

**GEORGIA STATE BOARD OF DISPENSING OPTICIANS
BOARD MEETING MINUTES
MAY 23, 2007**

A meeting of the Georgia State Board of Dispensing Opticians was held on Wednesday, May 23, 2007, in Room 107 of the office of the Secretary of State at the Professional Licensing Boards' Office at 237 Coliseum Drive in Macon, Georgia.

The following Board members were present:

Glenn Morris, <i>Chairman</i>	Dave Meldrum
Steve Sanford, <i>Vice Chairman</i>	Thomas Schulz
Diane Drake, <i>Cognizant</i>	

Staff Members Present

Sandy Bond, *Executive Director*, Gwen Dodson, *Administrative Assistant*, Wylencia Monroe, *Assistant Attorney General (via satellite)*, Deborah Beard, *Compliance Manager*, Ellen Morris, *Board Secretary*, Ronjalyn Bond, *Application Specialist*, Jennifer Prickett, *Application Specialist*

Mr. Morris established that a quorum was present and called the meeting to order at 10:05 a.m.

Mr. Sanford moved, Mrs. Drake seconded and the Board voted to enter into Executive Session in accordance with O.C.G.A. §43-1-2(k), §43-1-19(h) and §50-14-4(b) to deliberate on applications, receive enforcement's, Board Attorney's and Cognizant's reports. Voting in favor of the motion were those present who included Board members Glenn Morris, Thomas Schulz and David Meldrum. The Board concluded Executive Session in order to vote on these matters and to continue with the open session.

Agenda: Mr. Sanford moved, Mr. Schulz seconded and the Board voted to approve the agenda as presented.

Minutes: Mr. Sanford moved, Mr. Meldrum seconded and the Board approved the February 28, 2007 minutes with corrections.

Executive Director's Report

No written report.

Valdosta Technical College

Mrs. Drake discussed with the Board the site visit she made to Valdosta Technical College regarding the granting of clock hours. With regard to recognition of clock hours of students from Valdosta Technical Institute, Mrs. Drake made the recommendation to accept clock hours from all current four (4) certificate programs that can be validated as having been instructed and/or supervised by a licensed Optician, a licensed Optometrist or a licensed physician.

Mr. Meldrum moved, Mr. Sanford seconded and the Board made a motion to accept clock hours as recommended.

Vote to Post Rule 420-5-.01

Mr. Meldrum moved, Mr. Sanford seconded and the Board voted to post Rule 420-5-.01.

**SYNOPSIS OF PROPOSED REVISIONS TO THE
GEORGIA STATE BOARD OF DISPENSING OPTICIANS
CHAPTER 420-5; RULE 420-5-.01 APPLICATION AND EXAMINATION
REQUIREMENTS**

Purpose: The purpose of the proposed rule is to outline the requirements for candidates aspiring to taking the optical dispensing examination.

Main Features: The main feature of this rule requires applicants to have certain degree requirements or practical experience requirements met prior to taking the optical dispensing exam.

**DIFFERENCES BETWEEN THE EXISTING RULE AND THE
PROPOSED AMENDMENTS TO THE
GEORGIA STATE BOARD OF DISPENSING OPTICIANS
CHAPTER 420-5; RULE 420-5-.01 APPLICATION AND EXAMINATION
REQUIREMENTS**

[Note: underlined text is proposed to be added; lined-through text is proposed to be deleted.]

Rule 420-5-.01 Application and Examination Requirements is hereby revised as follows:

420-5-.01 Application and Examination Requirements

- (1) The optical dispensing examination shall be held a minimum of twice a year.
- (2) Complete applications with all attachments and documents shall be filed with the Board at least thirty (30) days prior to the examination. Each application must be accompanied by the following attachments:
 - (a) Verification of age (Birth Certificate or equivalent required);
 - (b) Copy of high school diploma or its equivalent as defined by the State Board of Education;
 - (c) If applying on the basis of education, the applicant must have satisfactorily completed a course of study in an opticianry degree or diploma from a recognized school of ophthalmic dispensing approved by the Board. An official ~~C~~college transcript, with ~~graduation date~~, and copy of diploma or degree indicating the graduation date must accompany the application.
 - (d) A recognized school of ophthalmic dispensing is defined as one that offers an ~~ophthalmic dispensing program issuing a diploma and/or degree~~ a Technical College System of Georgia

(TCSG) approved curriculum of opticianry courses leading to a diploma, degree, or certificate that is recognized by the Georgia State Board of Dispensing Opticians; A recognized school of ophthalmic dispensing also includes opticianry programs accredited by the Commission on Opticianry Accreditation and may include other opticianry education programs recognized by the Board;

(e) Applicants applying on the basis of education and experience must submit a transcript and an affidavit that specifies total course ~~study~~ clock hours completed from a ~~recognized accredited program,~~ plus an affidavit of work hours completed. The applicant must also furnish an affidavit of work hours engaged in ophthalmic dispensing activities approved by the Board while under the direct supervision of a licensed optician, a licensed physician or a licensed optometrist. The total combined number of hours must be a minimum of 3000 hours; and not less than two calendar years;

~~(f) A fee established by the Board must accompany the application;~~ Applicants applying on the basis of practical experience shall furnish an affidavit of work hours engaged in ophthalmic dispensing activities approved by the Board while under the direct supervision of a licensed optician, a licensed physician or a licensed optometrist. The total of hours must be a minimum of 3,000 hours and not less than two calendar years;

~~(g) Photograph of applicant within last year. A fee established by the Board must accompany the application;~~

(h) A recent photograph of the applicant taken within the past year;

(3) Subject matter of examination shall be related to ophthalmic dispensing.

(4) The passing score for the ophthalmic dispensing practical examination shall be 75

(5) Any false or misleading information in connection with any application may because for exclusion from the examination on the ground of lack of good moral character. If the Board finds that the application is complete and that all the requirements of the statute and of the regulations have been met, it shall issue to the applicant a letter which shall advise the applicant of the time, date and place of the examination. The candidate shall submit his/her letter to the examiner upon entrance to the examination room.

(6) Licensing examinations shall be conducted in accordance with the following procedure and any candidate violating ~~any of such~~ the procedure, may be dismissed from the examination room or otherwise disciplined:

(a) no candidate may enter the examination room late nor leave the examination room early.

(b) during the examination no candidate shall communicate with any other candidate in any ~~other~~ way;

(c) a candidate shall not bring books or other help of any kind into the examination room unless directed to do so by the Board because of the character of the examination.

(7) Prior to issuance of a license, applicant must submit current ABO and NCLE certificates.

Authority O.C.G.A. §§43-29-3, 43-29-6, 43-29-7 and 43-29-8

Vote to Post Rule 420-8-.01

Mr. Schulz moved, Mr. Sanford seconded and the Board voted to post Rule 420-8-.01.

**SYNOPSIS OF PROPOSED REVISIONS TO THE
GEORGIA STATE BOARD OF DISPENSING OPTICIANS
CHAPTER 420-8; RULE 420-8-.01 PRACTICAL TRAINING AND
EXPERIENCE**

Purpose: The purpose of the proposed rule is to provide the standards for apprenticeship period requirements in order to be considered for licensure.

Main Features: The main feature of the proposed rule is to clarify the tenets of an approved apprenticeship course to include experience and a written plan of instruction.

**DIFFERENCES BETWEEN THE EXISTING RULE AND THE
PROPOSED AMENDMENTS TO THE
GEORGIA STATE BOARD OF DISPENSING OPTICIANS
CHAPTER 420-8; RULE 420-8-.01 PRACTICAL TRAINING AND
EXPERIENCE**

[Note: underlined text is proposed to be added; lined-through text is proposed to be deleted.]

Rule 420-8-.01 Practical Training and Experience is hereby revised as follows:

420-8-.01 Practical Training and Experience.

In order to be admitted to the examination pursuant to that provision of O.C.G.A. §43-29 7(b)(4) which provides "practical training and experience of a grade and character satisfactory to the Board for not less than two years under the supervision of a dispensing optician, a licensed physician, or a licensed optometrist: Provided, however, that any time spent in a recognized school shall be considered as a part of the apprenticeship period provided herein", the applicant must submit documentation to the Board with his/her application to establish the satisfaction of such provisions, the satisfaction of which will be determined under the following standards:

(a) ~~"For not less than two (2) years"~~ means two (2) calendar years and shall include, at a minimum 3,000 hours experience. Effective January 1, 2008, a statement of intention to qualify under the apprenticeship provision of this chapter shall be submitted in writing to the Board prior to beginning the apprenticeship.

(b) ~~"Under the supervision of a dispensing optician, licensed physician or a licensed optometrist"~~ means that the appropriate licensed practitioner(s) must be on the premises where

the practical training and experience is being acquired for every hour of apprenticeship sought to be considered in fulfillment of this requirement. Practical training and experience of a grade and character satisfactory to the Board for not less than two years" means two (2) calendar years and shall include, at a minimum, 3,000 hours experience engaged in apprenticeship functions and must include written instructional subject matter as deemed appropriate and approved by the Board.

(b) (c) "Under the supervision of a dispensing optician, licensed physician or a licensed optometrist" means that the appropriate licensed practitioner(s) must be on the premises where the practical training and experience is being acquired for every hour of apprenticeship sought to be considered in fulfillment of this requirement.

(d) Effective January 1, 2008 such experience and instruction must be formally certified by the supervising licensed dispensing optician, licensed physician, or licensed optometrist and must include the written plan of instruction in the subjects approved by Board. The applicant may use the written plan of instruction as prepared by the board or may submit their own for approval. The plan of instruction shall include at a minimum:

1. The title of each component.

2. A description of the topics presented and the instructional techniques that will be employed.

3. A list of textbooks and instructional materials.

4. A description of the method(s) of evaluation.

(e) Such instruction may also be evidenced by certificates from schools of opticianry that are recognized by the Georgia Department of Technical and Adult Education. A formal home study program through the Career Progression Program from the National Academy of Opticianry or other programs approved in advance by the Board.

(f) Apprentice opticians shall register with the Board prior to January 1, 2010 and will otherwise be exempt from the educational requirements of the rule. Hours attained prior to registration as an Apprentice may be considered toward the 2-years/3000 hours requirement upon approval by the Board.

Authority §§ _____

Vote to Post Rule 420-9-.01

Mrs. Drake moved, Mr. Schulz seconded and the Board voted to post Rule 420-9-.01.

**SYNOPSIS OF PROPOSED REVISIONS TO THE
GEORGIA STATE BOARD OF DISPENSING OPTICIANS
CHAPTER 420-9; RULE 420-9-.01 CONTINUING EDUCATION FOR LICENSE
RENEWALS**

Purpose: The purpose of the proposed rule is to clarify requirements for continuing education courses.

Main Features: The main feature of the proposed rule is to require a certificate reflecting at least ten (10) hours of continuing education for the biennial renewal of licenses.

**DIFFERENCES BETWEEN THE EXISTING RULE AND THE
PROPOSED AMENDMENTS TO THE
GEORGIA STATE BOARD OF DISPENSING OPTICIANS
CHAPTER 420-9; RULE 420-9-.01 CONTINUING EDUCATION FOR LICENSE
RENEWALS**

[Note: underlined text is proposed to be added; lined-through text is proposed to be deleted.]

Rule 420-9-.01 Continuing Education for License Renewals is hereby revised as follows:

420-9-.01 Continuing Education for License Renewals

Continuing Education courses totaling at least ten (10) hours shall be required for the biennial renewal of licenses. Of the ten (10) hours, a minimum of two (2) hours shall be in the area of contact lenses. Of the ten (10) hours, no more than two (2) hours may be obtained via the internet.

With his/her application for license renewal, each licensed dispensing optician must submit a certificate or certificates of attendance for course hours completed as proof that his/her education requirements have been satisfied.

- ~~(a) The method of reporting continuing education shall be by audit as follows: 1. Each licensed dispensing optician shall be responsible for maintaining certificates of attendance (and supporting documents as appropriate) for continuing education courses taken to satisfy the requirements for continuing education for a period of four (4) years from the date of attendance;~~
- ~~2. The staff of the State Examining Boards shall audit the continuing education of a percentage of licensees for compliance with all rules and regulations. This percentage shall not exceed 20% of the licensed opticians, randomly selected, the State per biennium;~~

~~3. At the time of license renewal, licensed dispensing opticians shall certify to the Georgia State Board of Dispensing Opticians that he/she has completed the continuing education required for license renewal;~~

~~4. In the event a licensee, who is audited, fails to submit certificates of continuing education, or other documentation, of having satisfied the continuing education requirements for license renewal, the application for renewal will not be processed until all continuing education requirements are met; and~~

~~5. A licensee who fails to meet the continuing education requirements shall be subject to disciplinary actions by the Board.~~

Authority O.C.G.A. §§ 43-29-3, 43-29-6 and 43-29-11.

Approval of Schools

Mr. Schulz provided the board with a list of the recognized programs/schools by the Georgia State Board of Dispensing Opticians for review and discussion.

Mrs. Drake moved, Mr. Meldrum seconded and the Board voted to accept the list of accredited programs by the Commission on Opticianary Accreditation as provided by Mr. Schulz as the list of recognized program/schools by the Georgia State Board of Dispensing Opticians.

Approval of Board Meeting Date

Mr. Schulz moved, Mr. Sanford seconded and the Board voted to change the Board meeting date from August 22, 2007 to August 29, 2007.

Update of Frequently Asked Questions to the Website

The Board discussed and revised answers to the frequently asked questions on the Georgia Board of Dispensing Opticians website.

Exam Stats – Inez Lockett

Ms. Lockett reported current Exam stats to the Board.

Update of Adopted Policies and Procedures

Mrs. Drake moved, Mr. Sanford seconded and the Board voted not to accept anonymous complaints.

Mr. Schulz moved, Mrs. Drake seconded and the Board voted if applicants are educated outside the United States, education requirements should come before the Board for review.

Mr. Schulz moved, Mrs. Drake seconded and the Board voted to accept the titles of Optician and Ophthalmic Dispensing as acceptable titles for educational degrees. Any other questionable titles will come before the Board.

Mrs. Drake moved, Mr. Sanford seconded and the Board voted to accept other forms of verification of age from applicants unable to produce a birth certificate to include: green card, passport, or a naturalization certificate.

Mrs. Drake moved, Mr. Sanford seconded and the Board voted that applications for reinstatement will be approved by the Chairman and Vice Chairman of the Board. Once the approval of both officers is received the application can be processed, thereby eliminating the need to wait for the next board meeting. Approved reinstatement applications will be ratified at the next Board meeting.

The Board decided to table remaining updates until the August 2007 Board meeting.

Continuing Education Hours

Mrs. Drake moved, Mr. Sanford seconded and the Board voted to send a warning letter to licensees to submit Continuing Education Credits within 5 business days, with date specified on the letter. Letter to state that failure to comply will result in disciplinary action by the board.

Enforcement

No written status report.

Attorney General's Report

No written status report.

Disciplinary Report

No written status report.

Application Specialist-Ronjalyn Bond

LDO001150 - Mr. Sanford informed the Board that applicant had been reinstated.

Application Specialist-Jennifer Prickett

Applicant #1076909 - Mr. Sanford moved, Mrs. Drake seconded and it was voted by the Board to approve licensure for applicant upon passing the practical exam.

Applicant #LDO002162 - Ms. Drake moved, Mr. Sanford seconded and it was voted by the Board to reinstate applicant.

Correspondence

LDO001549 - Mr. Schulz moved, Mrs. Drake seconded and the Board voted to send a letter to the licensee to deny request for inactive status because there is no inactive status for Dispensing Opticians.

LDO001199 - Mrs. Drake moved, Mr. Sanford seconded and the Board voted to send applicant letter of warning that she is to provide one (1) more hour of CE credits received prior to March 31, 2007.

LDO000630 - Mrs. Drake moved, Mr. Sanford seconded and the Board voted to send the licensee a waiver request.

LDO001898 - Mr. Schulz moved, Mrs. Drake seconded and the Board voted to send a letter to the licensee to deny request for inactive status because there is no inactive status for Dispensing Opticians.

LDOA000024 - Mr. Sanford moved, Mr. Schulz seconded and the Board voted to send the licensee a letter stating that there is no apprenticeship renewal.

Applications

Mr. Schulz moved, Mr. Sanford seconded and the Board voted to ratify the following applications for licensure determined to have met licensure requirements issued between Board meetings as follows:

<u>License #</u>	<u>Licensee</u>	<u>Issue Date</u>
LDO001005	Balfour, Kristen Bullard	11/15/2006
LDO001447	Ward, Duane Glen	09/29/2006
LDO001659	Maloney, Jean Ann	01/11/2007
LDO001762	Hall Robert Eugene	01/11/2007
LDO001825	Jackson, Sophia Natasha	12/08/2006
LDO001875	Collins, Wendy B.	12/29/2006
LDO001898	Trout, Colin Alexander	11/01/2006
LDO002138	Winston, Amanda Renee	03/02/2007
LDO002139	Wardell, Matthew Lee	03/02/2007
LDO002140	Taylor, Rebecca Lynn	03/02/2007
LDO002141	Sweitzer, Jennifer Lynn	03/02/2007
LDO002142	Stevens, Andrea Patrice	03/02/2007
LDO002143	Shahedpour, Ali R.	03/02/2007
LDO002144	Sei, Chhaya	03/02/2007
LDO002145	Seang, Sambath	03/02/2007
LDO002146	Burley, Carmen Joseph	03/15/2007
LDO002147	Gurskaya, Yelena S.	03/26/2007
LDO002148	Dudley, Laree M.	03/26/2007
LDO002149	Harris, Chastity A.	03/28/2007
LDO002150	Hernandez, Stephanie	03/28/2007
LDO002151	Lubertazza, Julie P.	03/28/2007
LDO002152	Miller, Kathleen L.	03/28/2007
LDO002153	Broome, Paul Thomas	03/29/2007
LDO002154	Chamber, Peter Van	03/29/2007
LDO002155	Button Sherrie L.	03/29/2007
LDO002156	Bowen, Hillary G.	03/29/2007

There being no further business to come before the Board, Glenn Morris adjourned the meeting at 3:37 p.m.

Minutes recorded by:

Ellen J. Morris, *Board Secretary*

Minutes reviewed and edited by:

Sylvia Bond, *Executive Director*



Glenn Morris, *Board President*



Sylvia Bond, *Executive Director*

DATE SIGNED AND APPROVED: September 5, 2007