

Continuing education requirements guide for optometrists in Yukon

Yukon's Optometrists Regulations, O.I.C. 1999/150 require optometrists to keep their knowledge and skills up-to-date through continuing education requirements. These regulations also require licence applicants to satisfy the Minister every year that they have met the requirements. This guide explains:

- what continuing education hours are required;
- how to claim and prove your hours;
- answers to FAQs; and
- acceptable and unacceptable continuing education documentation.

Overview: what is required

As an optometrist registrant, each year you must demonstrate you have completed 12 hours of continuing professional education. At least six of these must have been in the treatment and management of ocular disease.

The regulations define continuing professional education as “courses, lectures, seminars, or other learning activities in a school of optometry accredited in North America or given by a provincial, state, or national optometry association.”

We may approve continuing education activities for TPA-certified optometrists in addition to those prescribed above. Provide all of the information required below. We will grant approval on a case-by-case basis for these hours.

How to claim and prove your continuing education hours

For renewal, you must complete an [annual continuing education form](#) and provide supporting documentation showing that you have met the continuing education requirements listed above.

- You do not need to provide every course you have ever taken. We just need a minimum of 12 hours of appropriately documented continuing education activities.
- List any education you have completed on the annual continuing education form and provide supporting documentation for each entry.

FAQs

1. Why do you require continuing education?

Continuing education confirms to PLRA that you are actively maintaining and developing the skills and knowledge required to practice your profession to a high standard. We request this proof annually as part of the renewal application process.

2. What if I am a new graduate and can't meet my continuing education requirements?

If you are a new graduate, holding a full licence for less than a year, and you have not been able to accrue the full 12 hours of continuing education, you may complete and submit the [continuing competency exemption request form](#) with your other continuing education proof.

These are reviewed on a case by case basis, and not all requests are approved. We recommend including proof of all continuing education activities you have engaged in, to demonstrate progress towards your legislated requirements.

3. What if I am new applicant in Yukon and can't prove continuing education from a previous jurisdiction?

If you are a new applicant, holding a full Yukon licence for less than a year, and you have not been able to obtain proof of your previous jurisdiction continuing education, you may submit the [continuing competence exemption request form](#) with your other continuing competence proof. These are reviewed on a case by case basis, and not all requests are approved. We strongly recommend listing all courses taken in your previous jurisdiction, understanding you may not be able to prove the number of hours.

FOR MORE INFORMATION

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4. Are podcasts and journal clubs valid forms of continuing education?

Podcasts and journal clubs may be considered valid forms of continuing education as long as they are offered through a North American accredited school of optometry or through a provincial, state or national optometry association.

5. How do I provide proof of hours for an online course?

If the course is online you require proof of completion, date of completion and hours. If the online course certificate or completion email does not include the number of hours there are three options.

- Look at the course description. If the hours are listed there, then a printout of that page can be submitted with your certificate.
- If the hours are not available in any way, then it is acceptable to claim one hour per module. So if it was a six-module course, you list six hours for the course. Please make a note under the description column of the [annual continuing education form](#).

The description should include the name of the course and the number of modules.

Note: The licensing officer may search the course to confirm the number of modules.

- If the hours are not available, and your supervisor is familiar with the course, then you may fill out the [verification of completed continuing education form](#).

6. Do I need to renew my designation to prescribe therapeutic pharmaceutical agents?

You don't need to renew your designation, but you need to demonstrate that you hold a current Level 'C' CPR certificate.

Continuing education hours – acceptable documentation

Acceptable supporting documentation

You must provide one of the following to support any claim of continuing education.

- Training certificate.
- Verification of completed continuing education form, filled out by course provider.
- University or college transcript.
- Combination of above documents to demonstrate all four elements (see right).

Documentation for each CE activity must contain 4 key elements:

1. **Applicant's name;**
2. **Proof of completion;**
3. **Date of completion; and**
4. **Hours involved**

Unacceptable supporting documentation

We will not accept the following documentation as proof of continuing education hours.

- Course schedule/syllabus, conference schedule without proof of attendance/completion.
- Certificates/documents with date/hours handwritten by applicant.
- Emails or letters from the course provider.