BOARD FOR HEARING AID SPECIALISTS AND OPTICIANS

AD HOC COMMITTEE ON OPTICIAN APPRENTICESHIPS

DRAFT MINUTES OF MEETING

The Board for Hearing Aid Specialists and Opticians Ad Hoc Committee on Optician Apprenticeships met on Wednesday, June 20, 2018, at the Offices of the Department of Professional and Occupational Regulation, 9960 Mayland Drive, 2nd Floor, Hearing Room 3, Richmond, Virginia. The following board committee members were present:

Judith M. Canty
Edward L. DeGennaro
David Lambert
Teresa D. Leeper

The following board committee members were not present:

Melissa Gill
June Rogers

DPOR staff present for all or part of the meeting included:

Stephen Kirschner, Regulatory Operations Administrator
Cathy Clark, Administrative Assistant

Representatives from Department of Labor and Industry, Crystal Thrower, Apprenticeship Consultant, and Caly Emerson, Related Instruction Specialist, as well as members of the public, were also present for the meeting.

Ms. Canty called the meeting to order at 10:00 a.m. **Call to Order**

Mr. Kirschner initiated round-table introductions of those present at the meeting. **Introductions**

The Committee discussed a revision to the National Academy of Opticianry's (NAO) related instruction, increasing the curriculum to six textbooks. Mr. Kirschner suggested that the Committee come back to the topic of whether they needed to review the expanded curriculum later in the meeting. **Expanded NAO Related Instruction Discussion**

The Committee discussed the recommended surfacing and finishing video, produced by Laramy-K Optical, which the members had viewed prior to the meeting. Mr. DeGennaro suggested that a list of questions should accompany the video to ensure that the Apprentice had viewed the video and adequately understood the content. Further discussion by Committee members and DOLI **Surfacing and Finishing Video Discussion**

representatives sought to determine a way to implement and standardize the video questions. It was agreed that a signed acknowledgment from the apprentice sponsor that the apprentice had viewed the video and understood the content would be required. DOLI representatives agreed to provide the required document to the apprenticeship sponsors.

The Committee agreed by consensus to add the surfacing and finishing video to the required related instruction.

Review of the Addendum to the Minimum Standards of Apprenticeship

The Committee reviewed the Addendum to the Minimum Standards of Apprenticeship. After a brief discussion regarding the capping of the number of hours to credit for previous experience, the Committee agreed by consensus to approve the Addendum to the Minimum Standards of Apprenticeship as written. **(Addendum 1)**

Work Processes

The Committee reviewed and discussed the Work Processes. The Committee agreed by consensus to approve the Work Processes as written and to add language related to the surfacing and finishing video to end of the Work Processes. **(Addendum 2)**

Approval of NAO 6-textbook Curriculum

After discussion, the Committee agreed by consensus to accept the NAO expanded, 6-textbook curriculum.

Documents Will Be Presented to Full Board for Review

Upon a motion by Mr. DeGennaro and seconded by Mr. Lambert, the Committee voted to present the revised 4,000 hour apprenticeship, comprised of (1) the Addendum to the Minimum Standards of Apprenticeship; (2) the Work Processes; and (3) the surfacing and finishing video, to the full Board for its approval.

The Committee Members voting ‘yes’ were Ms. Canty, Mr. DeGennaro, Mr. Lambert, and Ms. Leeper. There were no negative votes. The motion passed unanimously.

Approved Related Instruction

The Committee agreed by consensus to submit to the full Board for adoption, the NAO and J. Sargeant Reynolds curriculums as the only approved related instruction for Optician Apprenticeships.

Committee Required to Create Content for Video Follow-Up Questions

The Committee agreed that a sub-committee would be needed to develop the follow-up questions for the Finishing and Surfacing video portion of the Related Instruction.

There being no further discussion, Ms. Canty adjourned the committee meeting at 11:40 a.m. **Adjourn**

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Judith M. Canty, Chair

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Jay W. DeBoer, Secretary

VIRGINIA BOARD FOR OPTICIANS
ADDENDUM TO THE MINIMUM STANDARDS OF APPRENTICESHIP

7. CREDIT FOR PREVIOUS EXPERIENCE
    a. An applicant for apprenticeship may be allowed credit on the term of the apprenticeship for prior experience earned with a registered sponsor.
    c. An apprentice transferring from an approved school of opticianry to the apprenticeship program may be allowed on the job learning credit for training received on the basis of fifteen (15) hours of apprenticeship for each credit hour of school training.
    d. An apprentice who was enrolled in the Career and Technical Education Program while in high school may be allowed credit for that portion of time spent on the job.

11. RELATED INSTRUCTION
    d. A board approved related instruction program with a minimum of 144 contact hours per year is required for the occupation of opticianry.

14. HOURS OF WORK
    a. Time spent in related instruction shall not be considered as hours of work.

20. ADDITIONAL SPONSOR APPRENTICE QUALIFICATIONS

    a. Education: Holder of a high school diploma or a certificate of general education from a state approved educational program, or its equivalent.

    b. OTHER:

        (1) Nothing in these Standards shall be interpreted in a manner inconsistent with existing Virginia Opticianry Statutes.

        (2) Number of Apprentices
        The ratio of apprentices to licensed optician shall be:

        First (1^{st}) apprentice to the first licensed optician
        One apprentice to each two licensed opticians thereafter

WORK PROCESSES
OPTICIAN (DISPENSING)
229.361-010

APPROX HOURS

1. Manual Lensometry and Final Inspection 1250
   Neutralization of sphere, cylinder, axis, prism, add power thickness, lens clock, single vision, bifocal, trifocal, occupational lenses, progressive addition lenses, proper use of PAL layout charts, internal and external lensometer parts, functions and appropriate use.

   Verification of Rx, inspection of frame and lenses, apply state and federal regulations and standards, impact resistance, prescription aligner and axis aligning pliers, vertical and horizontal imbalance, prescribed prism, and slab off.

2. Eyewear Assembly: 250
   Lens insertion and removal for full plastic mounting, full metal mounting, groove mounting, semi-rimless and rimless mountings, and bench alignment.

3. Frame repair: 100
   Replacement of nose pads, temple covers, temples, eyewire screws, and spring hinge screws. Hinge repairs, nylon cord restringing. Knowledge of appropriate tools to use.

4. Measurements & Measuring Instruments: 600
   Distance, intermediate and near interpupillary distances with various instruments, to include at a minimum, millimeter ruler and pupilometer. segment, fitting and optical center heights with millimeter ruler or other measuring devices, pantoscopic tilt, vertex distance and wrap. Frame measurements include A, B, ED, DBL, and temple length.

5. Eyewear fitting, Eyewear Adjusting & Hand Tools 600
   Visually inspects all necessary areas: bridge fit, temple fit, frame alignment, lash and cheek clearance, vertex distance, pantoscopic tilt, etc. Adjustments to include nose pad angles, temple spread, equaling vertex distance, horizontal alignment, face form, pantoscopic tilt, temple bends and mastoid adjustment. Equipment to include: frame warmer, temple angling pliers, nose pad pliers, snipe nose pliers, single and double padded bracing pliers, three piece mounting pliers, flat round pliers, cutting pliers, and screw drivers.
6. RX Analysis 600
   a. Compare new Rx to previous Rx, when applicable, to determine the amount of change as an indication of

possible patient adaptive difficulties.

b. Lens Designs and Options: Single vision, bifocal, trifocal, occupational lenses, progressive addition lenses, aspheric, atoric, polarization, A/R treatments, tint, UV, scratch resistance, photochromic, HEV treatments, sport and industrial safety lens options.

c. Lens Material: Ability to recognize appropriate lens Materials based on Rx and product availability. CR-39, polycarbonate, trivex, high index resins, crown glass, high index glass. Material characteristics to include impact resistance, thickness, weight, aberration, and tensile strength.

7. RX Troubleshooting 350
   a. Frame: Material (weight/allergies), appropriate frame/lens combination.
   b. Lenses: Material, design, and base curve comparisons, assessment of fitting placements.
   c. Rx: Assessment of visual complaint; when to refer.

8. Determining Lifestyle Needs 250
   Ability to interview consumer and identify variables that may impact the eyewear selection process or recommendations provided. Recognize the need for various absorptive lens treatments, multiple pairs, occupational lens and frame designs, impact resistance, suitable frame styles, and lens materials to meet the consumer's needs (including industrial and recreation needs).

TOTAL HOURS **4000**

A training video on surfacing and finishing has been provided by the Board which shall be administered by the sponsor during the apprenticeship.

SAFETY IS THE FIRST PRIORITY IN ALL APPRENTICESHIP PROGRAMS AND, AS THE SPONSOR'S PRIMARY RESPONSIBILITY, MUST BE TAUGHT AND PRACTICED CONTINUOUSLY IN ALL ON-THE-JOB WORK PROCESSES.