
THE OPTOMETRISTS BOARD OF HONG KONG

Manual for Validation of Continuing Professional Development Activities

September 2026

MANUAL FOR VALIDATION OF CONTINUING PROFESSIONAL DEVELOPMENT ACTIVITIES

Table of Contents

	Page
1. Introduction	1
2. Programme design criteria	1
3. Validation of programmes	3
4. The Application Process	4
Appendix:	
Allocation for CPD Points (Appendix I)	5
Sample certificate of attendance (Appendix II)	12
Application form (Appendix III)	13
Part I: Fact Sheet	13
Part II: Documentation Report for Evaluation of Validation of CPD Programmes/ Activities	14
Part III: Report Summary Sheet on Validated CPD Activities.....	18

THE OPTOMETRISTS BOARD OF HONG KONG

Manual for Validation of Continuing Professional Development Activities

1 INTRODUCTION

- 1.1 This manual should be used in conjunction with the **Manual For Accreditation As A Provider of Continuing Professional Development Activities**. Organisations without CPD provider status may apply to the Optometrists Board for validation of a particular CPD programme / activity.
- 1.2 Programme validation shall be carried out by the programme organisers themselves (*internal*), and by the Optometrists Board of Hong Kong (Optometrists Board) (*external*), to examine standards and the aims of the programme to assess the award of Optometrists Board-CPD Hours.
- 1.3 Both the *internal* and *external* validations are aimed at enabling the organisations to make improvements on the proposed programme.
- 1.4 Organisations providing CPD should carry out internal programme validation, cognisant of the fact that they should establish, maintain and improve the standards of their programmes, as part of the responsibility of providing CPD.
- 1.5 The *external* validation process is conducted by the Optometrists Board to ensure that organisations providing CPD are:
 - 1.5.1 committed to the general requirements in programme organisation; and
 - 1.5.2 meeting the criteria for programme design
- 1.6 The Optometrists Board may decide the need of paying a visit at the event of the CPD activity or to the organisation.

2 PROGRAMME DESIGN CRITERIA

In planning CPD programmes / activities, the organisers should adhere to the following design criteria to ensure an optimal standard of CPD provision.

2.1 **CPD Programme/ Activity Organiser**

There should be a CPD programme / activity organiser responsible for the planning process of the CPD programmes / activities.

2.2 **Educational / Learning Needs Assessment and Target Participants**

The educational programme / activity should be developed in response to the learning needs of the potential participants.

2.3 **Aims and Objectives**

The aims and objectives for the educational activity should be clearly stated. The programme objectives should be well defined with the expected learning outcomes of the participants and their level of professional attainment.

2.4 **Content**

Content should be related to and consistent with the programme objectives.

2.5 **Allocation of CPD Points**

The time allocated for the content should be adjusted so as to allow the participants to achieve the expected learning outcomes.

There are five major categories of CPD activities. CPD activities eligible for accreditation are further classified into **core** and **non-core** activities. Core CPD activities shall have a higher rating of CPD points as compared with non-core ones. Please refer to **Appendix I** for details of the CPD points allocation for each kind of activity and its corresponding constraints.

For lecture-based activities, the time allocated for examinations / tests will not attract any CPD points.

2.6 **Presenters / Speakers / Facilitators**

Presenters / Speakers / Facilitators must have knowledge and expertise in the content area and take part in planning / teaching / conducting the programme.

2.7 **Learning-teaching Method**

Learning-teaching method should be congruent with the programme objectives and content, and facilitate the participants to achieve their expected learning outcomes.

2.8 **Verifying Participation and Successful Completion**

Means for verifying participation and successful completion of the learning activity should be specified. No certificate of attendance shall be issued to attendees who are late or who leaves before the end of the activities for over 15 minutes. A sample of certificate of attendance is provided at **Appendix II** for reference.

2.9 **Programme Evaluation**

There should be clearly defined methods for evaluation to cover the following:

- Relationship between content & learning-teaching activities and the overall objectives of the educational programme
- Expertise of presenter/ speaker/ facilitator in teaching and conducting the programme
- Appropriateness of the teaching method and facilities

3 VALIDATION OF PROGRAMMES

CPD programmes / activities will be validated with regard to the following:

3.1 Programme Planning Team and Teaching Staff

The academic and professional qualifications of the CPD programme organiser and teaching staff

3.2 Programme Structure

The structure and content of the programme, its coherence and progression, the level of the intellectual challenge to programme participants, success in meeting its stated aims, currency of its contents and relevance to good professional practice

3.3 Learning Outcome

The effectiveness of the learning process, the quality of teaching and performance of the programme participants

3.4 Facilities and Support

The provision of teaching and learning facilities and the level of technical and other non-academic staff support

3.5 Quality Assurance

The monitoring, evaluation and maintenance of the standards of the programme

3.6 Validation of Receptive CPD Programme

Receptive CPD programmes and activities, encompassing both online and physical participation, will be validated with regard to the following:

(a) For post-programme quiz,

(i) Accredited Programme Providers may decide at their own discretion whether to conduct the post-programme quiz. For non-accredited programme providers, the Board shall determine whether a post-programme quiz is required for the programme.

(ii) it should be in the form of multiple-choice questions with at least 10 questions to complete;

(iii) the passing rate should be set at 70%;

(iv) the maximum number of attempts each participant could make is 2; and

(v) the cut-off date for completing the post-programme quiz shall be the end of the respective CPD cycle.

(b) The date of the certificate of attendance should correspond to the event date of the programme. Where a programme spans multiple dates, the date of the certificate of attendance should be the last day of the programme;

(c) Participants gaining CPD points from the physical programme should not be

allowed to gain CPD points from the online programme;

- (d) The credit-gaining duration of the post-programme quiz should be set at 1 month counting from the date on which the programme is launched; and
- (e) Non accredited Programme Providers shall submit the attendance record to the Guidebook Team within six (6) weeks of the completion of the programme.

4 THE APPLICATION PROCESS

4.1 The application form for validation of CPD programmes / activities at **Appendix III** includes the following three parts:

- (1) **Part I - Fact Sheet**
- (2) **Part II - Documentation Report for Evaluation of Validation of CPD Programmes/ Activities**
- (3) **Part III - Report Summary Sheet on Validated CPD activities**

4.2 Applications should contain all information mentioned in section 3 above. (Please also see section 5.11 of the **Manual for Accreditation as a Provider of Continuing Professional Development Activities**)

4.3 Applicants should normally allow for 6 weeks for processing of the applications.

Allocation of CPD points for various categories of activities

No.	Category	Description	Allocation of CPD Points	Maximum CPD points to be allocated per cycle
1	Receptive participation	• Certified attendance in any CPD activity as accredited by the Board : – Activities organized by the 5 Accredited Programme Providers¹ – Activities as validated by the Board on application by institutions/individual optometrists	• For core activities²: – 1 CPD point per hour • For non-core activities³: – 0.5 CPD point per hour	• Core activities: – Nil • Non-core activities: – 15 CPD points
2	Active participation	• Active participation as speaker, panelist, presenter, trainer in any accredited CPD activity.	• 1 CPD point per 15 minutes of presentation.	• 15 CPD points
3	Post-graduate studies	• <u>Didactic</u> post-graduate studies in academic institutions leading to higher qualifications.	• For core activities: – 1 CPD point per hour • For non-core activities : – 0.5 CPD point per hour	• Core activities: – Nil • Non-core activities: – 15 CPD points
4	Self-study	• Self-study in the form of online continuing education courses at Appendix Ia. • Periodic reading of optometry/ vision-sciences-related journals at Appendix Ib.	• 1 CPD point for the completion of each online course plus quiz. • 1 CPD point per year.	• 15 CPD points (whereas a ceiling of 2 CPD points for periodic reading)
5	Publication	• Publication in peer-reviewed journals related to optometry / vision-sciences.	• First / last/ corresponding author : – 5 CPD points per publication • Other author : – 3 CPD points per publication	• 15 CPD points

¹ The 5 Accredited Programme Providers (APPs) are : (1) The Hong Kong Polytechnic University (PolyU); (2) The Hong Kong Association of Private Practice Optometrists (HKAPPO); (3) The Hong Kong Optometric Association (HKOA) and (4) The Hong Kong Society of Professional Optometrists (HKSPPO); (5) Hong Kong Cornea and Contact Lens Society (HKCCLS).

² Core activities are activities of direct relevance to practice of Optometry.

³ Non-core activities are activities not directly related but contributed to the understanding or expansion of optometry knowledge and skills, including subjects on other health care professions and information technology. *Activities on personal and motivational training or political meetings will not be accredited.*

**List of pre-approved online continuing education courses
recognized by the Optometrists Board as accredited CPD activity**

(Updated in September 2026)

	Course Provider	Website
1.	American Academy of Optometry	https://aaopt.org/education/
2.	American Optometric Association - EyeLearn	https://www.aoa.org/education/eyelearn-ce-and-on-demand-education
3.	Association of Optometrists	https://www.aop.org.uk/education-and-events/events
4.	Australian College of Optometrist	https://profession.aco.org.au/courses-and-events
5.	California Optometric Association	https://www.coavision.org/i4a/pages/index.cfm?pageid=3330
6.	CEwire2026: The Virtual Optometric Conference	https://www.cewire.com/
7.	College of Optometry, Pacific University	https://www.pacificu.edu/academics/colleges/college-optometry/continuing-education
8.	College of Optometry, State University of New York (SUNY)	https://www.sunyopt.edu/education/academics/continuing_professional_education/online-courses
9.	College of Optometry, The Ohio State University	https://optometry.osu.edu/continuing-education
10.	College of Optometry, Western University	https://www.westernu.edu/optometry/ce/
11.	Continuing Education Online (CRO)	https://www.crojournal.com/
12.	DOCET	https://docet.info/index.php?redirect=0
13.	Evolve Medical Education	https://evolvemeded.com/
14.	CPDpoints	https://www.cpdpoints.com/
15.	Lighthouse International	https://www.lighthouseguild.org/healthcare-professionals/elearning/
16.	Marshall B. Ketchum University - Optometry Online CE	https://www.ketchum.edu/continuing-education/online-ce

17.	Mivision education	https://www.mieducation.com/
18.	Neuro-optometric Rehabilitation Association	https://noravisionrehab.org/healthcare-professionals/continuing-education-opportunities
19.	New England College of Optometry	https://www.neco.edu/academics/continuing-education/online-ce
20.	Optocase - Optometry Continuing Education and Clinic Tips	https://optocase.com/cases
21.	Optometry Australia	https://www.optometry.org.au/institute-of-excellence/
22.	Optometry & Vision Science, University of Waterloo	https://uwaterloo.ca/optometry-vision-science/continuing-education
23.	Primary Care Optometry News Education Lab	https://cme.healio.com/optometry
24.	Review Education Group	https://www.reviewsce.com/
25.	School of Optometry, Indiana University	https://expand.iu.edu/browse/iuso-ce
26.	School of Optometry, University of Houston	https://www.uhcofoundation.org/opr/s/course-list-page
27.	SECO International	https://secouniversity.com/
28.	Southern College of Optometry	https://www.sco.edu/online-ce-course-library
29.	World Continuing Education Alliance	https://wcea.education/
30.	Government of the HKSAR	https://www.childprotectiontraining.hk/self-learning

List of pre-approved journals
recognized by the Optometrists Board as accredited CPD activity
(Updated in September 2026)

No.	Journal Title
1.	Acta Ophthalmologica
2.	Advances in Clinical Ophthalmology
3.	Advances in Ophthalmology Practice and Research
4.	American Journal of Ophthalmology
5.	Annals of Eye Science
6.	Annals of Ophthalmology
7.	Annual Review of Vision Science
8.	Asia-Pacific Journal of Ophthalmology
9.	BMC Ophthalmology (BMC Ophthalmol)
10.	BMJ Open Ophthalmology
11.	British Journal of Ophthalmology
12.	British Journal of Visual Impairment
13.	Canadian Journal of Ophthalmology
14.	Chinese Journal of Experimental Ophthalmology/ 中華實驗眼科雜誌
15.	Chinese Journal of Ophthalmology/ Zhong Hua Yan Ke Za Zhi/中華眼科雜誌
16.	Chinese Journal of Optometry Ophthalmology and Visual Science/中華眼視光學與視覺科學雜誌
17.	Clinical & Experimental Ophthalmology (former: Australian and New Zealand Journal of Ophthalmology)
18.	Clinical and Experimental Optometry
19.	Clinical Ophthalmology
20.	Clinical Optometry
21.	Contact Lens and Anterior Eye
22.	Contact Lens Spectrum
23.	Cornea
24.	Current Eye Research
25.	Current Opinion in Ophthalmology
26.	Documenta Ophthalmologica
27.	European Journal of Ophthalmology
28.	Experimental Eye Research

29.	Expert Review of Ophthalmology
30.	Eye
31.	Eye & Brain
32.	Eye & Contact Lens
33.	Eye and Vision
34.	Frontiers in Ophthalmology
35.	Graefe's Archive for Clinical and Experimental Ophthalmology
36.	Hong Kong Medical Journal
37.	Indian Journal of Ophthalmology
38.	International Journal of Ophthalmology
39.	Investigative Ophthalmology and Visual Science
40.	JAMA Ophthalmology (former: Archives of Ophthalmology)
41.	Japanese Journal of Clinical Ophthalmology
42.	Japanese Journal of Ophthalmology
43.	Journal of American Association for Pediatric Ophthalmology and Strabismus (AAPOS)
44.	Journal of Cataract and Refractive Surgery
45.	Journal of Clinical Ophthalmology/ 临床眼科杂志
46.	Journal of Eye Movement Research
47.	Journal of Glaucoma
48.	Journal of Neuro-Ophthalmology
49.	Journal of Ocular Pharmacology and Therapeutics
50.	Journal of Ophthalmic Inflammation and Infection
51.	Journal of Ophthalmology
52.	Journal of Optometry
53.	Journal of Pediatric Ophthalmology and Strabismus
54.	Journal of Refractive Surgery
55.	Journal of The Formosan Medical Association
56.	Journal of the Optical Society of America. A, Optics and Image Science
57.	Journal of the Optical Society of America. B, Optical Physics
58.	Journal of Vision
59.	Journal of Visual Impairment and Blindness
60.	Molecular Vision
61.	Neuro-Ophthalmology
62.	Ocular Immunology and Inflammation

63.	Ocular Surface
64.	Ophthalmic and Physiological Optics
65.	Ophthalmic Epidemiology
66.	Ophthalmic Genetics (Formerly known as. Ophthalmic Paediatrics and Genetics)
67.	Ophthalmic Plastic and Reconstructive Surgery
68.	Ophthalmic Research
69.	Ophthalmic Surgery, Lasers and Imaging Retina
70.	Ophthalmologica
71.	Ophthalmology
72.	Ophthalmology Glaucoma
73.	Ophthalmology Retina
74.	Ophthalmology Science
75.	Ophthalmology and Therapy
76.	Ophthalmology Times
77.	Optometric Education
78.	Optometric Management
79.	Optometry and Vision Science
80.	Optometry Today
81.	Progress in Retinal and Eye Research
82.	Retina – Journal of Retinal and Vitreous Diseases
83.	Retinal Cases & Brief Reports
84.	Review of Cornea & Contact Lenses
85.	Review of Ophthalmology
86.	Review of Optometry
87.	Seminars in Ophthalmology
88.	Singapore Medical Journal
89.	Spatial vision
90.	Strabismus
91.	Survey of Ophthalmology
92.	The Optician
93.	Translational Vision Science & Technology
94.	Therapeutic Advances in Ophthalmology
95.	Vision Development & Rehabilitation
96.	Vision

97.	Vision Research
98.	Visual Neuroscience

**Sample of Certificate of Attendance to be issued by
accredited Programme Providers to verify participation and completion of
each continuing education programme / activity by registrants**

Letter head / organization logo

Certificate of Attendance

This certificate is to certify that **Name of Registrant in full (Registration No. _____)** attended the following course / seminar / workshop:

on _____ organized by _____

which is accredited as a provider of continuing professional development activities by the Optometrists Board of Hong Kong.

CPD points: _____ (Core/ Non-core)

Date: _____

Authorized Signature and/or Organization Chop

APPLICATION FORM

THE OPTOMETRISTS BOARD OF HONG KONG
Application for Validation of CPD Programmes/ Activities

Part I: Fact Sheet

Instructions: Supply complete information either directly on this form or on a form developed in a similar format.

Title of CPD
 Programmes/ Activities _____

Name of Organization _____

Address _____

Name of Person in-charge _____

Title or Position _____

Telephone Number _____ Fax. Number _____

E-mail Address _____

Is this your organization's first application for validation? ☐ Yes ☐ No

If no, when was validation last sought? _____

The provider unit administratively and operationally responsible for co-ordinating all aspects of the CPD activities is (if different to applicant organization):

(i.e., department/ division / unit within the organization responsible for providing the CPD)

Part II: Documentation Report for Evaluation of Validation of CPD Programmes/ Activities

Data in response to Section 7 and 8 of the Manual for Validation of CPD Activities

1. ~ Beliefs & goals of the organization ~

2. ~ Educational goals of the CPD provider unit (if different to the above) ~

3. ~ Administrative & organizational structure ~
(Organizational chart(s) or other schematic(s) that depict the provider unit's line of authority and organizational communication within the organization as a whole as well as within the provider unit.)

The person-in-charge of the overall day-to-day management and operation of the unit is:

_____	_____	_____
<i>(Name)</i>	<i>(Qualifications)</i>	<i>(Position/Title)</i>

Optometrist(s) responsible for the provider unit's CPD programmes/ activities are:

<i>Name(s)</i>	<i>Professional Qualifications</i>	<i>Position/Title</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The names of other persons involved in CPD programmes/ activities (such as speakers, presenters, etc) are:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. ~ CPD provision experience ~

Experience in holding CPD activities?

- ☐ Yes. Past records of CPD activities held and the evaluation summary of the last organized CPD activities are attached.
- ☐ No.

5. ~ Aims & objectives of the CPD programmes/ activities ~

6. ~ Target audience ~

7. ~ Learning outcome of the CPD programmes/ activities ~

8. ~ Structure and contents of CPD programmes/ activities ~

(Please enclose the power-point presentation slides of the CPD programme or a brief description / abstract of the programme.)

9. ~ Time allocation ~

10. ~ Interpretation service for CPD programmes / activities ~

- ☐ **Yes.**
- ☐ **Simultaneous interpretation.**
 - ☐ **Consecutive interpretation.**
- ☐ **No.**

11. ~ Venue and teaching/learning facilities ~

12. ~ Quality assurance and evaluation ~

(Describe all the methods used to assure quality of the programmes/ activities and evaluate the effectiveness of the programmes/ activities. Evidence of the implementation of each method should be provided. Examples include course planning committee, course handbook, information sheets, guide for designing programs, course evaluation reports, assessment of learners' performance, types of assessment, arrangement of clinical practicum, feedback from teachers & learners, etc.)

Part III: Report Summary Sheet on Validated CPD Activities

Name of the Organization _____

Programme Title, Programme Code and Date	Name of Optometrist involved in Planning	Objectives	Total CPD Points (If applicable)	CPD Category	Duration (Contact hours)	Speaker(s) (Name(s) & Professional Qualifications)	No. of Participants	No. of Evaluation Forms Received	Remarks