



OPTICIAN QUALIFICATION STANDARD AND STAFF TRAINING PROGRAM



NAME: _____

Table of Contents

INTRODUCTION	4
PURPOSE	4
HOW TO COMPLETE	4
BEFORE YOU BEGIN	6
SUMMARY OF CHANGES	7
100 SERIES - KNOWLEDGE STANDARDS	8
Optics for Opticians	8
110 Why People Wear Glasses	8
111 The Math & Science Behind Eyeglass Lenses	10
112 How Eyeglass Lenses Correct Vision	13
The Eye and Corrective Lenses	14
120 Understanding Written or Prescribed Lens Powers	14
121 Anatomy of the Eye	15
122 Contact Lenses	16
All About Frames	18
130 All About Frames	18
131 Standard Adjustments	21
132 Taking Measurements	22
133 Dispensing Eyewear	23
Lens Materials and Design	23
140 Lens Materials	23
141 Understanding Prism	25
142 Progressive Lenses	27
143 Freeform Lenses and Compensation	29
144 Lens Surfacing	30
145 Lens Design, Material, and Frame Selection	31
Lens Options & Multiple Pairs	33
150 Lens Treatments	33
151 Specialty Eyewear	36
152 Low Vision	38
Lensmeter, Verification & Optician Craft	39
160 The Lensmeter	39
161 Verification & Inspection	41

162 The Craft in Optician Craftsman	41
Sales, Business Management & Vision Care Plans	41
170 Customer Service	41
171 Sales	43
172 Opticians and The Business of Eyeglasses	44
173 Insurance or Vision Care Plans	47
Finishing: The Opticians Edge	48
180 Is Finishing Right For You?	48
181 How to Start to Finish	49
182 Finishing Equipment	50
183 Layout Work	50
200 PRACTICAL REQUIREMENTS	52
210 Taking Measurements	52
220 Frame Adjustment and Repair	53
230 Dispensing Eyewear	55
240 Lensometry	56
250 Business	57
260 Vision Plans	58
270 Finishing Work	58
280 Broaden Your Skills	60
290 Never Stop Learning	61
300 FINAL BOARD OF REVIEW	62
300 Final Board of Review	62

INTRODUCTION

PURPOSE

The purpose of this program is to define a qualification standard for the knowledge, understanding, and practical skills necessary to perform the duties associated with the role of optician. In this context, “optician” is defined as a person who makes, sells, and fits eyeglasses. This qualification standard is not intended to meet the requirements of contact lens specialist, optometric assistant, or ophthalmic technician.

This standard is also intended to provide means and a method of accountability for training and building proficiency of optical staff members in the presence or absence of other licensing and/or certification requirements.

While it is highly recommended this standard be used in conjunction with the OpticianWorks online training program, it may also be used with any other reference materials and/or educational programs that provide the trainee with sufficient knowledge to complete the stated requirements.

HOW TO COMPLETE

This qualification standard is divided into two sections.

100 Section: Knowledge Standards - knowledge, theories, and understanding required to perform the practical aspects of the role of optician

200 Section: Practical Application Standards - skill areas requiring practical proficiency necessary to perform the role of optician

300 Section: Final Board of Review - a leadership and senior staff review of the trainee and program effectiveness

TRAINEE: The requirements in this document are generally intended to be completed in the order presented, but may be performed out of order when deemed appropriate (use your best judgment). To work through the standard, select a requirement to complete and study the topic on your own or in conjunction with a training program until you know the material and/or meet the intent of the requirement. Afterward, arrange a meeting

with a qualifier (designated or approved by your employer or supervisor). The qualifier will engage in a discussion or ask you to demonstrate a thorough understanding or completion of the requirement. If the qualifier is satisfied you meet the intent of the requirement, he/she will sign and date signifying its completion. If not, you have more work to do. Repeat for each requirement until the qualification standard is complete.

QUALIFIER: Since optician education, certification and training vary from state-to-state, there is no way to set specific criteria for the qualifier position. For the purposes of this standard, qualifier(s) will be designated or approved by organization management. It is recommended that the qualifier meet the local requirements for an optician and/or have sufficient experience with the requirement to be signed. The trainee is highly encouraged and, in some cases, required to seek a variety of individual qualifiers to sign off requirements in this standard. This includes qualifiers from other stores/labs outside of the trainee's place of employment.

As a thank you to qualifiers and their willingness to train others and efforts to improve the profession, qualifiers are entitled to free access to the OpticianWorks training program with the purchase of an annual trainee membership.

TAILORING: Unless otherwise stated, no qualification requirement should be removed, altered, or skipped. Even if the trainee's place of employment does not perform certain functions, e.g. finishing or contact lenses, the understanding of the requirements is considered important enough that they must still be performed offsite. Additional content may be added by the employer or supervisor to suit the needs of the organization.

OPTICIAN QUALIFICATION STANDARD FEEDBACK: Feedback, suggestions or error reporting are welcome and encouraged. Please email either johnseegers@laramyk.com or keith@laramyk.com. Thank you!

BEFORE YOU BEGIN

To the TRAINEE: You are at the beginning of a journey. As such, there are some items you'll want to gather to help you along the way.

- Lenses (scrap or otherwise) in as many different designs, shapes, powers, materials, and treatments as you can find
- Old, donated or discontinued frames to work on and practice with
- Your own tools that you enjoy working with

If you are printing this Qualification Standard from a pdf file it is highly recommended you keep it in a 3-ring binder. This will allow you to build a portfolio and help you get the most benefit from the experience.

Items to add/keep in your binder:

- Notes on problem-solving, troubleshooting, and business of eyeglasses
- Articles from trade magazines you find interesting or helpful
- A journal
- Business cards from sales representatives you meet
- Images/photos of unique frames and lenses you like or find interesting
- Images/photos of store designs you like or find interesting
- The resultant prism chart

SUMMARY OF CHANGES

V1.1.2022 - Changed the copyright date to 2022.

100 SERIES - KNOWLEDGE STANDARDS

Prerequisites: Basic math

Optics for Opticians

110 Why People Wear Glasses

110.1 Discuss the many implications of the saying, “We see with our brain not our eyes.” How does it relate to the human visual system and eyeglasses?

*Reference: OpticianWorks Course 1 Section 1 Lesson 2 The Human Visual System
Laramy-K YouTube - How Does Vision Work?*

Qualifier Signature and Date

110.2 Draw a simple diagram and discuss the refractive condition of emmetropia.
*Reference: OpticianWorks Course 1 Section 1 Lesson 1 Why Do People Wear Glasses
Laramy-K YouTube - Common Refractive Errors of the Human Eye*

Qualifier Signature and Date

110.3 Draw a simple diagram and discuss the refractive conditions of simple myopia and hyperopia.

*Reference: OpticianWorks Course 1 Section 1 Lesson 4 Refractive Errors Simple Myopia & Hyperopia
Laramy-K YouTube - Common Refractive Errors of the Human Eye*

Qualifier Signature and Date

110.4 Draw a simple diagram and discuss the refractive conditions of simple myopic and hyperopic astigmatism.

Reference: OpticianWorks Course 1 Section 1 Lesson 5 Refractive Errors Simple Myopic & Hyperopic Astigmatism

Laramy-K YouTube - Common Refractive Errors of the Human Eye

Qualifier Signature and Date

110.5 Draw a simple diagram and discuss the refractive conditions of compound myopic and hyperopic astigmatism.

Reference: OpticianWorks Course 1 Section 1 Lesson 6 Refractive Errors Compound Myopic & Hyperopic Astigmatism

Laramy-K YouTube - Common Refractive Errors of the Human Eye

Qualifier Signature and Date

110.6 Draw a simple diagram and discuss the refractive condition of mixed astigmatism.

Reference: OpticianWorks Course 1 Section 1 Lesson 7 Refractive Errors Mixed Astigmatism

Laramy-K YouTube - Common Refractive Errors of the Human Eye

Qualifier Signature and Date

110.7 Draw a simple diagram and discuss the refractive condition of presbyopia.

Reference: OpticianWorks Course 1 Section 1 Lesson 8 Refractive Errors Presbyopia

Laramy-K YouTube - Common Refractive Errors of the Human Eye

Qualifier Signature and Date

111 The Math & Science Behind Eyeglass Lenses

111.1 Memorize the wavelengths that make up the range of visible light and the ROY G BIV mnemonic. Discuss light and the visible spectrum.

Reference: OpticianWorks Course 1 Section 1 Lesson 3 The Very Basic Theory Of Light

Qualifier Signature and Date

111.2 Diagram, discuss, and demonstrate understanding of the definition of a diopter.

Reference: OpticianWorks Course 1 Section 2 Lesson 1 What Is A Diopter

Qualifier Signature and Date

111.3 Draw and label plus and minus lenses as represented by basic prism shapes. Show the paths of light rays as they pass through them. Discuss the terms diverge, converge, minify, and magnify.

Reference: OpticianWorks Course 1 Section 2 Lesson 2 Lenses As Prisms

Qualifier Signature and Date

111.4 Explain the index of refraction. Work through examples to calculate the index of refraction or “n” for different lens materials.

Reference: OpticianWorks Course 1 Section 2 Lesson 3 Where Does “n” The Index Of Refraction Come From

Laramy-K YouTube - Index of Refraction

Qualifier Signature and Date

111.5 Demonstrate understanding of the Nominal Lens Formula. Work through an example using the formula and if available, explain the concept using a lens clock.

Reference: OpticianWorks Course 1 Section 2 Lesson 4 The Nominal Lens Formula

Laramy-K YouTube - The Nominal Lens Formula Parts 1-4

Laramy-K YouTube - What Is Toric Transposition

Qualifier Signature and Date

111.6 Demonstrate understanding of toric transposition or use of the nominal lens formula as applies to a sphero-cylinder lens.

*Reference: OpticianWorks Course 1 Section 2 Lesson 4 The Nominal Lens Formula
Laramy-K YouTube - The Nominal Lens Formula Parts 1-4
Laramy-K YouTube - What Is Toric Transposition*

Qualifier Signature and Date

111.7 Show your ability to correctly perform flat transposition on at least 6 examples.

*Reference: OpticianWorks Course 1 Section 2 Lesson 5 What Is Flat Transposition & How Do You Do it
Laramy-K YouTube - What is Flat Transposition?*

Qualifier Signature and Date

111.8 Correctly place 3 written lens powers on the optical cross. Correctly remove 3 primary powers from a cross and write them as lens powers.

*Reference: OpticianWorks Course 1 Section 2 Lesson 6 The Optical Cross - How You Work With It & The Lens Clock
Laramy-K YouTube - How to Use the Optical Cross*

Qualifier Signature and Date

111.9 Draw or find an illustration of Snell's Law and explain its application to opticianry.

Reference: OpticianWorks Course 1 Section 2 Lesson 7 What Is Snell's Law & How Does It Work

Qualifier Signature and Date

111.10 Define curve in terms of radius and discuss how radius is related to the power of a lens.

Reference: OpticianWorks Course 1 Section 3 Lesson 1 Lens Curves & Thickness
Laramy-K YouTube - Coming Soon

Qualifier Signature and Date

111.11 Discuss base curve theory in detail. Review base curve charts and Vogel's Rule. Discuss why it is not often used today.

Reference: OpticianWorks Course 1 Section 2 Lesson 4 The Basics Of Finishing & Surfacing Lenses
Laramy-K YouTube - The Nominal Lens Formula Parts 1-4

Qualifier Signature and Date

111.12 Draw or use actual lenses to discuss and explain the relationships between lens curves, lens power, and lens thickness, for a given material (index of refraction), in plus lenses.

Reference: OpticianWorks Course 1 Section 3 Lesson 1 Lens Curves & Thickness

Qualifier Signature and Date

111.13 Draw or use actual lenses to discuss and explain the relationships between lens curves, lens power, and lens thickness, for a given material (index of refraction), in minus lenses.

Reference: OpticianWorks Course 1 Section 3 Lesson 1 Lens Curves & Thickness

Qualifier Signature and Date

112 How Eyeglass Lenses Correct Vision

112.1 Use a lens to demonstrate and discuss the relationship between axis and the astigmatic cornea or eye.

Reference: OpticianWorks Course 1 Section 4 Lesson 2 What Is An Axis & What Is Astigmatism

Laramy-K YouTube - Sphere, Astigmatism, Axis & The Eyeglass Prescription

Qualifier Signature and Date

112.2 Use a lens to demonstrate and discuss how power and meridian are related in a sphero-cylinder lens.

Reference: OpticianWorks Course 1 Section 4 Lesson 2 What Is An Axis & What Is Astigmatism

Laramy-K YouTube - How Lenses Correct Refractive Errors

Qualifier Signature and Date

112.3 Discuss the percent rule and the power in oblique meridian formula.

Reference: OpticianWorks Course 1 Section 4 Lesson 3 Power & Meridians

Laramy-K YouTube - The 30, 45, 60 Rule

Laramy-K YouTube - The Power In Oblique Meridian Formula

Qualifier Signature and Date

112.4 Draw the 8 refractive errors as simple diagrams. Then in front of the “eye” draw the appropriate lens profile you would use to correct the condition.

Reference: OpticianWorks Course 1 Section 4 Lesson 4 Examples Of Lenses Correcting Refractive Errors

Laramy-K YouTube - Common Refractive Errors

Laramy-K YouTube - How Lenses Correct Refractive Errors

Qualifier Signature and Date

112.5 Gather examples of lined multifocal lenses (bifocal and trifocal). Discuss them, look at them, touch them, hold them up, and look through them. Discuss their many applications.

Reference: OpticianWorks Course 1 Section 4 Lesson 5 Single Vision Lenses & Lined Multifocal Lenses

Qualifier Signature and Date

The Eye and Corrective Lenses

120 Understanding Written or Prescribed Lens Powers

120.1 Discuss the difference between a medical eye exam and refraction.

Reference: OpticianWorks Course 2 Section 1 Lesson 1 Understanding Lens Powers Or Lens Order Information

Qualifier Signature and Date

120.2 Explain the information that might be provided on a lens order. Include:

OD, OS, OU, sphere, cylinder, axis, add, prism.

Reference: OpticianWorks Course 2 Section 1 Lesson 1 Understanding Lens Powers Or Lens Order Information

Qualifier Signature and Date

120.3 Discuss the notes you might find on a lens order.

Balance, vertex distance, no poly, add power +0.25, use same base curve, over-refraction, same segment, use specific progressive brand, unlike signs OK, IOP, NVO, DVO, intermediate, AR, expiration date, OK for contacts.

Reference: OpticianWorks Course 1 Section 1 Lesson 2 Notes Found On Eyeglass Lens Orders

Laramy-K YouTube - Notes Found On Eyeglass Prescriptions

Qualifier Signature and Date

120.4 What does 20/20 mean? Rehearse what you would say to a customer asking about how 20/20 relates to their lens power(s).

Reference: OpticianWorks Course 2 Section 1 Lesson 4 OK For Contacts & The Snellen Chart 20/20

Qualifier Signature and Date

121 Anatomy of the Eye

121.1 Find detailed illustrations of the anatomy of the eye and review the terms and functions of the common anatomy (memorization is not required for qualification, but may be required for certification or licensing exams).

Reference: OpticianWorks Course 2 Section 2 Lesson 3 Anatomy Surrounding The Eye

Qualifier Signature and Date

121.2 Find detailed illustrations of the retina. Identify and discuss the functions of the retina, rods, cones, macula, fovea, and optic nerve.

Reference: OpticianWorks Course 2 Section 2 Lesson 3 Anatomy Surrounding The Eye

Qualifier Signature and Date

121.3 Find a detailed illustration of the oculomotor muscles of the eye. Discuss the functions of each. (memorization is not required for qualification, but may be required for certification or licensing exams)

Reference: OpticianWorks Course 2 Section 2 Lesson 5 The Oculomotor Muscles Of The Eye

Qualifier Signature and Date

121.4 Discuss the common medical conditions you may see or hear as a working optician. *conjunctivitis, stye, subconjunctival hemorrhage, contact lens abuse, glaucoma, cataracts, vitreous/retinal detachment*

Reference: OpticianWorks Course 2 Section 2 Lesson 2 Common Medical Conditions Of The Eye & LASIK

Qualifier Signature and Date

121.5 Get a complete medical eye exam and refraction. **Explain ahead of time that you will be there as a learning experience** and will be asking many questions. Ask for a little extra time for your exam. Watch, ask questions, ask the technicians and doctor to show you what they are doing and why.

Examining Doctor Signature and Date

122 Contact Lenses

122.1 Discuss the meaning of, “OK For Contacts”, written on a lens order.

Reference: OpticianWorks Course 2 Section 1 Lesson 4 OK For Contacts & The Snellen Chart 20/20

Qualifier Signature and Date

122.2 Discuss why a contact lens prescription is different from an eyeglasses prescription.

Qualifier Signature and Date

122.3 Find a contact lens specialist and meet with them 1:1 to discuss their work. If you can, shadow them for a period of time.

Contact Lens Specialist Signature and Date

122.4 Discuss with a contact lens practitioner the common terms and abbreviations used in dispensing contacts. [diameter, base curve, brand]

Reference: OpticianWorks Course 2 Section 4 Lesson 4 Contact Lens Terms & Abbreviations

Contact Lens Specialist Signature and Date

122.5 Discuss with a contact lens practitioner how a patient is evaluated for contact use.

Reference: OpticianWorks Course 2 Section 4 Lesson 3 Evaluating For Contact Lens Use

Contact Lens Specialist Signature and Date

122.6 Discuss with a contact lens practitioner how a patient is evaluated for contact lens fit.

Reference: OpticianWorks Course 2 Section 4 Lesson 5 Evaluating Contact Lens Fit

Contact Lens Specialist Signature and Date

122.7 Discuss with a contact lens practitioner how a patient is supposed to care for their contact lenses. Observe a contact lens I&R or insertion and removal training session.

Reference: OpticianWorks Course 2 Section 4 Lesson 7 Contact Lens Care & Cleaning

Contact Lens Specialist Signature and Date

All About Frames

130 All About Frames

130.1 With a frame in hand, identify the parts that make up an eyeglass frame.

Reference: OpticianWorks Course 3 Section 1 Lesson 2 The Parts Of Eyeglass Frames

Laramy-K YouTube - Learning the Parts of an Eyeglass Frame

Qualifier Signature and Date

130.2 Define, discuss, and know the boxing system frame measurements.

Reference: OpticianWorks Course 3 Section 1 Lesson 4 Eyeglass Frame Measurements

Laramy-K YouTube - The Boxing System

Qualifier Signature and Date

130.3 Review, examine, explore then discuss the many styles of lens mounting, e.g. bevel-bezel, semi-rimless, 3-piece, numont, mixed, pop-in sports lenses, swiss-flex glue-ons, etc., as well as proprietary mounts like Lindberg and SwissFlex that may require a specialty lab to assemble. You may want to look for an older independent shop that might have some unique frames saved “in the back.”

Reference: OpticianWorks Course 3 Section 1 Lesson 3 Lens Mounting & Frame Design

Qualifier Signature and Date

130.4 Review, examine, explore, then discuss every frame material you can, e.g. metal, plastic, Optyl, flex plastic, nylon, polycarbonate, etc. You may want to look for an older independent shop that might have some unique frames saved “in the back.” Your discussion should include advantages, disadvantages, benefits, and challenges presented by each frame material, as well as things you should know about working with each.

Reference: OpticianWorks Course 3 Section 1 Lesson 5 Frame Materials

Qualifier Signature and Date

130.5 Review and discuss the width, nose, ears assessment of frame fit.

Reference: OpticianWorks Course 3 Section 3 Lesson 2 Frame Fitting Basics

Qualifier Signature and Date

130.6 Discuss, role-play, and rehearse the process when handed a prescription or lens order. Why do you need to know both the lens powers AND the lens style before guiding frame choice?

Reference: OpticianWorks Course 3 Section 3 Lesson 1 Lens Power & Frame Matching

Laramy-K YouTube - How Frame Selection Affects Lens Thickness

Laramy-K YouTube - Size & Shape Matter But You Matter More

Qualifier Signature and Date

130.7 Review and discuss the relationship between PD, frame shape, frame size, frame fit, and cut out for multifocal segments and progressive reading area.

Reference: OpticianWorks Course 3 Section 3 Lesson 3 Frame Fitting Advanced

Qualifier Signature and Date

130.8 Discuss how you would handle receiving this lens order:

-5.00 -5.50 X 87

-4.75 - 3.75 X 89

Add +2.50

Note: "Has never worn glasses."

Discuss the conversation you might have with the customer.

Discuss how you might approach expectations and adaptation.

Reference: OpticianWorks Course 3 Section 5 Lesson 3 Troubleshooting

Qualifier Signature and Date

130.9 Review and discuss what screws are kept in stock for repairs.

Reference: OpticianWorks Course 5 Section 4 Lesson 2 All About Screws

Qualifier Signature and Date

130.10 Review and discuss what nose pads are kept in stock.

Reference: OpticianWorks Course 5 Section 4 Lesson 4 All About Nose pads

Qualifier Signature and Date

130.11 Review and discuss what is kept in stock for emergency frame repairs.

Reference: OpticianWorks Course 5 Section 5 Lesson 5 Lenses & Frames

Laramy-K YouTube - Emergency Frame Repairs

Qualifier Signature and Date

130.12 Discuss with at least three different sales representatives the frames line(s) they offer. Discussion should include lines represented, price points, designers, company history, warranties, wholesale costs, buy-in, anything special or proprietary in nature, advice on board management, and general advice for a new optician. Take notes during your discussion to keep in your notebook, along with the representative's business card.

Sales Representative Signature, Company and Date

Sales Representative Signature, Company and Date

Sales Representative Signature, Company and Date

131 Standard Adjustments

131.1 Review and demonstrate proper use of the common hand tools: screwdrivers, round/soft pliers, temple pliers, Rx aligner, etc.

Reference: OpticianWorks Course 3 Section 2 Lessons All

Laramy-K YouTube - Playlist: Optician Hand Tools

Qualifier Signature and Date

131.2 List and discuss the ten steps for proper standard alignment.

Reference: OpticianWorks Course 3 Section 2 Lessons All

Qualifier Signature and Date

132 Taking Measurements

132.1 Review, discuss, and practice the proper posture and techniques for taking the various measurements.

Reference: OpticianWorks Course 3 Section 4 Lesson 1 Introduction To Measurements

Qualifier Signature and Date

132.2 Review, discuss, and practice taking customer or “patient pupillary distances” or PD’s using a corneal reflex pupilometer.

Reference: OpticianWorks Course 3 Section 4 Lesson 3 The Customer Or Patient Pupillary Distance Or PD

Qualifier Signature and Date

132.3 Review, discuss, and practice taking heights for a lens OC placement and a lined bi-focal and lined trifocal.

Reference: OpticianWorks Course 3 Section 4 Lesson 4 Taking Heights For OC & Lined Multifocals

Qualifier Signature and Date

132.4 Review, discuss, and practice taking fitting heights for a progressive lens.

Reference: OpticianWorks Course 3 Section 4 Lesson 5 Taking Fitting Height For Progressive Lenses

Qualifier Signature and Date

133 Dispensing Eyewear

133.1 Discuss the store policies on remakes, warranties, returns, etc.

Reference: OpticianWorks Course 7 Section 2 Lesson 3 What About Remakes & Lens Vouchers

Qualifier Signature and Date

133.2 Discuss store practices for frame/product presentation.

Reference: OpticianWorks Course 3 Section 5 Lesson 4 Tips, Suggestions & Other Frame Stuff

Qualifier Signature and Date

Lens Materials and Design

140 Lens Materials

140.1 Gather as many examples of different lens materials as possible and touch, feel, examine, drop, and listen to them and think about them. If you have access to hand stone or edger grind away some of the edge of each material. Discuss the differences you observe.

*Reference: OpticianWorks Course 1 Section 3 Lesson 3 Lens Materials
Laramy-K YouTube - How to Identify Lens Materials*

Qualifier Signature and Date

140.2 Discuss the term Abbe value, what it is a measure of, and how/why it varies with material. Include in your discussion ways to minimize the negative effects of lens materials with lower Abbe values.

Reference: OpticianWorks Course 1 Section 3 Lesson 2 Terms To Know When Talking About Lenses

Laramy-K YouTube - Abbe Value and Lens Materials

Qualifier Signature and Date

140.3 Discuss the term specific gravity, what it tells us about lens material, and how/why it varies with material.

Reference: OpticianWorks Course 1 Section 3 Lesson 2 Terms To Know When Talking About Lenses

Laramy-K YouTube - Specific Gravity and Lens Materials

Qualifier Signature and Date

140.4 List all common lens materials and discuss the pros and cons of each as they relate to weight, thickness, optical clarity, availability, and cost.

Reference: OpticianWorks Course 1 Section 3 Lesson 3 Lens Materials

Qualifier Signature and Date

140.5 Discuss why scratch resistance and impact resistance are not usually an important factor when choosing a lens material.

Reference: OpticianWorks Course 1 Section 3 Lesson 3 Lens Materials

Laramy-K YouTube - Poly & Trivex A Shocking Comparison

Qualifier Signature and Date

140.6 Discuss why impact resistance is based on lens thickness, not material. Why is frame selection important when considering impact resistance for any reason?

Reference: OpticianWorks Course 1 Section 3 Lesson 3 Lens Materials

Qualifier Signature and Date

140.7 Discuss the effect lens coatings have on impact resistance and why coated polycarbonate and Trivex lenses are not necessarily “more impact resistant” or “safer for kids.”

Reference: OpticianWorks Course 1 Section 3 Lesson 3 Lens Materials

Laramy-K YouTube - Poly & Trivex A Shocking Comparison

Qualifier Signature and Date

140.8 Discuss why the only lens that should be sold as being safe or impact-resistant regardless of material is one ground to safety thickness and mounted in a stamped safety or sports frame.

Reference: OpticianWorks Course 1 Section 3 Lesson 3 Lens Materials

Laramy-K YouTube - Poly & Trivex A Shocking Comparison

Qualifier Signature and Date

141 Understanding Prism

141.1 Discuss why/how lenses are often depicted as basic prism shapes apex-to-apex or base-to-base.

Reference: OpticianWorks Course 2 Section 3 Lesson 1 Review Of Lenses As Prisms

Laramy-K YouTube - Prism Concepts 1 & 2

Qualifier Signature and Date

141.2 Draw or diagram the concepts of optical center and major reference point. Discuss the differences.

Reference: OpticianWorks Course 2 Section 3 Lesson 2 Optical Center Vs. Major Reference Point

Laramy-K YouTube - Prism Concepts 1 & 2

Qualifier Signature and Date

141.3 Discuss how prism power is written and what the base direction tells you. Draw out the concepts.

Reference: OpticianWorks Course 2 Section 3 Lesson 3 Prism Power & Notation
Laramy-K YouTube - Prism Concepts 1 & 2

Qualifier Signature and Date

141.4 Draw and explain how image shift created by prism is used to correct for imbalances in the perceived positions of objects.

Reference: OpticianWorks Course 2 Section 3 Lesson 4 Why Is Prism Prescribed
Laramy-K YouTube - What Is Prism
Laramy-K YouTube - Prism Concepts 1 & 2

Qualifier Signature and Date

141.5 Discuss the use and application techniques for press-on or Fresnel prisms. Do your best to see one, touch one, feel one, apply one.

Reference: OpticianWorks Course 2 Section 3 Lesson 5 Press-On Prisms
Reference: 3M Brochure

Qualifier Signature and Date

141.6 Diagram and work through at least four examples of Prentice's Rule. Demonstrate proficiency during every step.

Reference: OpticianWorks Course 5 Section 2 Lessons 1 & 2
Laramy-K YouTube - Complete Series on Prentice's Formula

Qualifier Signature and Date

141.7 Using a prism chart, plot the resultant prism location for at least four examples. Be sure the examples use the three different formats that are used for writing it.

[Resultant, 360 and 180.]

Reference: OpticianWorks Course 5 Section 2 Lesson 2 How We Calculate Prism
Laramy-K YouTube - How To Calculate Resultant Prism
Laramy-K YouTube - Resultant Prism 3 Notations Methods & Calculations

Qualifier Signature and Date

141.8 Discuss slab-off, reverse slab-off its applications and if possible, look at an actual example.

Reference: OpticianWorks Course 5 Section 2 Lesson 3 About Slab-Off

Laramy-K YouTube: What Is a Slab-Off

Qualifier Signature and Date

142 Progressive Lenses

142.1 Discuss how a progressive lens differs from a lined multifocal lens. Include in your discussion both what is gained and lost in choosing a progressive lens over a lined multifocal lens.

Reference: OpticianWorks Course 1 Section 4 Lesson 6 Progressive Or PAL Lenses

Laramy-K YouTube - Progressives The Good The Bad & The Ugly

Qualifier Signature and Date

142.2 Draw the traditional “hourglass” depiction of a progressive lens, label the zones, and discuss each.

Reference: OpticianWorks Course 1 Section 4 Lesson 6 Progressive Or PAL Lenses

Qualifier Signature and Date

142.3 Discuss and draw rough power map (hourglass) representations of the different designs available in progressive lenses. Include lenses that favor distance, intermediate, near, and specialty applications.

Reference: Course 1 Section 4 Lesson 6 Progressives or PALs

Qualifier Signature and Date

142.4 Define corridor length and draw the effect it has on the distance, intermediate, near, and peripheral zones.

*Reference: OpticianWorks Course 1 Section 4 Lesson 6 Progressive Or PAL Lenses
Laramy-K YouTube - Choosing The Ideal Progressive Lens Corridor*

Qualifier Signature and Date

142.5 Discuss and draw the effect an increase in add power has on the distance, intermediate, near, and peripheral zones.

Reference: OpticianWorks Course 1 Section 4 Lesson 6 Progressive Or PAL Lenses

Qualifier Signature and Date

142.6 Discuss the pros and cons of choosing a progressive lens, a multifocal lens, or multiple single vision pairs of lenses to correct vision in the distance, intermediate, and near focal ranges.

Reference: OpticianWorks Course 1 Section 4 Lessons 5, 6, 7

Qualifier Signature and Date

142.7 Discuss the difference between traditional progressive lens design and office lens design.

*Reference: OpticianWorks Course 1 Section 4 Lesson 7 Office Mobile Readers & Occupational
Laramy-K YouTube - Office Progressives What Are They Good For*

Qualifier Signature and Date

142.8 Discuss how office-specific progressive lenses can be selected to accommodate different ranges of focal length. [desktop to roughly 20']

*Reference: OpticianWorks Course 1 Section 4 Lesson 7 Office Mobile Readers & Occupational
Laramy-K YouTube - Office Progressives What Are They Good For*

Qualifier Signature and Date

142.9 Discuss why you should avoid fitting progressive lenses with a minimum fitting height of less than 15mm.

Reference: Course 3 Section 4 Lesson 5 Taking Fitting Height For Progressive Lenses

Laramy-K YouTube - Choosing The Ideal Progressive Lens Corridor Length

Qualifier Signature and Date

143 Freeform Lenses and Compensation

143.1 Discuss the terminology and technology behind free form lens designs and digital surfacing. Include the difference between freeform and conventional surfacing.

Reference: OpticianWorks Course 1 Section 3 Lesson 5 Free Form Lens Design

Laramy-K YouTube - Compensated Lens Design

Qualifier Signature and Date

143.2 Explain what compensated lens design is and why the lens power of a compensated lens read in the lensmeter may differ from the prescribed power.

Reference: Course 1 Section 3 Lessons 5 & 6

Laramy-K YouTube - Compensated Lens Design

Qualifier Signature and Date

143.3 Discuss how and under what circumstances a customer might benefit from either a compensated or non-compensated freeform lens design over a conventional lens design.

Reference: Course 1 Section 3 Lesson 5 Free Form Lens Design

Laramy-K YouTube - Compensated Lens Design

Qualifier Signature and Date

143.4 Given the following:

R -12.00 Sph

L -14.00 Sph

Refracted at 10mm

As-worn position is 13

Determine compensated powers.

Reference: Course 1 Section 3 Lesson 6 Compensated Lens Design & Vertex Distance

Laramy-K YouTube - Compensated Lens Design

Laramy-K YouTube - Vertex Distance With Calculations

Qualifier Signature and Date

143.5 Discuss and draw out how a compensated lens adjusts for perceived power change created by lens tilt, what those changes are, and where they occur in relation to degrees of change.

Reference: Course 3 Section 3 Lesson 5 Free Form Lens Design

Laramy-K YouTube - Compensated Lens Design

Laramy-K YouTube - Vertex Distance With Calculations

Laramy-K YouTube - Lens Tilt & Perceived Power

Qualifier Signature and Date

144 Lens Surfacing

144.1 Visit a wholesale optical **surfacing** lab. Watch as lenses are being made. Ask questions, look inside the machines, touch, feel, and engage as much as is allowed. If available, watch AR and other coating applications. Watch a lens being **finished** for insertion into a frame.

Lab Representative Signature, Lab and Date

145 Lens Design, Material, and Frame Selection

145.1 Convert at least three examples of single vision lens powers with an add power provided to near vision only.

Reference: Course 2 Section 1 Lesson 3 Converting To Near & Intermediate Ranges

Laramy-K YouTube - How To Convert Multifocal To SV Intermediate

Laramy-K YouTube - How To Make A Intermediate/Near Bifocal

Laramy-K YouTube - How To Convert Multifocal To SV Near

Qualifier Signature and Date

145.2. Convert at least three examples of single vision lens powers with an add power provided to intermediate vision only. If 1/8th diopter step discuss why you chose to round up or down.

Reference: Course 2 Section 1 Lesson 3 Converting To Near & Intermediate Ranges

Laramy-K YouTube - How To Convert Multifocal To SV Intermediate

Laramy-K YouTube - How To Make A Intermediate/Near Bifocal

Laramy-K YouTube - How To Convert Multifocal To SV Near

Qualifier Signature and Date

145.3. Convert a single vision lens power with an add power provided to an intermediate/near lined bifocal.

Reference: Course 2 Section 1 Lesson 3 Converting To Near & Intermediate Ranges

Laramy-K YouTube - How To Convert Multifocal To SV Intermediate

Laramy-K YouTube - How To Make A Intermediate/Near Bifocal

Laramy-K YouTube - How To Convert Multifocal To SV Near

Qualifier Signature and Date

145.4. Discuss, in detail, the relationship of lens power, frame shape, and measurements as they relate to optics and cosmetics.

Reference: Course 3 Section 3 Lesson 1 Lens Power & Frame Matching

Laramy-K YouTube - How Frame Selection Affects Lens Thickness

Laramy-K YouTube - Size & Shape Matter But You Matter More

Qualifier Signature and Date

145.5 Ask at least three experienced opticians to talk with you about their experience troubleshooting the process they follow. Listen, take notes, watch, follow along, ask about specific scenarios.

Course 3 Section 5 Lesson 3 Troubleshooting

Qualifier Signature and Date

Qualifier Signature and Date

Qualifier Signature and Date

145.6 Discuss the importance of the wearer's perception, how it applies when making changes to a prescription (small or large), frame fit or lens material and why it is important to consider when troubleshooting, fitting first-time progressive wearers, and in all cases setting expectations.

Reference: Course 3 Section 5 Lesson 3 Troubleshooting

Qualifier Signature and Date

Lens Options & Multiple Pairs

150 Lens Treatments

150.1 Discuss the basics of AR coatings. Include what they do, how they work, and differences in available standard vs. premium coatings.

Reference: qtmi.net - Academy - How AR Works

Qualifier Signature and Date

150.2 Discuss the differences of the various types of scratch-resistant coatings (spin/UV, dip/thermal, factory/stock) that may be applied to a lens.

Reference: OpticianWorks Course 1 Section 3 Lesson TBD

qtmi.net - Academy - Dip Hardcoating Overview

Qualifier Signature and Date

150.3 Discuss the properties of a polarized lens, how it differs from a tinted lens in terms of functionality, how the filter is incorporated into the lens, how to identify a polarized lens, how a polarized lens should be oriented into a frame, and how to determine proper orientation.

Reference: OpticianWorks Course 4 Section 1 Lesson 6 Polarization

Qualifier Signature and Date

150.4 Discuss the properties of a photochromic lens and how the photochromic properties are incorporated into the lens.

Reference: OpticianWorks Course 4 Section 1 Lesson 2 Photochromic

Qualifier Signature and Date

150.5 Discuss what types of light do and do not activate typical photochromic lenses. What are common times for activation and deactivation?

Reference: OpticianWorks Course 4 Section 1 Lesson 2 Photochromic

Qualifier Signature and Date

150.6 Have a discussion with at least two different lab representatives about the lenses and options they offer (photochromics, polarized, AR coatings, mirror coatings, scratch coatings, etc. Take notes and collect their business cards for your binder.

Sales Representative Signature, Company and Date

Sales Representative Signature, Company and Date

150.7 Review and discuss the *specific* AR brands and types you sell. Sources: Sales representatives, brochures, websites, co-workers.

Reference: Course 4 Section 1 Lesson 1 Introduction & AR (Non-Glare Coatings)

Qualifier Signature and Date

150.8 Review and discuss the *specific* photochromic brands and types you sell. Sources: Sales representatives, brochures, websites, co-workers.

Reference: Course 4 Section 1 Lesson 2 Photochromic

Qualifier Signature and Date

150.9 Review and discuss the *specific* scratch, mirror, and anti-fog brands and types you sell. Sources: Sales representatives, brochures, websites, co-workers.

Reference: Course 4 Section 1 Lesson 3 Scratch - Mirror - Fog Free

Qualifier Signature and Date

150.10 Review and discuss how your business handles questions and concerns about “blue-light” and what, if any, solutions you offer.

Reference: Course 4 Section 1 Lesson 4 Blue Light Control & Therapeutic

Qualifier Signature and Date

150.11 Discuss the basics of tinting lenses. If possible, gain some hands-on experience tinting lenses. Tint a pair of lenses for your own use.

Reference: Course 4 Section 1 Lesson 5 All About Tinting

Qualifier Signature and Date

150.12 Review and discuss the various tint options you offer. Review the tint sample selection.

Reference: Course 4 Section 1 Lesson 5 All About Tinting

Qualifier Signature and Date

150.13 Review and discuss the *specific* polarized lens brands and types you sell.

Sources: Sales representatives, brochures, websites, co-workers.

Reference: Course 4 Section 1 Lesson 6 Polarization

Qualifier Signature and Date

150.14 Review and discuss the various edge polish options you offer. Review the sample selection. Discuss the pros and cons of edge polishing.

Reference: Course 4 Section 1 Lesson 7 Polish

Qualifier Signature and Date

151 Specialty Eyewear

151.1 Use the internet to research goggles that work over eyewear or can have an insert. Review and discuss.

Reference: Course 4 Section 2 Lesson 1 Goggles

Qualifier Signature and Date

152.2 Discuss the pros and cons of offering over-the-counter readers. Discuss who they work for and who they don't and why.

Reference: Course 4 Section 2 Lesson 2 OTC Readers

Qualifier Signature and Date

152.3 Use the internet to research swim goggles and dive masks that work as eyewear or can have an insert. Review and discuss.

Reference: Course 4 Section 2 Lesson 3 Swim Goggles & Dive Masks

Qualifier Signature and Date

152.4 Use the internet to research high-end proprietary sunglass lines that offer lens systems (different color lens choices), for shooting, biking, skiing, golf, cycling, etc. Review and discuss.

Reference: Course 4 Section 2 Lesson 4 Activity Specific & Lens Systems

Qualifier Signature and Date

152.5 Use the internet to research clip-ons, fit-overs, and dry eye. Review and discuss. Include clip-ons for intermediate and blue light control. Include the Chemistrie line. Review and discuss.

Reference: Course 4 Section 2 Lesson 5 Clip-Ons, Fit-Overs, Dry Eye

Qualifier Signature and Date

152.6 Use the internet to research for eyewear for infants, special needs, and those with facial anomalies. Review and discuss.

Reference: Course 4 Section 2 Lesson 6 Facial Structure

Qualifier Signature and Date

152.7 Use the internet to research “Rx” safety eyewear. Review and discuss.

Reference: Course 4 Section 2 Lesson 7 Safety Eyewear

Qualifier Signature and Date

152.8 Discuss the many levels of safety protection and different markings.

Reference: Course 4 Section 2 Lesson 7 Safety Eyewear

Qualifier Signature and Date

152.9 If not offered in-store, know where you or a customer can obtain safety frames locally.

Note the: Name, Address, and Phone Number for local safety glasses.

Qualifier Signature and Date

152 Low Vision

152.1 Define and discuss low vision.

Reference: Course 4 Section 3 Lesson 1 Introduction To Low Vision

Qualifier Signature and Date

152.2 Discuss the causes of low vision.

Reference: Course 4 Section 3 Lesson 2 Causes

Qualifier Signature and Date

152.3 Use the internet to research near correction low vision magnifiers. Review and discuss.

Reference: Course 4 Section 3 Lesson 4 Magnifiers - Close Vision

Qualifier Signature and Date

152.4 Use the internet to research distance correction in low vision. Review and discuss.

Course 4 Section 3 Lesson 5 Distance

Qualifier Signature and Date

152.5 If you have a low vision practitioner in-store or there is one nearby, spend some time with them. Discuss the changes that technology is bringing about. Do some independent online research and then discuss your findings.

Reference: Course 4 Section 3 Lesson 3 Low Vision Resources

Qualifier Signature and Date

Lensmeter, Verification & Optician Craft

160 The Lensmeter

160.1 Review and identify the parts of a manual lensmeter. Discuss how to focus a lensmeter for individual use.

*Reference: Course 5 Section 1 Lesson 3 The Parts & How To Focus The Lensmeter
Laramy-K YouTube Playlist - How to Use the Lensmeter*

Qualifier Signature and Date

160.2 Explain, describe, draw what you see when you look inside the lensmeter.

*Reference: Course 5 Section 1 Lesson 2 What You See Inside The Lensmeter
Laramy-K YouTube Playlist - How to Use the Lensmeter*

Qualifier Signature and Date

160.3 Describe how to place a lens in target.

*Reference: Course 5 Section 1 Lesson 2 What You See Inside The Lensmeter
Laramy-K YouTube Playlist - How to Use the Lensmeter*

Qualifier Signature and Date

160.4 Explain how to read and write spherical lens powers from the lensmeter power drum.

*Reference: Course 5 Section 1 Lesson 4 How To Read Lens Powers From The Lensmeter
Laramy-K YouTube Playlist - How to Use the Lensmeter*

Qualifier Signature and Date

160.5 Explain how to read and write sphero-cylinder lens powers in the correct cylinder form from the power drum and how to read axis.

Reference: Course 5 Section 1 Lesson 4 How To Read Lens Powers From The Lensmeter

Laramy-K YouTube Playlist - How to Use the Lensmeter

Qualifier Signature and Date

160.6. Explain the function of the marks placed by the marking pens.

Reference: YouTube: Laramy-K OpticianWorks video series (see playlist) on lensmeter use.

Laramy-K YouTube Playlist - How to Use the Lensmeter

Qualifier Signature and Date

160.7. Discuss the differences between a manual lensmeter and an auto-lensmeter. Use online resources if necessary.

Reference: Course 5 Section 1 Lesson 1 Manual & Auto-Lensmeters

Laramy-K YouTube Playlist - How to Use the Lensmeter

Qualifier Signature and Date

160.8. Explain the use of the prism compensation device (PCD) or prism rings.

Reference: Laramy-K YouTube Playlist - How to Use the Lensmeter

Qualifier Signature and Date

161 Verification & Inspection

161.1 Discuss standards and tolerances and how you apply them.

Reference: Course 5 Section 3 Lesson 1 Verification Notes & Standards

Qualifier Signature and Date

161.2 Find or create a verification and inspection checklist and discuss the steps involved in performing verification and inspection.

Reference: Course 5 Section 3 Lessons 3 - 7

Qualifier Signature and Date

162 The Craft in Optician Craftsman

162.1 Find an optician that is doing any kind of specialty work. Repairs, high-end edging, jewel setting, custom shapes, hand-crafting frames, vintage, fitting occupational lenses (shooting, billiards, etc.) Spend some time with them. Talk with them.

Site Visit/Qualifier Signature and Date

Sales, Business Management & Vision Care Plans

170 Customer Service

170.1 Have a discussion with a group of co-workers about what customer service means where you work. Discuss the conversation with your Qualifier.

Reference: Course 6 Section 1 Lesson 1 Customer Service Comes From Inside Not Outside

Qualifier Signature and Date

170.2 Discuss the Law of Retail: **“If 1 out of every 10 customers is a problem, the problem is likely the customer. If 9 out of every 10 customers is a problem, the problem is likely you.”**

Reference: Course 6 Section 1 Lesson 1 Customer Service Comes From Inside Not Outside

Qualifier Signature and Date

170.3 Over time many individuals working in retail can fall into the “us versus them” mentality. Discuss why it happens and how you can avoid it.

Reference: Course 6 Section 2 Lesson 5 Sales & The Work Environment

Qualifier Signature and Date

170.4 Retail work can be trying and it is human to want to vent sometimes. Think of creative ways you can deal with stress without complaining.

(self-reflection activity no need for sign off)

Trainee Signature and Date

170.5 Every place of business has a unique culture and personality. It is why you enjoy shopping at some places and not at others. What type of optical would be best suited to you? What would you look for during an interview? (self-reflection activity no need for sign off)

Trainee Signature and Date

171 Sales

171.1 Discuss with your coworkers what “sales” means where you work. Talk openly about incentives, bonuses, etc. Are sales aggressive or laid-back? Talk with your Qualifier about what you take away from the discussion.

Reference: Course 6 Section 2 Lesson 5 Sales & The Work Environment

Qualifier Signature and Date

171.2 Discuss the relationship between features and benefits of a product or service. How do we use them in sales? How do we hone those skills?

Reference: Course 6 Section 2 Lesson 2 Features & Benefits

Qualifier Signature and Date

171.3 Ask to hear your coworkers’ “rehearsed presentation.” Discuss the importance of consistent messaging.

Reference: Course 6 Section 2 Lesson 4 Consistent Messaging

Qualifier Signature and Date

171.4 Role play and practice delivering open-ended lifestyle questions. Work on being conversational.

Reference: Course 6 Section 2 Lesson 6 Lifestyle Questions & Answer Sales

Qualifier Signature and Date

172 Opticians and The Business of Eyeglasses

172.1 Discuss how the optician's role involves sales, fashion, craft/art, service, and whether or not an optician is a healthcare professional. Discuss the importance of each and from a business perspective (the business of selling eyeglasses), how consumers should ideally view opticians.

Reference: Course 6 Section 3 Lesson 2 The Role Of The Optician In-Store Management

Qualifier Signature and Date

172.2 Discuss the business implications of referring to purchasers of eyeglasses as patients, customers, or clients.

Reference: Course 6 All Sections All Lessons

Qualifier Signature and Date

172.3 Discuss your policy on, "Filling an expired eyeglass prescription." Defend it from a business perspective.

Reference: Course 6 Section 3 Lesson 1 Just Fill It

Qualifier Signature and Date

172.4 Discuss with your supervisor their expectations of you in your role as an optician. Do they align with your own? Is there willingness on either side for you to take on responsibilities outside of those expected?

Reference: Course 6 Section 3 Lesson 2 The Role Of The Optician In-Store Management

Qualifier Signature and Date

172.5 Discuss with the owner or your supervisor the many ways your role impacts the profitability of the business.

Reference: Course 6 Section 3 Lesson 2 The Role Of The Optician In-Store Management

Qualifier Signature and Date

172.6 Discuss with the owner or your supervisor the many ways your decisions impact the profitability of the business. (Example: In-depth understanding of mark-up on different lenses.) (Example: Knowing the appropriate use of stock lenses over surfaced ones)

Reference: Course 6 Section 3 Lessons 2, 3, 4, 5 & 7

Qualifier Signature and Date

172.7 Carefully review and discuss the wholesale and retail costs of frames. Discuss mark-up, profit, and wholesale frame allowances or how insurance or vision care plans determine pricing.

Reference: Course 6 Section 3 Lesson 4 Frame Pricing Or Mark-Up

Qualifier Signature and Date

172.8 Discuss the importance of the relationships you have with your wholesale optical labs. Which labs do you use and for what reasons do you use each?

Reference: Course 6 Section 3 Lesson 3 Working With The Lab

Reference: Course 7 Section 2 Lessons 1, 2 & 3

Qualifier Signature and Date

172.9 Demonstrate proficiency on calling or online ordering jobs from your lab.

Reference: Course 7 Section 2 Lesson 2 Ordering Work From The Lab

Laramy-K YouTube - Calling In A Lab Order For The First Time

Qualifier Signature and Date

172.10 Discuss, in detail, store policies on remakes, lens vouchers and the use of lens warranties.

Reference: Course 7 Section 2 Lesson 3 What About Remakes & Lens Vouchers

Qualifier Signature and Date

172.11 Discuss with your co-workers and management store policies on sales representatives, appointments, committing to purchases, gifts, vouchers, and board management.

Reference: Course 6 Section 3 Lesson 5 Relationships: Company Representatives & Returns

Qualifier Signature and Date

172.12 Print out the **Store Appearance Checklist** from the OpticianWorks homepage and work through it as instructed.

Reference: Course 6 Section 3 Lesson 6 Store Appearance The Key To Success

Qualifier Signature and Date

172.13 Arrange a meeting with the owner of your store. Have a conversation about their experience running a business. Ask questions, listen. What do they like about it? What are the challenges? Do they have advice they would share with others starting out? Ask them about, "The responsibility of ownership." If you don't have access to your store owner, arrange a meeting with the owner of a small store nearby.

Reference: Course 6 Section 3 Lesson 7 The Responsibility Of Ownership

Qualifier Signature and Date

172.14 Discuss lens pricing and mark-up.

Reference: Course 7 Section 1 Lesson 3 Lens Pricing Or Mark-Up

Reference: Course 6 Section 3 Lesson 3 Working With The Lab

- Wholesale and retail lens pricing.
- Note the difference between stock lenses and surfaced lenses.
- Look at lens pricing sheets for both stock and surfaced lenses.
- Demonstrate 100% proficiency at correctly reading and totaling a price for a surfaced lens with add-ons.

Qualifier Signature and Date

173 Insurance or Vision Care Plans

This section is OPTIONAL and only applies if store accepts vision care plans and/or insurance

173.1 Discuss the various vision care plans and insurance plans your store accepts. Discuss the difference between vision coverage and medical coverage.

Reference: Course 6 Section 4 Lesson 2 Your Rules For The Insurance Game

Qualifier Signature and Date

173.2 Have a discussion with the floor person who handles the most vision care plan sales about his/her role.

Reference: Course 6 Section 4 Lesson 4 Calculating Customer Out Of Pocket

Qualifier Signature and Date

173.3 Have a discussion with the person who tracks the insurance filing process about his/her role and how it relates to yours.

Reference: Course 6 Section 4 Lesson 5 Insurance Getting Paid - Getting Glasses Made

Qualifier Signature and Date

173.4 Work closely with co-workers and learn how to read and properly apply the benefits for all the different plans accepted.

Reference: Course 6 Section 4 Lesson 3 Customer Benefits

Qualifier Signature and Date

173.5 Discuss how insurance or vision care plan "chargebacks" are related to copays, total charges and bottom line.

Reference: Course 5 Section 4 Lesson 5 Insurance, Getting Paid, Getting Glasses Made.

Qualifier Signature and Date

Finishing: The Opticians Edge

*This qualification section is **not** optional. If finishing equipment is not available in your store, find someplace locally where it is. Opticians make glasses and should know how to.*

180 Is Finishing Right For You?

180.1 Talk with your finishing Qualifier about everything one must consider before adding finishing. (*costs involved, staffing, equipment, benefits to customers, lens stock, space, plumbing and electricity, noise, odor*)

Reference: Course 7 Section 1 Lesson 2 Getting Started

Qualifier Signature and Date

181 How to Start to Finish

181.1 Review and discuss how to organize in-house single vision finished uncut lens inventories.

Reference: Course 7 Section 2 Lesson 4 In House Lens Inventories

Qualifier Signature and Date

181.2 Demonstrate proficiency in calling in or ordering online stock lens replenishment and special order single-vision lab work for each company/lab you use.

Reference: Course 7 Section 2 Lesson 2 Ordering Work From The Lab

Qualifier Signature and Date

181.3 Demonstrate proficiency in calling in or ordering online surfaced lab work for each lab you use.

Reference: Course 7 Section 2 Lesson 2 Ordering Work From The Lab

Laramy-K YouTube - Calling In A Lab Order For The First Time

Qualifier Signature and Date

181.4 Demonstrate your ability to calculate both wholesale and retail costs for a surfaced lens that includes multiple lens add-ons. Show proficiency at reading lab price lists using the appropriate columns and appropriate add-ons.

Reference: Course 7 Section 2 Lesson 2 Ordering Work From The Lab

Qualifier Signature and Date

182 Finishing Equipment

182.1 Research new edging technology online, in trade magazines, or at a trade show. Compare the features and benefits of a high-end wet /wheel edgers and a dry/milling robotics-based one.

Reference: Course 7 Section 3 Lesson 1 Edgers

Qualifier Signature and Date

182.2 Research new blocking technology online, in trade magazines or at a trade show. Compare the features and benefits of the different blockers that are available.

Reference: Course 7 Section 3 Lesson 2 Blockers

Qualifier Signature and Date

182.3 Research new frame tracing technology online, in trade magazines, or at a trade show. Compare the features and benefits of different frame tracing units. Discuss how stand-alone frame tracing units are being used.

Reference: Course 7 Section 3 Lesson 3 Tracers & Tracing

Qualifier Signature and Date

183 Layout Work

Based on the assumption of a modern, properly maintained, and properly calibrated patternless edger.

183.1 Work through at least two complete MBS problems and show your work. See how an edger tells you a lens will not cut out. Discuss cribbing and the importance of providing the surfacing lab with accurate sizes and shapes.

*Reference: Course 7 Section 4 Lesson 2 Surfaced Lenses, MBS, Cut-Out, Size, Shape
Laramy-K YouTube - MBS*

Qualifier Signature and Date

183.2 Discuss the proper “setup” of a job for finishing. What should be in the job tray? In what position? What are the routine consumables used?

Reference: Course 7 Section 4 Lesson 3 Finishing First Steps

Laramy-K YouTube - 5 Quick Tips For Finishing

Laramy-K YouTube - Introduction To In-Office Finishing

Qualifier Signature and Date

183.3 When provided a complete job order, discuss and then perform all layout calculations for processing a single vision job.

[decentration for both a monocular and a binocular PD]

Reference: Course 7 Section 5 Lesson 1 Edging Single Vision

Laramy-K YouTube - What Is Decentration

Laramy-K YouTube - Decentration & Blocking

Laramy-K YouTube - Monocular Decentration & Blocking

Laramy-K YouTube - Vertical & Horizontal Decentration

Qualifier Signature and Date

183.4 When provided a complete job order, discuss and then perform all layout calculations for processing a lined multifocal job.

[horizontal decentration (PD), vertical decentration or segment height/drop]

Reference: Course 7 Section 5 Lesson 2 Edging Lined Multi-Focals

Laramy-K YouTube - Straight Top Layout & Decentration

Qualifier Signature and Date

183.5 When provided a complete job order, discuss and then perform all layout calculations for processing a progressive job.

[horizontal decentration (PD), vertical decentration or fitting height]

Reference: Course 7 Section 5 Lesson 3 Edging Progressives

Laramy-K YouTube - Progressive Layout & Decentration

Qualifier Signature and Date

200 PRACTICAL REQUIREMENTS

210 Taking Measurements

210.1 Demonstrate proficiency in taking customer or “patient pupillary distances” or PD’s using a corneal reflex pupillometer.

Reference: OpticianWorks Course 3 Section 4 Lesson 3 The Customer Or Patient Pupillary Distance Or PD

Qualifier Signature and Date

210.2 Demonstrate proficiency in taking heights for a lens OC placement for a lined bi-focal and lined trifocal.

Reference: OpticianWorks Course 3 Section 4 Lesson 4 Taking Heights For OC & Lined Multifocals

Qualifier Signature and Date

210.3 Demonstrate proficiency in taking fitting heights for a progressive lens.

Reference: OpticianWorks Course 3 Section 4 Lesson 5 Taking Fitting Height For Progressive Lenses

Qualifier Signature and Date

210.4 Demonstrate proficiency in taking boxing system frame measurements.

Reference: OpticianWorks Course 3 Section 1 Lesson 4 Eyeglass Frame Measurements

Laramy-K YouTube - The Boxing System

Qualifier Signature and Date

210.5 If applicable, demonstrate proficiency in using an electronic measuring device (tablet application).

Reference: OpticianWorks Course 3 Section 4 Lesson 2 OptiKam Technology Guided Measurements

Laramy-K YouTube - OptiKam Electronic Measuring

Qualifier Signature and Date

220 Frame Adjustment and Repair

220.1 Demonstrate proper use of a screwdriver while assembling a frame and lenses.

Laramy-K YouTube - Hand Tools The Screwdriver

Qualifier Signature and Date

220.1 Perform the steps for standard alignment on a series of three metal frames that have been sat/stepped on.

Reference: OpticianWorks Course 3 Section 2 Lessons All

Qualifier Signature and Date

220.2 Perform the steps for standard alignment on a series of three plastic frames that have been heated and become misshapen.

Reference: OpticianWorks Course 3 Section 2 Lessons All

Qualifier Signature and Date

220.3 Perform at least three dispensing presentations that require adjusting the frame for the individual.

Reference: OpticianWorks Course 3 Section 3 Lesson 4 Alignments For The Individual Wearer

Qualifier Signature and Date

Qualifier Signature and Date

Qualifier Signature and Date

220.4 Demonstrate proficiency at a complete rebuild of a semi-rimless frame cord and figure-eight.

Laramy-K YouTube - How To Restring A Cord Mount Frame, Installing & Repairing Figure 8 Liner

Qualifier Signature and Date

220.5. Demonstrate proficiency in removing and replacing a wide variety of nose pads while using the appropriate tools.

Laramy-K YouTube - All About Nosepads

Qualifier Signature and Date

220.6 Review, discuss and show proficiency at working with temples and spring hinges. [use of tap-and-snap, hole-seekers, or spring hinge tools is highly encouraged]

Qualifier Signature and Date

220.7 Demonstrate proficiency at fully breaking down and rebuilding a 3-piece, compression mount frame.

Laramy-K YouTube - How To Rebuild A 3-Piece Mount Frame

Qualifier Signature and Date

230 Dispensing Eyewear

230.1 Review, rehearse and dispense to first-time wearers at least 3 pairs of lined multifocals using the correct language and covering the necessary education.

Qualifier Signature and Date

Qualifier Signature and Date

Qualifier Signature and Date

230.2 Review, rehearse and dispense to first-time wearers at least 3 pairs of progressives using the correct language and covering the necessary education.

Qualifier Signature and Date

Qualifier Signature and Date

Qualifier Signature and Date

240 Lensometry

240.1 Demonstrate proficiency at performing a complete inspection/verification on a pair of single vision glasses.

Qualifier Signature and Date

240.2 Demonstrate proficiency at performing a complete inspection/verification on a pair of lined multifocal vision glasses.

Qualifier Signature and Date

240.3 Demonstrate proficiency at identifying and marking up a set of mounted progressive lenses.

Qualifier Signature and Date

240.4 Demonstrate proficiency at performing a complete inspection/verification on a pair of progressive lenses and frames.

Qualifier Signature and Date

240.5 Demonstrate proficiency at reading all types of single vision lenses using a manual, (and if applicable an auto) lensmeter.

Qualifier Signature and Date

240.6 Demonstrate ability to read lined bifocal lenses using a manual, (and if applicable an auto) lensmeter.

Qualifier Signature and Date

240.7 Demonstrate proficiency at reading all types of progressive lenses using a manual, (and if applicable an auto) lensmeter.

Qualifier Signature and Date

250 Business

250.1 Stop in at all your local optical shops, (small, medium & big-box) and look at their frame displays. Study them from outside, from the door, and up close. Watch how people react to them. Take some frames down and put them back up. Notice the furnishings, decor, how the staff is dressed, window displays, accessories, smells, sounds, cleanliness, organization, and how the store makes you feel. Make detailed notes for each store you visit. Discuss what you learned. Include in your discussion what you liked and didn't like and why.

Qualifier Signature and Date

250.2 Visit some of the most popular and least popular retail establishments in your area. Make note of what you like and what you don't like. What contributes or takes away from your experience in those locations. Is there anything you observed that you could implement in your optical to improve the experience of your customers?

Qualifier Signature and Date

250.3 Find out if you have a store maintenance/appearance checklist. If so, review it. If not, discuss with your supervisor the value of creating one, what should be on the list for your location, how often each item should be performed and creating a schedule to complete them.

Qualifier Signature and Date

260 Vision Plans

Optional: Only applies if place of employment accepts vision care plans.

260.1 Demonstrate proficiency at calculating the customer's out-of-pocket expenses for each plan your store accepts.

Qualifier Signature and Date

260.2 Demonstrate proficiency at filing for each plan accepted.

Qualifier Signature and Date

270 Finishing Work

Not Optional: If finishing work is not performed at place of employment you must find somewhere that does it.

270.1 Discuss the advantages and disadvantages of having a finishing lab on premise. Include in your discussion how in-office finishing could benefit customers who might be inclined to purchase their eyewear online.

Qualifier Signature and Date

270.2 Demonstrate proficiency in properly dotting up (in the lensmeter) all types of lenses for finishing work.

Qualifier Signature and Date

270.3 Demonstrate proficiency in running a basic single vision job with stock lenses in a plastic frame.

Qualifier Signature and Date

270.4 Demonstrate proficiency in running a basic single vision job with stock lenses in a basic metal frame.

Qualifier Signature and Date

270.5 Demonstrate proficiency in running a basic single vision job with stock lenses for a semi-rimless frame.

Qualifier Signature and Date

270.6 Demonstrate proficiency in running a job with progressive lenses.

Qualifier Signature and Date

270.7 Demonstrate proficiency in running a job with lined multifocal lenses.

Qualifier Signature and Date

270.8 Demonstrate proficiency in running a job for a 3-piece drill mount frame and lenses. (If applicable)

Qualifier Signature and Date

270.9 Demonstrate the ability to cut down a lens from one frame to fit a different plastic frame. [handstone, edger with frame change or both is OK]

Qualifier Signature and Date

280 Broaden Your Skills

This section lists items you can complete to broaden your skillset and get you thinking about what you might be able to do to bring value to your customers and add to their experience. It is not necessary to limit yourself to these suggestions. Don't be afraid to think outside of the box. Complete one or more of the following:

Add cable temple ends

Add guard arms/nose pads to a plastic frame

Perform epoxy repairs

Hand finish lens in creative shape

Make your own franklin bifocal

Make your own metal frame

Make your own acetate frame

Make a frame from unconventional or creative materials

Adapt a frame to help someone with special needs

Specialize in occupational lens applications

Work with vintage eyewear

Learn to solder, weld, plate, or powder coat

Manage a blog or social media for your store.

Design a window display.

Make a list of ways to attract new customers and implement at least one.

Make a list of ways to improve the experience of your customers and implement at least one.

Item: _____

Qualifier Signature and Date

290 Never Stop Learning

Qualification as an optician—whether completing this standard, achieving state licensure, earning a degree, or passing a certification exam—is not the end of your journey. It's just the beginning. Continually upgrading your skills will bring more value to your customers and employer, more pride and satisfaction in the work you do, and ultimately more money in your paycheck. This applies to more than opticianry-specific skills. It also applies to sales, marketing, business, customer service, customer experience, and anything that might add value to your customers and/or place of business (see requirement 207).

290.1 Read *The Ultimate Guide to Becoming a Rock Star Optician* (available at opticianworks.com under “free stuff”)

Qualifier Signature and Date

290.2 Develop a plan for the next 12 months to continue to upgrade your skills.
Note: Every 12 months you should review your progress and develop a new plan for the following year. In other words, “never stop learning.”

Qualifier Signature and Date

300 FINAL BOARD OF REVIEW

300 Final Board of Review

The final board of the review gives you, the trainee an opportunity to review and reflect on everything learned during the process of completing the Optician Qualification Standard in addition to providing management with a means to gauge the overall progress of the trainee, retention of the material, and effectiveness of the OQS program. The final board of review should be performed at a minimum by the trainee's supervisor and senior members of the optician staff.

Supervisor/Manager Signature and Date