BOC Midyear meeting 3/23/13 Cleveland, OH
Beth Ann called to order 9:45am

Board of Certification Attendance

Marcela Hickey did not attend

OPS President: Robert Cavicchi- in attendance
BOE Representative: Melanie Zuckero- in attendance

BOC meeting Agenda:

Officer/Section Appointments:
Chair: Beth Ann Benetz
Vice Chair: James Strong
Secretary: Jeannine Poulton
Treasurer: Marcela Hickey

Section and Committee Appointments:
CRA Section – Rich Cornwell – Allen Katz to mentor
CRA Portfolio Committee - Ditte Hess
CRA/OCT-C Recertification Section - Jim Strong – Peter Hay to mentor
OCT-C Section – Gary Miller
OCT-C Portfolio Committee – Rich Cornwell
Education Section- Mark Harrod
Elections Committee- Beth Ann Benetz
Publications/Web Committee- Alexis Smith
Standing Rules & Protocols Committee- Jeannine Poulton
Test Development Committee- Ray Gardner
CRA Advisor Committee- Alexis Smith
ICE Committee- Ray Gardner

“Why Certify” –

Old Business
New Business

Agenda Items for our meeting:
1. Standing Rules
2. New Item bank

Standing rules – we have added a new member, but we can drop down if we need to. Currently two meetings in the standing rules, but we don’t have 2 meetings a year. We can now allow the second meeting if we want to. We changed the standing rules to reflect that. We had a quorum on a conference call to approve these new standing rules.

Reports are publically seen on the OPS website. Do not put names or questions on your reports.

Allen Katz and Beth Ann Benetz are stepping down. We need these officer positions filled. We can write a justification to the standing rules to fill the officer positions, so new members can apply. As long as they are well trained, they can fill these positions.

B. Benetz would like a discussion on who could take on role of chair? Anyone who will volunteer? BOD wants to bring someone in for B. Benetz to appoint if we have to, but might be better to work from within.

Ray Gardner has volunteered to step up and be the BOC Chair. B. Benetz will mentor.
Officer Reports:

No report from Vice chair

No report from Secretary/ Standing Rules. J. Poulton will post minutes to forum for group to edit/approve.

No report from Treasurer –R. Cavicchi talked about OPS approved budget for 2013. Slightly in red, but will approve midyear meeting in San Francisco and meeting in next year in Toronto. The OPS gets about $300,000 in revenue but spends about $300,000 in expenses. They have about $400,000 in reserve. We need to decide if they want to reinvent how to make more money. Need to look at new revenue stream. Work with vendors. We are in good financial shape. Have created a vendor advisory board to nurture relationship with vendors. JJ Scholarship continues to fund itself to generate interest to fund 2 scholarships per year. They also have raffles at midyear programs to supplement the scholarships.

Item writing bank has been sent to SMT. We will be able to make our own corrections. R. Gardner is going to take over the item bank. He can have as many item writers as he wants and give them access. Item approval can be done with webinars. BOC has separate treasury from OPS. The BOC finances are autonomous. BOC did not require any additional funds from the BOD this year. Additional testing at test centers has increased revenue. Certificate numbers are increasing. It is a privilege to remain autonomous but we want to be efficient and respect this right. The OPS also needs to increase their numbers. We have enough funds to support the business next year. Most funds come from recertification and CEC’s.

CRA section:

R. Cornwell to take on section. A. Katz will help him on how to set up candidates for testing. There were 30 performance exams excluding next month. One failed. 60% written pass rate. Added 25 new CRA’s and 15 people reinstated. (no performance needed)

Discussion: A. Katz wondering if there should be a limit on how many times a candidate can take test. It would cut revenue, but would limit the amount of times a person could fail which affects the pass rate. L. Roderick wondering if they need more advisor training. We try to steer them to the advisor committee.

B. Benetz – would they benefit from more interactive modules on the OPS website? ActionEd? B. Benetz hesitant to a time limit.

Allan Katz motioned to approve exam at RIT: M. Harrod seconded:

Discussion – B. Cavicchi – RIT commitment? Yes. Equipment-yes? R. Cornwell - Weekend? Yes. A. Katz thinks this is a perfect centralized spot with all amenities. Many volunteers will come. No resistant from vendors.

All in favor – none opposed

CPR – some hospitals have their own internal people or clinics that do the class. Can we do that? Does it pass the American Heart Assoc guidelines? We think it is good enough if it fits the guidelines. They would still get the card. B. Benetz thinks documents should still say the others are preferred.

Allen Katz wants to send R. Cornwall and G. Miller to ICE in FL. ICE holds credials for certifying bodies. This does not require a motion. It is in our standing budget.

He has had people want to use Heidelburg equipment to take the test. B. Benetz said if we can do it without any changes, then yes. But otherwise would have to have a new cut score, so can not change the script.

Portfolio section:

D. Hess will keep doing them even though not on board. The portfolio is an eligibility requirement.

Discussion: A. Katz - We need to buy some sort of storage site like drop box. B. Benetz- But can we integrate Drop Box to YM? B. Cavicchi says we can. Do we not have a standard for file sizes? He asked the size of portfolios. B. Benetz – Will people be OK with a link? D. Hess not here to give numbers. B. Cavicchi thinks we need to make a standard. B. Benetz does not want to limit the size. We will no longer accept prints or cd’s. International may have a problem with it, but it is how we need to do it. B. Cavicchi would like to know what we will want to use and he will have the web team link it to the site. We have a storage system on site now, but images expire and that is our issue right now. Right now we can make a Drop Box for portfolio submissions.
Recertification section:
167 CRA’s up for recertification, 149 did recertify. 17 decided not to recertify for various reasons. 1 has passed away. We have 2 appeals. Due in 2015 there will be 168- if 2 appeals go through we would be at 170.

Discussion: J. Strong would like to know if there is some sort of way to keep retired CRA’s certified. He had a couple people ask him if there was a program. No – because they are not practicing. We can not police this. We can not give credentials to retired people.

Does board feel mailing reminder letters by mail fiscally worthwhile? It is a good way to keep up with addresses, but contact addresses are current in YM. B. Benetz thinks we may combine the CRA and OCT in same postcard. Most think we should still send postcards.

2 appeals for CRA:
Appeal 1 – last certified in 2009- domestic problems/ relocation/emotional hardship. He either needs 5 more or 10 more CEC credits. CPR not current. Only needs part one of the CPR. Thinks he can get everything by end of April. He thought credits could be done by 4/1/13. We need to give extra leniency because appeals process was not done correctly on our part. We see no reason not to grant the appeal. We will give 3 month extension.

Appeal 2 – hoped to keep active, but several events have transpired. She had not planned on staying in field, but now has opportunity to get back in it. Has CPR and CEC’s needed. Just needs time to submit. We will grant 3 month extension.

None opposed.

OCT-C section:
18 up for recertification. All recertified but 1 because they left the field. 17 exams taken – 10 passed. 6 people are ready to take the test, 1 has preregistered. When we publish the new program guide, there will be a new date assigned for test. Old test guide will expire.

21 OCT-C portfolios reviewed – 19 passed. 2 not passed or submitted. We continue to need requirements for Optivue. R. Cornwell would like OCT to be more in line with CRA requirements. He would like a better way to record information about the submissions.

Education: M. Harrod – contacted JCAHPO to let us know if they approve courses for CRA CEC’s

Publications Section:
Publications include the newsletter, journal, and direct mailings. Everything is in the newsletter: announcements, meetings, applications and instructions etc. All are online now. We need to use blogs to help candidates.

We have not done any kind of newsletter for this year. We should try and start this again. It allows the certificants to know what is going on in the board.

BOD – B. Cavicchi- Committee changes.
Grievance Committee chair - Tom Link
Finance Committee – Tom Link accepted
Marketing Committee – Jen Thompson accepted
ICOP is chairless

BOC presence on YM – B. Cavicchi is happy with participation. OPS pays for this YM and it is a great resource. We need more presence getting people to the site. Populate calendar etc. and use for all of us to communicate as well. We can archive everything. B. Cavicchi can mentor with using YM.
They had a discussion about having an all boards meeting. The BOD has strong feelings that they wanted to do it. All 3 boards would meet in 1 location. All boards would talk about overall business then all boards would then do their own meeting. They would adjourn collectively at the end. It may happen in the future. L. Roderick – would we find a place big enough to accommodate such a large group (around 35 people)? We would have to work out logistics. Date would be Jan 23,24,25,26 2014 if it happens.
Majority of directors were for this type of meeting.
B. Cavicchi would like to know what the other boards feel negatives and positives.

BOD would like ICOP to continue. Toronto meeting has turned into an ICOP meeting. They will continue to monitor.

BOE wants a strong push to bring back annual board meetings with the annual program. BOC really didn’t need this extra meeting. It was not productive in the past.

**BOE: Melanie Zuckero: Committee changes.**
Sarah Moyer new Chair and will also be Finance Chair
Online CEC’s. People have instant access to CEC’s
Have 10 ActionEd modules online now

Questions came up in BOE meeting that may concern BOC… IF a person goes to a workshop, can they leave early and get full credit if met the objectives? It would be hard to monitor. B. Benetz - BOC does not want a policy statement regarding this because we don’t want the CEC process called into question. We would like them to be there for at least an hour. M. Zuckero - Should breaks be more than 10 minutes? B. Benetz said that is really up to BOE. We don’t police. We just approve the credits, not the administration of the credits.

**Elections Committee:** Elections were held and we have great people with us. About 110 ballots that came in. Electronic elections went quick and easy. More votes were in than with the postcards of years past.

**Web Committee:** A. Smith is getting board page useful. She is allowing people to edit and load documents. Please make documents transparent. Ask A. Smith for help if you need it. J. Strong- If you upload a password protected document, will it stay that way? No, All admin users can edit all documents, so please let people know if you are doing that. Put note on committee page for example. B. Benetz – wants calendars and timelines populated on the page. She thinks we can have a group calendar that doesn’t show on the main OPS site.

**Standing Rules Committee:** J. Poulton to take on with B. Benetz’s direction

**CRA Advisor Committee:** A. Smith- This may need to transition. C. Gottlieb can no longer be an advisor because she is on the board now. There have been no inquiries lately. She will talk to A. Katz to see if he has any suggestions. J. Strong asked if there were people who tried to run for BOC and didn’t make it, because maybe they would be good people for advisors?

**ICE and Test Development Committee:** R. Gardner said all is going well. Database is started with SMT. We have about 50 new questions. We will set up time to start editing. Will need to be finalized and approved. They will assign items to people for review. J. Strong asked about timeline? 3 months prior to annual meeting in November; So by end of April program guide should be reviewed: May /June – item approval, July we can post new program guide. We will put deadline dates on calendar once we firm this up. Can we do the cut score online to save money? B. Benetz - We may need a new task Analysis For CRA in the near future.

**ICE** – What are the timelines for reaccreditation? We need to have all officer positions filled before we can go forward, before June when we submit the annual report. The application for reaccreditation is in our documents online. We need to see where we stand with the SMT about the CRA and may need to get that new task analysis. By then, we may need to look at SLO etc. L. Roderick asked if items needed to be written for the CRA? B. Benetz said not now, and if anything, we need to take items out.

**Why Certify:** No one is running right now. This is basically our marketing committee. Do we want to reinstate marketing committee? They would be responsible for putting up a sample portfolio.

Motion to approve Officer Reports: L. Roderick; 2nd J. Strong; All in Favor

**Officer elections:**
Nominations:
Chair – Ray Gardner
Vice Chair – Jim Strong
Secretary – Jeannine Poulton
Treasurer – Marcela Hickey
CRA Section – Rich Cornwell
OCT Section – Gary Miller

Vote – all approve vote to keep nominations as stated

Motion to approve ballot: R. Gardner; 2nd R. Cornwell; All in favor

Discussion: All terms are 3 years. We are reinstating elections one year earlier due to certain circumstances.

Committee appointments:

CRA Portfolio Committee. – Ditte Hess will carry on, but she is retiring soon. Someone should train on mechanics of the process. We could hand off to another non-board person. Can we get someone from board on the portfolio committee? Eric Kegley volunteered.

OCTC Portfolio Committee – L. Roderick volunteered train with R. Cornwell. C. Gottlieb will also be on the committee.

CRA Recertification Section – J. Strong will continue

OCT-C Recertification section – B. Benetz and Lashawn Jones will continue

Education Section – M. Harrod will continue. He is using MyTask helper to review CEC’s. Eric will be on committee. J. Strong also interested in learning MyTask helper.

Elections Committee – C. Gottlieb will take over with help from BA and Alexis

Publications/Web Committee – J. Strong to take over minor updating web in case of A. Smith being not available. B. Benetz to take over Publications.

Standing Rules & Protocols Committee – J. Poulton and B. Benetz

Test Development Committee – R. Gardner will continue as chair. L. Roderick , M. Harrod and J. Strong will help with this.

Advisor Committee – C. Gottlieb will do with help from B. Benetz and A. Smith

ICE Committee- B. Benetz will chair this to spearhead the reaccreditation. R. Gardner, R. Cornwell, G. Miller, and J. Strong will also be part of this committee

Marketing/Why Certify – B. Benetz will chair and G. Miller will also be on committee

New business:

Fees: CRA exam and OCTC exam, Recertification, and CEC’s.

CRA nonmember now $455, retest $225 member $370
For nonmember statement – would like $90 towards membership? Give them the option?
We could have fee for 1) new member 2) non-member 3) existing member.
A. Katz recommends $500 for nonmember, $400 for members, and $250 for retesting to cover some costs to communicate with candidates. This would cover the shipping of certificates certified mail. Exact updated fees to be determined.

B. Benetz- Do the exams cost us more to run? Only the paying more for patient volunteers. How much should we pay? Can we pay in a different way like money towards CEC’s? Have to bring 2 CRA’s to be proctors. Fly/Hotel for 2 board members as well. B. Cavicchi - Do we have a cost analysis to give an exam (written and practical) We do, but needs updating. Need to think about market value. Ask at exit survey if candidate had to pay any portion of the test or did their employer pay any or all. Would you get a salary raise for the certification? What do they feel the value of the certification is? Should we do one with Survey Monkey?

BOC does run a deficit, but we are pretty even but over a 5 or 10 year plan we are running the deficit. CEC process makes up the difference in funding to OPS. BOC runs at 30K budget. BOC can ask for money and the OPS will fund it as needed.

B. Benetz-We will look at the budget and cost analysis before we decide to change fees. J. Strong thinks recertification fees
are good where they are. We will look at costs, but will not raise fees at this time.

Update either program guide or "how to doc" for CRA standard procedures that if you can just re-take the written exam instead of having to get CECs but you have to have been working somewhere as an angiographer for at least the past three months (this also applies to anyone who has let their certification lapse).

CEC fees – We charge $30 for an application. We are providing a good service. Should we have flat fee for application and charges per credit hour? If we increase our fees, JCAHPO may raise their fees because of administrative issues. M. Harrod will talk to JCAHPO representative regarding raising fees.

**Align OCT-C/CRA recertification:** How do we do it? J. Strong – We could jump CRA forward once they have the amount of credits needed to align with the OCT. So, they would have to submit extra credits in advance to catch up with the OCT-C. Or vice versa. They can use the same credits for both. It can happen with their next certification if they want to be aligned. We will add to newsletter.

**Number of CEC’s that we require for recertification:** G. Miller suggested moving CRA to 18 credits, and OCT to 9 credits. B. Cavicchi- what are we basing this on? Need justification for adding more credits. It was SME decisions for how many credits were needed for each program. These were based so that 15 credits could be done in a single annual meeting over a 3 year period. There are more options now online or at a midyear meeting. When we do our renewal application, we would have to have a justification for any change to increase CEC’s required. We may be able to do it in 2015 at the renewal for reaccreditation. This would give us time to reach out to certificants. B. Cavicchi says we should really market this if we want to move forward with this. Adding value etc. We could get away from getting all the credits needed in one meeting. Maybe reeducation of recertification and how to achieve it. Maybe weight content for CRA and then supplemental courses. Same for OCT-C. That would be harder for Barb from the Central Office, J. Strong, and the certificant to keep track of.

R. Gardner proposed being able to cross the CEC’s between certifications.

**YM – streamline Mytask helper:** Database for all certificants. All milestone dates are kept here. We just got the search function in place. We pay for this and it is not intuitive at all. Can we get away from extra fee based tools? It needs to be protected. We talked to YM, and they can’t segregate membership data by administrators. YM bought out a database company, and may have options in future, but not ready now. B. Benetz suggested maybe having a secure drop space for archives.

**OCT Portfolio:**
Make sure an item is written for the OCT-C exam testing the candidate's knowledge of Grey Scale versus False Color Scale. For example: showing two images - one with false color scale and one with grey scale asking: which image can you see the IS/OS junction (Lynn said she can provide these examples)

Manage the group testing out the portfolio requirements on various devices.

Ongoing... waiting for sample portfolios and comments to come in

Spectralis – L. Roderick
Topcon – C. Gottlieb  (Jim Soque to help?)
Cirrus – E. Kegley
Optovue & Stratus – M. Harrod

Email completed images to G. Miller
Board of Certification  
Annual Business Meeting  
February 2014 Dallas Texas  
Respectfully submitted by Tim Steffens

Key Activities of the Board of Certification in 2014:  
Practical exams in Ann Arbor, MI and Chicago  
OCT-C Job Analysis  
OCT-C spectral domain addition

**Total new OPS certificants in 2014: 46**  
New CRAs: 33  
New OCT-Cs: 13

**Board members completing their terms:**  
Connie Gottlieb - resigned  
Beth Ann Benetz  
Ray Gardner – resigned  
Rich Cornewll

**Newly elected board member:**  
Denis Barsness  
Rona Esquejo-Leon  
Tim Steffens - appointed

Current BOC Officer and Section Chairs:  
Chair: Tim Steffens  
Vice Chair: Jim Strong  
Secretary: Denise Barsness  
Treasurer: Mark Harrod  
CRA Section: Eric Kegley  
CRA Portfolio Committee: Ditte Hess and Eric Kegley  
CRA/OCT-C Recertification Section: Jim Strong  
OCT-C Section: Gary Miller  
OCT-C Portfolio Committee: Lynn Roderick  
Marketing: Denice Barsness and Rona Esquejo-Leon  
Education Section: Mark Harrod  
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Test Development Committee: Tim Steffens  
CRA Advisor Committee: Bill Fischer  
ICE Committee: Tim Steffens, Bill Fischer, Beth Ann Benetz  
Public member: Kevin Sisco

The BOC will meet again in February 2015.
Board of Certification  
Annual Business Meeting  
February 2015 Ann Arbor Michigan  
Respectfully submitted by Tim Steffens

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The BOC will meet again in February 2015.
BOC Report for BOD meeting
Dallas Texas

NCCA Certification
NCCA recertification is still pending and expected to approved. The BOC has responded to all queries and the next batch of questions/responses is to be reviewed on January 31st.

BOC Elections
The BOC had 5 committee openings for 2015. Connie Gottlieb and Ray Gardner did not complete their terms due to personal reasons and Beth Ann Benetz term was up. Jim Strong and Gary Miller’s terms were up. Jim and Gary ran again and were re-elected. We have three newly elected board members, Dennis Fry, CRA, Mara Goldberg, CRA, OCT-C and Marriner Skelly, CRA. Their terms run from 2015 to 2018.

CRA Section
Performance Exam -15 candidates applied for and took the CRA performance exam with 14 of the candidates successfully passing all requirements for a pass rate of 93%. The CRA performance exam that was planned for the ICOP meeting in Toronto but due to lack of applicants the practical was cancelled. As of 4 weeks prior to the meeting, there were no candidates that had contacted me with their intention to take the performance so Tim Steffens, Cynthia Vandenhoven, James Soque, and I decided to cancel the performance exam. Currently the BOC does not have any candidates for the performance exam scheduled in Ann Arbor, MI at the MidYear Meeting June 26-27, 2015. The BOC will also be offering the performance exam at the Annual Meeting in Las Vegas, NV. There was an opportunity for the CRA exam to be offered in Portland, OR at the Oregon Academy of Ophthalmology meeting in March but it was canceled because of lack of vendor support. There are no candidates in the pipeline to take the performance exam at either the Mid-Year or Annual Meeting but that will change, as we get closer to the events.

Written Exam – There were 30 written exam completed of which 18 achieved passing scores for a gross pass rate of 60%. There were 24 unique individual that took the test. There were 14 fourteen candidates who passed exam on the first attempt. Of the 30 exams, there were 2 candidates that took the exam 3 three times and passed on the third attempt. One candidate has attempted the exam twice and has not signed up to take it again. One candidate took the exam twice and passed on the second attempt. Five candidates have taken the exam and have not passed on their first attempted but have not signed up to retake the written exam. So in total there were 9 candidates that did not pass on the first attempt in 2014. The adjusted pass rate was 75% of the individual passing the exam that took it. We had one international candidate that has registered to take the exam twice and has not shown up for the exam both times. This candidate has been charged the no show rate that was passed on to the BOC. There are two candidates that are scheduled to take the exam within 2015 at this time. There are 9 candidates that have paid testing
fess and have been entered into the SMT system that have not registered to take the exam as of this date.

**Other Items** – Before Eric Kegley took over as CRA chairman, Rich Cornwell had some preliminary talks with SMT about changing the way we score and grade the CRA performance exam from the current pencil and paper format to an electronic format like we currently use for the written exam. Graders would fill out the grading sheets electronically instead of sending “bubble sheets” to SMT for reading through a “ScanTron” type of device. Sending them in electronically should speed up the rate at which candidates are able to get their results. In 2014 it took approximately 4-5 weeks for SMT to get the results posted to their website, so that he could inform the candidates about whether they passed or failed. Eric has spent the majority of the year getting comfortable with my new role as chairman and has not followed up on this. It’s on the top of the BOCs list of items to work on this year. The BOC will revamping the pass/fail letters that are sent to candidates to more accurately reflect the separation of the written and performance portions of the CRA exam.

**New CRAs** – There were 14 candidates that passed all of the requirements in 2014.

**OCT-C Section**

For the year 2014, we had a record number of OCT-C exams being taken as well as a record number of new OCT-C certificants. A total of 30 examinations were taken in calendar year 2014 with 17 candidates successfully earning their OCT-C certification. The passing rate for this group is 56%. A comparison of OCT-C exams from previous years is below.

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<th>Year</th>
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**Other OCT-C Certification News**
- Updated, SD OCT inclusive examination was successfully launched
- SD-OCT questions added to the Item Bank
- Cut score for updated OCT-C exam completed (thank you, Chicago SME volunteers!)
• Overhaul of OCT-C Program Guide, portfolio requirements and web site information to reflect updated exam has been completed
• Goal of under 1 week for portfolio results initiated
• Goal of under 1 week for receipt of OCT-C certificate initiated

2014 Recertification Report

CRA Due: 179
Completed: 145 (12/31/14: 128 --- 1/16/2015: 145)
Extension: 8
Pending/unknown/Left the field: 18
Revoked:
   2 Deceased
   3 Retired/health
   1 Left Field
   2 CPR/Vendor

OCT-C Due: 41
Completed: 34 (12/31/14: 31 --- 1/16/2015: 34)
Extension: 3
Unknown/LTF: 1
Revoked: 3
   1 Deceased
   1 Retired
   1 Left Field
BOC report to the BOD
1/23/2017
Annual BOD meeting, Durham, NC
Prepared by Tim Steffens

CRA Section

OCT-C Section – Gary Miller
I am pleased to report that in 2016, we saw a doubling of OCT-C examinations being taken when compared to the prior year (17 vs 34). In addition, the number of new OCT-C’s in 2016 was the most since the inception of the OCT-C certification program (24). The passing rate for the 2016 candidates was 71%.

With the ever changing scope of OCT imaging, the BOC will need to keep up to date with the changes so the certification program can hold its value. In doing so, I feel the OCT-C Program will actually become a more valuable and desirable certification.

Recertification

SMT/ICE/NCCA

Finance

Continuing Education Credits

Elections

Advisory
Board of Certification Annual Report  
October 3, 2017  
Submitted by: Tim Steffens, CRA, OCT-C, FOPS  
Chair, Board of Certification

Chair
- Annual report to ICE accepted in June 2017
- 6 online meetings in 2017, 1 Business meeting in Houston
- Standing Rules change
  - All new board members start January 1 instead of the BOC Annual Business meeting. Give them more of a transition period before the business meeting.
- Split Recertification Chair into 2 positions, CRA and OCT to balance the work load
- Lost two Psychometricians from SMT in 2017, Kate Windom and Dana Anderson. Has delayed getting the CRA MCQ out but will be ready by February 2018. The BOC and SME are working on validating the next MCQ
- Talking with SMT to take the CRA MCQ globally, Singapore and England interested because of required governmental regulations for certified angiographers.
- CRA accreditation is due in 2020. We expect to be able to pay for it without having to ask for funds from the BOD because of the increase in certification and CEC fees.

CRA Certification Section
- 23 new CRAs in 2017
- 20 candidates took the performance exam and 19 passed in 2017. Performance exams were held in Ann Arbor, MI and New Orleans, LA. The pass rate was 95%. This is the last year for Performance Exam.
- 49 candidates took the MCQ with 24 passing. A pass rate of 45% which is lower than the 54% historical pass rate.
  - 37 unique individuals took the MCQ of which 10 passed on their first attempt.
  - Of the 49 candidates, 2 passed on their 4th attempt, 5 passed on their second attempt. 9 candidates have not rescheduled for their second attempt.
  - In total, 18 candidates did not pass on the first attempt in 2017. The adjusted pass rate was 65% of the individual passing the exam that took it (regardless of number of attempts) which is down slightly from 80% last year.
- The BOC is in the process of changing the CRA exam. We will be transitioning away from a two-portion exam; performance and multiple choice quiz (MCQ). The MCQ will now have 25 additional questions, for a total of 175, and an expanded portfolio to compensate for the subtraction of the performance exam. The current performance exam was not a good discriminator for candidates since a vast majority ($\geq95\%$) past the performance exam. This process is dependent on validation of the updated MCQ, which is in process.
- 28 candidates submitted portfolios in 2017 with all but 1 candidate having to resubmit one or more images for either the color or FA portion of the portfolio. 14 candidates ultimately had a passing portfolio, with the other 14 waiting for the new portfolio requirements to become effective to resubmit.
- All 42 knowledge, skills and tasks transferred from Performance Exam to the MCQ and portfolio
- MCQ went from 150 to 175 questions (25 questions added to the MCQ)
- No more Performance Exam in 2018
- Added to Portfolio requirements: 1 FA w/stereo pairs, 4 color stereo pairs and 5 color images
**OCT-Certification Section**

For the calendar year 2017, 29 OCT-C examinations were taken with 14 passing scores achieved. These numbers are close to the 9-year average of twenty-two exams and fourteen passing scores.

However, while pass rates have averaged around 68%, last year’s pass rate was a record low of 48%. In fact, 2017 was the first year where failing scores outnumbered passing scores. The core reason/s for the drop is debatable, but it should stay on our radar to see if there is more the BOC or OPS needs to do to bring it closer to normal levels.

Changes to the OCT-C Portfolio Review Committee...

Bill Fischer, Mara Goldberg have left the Board and PRC. Current members of the OCT-C Portfolio Review Committee include Ryan Imperio CRA, OCT-C, Jill Remaley OCT-C and myself. I am currently looking to recruit an additional reviewer.

**Treasurer/Finance**

- FY 2017 the BOC income was $42,490. This represents a decrease of $8,000 over FY 2016; however, this is about $1,500 above the average income of the past three years. The main sources of income were CRA Exam and Retest fees of $14,130; OCT-C Exam and Retest fees of $7,760, and CRA/OCT-C Recertification fees of $17,720.
- For FY 2017 the BOC expenses equaled $29,457. This represents a decrease of $5,881 over FY 2016. The main sources of expense were testing center fees for the CRA/OCT-C exams of $6,615; the cost of CRA test validation of $2,987. ICE Membership was $4,725. Travel for the BOC was $11,071. Bank charges (credit card fees) were $1,508.
- Net income for the BOC equaled $13,033. This represents a $2,188 decrease in deficit compared to FY 2016 was $(15,221). Taking out the test validation expenses the BOC would have a net income of $16,020 and a total expense of $26,470.
Continuing Education Credits
64 course reviews for 2017

- 287.5 accepted 1:1 CEC
- 31.75 accepted 1:2 CEC
- 35 courses submitted by JCAHPO
- 28 courses submitted through OPS

- 443.75 JCAHPO CEC’s applied for
- 80.75 JCAHPO CEC’s approved 1:1
- 29.25 JCAHPO CEC’s approved 1:2
- 25 JCAHPO Programs @ $30 = $750 (price before 05-01-2017)
- 172 JCAHPO CEC’S @ $30 a CEC = $5160

- 220.25 OPS CEC’s applied for
- 206.75 OPS CEC’s approved for 1:1
- 2.5 OPS CEC’s approved for 1:2
- 67.75 OPS CEC’s @ $30 a CEC = $2032.50

Total income from CEC applications $7942.50

Starting in May 2017 JCAHPO no longer coordinated CEC applications with OPS. Applicants submitting courses to JCAHPO are now instructed to e-mail or fax information to OPS.

There is a decrease of applications referred from JCAHPO after this date (approx. 20 less) versus a slight increase in direct applications to the OPS (approx. 10 more.) Some of the decrease could be from smaller JCAHPO applicants not wanting to go through the extra work to send to OPS due to lack of information from JCAHPO’s end, or not willing to pay the extra fee to the OPS for a program that would not be awarded CEC’s.

Recertification
CRA Recertification
- 173 CRAs due in 2017
- 146 complete as of 1/22/18
- 6 revoked (5 retired, 1 deceased)
- 21 pending (extensions, appeals, ltf)

OCT-C Recertification
- 52 OCT-C’s were due in 2017
- 42 OCT-C’s are complete as of 1/22/018
- 9 have yet to respond to multiple emails
- 1 has left the profession

Elections Committee
- Newly elected members for 2017-2020
  - Paul Crown – resigned in July, appointed John Peterson in his position
  - Alecia Camp – Marketing and Communications Chair
  - Michael Bono – Advisory Chair
- Newly elected/re-elected members for 2018-2021
  - Tami Schoenholz
  - Gary Miller
  - Mark Harrod was “saved”
- Resignations in 2018
- Alecia Camp replaced by Lauren Hedges (Duke)
- Mara Goldberg not replaced yet
- Kevin Sisco – Public member not replaced yet

- **2019-2022 Elections**
  - 4 members are up for re-election this year, 2018. The BOC needs good candidates pass them along if know anyone that might be interested

**Advisory Committee**

- 12 advisors were recruited to assist applicants. 8 were qualified as CRA advisors, 4 were OCT-C advisors. 4 advisors had dual certification and could advise for either type of applicant.
- 19 individuals requested help or information from the OPS advisor in 2017
- 15 individuals requested help with CRA certification program.
- 4 individuals requested help with the OCT-C program.
- 11 applicants were connected with advisors
- The other applicants were requesting resources for information, had questions about certification or were referred to other board members.
- The main source of complaints and concern for applicants was the vagueness of the study guide and portfolio issues.
- There was a long period from 10/30/17 thru 01/07/2018 when no requests for information or to be paired up with an advisor were received by the OPS advisor.
Chair Report

- BOC meet in February 2018 in Durham, NC for their annual meeting.
- Matched up references in the CRA Multiple Choice Quiz (MCQ) to the study guide
- Validated the MCQ after we transitioned away from practical exam with 8 Subject Matter Experts (SMEs)
- Worked with JCAHPO to eliminate paying for CECs for either’s annual program only. OPS and JCAHPO will approve each other’s programs according to standard protocols but will not exchange money for the CECs. Applicants can apply CECs from OPS or JCAHPO annual program courses to receive credit. The numbers of registrants were so low for either organization it was not worth the expense paying for the CECs. Both organizations decided it was in the best interest of our certificants to do this considering the low number of certificants that cross over.
- 11 new CRAs
- 27 new OCT-Cs (new record)

Elections

- Gary Miller was re-elected through 2020
- Tami Schoenholtz CRA, OCT-C was newly elected through 2020
- John Peterson, CRA and Lauren Hedges, CRA were appointed to vacant positions
- Randy Richter was appointed as our new Public Member
- Adjusted the ballot timeline to start gathering candidates to run for election earlier
- Revamped the SurveyMonkey.com ballot so it would read better. Candidates and voters had a tough time understanding the candidacy survey with is meant to be filled out if an individual what to run for the BOC
  - Re-elected were Brice Critser, CRA, OCT-C Eric Kegley, CRA, OCT-C, Storrey Altmann, CRA, OCT-C
  - Newly elected Kassandra Mundt, CRA, OCT-C

Recertification:

**CRA Recertification**

- Total CRA candidates for recertification 182
- Recertified 136 74.7%
- Extensions granted (recerts pending) 17 9.3%
- Retired/Not recertifying 11 6.0%
- responders/left profession/drops 18 9.9%

**OCT-C Recertification**

- 33 OCT-C’s were due in 2018
- 25 OCT-C’s are complete as of 1/8/2019
- 9 have been sent notification emails reminding them to recertify
- 2 have been granted extensions to 1/23/2019
- 3 members have been revoked

Continuing Education Credits

- 65 course reviews for 2018
  - 3 programs submitted by JCAHPO
  - 5 programs submitted by OPS
  - 57 programs submitted by Course Presenters (former JCAHPO pass thru)

- 438 total CEC’s submitted for review
  - 126.5 CEC’s submitted by OPS, all approved 1:1
o 110 CEC’s submitted by JCAHPO
- 18.5 Approved 1:1
- 6 approved 1:2
- 201.5 CEC’s submitted by Course Presenters (former JCAHPO pass thru)
  o 153 Approved 1:1
  o 13 approved 1:2

- 298 accepted 1:1 CEC
- 19 accepted 1:2 CEC
- 317 total CEC

- 201.5 CEC’s @ $30/hr. = $6045
  o 28 courses applied in FY2017
  o 173.5 CEC’s @ $30/hr. = $5205

OCT-C Certification Section

- 39 exams taken
- 28 new OCT-Cs (11/14/2017 – 10/27/2018)
- Passing rate – 72%

2018 saw an impressive rebound from last year’s numbers finishing with not only the largest number of OCT-C examinations taken, but also passed since the certification program began. The OCT-C passing rate also rose back into targeted range, from a low of 48% last year to 72% in 2018.

Upcoming items include an OCT Job Task Analysis to determine if changes need to be incorporated into the OCT-C exam as well as updating the OCT-C Program Guide Suggested Reference Material and item bank.

Gary Miller, CRA, OCT-C
OCT-C Section Chair

CRA Certification Section

**Multiple Choice Exam** – 14 written exams completed of which 9 achieved passing scores for a gross pass rate of 64% which is the higher than last year’s 49% passing score. 10 unique individuals took the exam of which 6 candidates passed exam on the first attempt. One exam was for recertification. Of the 14 exams, there were two candidates that took and passed the exam on their third attempt. One candidate has taken the exam 4 times and has not rescheduled. 9 candidates have failed and have yet to reschedule for a second attempt. There is one candidate has taken the exam twice but has not registered to take it again. One candidate is scheduled to take the exam at the beginning of February and there are no pre-registered candidates that have not yet registered for a test date. In total, 4 candidates did not pass on the first attempt in 2018. The adjusted pass rate was 90% of the individual passing the exam that took it (regardless of number of attempts) which is up dramatically from 64% last year. All of the test scores were based on the new MCQ that was validated early in 2018.
**New CRAs** – 7 candidates passed all of the requirements and are now CRAs.

**Other Items** – The BOC has concluded the process of changing the CRA exam. We will be transitioning away from a two-portion exam; performance and multiple choice quiz (MCQ).

**Portfolio Committee** – 36 portfolios from 28 different candidates in 2018 with all having to resubmit one or more images for either the color or FA portion of the portfolio. 9 candidates ultimately had a passing portfolio. Most candidates passed on the second submission but 1 candidate has submitted 4 total portfolios and has not passed yet.

**Advisory Committee**

- **12** individuals requested help or information from the OPS advisor during the
  - Time frame of 02/01/2018 thru 01/18/2019
- **10** individuals requested help with the CRA certification program
- **2** individuals requested help with the OCT-C program
- **10** applicants were connected with advisors thru the BOC advisor program
- Applicants who had questions about certification but did not need an advisor were referred to other board members.
- The main source of concern for applicants was by far portfolio questions. Some questions concerned how to study for the exam and help in prioritizing which publications to choose from the study guide.
- There was a gap from March to July where no applicants made use of the advisor program

There are currently 16 advisors contributing to the program with 5 who have dual certification. We have 4 OCT-C advisors and 7 advisors dedicated to CRA certification. While we should always want to bring in the participation of more member to advise, the main concern to me is to have more people make use of the advisor program than we are currently seeing utilize this service.

Because of the success of the blast email sent out by the OPS last year we should do that again. More importantly, it may be worth reaching out to the OPS community to encourage CRA’s and OCT-C’s who are advising co-workers in offices across the country to check in with the BOC to let us know how potential applicants in their offices view the certification process and what problems they are encountering. This could be thru the website, Facebook posts or other means of communication.

With the great number of technicians involved with diagnostics and imaging in our profession it seems many are finding advice within their practices or with co-workers outside of the framework of the BOC Advisors Program. Bearing that in mind we should continue to clarify the certification guidelines posted on the OPS website regarding the portfolio and study guide. We should also find a way to encourage better communication with informal advisors.