



Oregon Board of Optometry

CE course approval checklist

(Please use file names that are recognizable by the Board)

Course name: _____

Learning objectives (provide 3-4 that describe the anticipated outcomes of the training)

File name: _____

Powerpoint slides or an itemized outline (the Board's standard for outlines is 1 page per credit hour)

File name: _____

CV's for the presenters--**not required** of licensed health care professionals and university professors

File name: _____

Sample certificate of completion *(please be sure to add the OBO course # to the final certificate—it helps licensees know how to enter the course in their license renewal)*

File name: _____

Quiz questions--if the course will be provided in a recorded or non-live format. [OAR 853-070-0055\(2\)\(f\)](#) outlines the number of questions required by CE hours.

File name: _____