dreyer
- DuPage Eye Center
- DuPage Medical Group
- Jesse Brown VA
- Loyola Hospital
- Wheaton Eye Clinic

Non-Discrimination Statement

The College prohibits discrimination in its admissions, employment, and educational programs or activities on the basis of race, color, sex, religion, creed, national origin, age, ancestry, marital status, sexual orientation, gender identity and expression, arrest record, military status or unfavorable military discharge, citizenship status, and physical or mental disability. The College will protect an individual's right to express their viewpoint or opinion, so long as it does not violate State or Federal law and is not detrimental to the College.

This Policy against discrimination applies throughout all College environments, whether on campus, at work assignments off campus, at College-sponsored social functions, or otherwise.

Procedures to facilitate the College's prohibition of discrimination will be promulgated consistent with the Policy. (Board Policy 20-5).

Student Email Policy

College of DuPage will send all official communications to you through your official COD email (dupage.edu). You will no longer be able to use a preferred email account. You do have the option to forward these communications to a personal email account if you wish.

Check your COD email weekly for important information like:

- Official COD communications
- Financial aid communications
- Petition to graduate
- Transfer credit evaluation
- Prerequisite proof Sensitive
- FERPA-related communications
- Transcript order
- Important messages from instructors

For more information on the student email policy go to: <http://www.cod.edu/academics/email.aspx>

Citizenship/Visa Status

If you are not a U.S. citizen or a permanent resident of the U.S., and if you have any questions or concerns regarding your eligibility to participate in health sciences programs, please contact the **International Student Office**, SSC 2225, (630) 942-3328, e-mail: intlstdt@cod.edu.

Qualified applicants will be considered out-of-district in the admissions ranking process if they are **not** a:

- U.S. citizens
- Permanent residents

Application Materials Checklist

NOTE: Admission Committees for Health Science programs have the right to deny admission to any applicant that they feel is unable to fulfill the essential functions as described in this packet.

It is the applicant's responsibility to ensure that all application requirements have been completed and received by the designated office, by 5pm on June 27, 2018.

- _____ 1. Attend a mandatory Eye Care Assistant Advising Session. [View upcoming session dates and times](#) and please make sure to RSVP for your session to secure your spot using the directions provided. **It is required that an applicant attend an advising session within the 12-month period prior to the application deadline.**

- _____ 2. Complete the [College of DuPage General Admissions Application](#) online. There is a non-refundable \$20 general admission fee due upon submission. If you have previously submitted the General Admission Application or attended College of DuPage, you can omit this step. **This application is for general admissions to College of DuPage only; it is not an application to the Eye Care Assistant certificate program.**

- _____ 3. To ensure that all of your eligible credits are evaluated towards the admission requirements turn in all official Transcripts from any schools that you have attended. Please follow the steps listed below: Submit your official transcript(s). Contact your previous institution(s) to order an official copy of your transcript to be sent to the College of DuPage, **Office of Student Records**, 425 Fawell Blvd, SRC 2150, Glen Ellyn, IL 60137-6599. ***If College of DuPage is the only institution you have attended, you do not need to request official transcripts.***
Verify receipt of your transcript(s). Login to your myACCESS account, click on 'myACCESS for Students', then select 'My Profile'. The receipt status of your transcript will be listed under 'Transcript Institutions'.
NOTE: If you have an international transcript from high school or college, it must be evaluated by EDUCATIONAL CREDENTIAL EVALUATORS, Inc. Forms may be obtained from www.ece.org.

- _____ 5. Please have your 7-digit Student ID # ready and complete the online [Health Sciences Application](#). Select **Eye Care Assistant** when asked "which Health Sciences program are you applying to?" and **Fall 2018** as your "anticipated entry term".
NOTE: You can only submit the application online and must pay a \$50 non-refundable application fee by credit card. If you do not have a credit card, you can purchase a prepaid credit card from your local retailer. Be sure you have selected the correct entry term and program. Once your term is selected and application submitted, you may not change this without submitting a new application and paying another \$50 non-refundable application fee. If you previously applied to the Eye Care Assistant program, you will need to complete this step again and pay another \$50 non-refundable fee to be considered for the new admissions cycle.

- _____ 6. Complete the [College of DuPage Residency Verification form](#) and provide 2 proofs of residency to the **Office of Student Registration Services**, Student Services Center (SSC) Room 2221 by the program application deadline date. **Note: If this residency requirement has not been submitted to Registration by the program application deadline date, you will not be considered for admission.**

Please note: Separate Residency Verification Forms must be submitted for each program application.

_____ 7. All 3 pre-requisite courses must be completed by the program application deadline date with a grade of “C” or better. Classes must have been completed less than five years ago (6/27/13 – 6/27/18).

- Anatomy & Physiology 1551 & 1552 OR 1571 & 1572 OR A&P 1500. Note: If you choose to take the ANAT two-course sequence (1551 & 1152 OR 1571 & 1572, then both courses need to be completed by the end of the Summer 2018 semester)
- Health Sciences 1110, Biomedical Terminology (Must be equivalent to College of DuPage course).
- SURGT 1000: Ethics in Health Care

“All application documents delivered to the College of DuPage pertaining to a health sciences admissions file become the property of the College of DuPage and will not be returned to the applicant. This includes but is not limited to transcripts, letters of recommendation, clinical evaluation forms or outside test reports.”

****Applicants interested in re-applying will need to start over and resubmit all application items during the new application cycle. COD does not save application materials.***

Admissions Process

The Eye Care Assistant certificate program can admit only a limited number of students. The number of students selected is determined by the current availability of clinical sites and may vary from year to year. An Admissions Committee, will oversee the selection process using a Merit Evaluation based upon admission requirements.

Students are admitted to the program according to Merit Evaluation scores and residency. Admission to the program is not a guarantee of completion of the program nor does it guarantee employment upon graduation.

Priority for Admission:

- a. In-District applicants
- b. Out-of-District applicants working full-time in-district (proof of in-district employment will be required each semester)
- c. Out-of-District applicants including those students with a joint or chargeback agreement and International students

Letters of decision (accept, decline, alternate) are mailed to each applicant approximately 6-8 weeks following the application deadline. Accepted applicants must confirm their desire to accept in writing (on a provided form) within a two-week period. If no response is received, the next qualified student on the alternate list, according to Merit Evaluation rank order, will be offered acceptance into the program. Students re-applying are advised to contact the coordinator to review their file early to see if they can improve their score in any way.

Requests for admission are **not** automatically carried over to the following cycle. Applicants who were not accepted for the cycle in which they originally applied are asked to pay the \$50 non-refundable Health Science application fee and submit any/all supporting documents as listed on the Admissions Checklist of the Application Packet requirements (if applicable).

Licensure / Credentialing

Upon receiving accreditation, students can sit for the national certifying exam, the Certified Ophthalmic Assistant (COA), administered by JCAHPO.

Pre-requisite Courses

(Must be completed prior to application deadline)

Pre-Requisite Required Classes: Must be no more than 5 years' old and have earned a "C" or higher

A&P 1500	Survey of Human Anatomy & Physiology	4 credit hours	OR
A&P 1551 or 71	Human Anatomy & Physiology I	4 credit hours	AND
A&P 1552 or 72	Human Anatomy & Physiology II	4 credit hours	

(This will count as the Physical and Life Science requirement for the A.A.S. degree.)

HLTHS 1110	Biomedical Terminology	3 credit hours
SURGT 1000	Ethics in Health Care	4 credit hours

Total: 11-15 credit hours

Eye Care Assistant Program Classes (after acceptance)

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***Eye Care Assistant Program Classes: Fall Semester***

|          |                                    |                |
|----------|------------------------------------|----------------|
| EYE 1101 | Principles of Eye Care Assistant I | 8 credit hours |
|----------|------------------------------------|----------------|

**Total: 8 credit hours**

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Eye Care Assistant Program Classes: Spring Semester

EYE 1102	Principles of Eye Care Assistant II	8 credit hours
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Total: 8 credit hours

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***Eye Care Assistant Program Classes: Summer Semester***

|          |                                      |                |
|----------|--------------------------------------|----------------|
| EYE 1103 | Principles of Eye Care Assistant III | 9 credit hours |
|----------|--------------------------------------|----------------|

**Total: 9 credit hours**

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25 credit hours

*Classes will be in a Hybrid format which includes: online instruction, face-to-face lecture/lab time and clinical rotations.

Eye Care Assistant Certificate

Merit Evaluation

(Subject to Change)

For your reference only; admissions committee completes this form. Do not fill out and submit

NAME: _____ **Student ID:** _____ **DATE:** _____

Anatomy and Physiology 1500 (Scale A) _____
Must be completed within 5 years of application deadline (6/27/13-6/27/18)

OR

Anatomy and Physiology 1551 or 1571 (Scale A) _____
Must be completed within 5 years of application deadline (6/27/13-6/27/18)

AND

Anatomy and Physiology 1552 or 1572 (Scale A) _____
Must be completed within 5 years of application deadline (6/27/13-6/27/18)

HLTHS 1110 (Scale A) _____
Must be completed within 5 years of application deadline (6/27/13-6/27/18)

SURGT 1000 (Scale A) _____
Must be completed within 5 years of application deadline (6/27/13-6/27/18)

Total Points _____

Scale A

A: = 4 points

B: = 3 points

C: = 0 points

D: = 0 points