



Continuing Education Accreditation Form – For Providers

Contact Information:

Host/Affiliated Company/Sponsor: _____

Name and Title of Organization Contact: _____

Email: _____

Phone: _____

Fax: _____

Total List of Courses to be Accredited

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

How to Complete this Form

Complete pages 1-2. For each course to be accredited, please provide the following information:

- Questions 1 – 8 (see page 2)
- Course materials/content (eg. course outline, power point slides, handouts)
- Test (only *required* for distance learning courses)
- Presenter biography, curriculum vitae, or credentials and education
- Payment information according to chart

Form submitted:	Cost per course
30 days prior	None
15-30 days prior	\$15
15 or less days prior	\$50

Payment Information (if required)

Total Payment Due:	\$ _____
Method of Payment:	<input type="checkbox"/> VISA <input type="checkbox"/> Cheque or Money Order (Payable to College of Opticians of British Columbia) <input type="checkbox"/> MC <input type="checkbox"/> E-transfer (sent to reception@cobc.ca)
I authorize the payment of \$ _____ (total payment authorized)	
Name on credit card:	_____
Card Number:	_____ Expiry Date: _____ / _____
Card Signature:	_____



Continuing Education Accreditation – Course Information

You can submit this form by mail, fax or email. If your course information is available or must be viewed online, please consider sending this form electronically and providing direct links to content.

If you have any questions about how to complete this form, please get in touch with the College at 604-278-7510 or by email at reception@cobc.ca. The College can provide consultation and advice on accreditation of activities.

Date: _____

1. Exact course title of presentation/activity

2. Type of activity

Live presentation Distance learning/online Educational course Other

3. Date(s) of activity

4. Location of activity

Online Other

(address, city, province, country)

5. Length of activity (minutes, hours)

6. Name and Title of Presenter/Teacher

7. Learning Topic/Objectives/Outcomes (Summary of activity)

8. Level of knowledge required (entry, intermediate, advanced) and any prerequisites required

Please make certain to include:

- Course materials/content (eg. course outline, power point slides, handouts)
- Test (only *required* for distance learning courses)
- Presenter biography, curriculum vitae, or credentials and education