



Academy for Certification of Vision  
Rehabilitation & Education Professionals

# **RECERTIFICATION APPLICATION**

**LOW VISION THERAPISTS**

**ORIENTATION AND MOBILITY SPECIALISTS**

**VISION REHABILITATION THERAPISTS**

**Revised February 2009**

## **RECERTIFICATION POLICY**

The following recertification policy is effective July 1, 2003. If an individual applies for initial ACVREP certification on or after July 1, 2003, this policy will apply to that person when s/he seeks recertification. If the individual is currently an ACVREP certificant and his/her recertification expiration date is after July 1, 2003, s/he has two options. S/he can either use the former recertification criteria or s/he can elect to use the new recertification criteria outlined below. If s/he decides to use the former recertification criteria, it is important to note that the next time s/he applies for recertification, s/he will have to use the new recertification criteria.

**NOTE:** Effective September 13, 2003, ACVREP certificants now have the option of retaking the ACVREP certification exam(s) in lieu of submitting the professional activity points needed for recertification. If a certificant prefers to retake the certification exam to recertify, s/he must note this on the ACVREP Recertification Application Form.

ACVREP adheres to the belief that individuals certified as vision rehabilitation and education professionals should continue to expand their knowledge and skills in order to enhance the quality of the services they provide.

The ACVREP recertification program encourages certificants to pursue professional activities in order to achieve the following goals:

- Obtain information on current trends.
- Explore new technologies.
- Develop balanced professional judgment and enhance critical skills.
- Acquire knowledge in specific focus areas.

### **Recertification Requirements**

The recertification program allows ACVREP certificants to maintain continuing professional competence in the field of vision rehabilitation and education. If the certificant chooses to submit documentation of professional activity points for recertification (versus retaking the certification exam), all recertification points must be earned during the five-year recertification cycle. No credit is given for points earned prior to or following the end of the recertification cycle. It is each certificant's responsibility to collect and maintain all documentation relating to recertification activities over his/her five-year cycle of certification. It is also the certificant's responsibility to submit a complete recertification application and appropriate recertification documentation before the end of the five-year recertification cycle. The recertification application and documentation must include the recertification fee.

## **Recertification Procedures**

1. Recertification is required every five years. The ACVREP office will send each certificant an ACVREP Recertification Application six months prior to his/her recertification expiration date. A second notice will be sent to the certificant if the ACVREP office does not hear from him/her three months prior to his/her recertification date.
2. The certificant must complete the ACVREP Recertification Application and submit it to the ACVREP office with the appropriate recertification fee and supporting documentation of the 100 points required for recertification (see the section of the application titled “Recertification Activities and Point Values”). **If the certificant chooses to retake the certification exam to recertify, s/he must still submit the ACVREP Recertification Application and the appropriate recertification fee. In addition, s/he must also submit a \$250.00 (USD) examination fee to cover testing center and/or proctor fees.**
3. Applicants for recertification must earn 100 points to renew their certification at the end of the five-year cycle. **They must submit a minimum of 25 points from Category One – Continuing Education.** They may also submit all 100 points from Category One. For the remaining categories (Professional Experience, Publications and Presentations, and Professional Service), applicants are allowed a maximum of 50 points for each of these categories.
4. Early applications for recertification may be accepted and reviewed only within six months prior to the recertification expiration date. However, early applications for recertification will be issued the expiration date of the quarter in which the application was initially approved.
5. It is the responsibility of the ACVREP staff to check each application to see that it is complete. If it is not complete, the applicant will be notified and requested to provide the required information to complete the form.
6. Recertification applications will be due to the ACVREP office by the first of March, June, September, and December.
7. Recertification applications will be reviewed and a written report of requests for recertification will be submitted to the ACVREP Board of Directors for approval by March 10th, June 10th, September 10th, and December 10th.
8. Upon the majority approval by the ACVREP Board of Directors, certificates will be issued with the respective expiration dates of March 31st, June 30th, September 30th, and December 31st.
9. Recertification will be issued for a five (5) year term.

**Note:** A \$50.00 (USD) fee will be charged for any certificant requesting that his/her recertification application be processed outside of the normal application process. For example, if a certificant's recertification expiration date is June 30, 2007, s/he would typically need to submit his/her recertification application by June 1<sup>st</sup> in order for staff to submit applications to the board for review and approval by June 10<sup>th</sup>. If the certificant's application comes in after the report has gone to the board and s/he can't or doesn't want to wait for the board to review and approve his/her application in the next cycle, which would be in September, then s/he would be charged \$50.00 to expedite his/her application (to have the board review and approve it prior to September). The implementation date for this new procedure was July 1, 2007.

**Approved April 20, 2007**

### **REINSTATEMENT OF CERTIFICATION POLICY**

Candidates initially granted certification, but who have not made application for recertification and, thus, technically have allowed their certification to lapse, may be reinstated within one calendar year following the recertification date if they meet the recertification requirements and pay the recertification late fee and any annual fees owed.

If a candidate has allowed his/her certification to lapse or has been determined to be ineligible for recertification for longer than one year, s/he will have to meet the current certification eligibility requirements, including passing the certification examination. The candidate must submit the necessary forms and fees. The candidate must also pay any fees owed to ACVREP.

Certificants should notify the ACVREP office of any change in their mailing address and/or e-mail address. ACVREP will make every reasonable effort to send recertification information to current designation holders by regular mail six months prior to the recertification date. However, it is the certificant's responsibility to make application for recertification by the recertification due date. Because of the possibility of postal delays, ACVREP urges applicants for recertification to send their application to the ACVREP office well in advance of the recertification date on their current certificate. ACVREP asks that certificants pay particular attention to their recertification date. If the recertification application is received 30-postmarked days after the recertification due date, the certificant will have to pay a late fee.

### **Approved Content Areas**

Continuing education activities for recertification credit must focus on increasing the knowledge and/or skills of the individual, in the practice of vision rehabilitation and education, in one or more of the following areas:

1. **The Visual System and Vision Loss:** visual system and visual functioning, the etiology of visual impairments and the effects of these impairments on visual functioning, the pathology and effect of systemic health conditions on vision, basic optics of the eyes, basic optics of refractive lenses, and basic optics of low vision devices.
2. **The Auditory System and Hearing Loss:** auditory system and functioning; effects of hearing loss and impairment; communication systems used by persons with auditory impairments; loss of hearing so severe that it is nonfunctional for the ordinary activities of daily living; and concomitant hearing and visual impairments, the combination of which may present unique communication, learning, developmental, orientation and mobility, and social needs.
3. **Psychosocial Aspects of Visual Impairment:** cultural and psychosocial factors affecting adjustment to visual loss; the resources for addressing student, family, and community responses to visual impairment; and systems and professionals in counseling.
4. **Professionalism in Vision Education and Rehabilitation:** professional roles and functions, professional goals and objectives, professional organizations and associations, professional history and trends, ethical and legal standards, professional preparation standards, and professional credentialing.
5. **Professional Information:** sources of professional literature and new information related to the practice of vision rehabilitation and education professionals, evolving practice developments, legislation, public policy, research findings, current issues, and trends and public policy that affect the quality of life for consumers.
6. **Individuals Who are Visually Impaired With Additional Disabilities:** including sensory, sensorimotor, and physical impairments; mobility impairments not related to visual impairment; developmental disabilities; learning disabilities; diabetes; organic brain damage; and challenging behaviors.
7. **Aging and Vision Loss:** normal age-related changes in vision and visual functioning, other prevalent age-related health changes, prevalent visual impairments associated with aging and their functional consequences, service delivery systems in aging, geriatric and gerontological health practices and professionals, and service delivery in visual rehabilitation relevant to older persons.
8. **Sensory and Motor Functioning:** sensory and motor systems, the manner in which these systems affect orientation and locomotion and other daily activities and functions, and the effects of visual impairment on sensory and motor functioning.

9. **Human Growth and Development over the Lifespan:** the effects of visual impairments and multiple impairments on affective, psychomotor, and cognitive development and processes; and characteristic and atypical developmental patterns of persons with visual and/or multiple impairments.
10. **Assessment of Persons with Visual Impairment and their Environments:** strategies and methods used to conduct assessments of persons who have a visual impairment and their environment, and the development of individualized education and rehabilitation plans.
11. **Instructional Methods:** teaching and therapeutic strategies and interventions to promote independence and coping skills, including instruction in the use of visual and non-visual techniques, Braille and other tactual systems, auditory systems, environmental modifications, computer technology, adaptive mobility devices, low vision devices and innovative technology for use by individuals who are visually impaired.
12. **Development, Administration, and Supervision of Programs Serving Persons with Visual Impairment:** service delivery systems; strategies for organizing and administering programs; quality indicators of services; the role of the vision rehabilitation and education profession and other personnel in the provision of quality educational, rehabilitation, public and private services to persons who are visually impaired; major legislation and policies affecting services for persons who are visually impaired; and local, state and national resources for the provision of services.
13. **Communication, Team-Building, Consumerism, Cultural Diversity, And Working With Families:** developing strategies for effective communications (spoken and written); fostering and supporting consumers in self-advocacy; and principles and strategies for effective teamwork among professionals, consumers, and significant others in vision rehabilitation and education, including issues related to cultural diversity and working with families.

### **Recertification Activities and Point Values**

Applicants for recertification must earn 100 points to renew their certification at the end of the five-year cycle. **They must submit a minimum of 25 points from Category One – Continuing Education.** They may also submit all 100 points from Category One. For the remaining categories (Professional Experience, Publications and Presentations, and Professional Service), applicants are allowed a maximum of 50 points for each of these categories.

## **Category One: Continuing Education**

**(A minimum of 25 points is required from this area)**

Continuing education (CE) activities may include workshops, seminars, conferences, independent studies, and in-service programs. **CE hours obtained after July 1, 2004 must be ACVREP approved.**

One hour of CE is equivalent to 60 minutes of instruction or participation. Clock hour credit is not given for social hours, coffee breaks, or meals during which instruction is not provided. 1 CE = 1 point.

### **Documentation needed:**

Official documentation of continuing education credits must include the candidate's name, attendance dates, title of course or program, and contact hours. This can be documented through a certificate of attendance or written certification by the instructor.

**College and university courses, including distance learning courses, independent studies, and university courses.**

Foundation courses for credit:

1 semester credit = 15 CE hours = 15 points.

1 trimester credit = 14 CE hours = 14 points.

1 quarter credit = 10 CE hours = 10 points.

**ACVREP approved Continuing Education Units (CEUs) are translated into points as follows:**

1 contact hour = 0.1 CEU = 1 point.

10 contact hours = 1.0 CEU = 10 points.

### **Documentation Needed:**

Official transcripts or a grade report. If the course title does not appear to be related to the approved content areas, a course outline should be submitted.

## **Category Two: Professional Experience**

**(A maximum of 50 points is allowed from this area)**

If this category is selected for recertification, 50 points can be earned with a minimum of 360 hours of vision professional experience completed within the five-year recertification cycle. Hours less than 360 are not eligible towards recertification. The hours can be

accumulated through the performance of one or several of the following professional roles:

**Direct Service Provider** – delivers service directly to consumers/students as a vision rehabilitation/education professional by performing assessments, developing and implementing individual programs and treatment plans, documenting assessments and interventions, and working on an interdisciplinary team.

**Administrator** – administers a department or a division that includes vision rehabilitation/education services.

**Consultant** – performs consulting services in vision rehabilitation/education for organizations, educational institutions, agencies or corporations.

**Volunteer** – volunteers services performed in any of the various roles described above.

**Documentation Needed:**

Applicants must verify professional experience hours through the employing agency personnel department or their immediate supervisor. The applicant’s hours can be verified through a written letter signed by his/her immediate supervisor or a representative from the personnel office/human resources department.

**Category Three: Publications and Presentations**

**(A maximum of 50 points is allowed from this area)**

A certificant may submit credit for professional publications and presentations. Credit will not be given for repeat or multiple presentations of the same seminar, in-service, conference, papers or poster presentation.

<b>Type of Publication</b>	<b>Points</b>
Editorials	2
Journal Articles: peer-reviewed, original research	25
Journal Articles: peer-reviewed, publication on practice	20
Journal Articles: not peer-reviewed	5
Journal Article Peer Reviewer	1 per review
Textbook Peer Reviewer	5 per review
Newsletter: Editing	2 per issue
Newsletter: Article	1
Published editor of a textbook	25

Textbook chapter	20
Textbook	50
Contributing author: ACVREP sanctioned Certification Examination Study Guide	30
Published journal or book reviews	10
Published research abstract	2
Unpublished completed masters or doctoral thesis	50
Lecturing for college and university courses earns 2 points for each 60 minutes of lecture.	2 points for each hour
Presentation at a professional conference or CE program earns 2 points for each 60 minutes of lecture.	2 points for each hour

**Documentation Needed:**

Copy of the publication or a copy of the title page, table of contents, and publication date. If the publication is in the process of being published, a publisher's notice of acceptance is permissible. For presentations, submit evidence of the presentation (e.g., program announcement, brochure) as well as the presentation date, exact number of contact hours, and a letter confirming that the presentation was completed (e.g., a thank you letter.). For peer review, submit a letter of verification from the publisher or journal editor.

**Category Four: Professional Service**

**(A maximum of 50 points is allowed from this area)**

Paid or volunteer: includes professional activities such as service on professional boards, councils, legislative work, standards development, and curriculum development related to vision rehabilitation/education for a professional organization, university program or facility in the field of vision rehabilitation and education.

International, national or local chapter board chair, committee chair or officer.	10 points per year of service. Participation in a minimum of two meetings, in person or by conference call, per year is required.
International, national or local board member or committee member.	Five points per year of service.

Service on any committee in a facility.	Minimum of five meetings per year required. Two points per year of service.
Practicum, internship, work experience or supervisor programs for students or entry level professionals.	1 clock hour = 0.25 point.

**Documentation Needed:**

Letters of verification of service provided by the university personnel or by the employer.  
Letters of verification documenting the office held and dates held from the board chair, the chair of the committee or the secretary.

**ACVREP Recertification Application**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Middle Initial: \_\_\_\_\_ Maiden Name: \_\_\_\_\_

Address:  
\_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Postcode: \_\_\_\_\_ Country: \_\_\_\_\_

Work Phone: (\_\_\_\_\_) \_\_\_\_\_ Home Phone: (\_\_\_\_\_) \_\_\_\_\_

FAX: (\_\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

**I wish to recertify as a(n):**

\_\_\_\_\_ Low Vision Therapist

\_\_\_\_\_ Orientation and Mobility Specialist

\_\_\_\_\_ Vision Rehabilitation Therapist (formerly Rehabilitation Teacher)

**Recertification Due Date:** \_\_\_\_\_

**Other ACVREP Certificates Currently Held by Applicant:**

\_\_\_\_\_ Low Vision Therapist

\_\_\_\_\_ Orientation and Mobility Specialist

\_\_\_\_\_ Vision Rehabilitation Therapist (formerly Rehabilitation Teacher)

**Print your name, as you want it to appear on your certificate:**

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**Please check one of the following:**

\_\_\_\_\_ **To recertify, I choose to retake the certification exam** (please skip to the “Statement of Integrity” below).

\_\_\_\_\_ **To recertify, I am submitting documentation of professional activity points.**

**Please enter the number of points you are claiming under each recertification category:**

Number of points from Category 1 (Continuing Education): \_\_\_\_\_

Number of points from Category 2 (Professional Experience): \_\_\_\_\_

Number of points from Category 3 (Publications and Presentations): \_\_\_\_\_

Number of points from Category 4 (Professional Service): \_\_\_\_\_

**PLEASE NOTE:** If you are *not* choosing the option to retake the certification exam, you must also complete the “Recertification Activities Form” sheet that immediately follows this application.

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**Statement of Integrity**

Candidates must sign the following statement: I do hereby acknowledge that all the information submitted in connection with my application for recertification is true and correct to the best of my knowledge. I understand that falsified information on this application is grounds for denial of recertification or certification revocation, and may bar me from future certifications.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Applicable Fees:**

Recertification Fee (includes application fee): **\$300.00 (USD)**

Individuals who recertify in multiple disciplines (CLVT, COMS, and/or CVRT) will be given a 50% discount on the Recertification Fee for each additional certificate after paying the full Recertification Fee for the first certificate. The discounted Recertification Fee for each additional certificate is **\$50.00 (USD)**. This discount does not apply to the Certification Examination Fee (if taken for the purposes of recertification), the Recertification Application fee and/or the Expedite Board Approval of Certification Fee.

**Note:**

1. If you opt to retake the certification exam, you must also submit a **\$250.00 (USD)** examination fee to cover testing center and/or proctor fees.
2. If recertification applications are not received within 30 days of the due date, a late fee of **\$50.00 (USD)** will be assessed.

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**Enclose a check or money order payable in US dollars to ACVREP. If you would rather pay by credit card (Visa or MasterCard), please complete the following:**

**Your name, exactly as it appears on the card:** \_\_\_\_\_

**Debit/Credit card number:** \_\_\_\_\_

**Billing address:** \_\_\_\_\_

**Expiration date:** \_\_\_\_\_

**Three (3) Digit Security Code [located on back of card]:** \_\_\_\_\_

**Amount authorized to charge to card:** \_\_\_\_\_

**SUBMIT ALL MATERIALS IN ONE PACKAGE AND SEND TO:**

**ACVREP  
3333 N. Campbell Ave., Suite 2  
Tucson, AZ 85719, USA**

**Recertification Activities Form**

Please complete this form and submit it with your application and supporting documentation. List how many points you are claiming in each of the following four recertification areas. For each area, identify the supporting documentation included in your recertification packet, in chronological order (from the beginning to the end of your recertification period). If you need additional space, please make a copy of this form.

**CATEGORY 1 – CONTINUING EDUCATION**

Total number of points (**must have a minimum of 25 points in this category**): \_\_\_\_\_

<u>Name of Activity/Event</u>	<u>Location</u>	<u>Date(s)</u>	<u>Number of CE Hours</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**CATEGORY 2 – PROFESSIONAL EXPERIENCE**

Total number of points (**can not exceed 50 points in this category**): \_\_\_\_\_

Letter of verification from: \_\_\_\_\_  
Letter of verification from: \_\_\_\_\_  
Letter of verification from: \_\_\_\_\_

Agency: \_\_\_\_\_  
Agency: \_\_\_\_\_  
Agency: \_\_\_\_\_

**CATEGORY 3 – PUBLICATIONS AND PRESENTATIONS**

Total number of points (can not exceed 50 points in this category): \_\_\_\_\_

<u>Name of Publication/Presentation</u>	<u>Location (if applicable)</u>	<u>Date(s)</u>	<u>Number of Points</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**CATEGORY 4 – PROFESSIONAL SERVICE**

Total number of points (can not exceed 50 points in this category): \_\_\_\_\_

<u>Name of Activity/Event</u>	<u>Location</u>	<u>Date(s)</u>	<u>Number of Points</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**SAMPLE “EMPLOYER VERIFICATION OF HOURS” LETTERS**

Dear ACVREP Staff:

*(Insert name of ACVREP certificant)* has been an/a *(insert name of discipline, e.g., Orientation and Mobility Specialist, Vision Rehabilitation Therapist, Low Vision Therapist)* on our staff *(insert percentage of time, e.g., 100%, 80%, 50%)* of the time from *(insert the time period, e.g., January 1998 through January 2003)*. In that time, I verify that *(insert name of ACVREP certificant)* has completed *(insert number of direct service hours)* direct service hours in *(insert name of discipline)*.

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*(Insert name of supervisor underneath his/her signature)*  
*(Insert title of supervisor)*

**OR**

Dear ACVREP Staff:

*(Insert name of ACVREP certificant)* has been an/a *(insert name of discipline, e.g., Orientation and Mobility Specialist, Vision Rehabilitation Therapist, Low Vision Therapist)* on our staff from *(insert the time period, e.g., January 1998 through January 2003)*. In that time, I verify that *(insert name of ACVREP certificant)* has completed at least 360 hours of direct service in *(insert name of discipline)*.

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*(Insert name of supervisor underneath his/her signature)*  
*(Insert title of supervisor)*

**PLEASE NOTE:** All letters must be dated, signed by the supervisor, and appear on the organization’s letterhead.