



# American Board of Ocularistry

Policy for the

Grandfathering of Subject Matter Experts

The process of grandfathering subject matter experts is an acknowledged method of acquiring the base of knowledge that is necessary for the creation of a formal professional certification exam. The grandfathering process also allows for the thoughtful evaluation of what qualifies a person as an expert in the field, documentation of the qualifications of the individuals chosen to be subject matter experts, and recognition of their unique abilities and knowledge through the grandfathering process.

According to the Institute for Credentialing Excellence, grandfathering is defined as “National Commission for Certifying Agencies (NCCA) Grandfathering— The process by which individuals are granted certification without being required to meet a formal examination requirement.” This process is frequently invoked when a certification program is initiated, as a way of recognizing the experience and expertise of long-term experts, and/or to allow grandfathered individuals to develop the initial form(s) of the certification examination. Individuals initially certified through grandfathering may, in the future, be required to pass a form of the certification examination they did not participate in developing in order to maintain certification.” (Institute for Credentialing Excellence, 2006)

In order to be granted the status of Subject Matter Expert for the American Board of Ocularistry and to be grandfathered as an Advanced Certified Ocularist by the American Board of Ocularistry, individuals must meet the standards outlined below. These persons shall be granted certification without the requirement to complete a formal examination process. This process has been designed to allow for a pool of experts who have long term experience in ocularistry. These Subject Matter Experts shall agree to play an essential role in the development of role delineations, test questions, and the development and evaluation of the initial forms of the American Board of Ocularistry Certification Exam. Subject Matter Expert Candidates who meet the requirements and wish to request to be grandfathered may complete an application, and a non-disclosure agreement.

The certification status issued through this Grandfather Clause is valid and is subject to the same renewal requirements as any other Certification issued by the American Board of Ocularistry. These requirements may include passing a more current form of the examination which the Subject Matter Expert did not participate in creating, the accrual of continuing education credits, and/or renewal fees.



# American Board of Ocularistry

## Subject Matter Expert Certification

**Application time restriction:** January 1, 2019

**Initial Status** – American Board of Ocularistry Advanced Ocularist Certification by Grandfather Clause

Grandfathered status is available for a limited period of time for select individuals who have extended experience in the field of ocularistry. This process allows for the formation of a panel of Subject Matter Experts who may assist in the process delineating the roles of an ocularist, and the creation and evaluation of a testing instrument that may be used in order to determine competency in future candidates for board certification in ocularistry. These subject matter experts should be persons who have been recognized within the community of ocularists as persons who have long standing experience as practicing ocularists, have displayed leadership in the field of ocularistry, and are of good character.

**Recertification** - A certification status issued through this Grandfather Clause is valid and is subject to the same renewal requirements and renewal fees as any other Certification issued by the American Board of Ocularistry

**Requirements:** The board shall issue a limited number of certifications to applicants who have satisfied the subject matter expert grandfather clause requirements listed below.

1. Applicant has completely and accurately completed the Subject Matter Expert Certification Application.
2. Applicant has provided a signed and notarized affidavit demonstrating that the applicant has engaged full time in the practice of ocularistry for at least fifteen (15) years prior to applying.
3. The Applicant has paid the application fee.
4. The Applicant has been previously certified in ocularistry for a period of at least ten years.
5. The Applicant has no adverse ethical or legal history.
6. The Applicant has met all of the following credentialing requirements.
  - Completion of an approved training program in the field of ocularistry. (please include copy of certificate)

- Current certification in ophthalmology.  
(please include copy of certificate)
  - At least ten (10) years of full time experience in the field of ophthalmology.
7. In addition, the Applicant must have a sufficient amount of additional experience in the field of ophthalmology to qualify them as an expert in the field. The qualifying activities include: (20 points required)
1. Continuing ophthalmology education credits acquired over the previous five years.  
(1 point per 50 credits -- maximum 5points)
  - Indexed peer reviewed publications in the field of Ophthalmology  
(5 points/per publication)
  - Bachelor's degree or equivalent academic degree conferred by an accredited institution of higher learning.  
(5 points)
  - Licensure in the field of ophthalmology.  
(5 points)
  - Patents in the field of ophthalmology.  
(5 points per patent)
  - Fellow of an ophthalmology organization.  
(5 points)
  - Ophthalmology organization board experience.  
(1 point/year -- maximum 5points)
  - Lectures presented at ophthalmology education meetings.  
(1/2 point per hour – maximum 5 points)
  - Serving on the committees of an ophthalmology organization  
(1 point per committee per year – maximum 5 points)
  - Hospital Faculty appointment.  
(5 points)



American Board of Ocularistry  
Subject Matter Expert Certification Application

**Name**

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

**Home Address**

Street Address: \_\_\_\_\_

Street Address 2: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**Primary Office Address**

Street Address: \_\_\_\_\_

Street Address 2: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Secondary Office Address**

Street Address: \_\_\_\_\_

Street Address 2: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

## **Training**

Name of program: \_\_\_\_\_

Duration of program: \_\_\_\_\_

Date of Completion:

(copy of certificate must be attached)

## **Certification**

Certifying Agency:

Date of initial certification:

Expiration date of current certification:

(copy of certificate must be attached)

## **Experience**

Years of full time practice in the field of ophthalmology

(notarized affidavit must be attached)

## **History**

Have you been convicted of a felony within the last seven years?

- Yes
- No

Have you ever had hospital privileges / appointment denied, revoked, conditioned, suspended, limited, qualified, or subject to terms of probation or restricted?

- Yes
- No

If you answered yes to either of the above questions, please provide a written explanation and attach with your application.

## Experience in the Field of Ocularistry

*All successful applicant must have at least twenty (20) points from the following list.*

*(please check all that apply and provide the requested documentation)*

- Continuing ocularistry education credits acquired over the previous five years.
  - (1 point per 50 credits -- maximum 5points)
  - (please include copy of transcript/s)
- Indexed peer reviewed publications in the field of Ocularistry
  - (5 points/per publication)
  - (please include copy of publications)
- Bachelor's degree or equivalent academic degree conferred by an accredited institution of higher learning.
  - (5 points)
  - (please include copy of degree transcript)
- Licensure in the field of ocularistry.
  - (5 points)
  - (please include copy of license)
- Patents in the field of ocularistry.
  - (5 points per patent)
  - (please include copy of patent/s)
- Fellow of an ocularistry organization.
  - (5 points)
  - (please include copy of certificate)
- Ocularistry organization board experience.
  - (1 point/year -- maximum 5points)
  - (please include evidence of Board participation)
- Lectures presented at ocularistry education meetings.
  - (1/2 point per hour – maximum 5 points)
  - (please include topics, date, and duration of lecture information)
- Hospital Faculty appointment.
  - (5 points)
  - (please include copy of appointment letter)

## **Submission Information**

- The application fee for certification by grandfathering is \$250.00 US.
- Payment may be made by check or money order In US funds made payable to the **American Board of Ocularistry**.
- This fee is non-refundable and does not guarantee approval for certification.

Please mail completed application and fee to:

**American Board of Ocularistry**

**4845 Rugby Avenue**

**Suite 200**

**Bethesda, MD 20814**

**USA**

Further information may be found on the web at:

<http://www.abocertification.org>

Inquiries to:

[contact@abocertification.org](mailto:contact@abocertification.org)

## Affidavit

Affidavit of: \_\_\_\_\_

I \_\_\_\_\_ have practiced full time in the field of ophthalmology for a period of at least fifteen (15) years.

I \_\_\_\_\_ have been Board Certified as an ophthalmologist for a period of at least ten (10) years.

The American Board of Ophthalmology Subject Matter Expert Application that I \_\_\_\_\_ have submitted is true and correct.

BEFORE ME: the undersigned notary public, personally appeared \_\_\_\_\_

Who currently resides at:

\_\_\_\_\_

In the County of:

, and makes this her/his statement and affidavit upon oath and affirmation of belief and personal knowledge, that the following matters, facts, and things set forth are true to the best of her/his knowledge:

I declare under penalty of perjury that the foregoing is true and correct.

Affiant's signature:

Date:

### Notary's Acknowledgement

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ the foregoing GENERAL AFFIDAVIT, was sworn to and acknowledged before me by the following person, known or proven to me to be the person whose name is subscribed to within the document.

WITNESS my hand and official seal.

Print: \_\_\_\_\_ [Affix seal]

Sign: \_\_\_\_\_

My commission expires: \_\_\_\_/\_\_\_\_/\_\_\_\_

NOTARY PUBLIC

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