
THE OPTOMETRISTS BOARD OF HONG KONG

Manual for Continuing Professional Development Scheme

2021

THE OPTOMETRISTS BOARD OF HONG KONG

Manual for Continuing Professional Development Scheme for Registered Optometrists

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1 INTRODUCTION

- 1.1 As primary care practitioners, optometrists have a duty to their patients to keep abreast of latest developments in the profession and the discipline. Specifically, section 1.3 of Part III of the Code of Practice for Registered Optometrists stipulates that *an optometrist must maintain at all times the highest standard of professional competence and skill through undertaking continuing professional development (“CPD”) activities and acquiring the necessary CPD points in accordance with the Manual for CPD Scheme for registered optometrists (which may be revised from time to time by the Board).*
- 1.2 The main purpose of implementing continuing professional development (CPD) scheme is to encourage optometrists to commit to a life-long process of continuing professional learning through education and training. CPD will enhance professional strength by allowing optometrists to keep pace with the rapid advances in optometric technology in terms of knowledge, skills and practical experience. It will also ensure that optometrists are competent in providing quality service in a multi-disciplinary health-care system.
- 1.3 The CPD scheme of the Board has been running on a voluntary basis since 2004. Keeping in mind that mandatory participation in the CPD scheme is a long-term goal in enhancing standard and credibility of registrants and in the light of the experience gained in the past years, the Board considers it an opportune time to implement a mandatory scheme.

2 CPD CYCLE

- 2.1 A cycle of CPD assessment will span three calendar years. Following the completion of the last voluntary cycle on 30 June 2021, the mandatory scheme runs on 3-year cycles commencing from 1 July of the first year and ending on 30 June of the fourth year. The first mandatory cycle begins on 1 July 2021 and ends on 30 June 2024.
- 2.2 Registrants entering into the profession after the start of any 3-year cycle will be allowed to comply with the mandatory requirement on a pro-rata basis. The years away from the end of the prevailing 3-year cycle will be rounded down to the nearest integer.
- 2.3 If the first cycle of individual registrants is shorter than 3 years, normal capping on individual CPD categories will still apply.

3 ENROLLMENT

- 3.1 All registered optometrists are automatically included in the mandatory CPD scheme. No prior enrollment to the scheme is required.

4 CPD POINT REQUIREMENTS

- 4.1 All registered optometrists are required to attain 30 CPD points in each 3-year cycle, regardless of which parts of the Register the optometrists' names are in and whether the optometrists reside in Hong Kong or overseas.
- 4.2 CPD points accumulated in excess of the requirement for one cycle cannot be carried forward to the next cycle.
- 4.3 To allow greater flexibility to cater for individual professional, educational and development needs, no minimum annual requirement will be set but registrants are strongly encouraged to undertake CPD activities throughout the 3-year cycle.

5 SCOPE OF CPD ACTIVITIES

- 5.1 CPD activities can be organized in the form of a conference, workshop, seminar, lecture, demonstration, talk, practical session or a short or tertiary course of direct relevance to the practice of optometry.
- 5.2 Apart from lecture-based activities, optometrists can also acquire CPD points through publication of an article or paper in peer-reviewed journals. Self-study in the form of online continuing education courses or periodic reading of optometry / vision-sciences-related journals pre-approved by the Board will also attract CPD points. Didactic post-graduate studies in academic institution leading to higher qualifications can be credit-earning upon individual assessment.
- 5.3 In recognition of the trend of e-learning, the annual ceiling of CPD points for self-study is uplifted to 5 CPD points.

6 ALLOCATION OF CPD POINTS

- 6.1 There are five major categories of CPD activities. CPD activities eligible for accreditation are further classified into **core** and **non-core** activities. Core CPD activities shall have a higher rating of CPD points as compared with non-core ones. Please refer to **Appendix I** for details of the CPD points allocation for each kind of activity and its corresponding constraints.
- 6.2 For lecture-based activities, the time allocated for examinations / tests will not attract any CPD points. As for organizers of CPD activities, no certificate of attendance shall be issued to attendees who are late or who leave before the end of the activities for over 15 minutes.

7 ACCREDITATION OF CPD ACTIVITIES

- 7.1 The Board Education Committee is the Optometrists Board's delegated authority for accrediting Programme Providers and individual CPD activities other than those organized by Accredited Programme Providers.

8 REPORTING SYSTEM

- 8.1 An honour system will be adopted. Registrants will be required to declare their CPD attainment every three years alongside the renewal of their annual practising certificate.

9 RECORD OF PARTICIPATION

- 9.1 Optometrists should keep proper record of their own CPD attainment, together with relevant document evidence, such as certificate of attendance, for a minimum period of five years. Such record has to be submitted to the Board upon request. Optometrists must respond to call for returns from the Board, and submit all returns with required proof within the defined period of time.
- 9.2 Optometrists are encouraged to log down their CPD activities of all categories throughout the CPD cycle to facilitate their making of accurate declaration on CPD attainment at the end of the cycle. Registrants may make use of the CPD record form (at **Appendix II Form OP IIa** and **Form OP IIb**) for the purpose.

10 AUDIT

- 10.1 Audit will be conducted for the purpose of verification.
- 10.2 The Secretary of the Board may randomly select some of the registrants for audit check on declaration on attainment made. The registrants selected will be requested to submit documentary evidence for verification purpose. It is the responsibility of an optometrist to produce the evidence when requested by the Board.
- 10.3 Optometrists failing to submit return on time will be regarded as CPD non-compliant.

11 EXEMPTION

11.1 Acute / Prolonged Illness and Permanent Disability

- (i) An optometrist who is found at the end of any CPD cycle to have fallen behind CPD because of acute / prolonged illness or permanent disability can be exempted from the CPD requirements, on condition that he is not in active practice and his condition is certified with medical advice.

- (ii) An illness can be accepted as “prolonged illness” provided a sick leave of at least 6 months has been formally granted within a 3-year cycle (pro-rata count may apply in case the cycle is less than 3 years).
- (iii) Partial exemption will be considered on a case by case pro-rata basis depending on the extent of the illness and its impact on practice. The guiding principle of exemption is that when an optometrist is not in active practice because of the illness, CPD requirement of that total period of “not in active practice” will be exempted for CPD in that cycle, while pro-rata count of CPD requirement will be applied to the period(s) during which the optometrists are in active practice.

11.2 Cessation of Active Service

- (i) The Board will consider application for CPD exemption from an optometrist only if he has formally submitted a written declaration to the Board that he has ceased active practice in and outside Hong Kong and the reason for such cessation.
- (ii) An optometrist who has ceased active practice leading to removal of his name from the Register subsequently wishes to resume active practice will be required to submit an application for restoration of his name into the Register. Applicants are required to observe the requirements, which would be reviewed from time to time, on undertaking CPD for the purpose of restoration.

12 NON-COMPLIANCE

12.1 For cases of non-compliance as declared by the registrants or discovered by the Secretary of the Board during audit check, the Board Education Committee will conduct an assessment.

12.2 Non-compliance That is Remediable

- (i) An optometrist must:
 - (a) have achieved not less than two-thirds of the required number of points for a cycle; or
 - (b) be certified to have suffered from a medical conditions which the Board considers as a reasonable cause for the CPD non-compliance.

The Board may, at its discretion, accept other conditions on reasonable grounds.

- (ii) The optometrist will be required to engage in a remedial programme for the deficiency, which must be finished within the specified timeframe, normally within 12 months from the end of the cycle concerned.
- (iii) The next cycle shall follow immediately after the previous cycle without any break, i.e. the optometrist will have to undergo normal and remedial CPD at the same time.

- (iv) An optometrist who have failed to make remedy prescribed by the Board for the deficiency without acceptable reasons could be regarded as a case of non-compliance that is not remediable.

12.3 Non-compliance That Is Not Remediable

For optometrists who have obtained less than two-thirds of the required number of points for a cycle without acceptable reasons, the case may be regarded by the Board as a possible case of professional misconduct. Such cases are to be filed to the Preliminary Investigation Committee of the Optometrists Board, and will be handled in accordance with the prevailing disciplinary procedures.

13 LIST OF PRE-APPROVED PROGRAMMES

13.1 The list of pre-approved CPD programmes is as follows –

- (i) accredited / approved programmes of Council on Optometric Practitioner Education (COPE);
- (ii) accredited/ approved Continuing Education and Training (CET)/ Continuing Professional Development (CPD) programmes of General Optical Council (GOC); and
- (iii) international conferences held by the American Optometric Association, the American Academy of Optometry, Canadian Optometric Association, and annual conference of the Optometrists Association of Australia; biennial conference of the College of Optometrists, UK, annual conference of the New Zealand Association of Optometrists, and that held by the New Zealand College of Optometrists, Asia Pacific Optometric Congress, the Hong Kong International Optometric Symposium and the Asia Cornea and Contact Lens Conference, would be accepted / accredited.

14 LIST OF PRE-APPROVED PROGRAMME PROVIDERS

14.1 The following local organizations are at present pre-approved programme providers –

- (i) The Hong Kong Polytechnic University;
- (ii) The Hong Kong Association of Private Practice Optometrists;
- (iii) The Hong Kong Optometric Association; and
- (iv) The Hong Kong Society of Professional Optometrists.

15 CODE OF PROGRAMMES

15.1 To facilitate the administration of CPD activities, programmes should be assigned with a code (a total of 8 characters/digits) by pre-approved programme providers (for their own activities) or the Education Committee of the Board (for activities not pre-

approved or for activities involving multiple organizers). The guidelines for assigning CPD code is at **Appendix III**.

Allocation of CPD points for various categories of activities

No.	Category	Description	Allocation of CPD Points	Maximum CPD points to be allocated per year
1	Receptive participation	<ul style="list-style-type: none"> • Certified attendance in any CPD activity as accredited by the Board : <ul style="list-style-type: none"> – Activities organized by the 4 Accredited Programme Providers¹ – Activities as validated by the Board on application by institutions/individual optometrists 	<ul style="list-style-type: none"> • For core activities²: <ul style="list-style-type: none"> – 1 CPD point per hour • For non-core activities³: <ul style="list-style-type: none"> – 0.5 CPD point per hour 	<ul style="list-style-type: none"> • Core activities: <ul style="list-style-type: none"> – Nil • Non-core activities: <ul style="list-style-type: none"> – 5 CPD points
2	Active participation	<ul style="list-style-type: none"> • Active participation as speaker, panelist, presenter, trainer in any accredited CPD activity. 	<ul style="list-style-type: none"> • 1 CPD point per 15 minutes of presentation. 	<ul style="list-style-type: none"> • 5 CPD points
3	Post-graduate studies	<ul style="list-style-type: none"> • <u>Didactic</u> post-graduate studies in academic institutions leading to higher qualifications. 	<ul style="list-style-type: none"> • For core activities: <ul style="list-style-type: none"> – 1 CPD point per hour • For non-core activities : <ul style="list-style-type: none"> – 0.5 CPD point per hour 	<ul style="list-style-type: none"> • Core activities: <ul style="list-style-type: none"> – Nil • Non-core activities: <ul style="list-style-type: none"> – 5 CPD points
4	Self-study	<ul style="list-style-type: none"> • Self-study in the form of online continuing education courses at Appendix Ia. • Periodic reading of optometry/ vision-sciences-related journals at Appendix Ib. 	<ul style="list-style-type: none"> • 1 CPD point for the completion of each online course plus quiz. • 1 CPD point per year. 	<ul style="list-style-type: none"> • 5 CPD points (whereas a ceiling of 2 CPD points for periodic reading)
5	Publication	<ul style="list-style-type: none"> • Publication in peer-reviewed journals related to optometry / vision-sciences. 	<ul style="list-style-type: none"> • First / last/ corresponding author : <ul style="list-style-type: none"> – 5 CPD points per publication • Other author : <ul style="list-style-type: none"> – 3 CPD points per publication 	<ul style="list-style-type: none"> • 5 CPD points

¹ The 4 Accredited Programme Providers (APPs) are : (1) The Hong Kong Polytechnic University (PolyU); (2) The Hong Kong Association of Private Practice Optometrists (HKAPPO); (3) The Hong Kong Optometric Association (HKOA) and (4) The Hong Kong Society of Professional Optometrists (HKSPPO).

² Core activities are activities of direct relevance to practice of Optometry.

³ Non-core activities are activities not directly related but contributed to the understanding or expansion of optometry knowledge and skills, including subjects on other health care professions and information technology. *Activities on personal and motivational training or political meetings will not be accredited.*

**List of pre-approved online continuing education courses
recognized by the Optometrists Board as accredited CPD activity**

(Updated in February 2025)

	Course Provider	Website
1.	American Academy of Optometry	https://learning.aaopt.org/
2.	American Optometric Association - EyeLearn	http://aoa.peachnewmedia.com/store/provider/provider09.php?f=https%3A%2F%2Faoa.mycrowdwisdom.com%2Fdiweb%2Fgateway
3.	Association of Optometrists	https://www.aop.org.uk/education-and-events/events
4.	Australian College of Optometrist	http://www.aco.org.au/professional-development/general-information/webinars
5.	California Optometric Association	https://www.coavision.org/i4a/pages/index.cfm?pageid=3330
6.	Centre for Eye Health	https://www.centreforeyehealth.com.au/education/on-line-cpd/
7.	CEwire2019: The Virtual Optometric Conference	https://www.cewire2019.com/#courses
8.	College of Optometry, Pacific University	https://www.pacificu.edu/academics/colleges/college-optometry/continuing-education
9.	College of Optometry, State University of New York (SUNY)	https://www.sunyopt.edu/education/academics/continuing_professional_education/online-courses
10.	College of Optometry, The Ohio State University	https://optometry.osu.edu/continuing-education
11.	College of Optometry, Western University	https://www.westernu.edu/optometry/ce/
12.	Continuing Education Online (CRO)	https://www.crojournl.com/
13.	DOCET	https://docet.info/index.php?redirect=0
14.	Evolve Medical Education	https://evolvemeded.com/
15.	Eyecare	https://cetpoints.com/
16.	Lighthouse International	https://www.lighthouseguild.org/healthcare-professionals/elearning/
17.	Marshall B. Ketchum University - Optometry Online CE	https://www.ketchum.edu/continuing-education/online-ce

18.	Medicus	http://www.medicus.com/educ_medicus/ce_activities.php
19.	Mivision education	https://www.mieducation.com/
20.	Neuro-optometric Rehabilitation Association	https://noravisionrehab.org/healthcare-professionals/continuing-education-opportunities
21.	New England College of Optometry	https://www.neco.edu/academics/continuing-education/online-ce
22.	Nova Southeastern University	https://optometry.nova.edu/ce/index.html
23.	Optocase - Optometry Continuing Education and Clinic Tips	https://optocase.com/cases
24.	Optometrists Online CPD	http://www.optomonline.com.au
25.	Optometry & Vision Science, University of Waterloo	https://uwaterloo.ca/optometry-vision-science/continuing-education
26.	Primary Care Optometry News Education Lab	https://cme.healio.com/optometry
27.	Review Education Group	https://www.reviewsce.com/
28.	School of Optometry, Indiana University	https://expand.iu.edu/browse/iuso-ce
29.	School of Optometry, University of Houston	http://ce.opt.uh.edu/online-ce/
30.	SECO International	https://secouniversity.com/
31.	Southern College of Optometry	https://www.sco.edu/online-ce-course-library
32.	Virtual Optometric Conference	https://www.cewire2019.com/
33.	World Continuing Education Alliance	https://wcea.education/
34.	Government of the HKSAR	https://www.childprotectiontraining.hk/self-learning

List of pre-approved journals
recognized by the Optometrists Board as accredited CPD activity
(Updated in May 2020)

No.	Journal Title
1.	Acta Ophthalmologica
2.	Advances in Clinical Ophthalmology
3.	American Journal of Ophthalmology
4.	Annals of Ophthalmology
5.	Annual Review of Vision Science
6.	Binocular Vision & Strabismus Quarterly
7.	BMC Ophthalmology (BMC Ophthalmol)
8.	British Journal of Ophthalmology
9.	Canadian Journal of Ophthalmology
10.	Chinese Journal of Experimental Ophthalmology/ 中華實驗眼科雜誌
11.	Chinese Journal of Ophthalmology/ Zhong Hua Yan Ke Za Zhi/中華眼科雜誌
12.	Chinese Journal of Optometry Ophthalmology and Visual Science/中華眼視光學與視覺科學雜誌
13.	Clinical & Experimental Ophthalmology (former: Australian and New Zealand Journal of Ophthalmology)
14.	Clinical and Experimental Optometry
15.	Clinical Ophthalmology
16.	Contact Lens and Anterior Eye
17.	Contact Lens Spectrum
18.	Cornea
19.	Current Eye Research
20.	Current Opinion in Ophthalmology
21.	Documenta Ophthalmologica
22.	European Journal of Ophthalmology
23.	Evidence-Based Ophthalmology
24.	Experimental Eye Research
25.	Eye
26.	Eye & Brain
27.	Eye & Contact Lens
28.	Eye and Vision

29.	Graefe's Archive for Clinical and Experimental Ophthalmology
30.	Hong Kong Medical Journal
31.	Indian Journal of Ophthalmology
32.	International Journal of Ophthalmology
33.	Investigative Ophthalmology and Visual Science
34.	JAMA Ophthalmology (former: Archives of Ophthalmology)
35.	Japanese Journal of Clinical Ophthalmology
36.	Japanese Journal of Ophthalmology
37.	Journal of American Association for Pediatric Ophthalmology and Strabismus (AAPOS)
38.	Journal of Behavioural Optometry
39.	Journal of Cataract and Refractive Surgery
40.	Journal of Clinical Ophthalmology/ 临床眼科杂志
41.	Journal of Eye Movement Research
42.	Journal of Glaucoma
43.	Journal of Neuro-Ophthalmology
44.	Journal of Ocular Pharmacology and Therapeutics
45.	Journal of Ophthalmic Inflammation and Infection
46.	Journal of Ophthalmology
47.	Journal of Optometry
48.	Journal of Pediatric Ophthalmology and Strabismus
49.	Journal of Refractive Surgery
50.	Journal of The Formosan Medical Association
51.	Journal of the Optical Society of America. A, Optics and Image Science
52.	Journal of the Optical Society of America. B, Optical Physics
53.	Journal of Vision
54.	Journal of Visual Impairment and Blindness
55.	Molecular Vision
56.	Neuro-Ophthalmology
57.	Ocular Immunology and Inflammation
58.	Ocular Surface
59.	Ophthalmic and Physiological Optics
60.	Ophthalmic Epidemiology

61.	Ophthalmic Genetics (Formerly known as. Ophthalmic Paediatrics and Genetics)
62.	Ophthalmic Plastic and Reconstructive Surgery
63.	Ophthalmic Research
64.	Ophthalmic Surgery, Lasers and Imaging Retina
65.	Ophthalmologica
66.	Ophthalmology
67.	Ophthalmology Clinics of North America
68.	Ophthalmology Times
69.	Optometric Education
70.	Optometric Management
71.	Optometry and Vision Development
72.	Optometry and Vision Science
73.	Optometry Today
74.	Progress in Retinal and Eye Research
75.	Retina – Journal of Retinal and Vitreous Diseases
76.	Retinal Cases & Brief Reports
77.	Review of Cornea & Contact Lenses
78.	Review of Ophthalmology
79.	Review of Optometry
80.	Seminars in Ophthalmology
81.	Singapore Medical Journal
82.	Spatial vision
83.	Survey of Ophthalmology
84.	The Optician
85.	Translational Vision Science & Technology
86.	Vision Research
87.	Visual Neuroscience

OPTOMETRISTS BOARD

Record Form of Continuing Professional Development (CPD) Programmes /Activities Attended by Registered Optometrists

(CPD Cycle (3 years from 1 July 20 ____ to 30 June 20 ____)

Activities Category (1) - Receptive Participation

Date	Code of CPD Programme / Activity	Core / Non-core	CPD Points Awarded
Sub-total CPD Points Awarded for Category (1) [Maximum 5 CPD points per year for non-core activities]:			

Name: _____
(Surname first, in block letters)

Registration Number:

Signature: _____

Date: _____

*Note : (1) This form should be returned to the Optometrists Board Secretariat **only upon request** but you are strongly advised to keep proper record of your CPD attainment throughout the cycle using this form.*

(2) The “code of CPD programme / activity” means the CPD code refers to in Clause 15 and Appendix III of this manual. For other activities such as those pre-approved programmes listed in Clause 13, please provide the title of the programme / activity.

OPTOMETRISTS BOARD**Record Form of Continuing Professional Development (CPD) Programmes /Activities Attended by Registered Optometrists***(CPD Cycle (3 years from 1 July 20 ____ to 30 June 20 ____)***Other Activities**

Date	Category	Title of CPD Programme / Activity (e.g. Reading journals – please state the names of the journals)	Organizer	Position Held (speaker, author, reader etc.)	CPD Points Awarded
Sub-total CPD Points Awarded:					

Grand Total CPD Points Awarded:

Name: _____

(Surname first, in block letters)

Registration Number:

Signature: _____

Date: _____

*Note : This form should be returned to the Optometrists Board Secretariat **only upon request** but you are strongly advised to keep proper record of your CPD attainment throughout the cycle using this form.*

Guidelines for Assigning of CPD Code

To facilitate the administration of CPD activities, each programme should be assigned with a specific and unique CPD code (a total of 8 characters/digits) by pre-approved programme providers (for their own activities) or the Education Committee of the Board (for activities organized by non-APPs / activities involving multiple organizers). Each character/digit in the CPD code carries the following meaning –

Character/ Digit	Meaning	Keys
1 st to 4 th	Represents the organizers	<p>POLY = Activities organised by The Hong Kong Polytechnic University</p> <p>APPO = Activities organised by The Hong Kong Association of Private Practice Optometrists</p> <p>HKOA = Activities organised by The Hong Kong Optometric Association</p> <p>SPO_ = Activities organised by The Hong Kong Society of Professional Optometrists</p> <p>MULT = Activities jointly organised by two or more APPs/ jointly organised by APPs and non-APPs</p> <p>NAPP = Activities organised by one or more non-APPs and validated by the Board</p>
5 th & 6 th	Represents the year cycle in which the programme is conducted	<p>Examples:</p> <p>21 = 1 July 2021 to 30 June 2022</p> <p>22 = 1 July 2022 to 30 June 2023</p> <p>23 = 1 July 2023 to 30 June 2024</p>
7 th & 8 th	Represents the serial number of programme assigned by the APPs / the Board	01, 02, 03 ... to be assigned by the APPs for own activities / to be assigned by the Board when activities organised by non-APPs are validated / when activities involve multiple organizers