



**WEST VIRGINIA BOARD OF OPTOMETRY**

179 Summers Street, Suite 231  
Charleston, WV 25301-2733  
800-250-4150, www.wvbo.org

**Continuing Education Tally Sheet**

Title 14-Series 1-Subsection 8.3, Continuing Education, states that the evidence shall show his or her attendance for a **minimum of forty hours** during the preceding **two years** at optometric educational programs covering one or more of the subjects approved by the Optometry Board including ... a minimum of 12 hours in ocular pharmacology or therapeutics, a maximum of six hours in practice management, a maximum of 10 hours that are discretionary.

**Instructions**

This tally sheet is for your personal convenience and **does not** take the place of the certified attendance records that you must maintain. The tally sheet is designed as follows:

- (A) **DATE:** Record the date the course was given.
- (B) **SPONSOR & TITLE:** Record the sponsor of the course, the title of the course and the presenter.
- (C) **COPE APPROVED:** Check to see if this course is COPE approved. Put a “Y” or “N” in the column. Remember that COPE approved courses are automatically approved by the Board.
- (D) **OCULAR PHARMACOLOGY AND THERAPEUTICS:** A **minimum** of **12 hours** of study. List the number of hours of credit in this column.
- (E) **PRACTICE MANAGEMENT COURSES:** A **maximum** of **6 hours** is allowed. List # Hrs.
- (F) **CORRESPONDENCE AND INTERNET COURSES:** A **maximum** of **10 hours** of study is accepted and this may include Internet or correspondence courses and seminars sponsored by MD’s or hospitals. Courses approved by the AOA and WVOA are part of the “OTHER...” category listed below. List the number of hours of credit given.
- (G) **OTHER APPROVED OPTOMETRIC EDUCATIONAL PROGRAMS** sponsored by the following organizations are approved: American Optometric Association, West Virginia Optometric Association (WVOA Area Secretaries must submit minutes of each Area educational session including the length of the educational session in whole hours, topics discussed and the topic leader or leaders to the Board for approval.), American Academy of Optometry, International Optometric sponsored meetings, Regional Optometric Extension Program congresses, postgraduate courses offered at any approved College of Optometry, Southeastern Educational Congresses, Optometric Center of New York, Council on Optometric Practitioner Education [COPE]. List # Hrs.

