



Provider # 50-13491

Policies and Guidelines

(The following rules are designed to *exceed* the requirements set forth in Florida Administrative Code section 64B12-15, and to ensure a professional learning environment. All attendees will have access to a copy of these rules, and by signing in for a live event they agree to abide by all these policies and guidelines.)

In-Classroom:

1. Each credit hour of continuing education will be scheduled for sixty minutes, ten minutes longer than the minimum required 50 minutes. This will allow for a ten-minute “cushion” for administrative business, bathroom breaks, emergencies, etc.
2. A monitored clock and sign-in/sign-out sheet will be used to ensure that any attendee’s “break” during the class does not exceed 10 minutes for any given hour of continuing education.
3. During all continuing education classes that are attended by 50 or more people, separate and in addition to the instructor, Optical Seminars will utilize a full-time, classroom monitor, whose sole purpose is to ensure a professional, distraction-free learning environment by enforcing these Policies and Guidelines.
4. The only attendee talking tolerated in the classroom will be:
 - a. Questions asked of the instructor
 - b. Answers provided in response to instructor questions
 - c. Participation in group exercises and discussions that are part of the curriculum
5. Eating and drinking in the classroom is not prohibited. However, all packages, cans, etc. should be opened prior to the beginning of the class to avoid noisy distractions. No alcoholic beverages are permitted.
6. All personal communication devices (such as, but not limited to, cell phones, iPods, iPhones, iPads, Kindles, TVs, radios, pagers, etc.) must be turned off during class. Telephones may remain on, but must be placed in silent or vibrate mode. No texting or listening to messages is permitted during the class. In case of emergency, please proceed outside the class to text or make a phone call. If your absence from the class exceeds 10 minutes, for whatever reason, no CE credit will be earned. If your absence was the result of a true emergency, Optical Seminars will allow you to repeat the class free-of-charge during the same biennium. Cell phones may be used for classroom polling and to provide feedback as part of the class.
7. No outside reading material is to be opened during the class. All newspapers, magazines, books, etc. should be placed under your seat until breaks or lunch.
8. No sleeping. C.E. credit will only be given for full, attentive participation in classes presented by Optical Seminars.
9. Any violations of these rules will result in a warning being issued by the instructor or classroom monitor. After a second warning is issued, an attendee in further violation of any of these rules will be dismissed from the seminar for the rest of the day. No refund will be issued for classes missed due to dismissal.
10. Any licensee dismissed from a seminar under Rule #9 may be prohibited to attend future Optical Seminars events, and will not be entitled to a refund for that day or any previous membership or subscription fee.



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(The following rules are designed to *exceed* the requirements set forth in Florida Administrative Code, section 64B12-15, and to ensure a professional, learning experience. All attendees will have access to a copy of these rules at all live events. By participating in any Optical Seminars Home Study class, you agree to all the rules.)

Home-Study:

1. Each credit hour of home-study classes offered by Optical Seminars is designed to take the average optician about 50 minutes to complete, including the assessment.
2. It is expected that the participant will read the entire module, access all possible outside references as instructed, and complete the exercises (if any) that appear within the module itself.
3. In order to receive credit for the course, a participant must achieve a minimum score of 75% on the final assessment. Pursuant to FAC 64B12.15.008 if you fail to achieve a passing score on your first attempt, you may NOT retake the assessment or the course.
4. While no help or guidance will be given with regard to the final assessment, and the law prohibits CE providers from sharing the actual questions, all participants in home-study courses presented by Optical Seminars will be given free access to the instructor/author of the class via e-mail, in order to ask questions, share comments, etc.
5. Remember, of the twenty (20) hours of continuing education that are required for an optician's biennial renewal, no more than five (5) may be earned outside of the classroom.