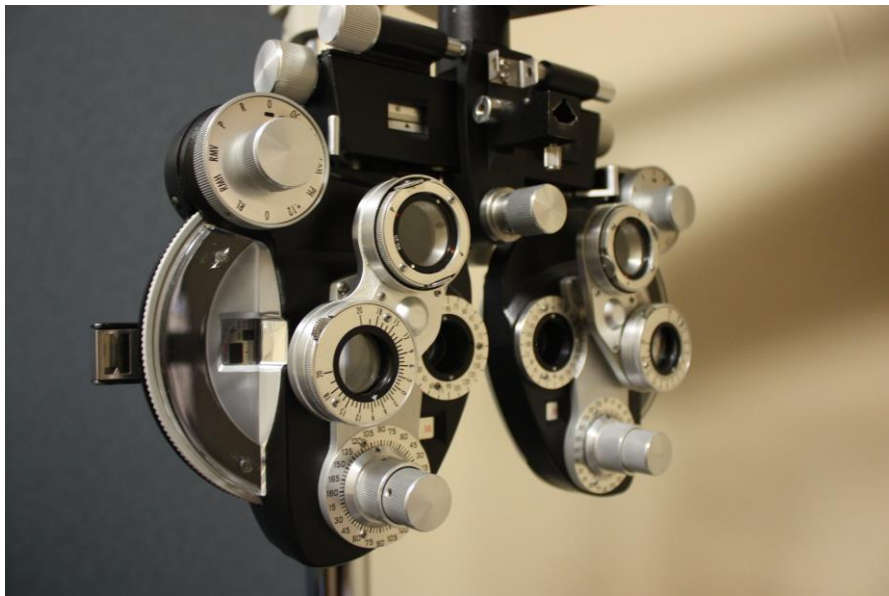




Bloomington, IN

OPTOMETRIC TECHNOLOGY PROGRAM



Information and Application Packet 2020



Ivy Tech Community College of Indiana – Bloomington
School of Health Sciences
Optometric Technology Program

Dear Interested Candidate:

Thank you for your interest in the Optometric Technology Program. Enclosed you will find information about the program: the current curriculum sequence, the application form, and answers to frequently asked questions.

Optometric Technology is an exciting field in healthcare; it is growing and changing every year. We want to help you with your goals to become a part of this healthcare team. Please carefully read through all the information supplied in this packet. This application packet is the most current and replaces any other previously printed application packet. If you have any questions, please contact enrollment services or a program faculty member.

Leanne Short
Program Chair and Instructor
Ivy Tech Community College
812-330-6057
cshort50@ivytech.edu



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Optometric Technology

DEGREES AVAILABLE:

Technical Certificate
Associate of Applied Science

SALARY RANGE:

The median wage for the profession is approximately \$15.23/hour (appx \$31,700 annually)

US Department of Labor, Bureau of Labor Statistics. May 2018 State Occupational Employment and Wage Estimates: Indiana (2019)

ACCREDITATION:

Ivy Tech Community College is an accredited, equal opportunity, affirmative action institution of higher education.

ADDRESS:

200 Daniels Way
Bloomington, IN 47404

www.ivytech.edu

Optometric Technology uses knowledge of the eye and the corrective lens to work efficiently in the eye care industry. Optometric Technology examines the science behind our eyes, refractive errors in the eye, and the corrective lenses needed to neutralize these errors.

There are a range of titles given to those that work in the Optometric Technology field. Some of these include (most commonly) Optician, Ophthalmic (or Optometric) Technician, and Ophthalmic (or Optometric) Assistant. Most Opticians are employed in the optical industry by Optometrists, Opticians, and Ophthalmologists. Some are employed as managers of optical dispensaries or laboratories. Graduates of this Program may also work in an optical laboratory, or for a lens, frame, contact lens, or optical instrument company.

There are a wide range of duties that an Optician would be responsible for, which includes spectacle lens verification, preliminary exam testing, tonometry, contact lens ordering and dispensing, frame selection, adjustment, and repair, visual field testing, and office management. This Program will allow its students to effectively and efficiently perform all of these tasks, and understand the background behind the tasks to better aid the patient and the employer.

This program includes a curriculum that includes patient care, office procedures, examination techniques, optics, anatomy of the eye, contact lens procedures, and lens finishing (complete list is in this packet). Clinical practice and supplemental instruction are provided at the affiliated clinical sites. Upon successful completion of this program, graduates are eligible to take the National Opticianry Competency Examination (NOCE) and Contact Lens Registry Examination (NCLE), both offered by the American Board of Opticianry (ABO).

<https://www.ivytech.edu/optometric-tech/>



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Optometric Technology

MISSION AND GOALS

PROGRAM MISSION STATEMENT

The mission of the Optometric Technology Program at Ivy Tech Community College - Bloomington is to provide the student with a cost effective, high quality education in Optometric Technology. Through strategic partnerships, the program will prepare graduates for positions as entry-level opticians who possess the knowledge and skills necessary to function as competent and ethical professionals to extend and enhance the care of the Optometrist or other Eye-Care professional. The program will promote critical thinking, cultural sensitivity and effective communication throughout its curriculum and stress the importance of community service, professional development and life-long learning.

PROGRAM GOALS & LEARNING OBJECTIVES

1. Students will possess the knowledge and skills to demonstrate competency in all essential aspects of Optometric Technology including patient pretesting procedures and other patient care, contact lens care, dispensing and repair of eyeglasses, and lens fabrication.
 - i. Students will demonstrate the knowledge and skills necessary to perform all patient pretesting procedures and patient care.
 - ii. Students will demonstrate accurate and efficient dispensing of eyeglasses and contact lenses.
 - iii. Students will demonstrate lens fabrication techniques to create lenses that are optically sound and visually pleasing.
2. The program will provide a curriculum which promotes critical thinking and problem-solving skills.
 - i. Students will demonstrate critical thinking and problem-solving skills in day-to-day office procedures in order to ensure maximum profit by ethically suggesting the best products for the specific patient and enhancing the patient's experience.
3. The program will graduate students that demonstrate professionalism and ethical decision-making skills.
 - i. Students will demonstrate professional/ethical decision making in the clinical setting.



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- ii. Students will demonstrate knowledge of the profession.
4. The program will provide a learning environment that promotes effective communication skills.
 - i. Students will demonstrate effective communication skills in the clinical and didactic settings.

Program effectiveness outcome assessment:

- Graduates will pass the NOCE and/or CLRE exams.
- Graduates will obtain employment in the Optical field.
- Graduates will complete the program.
- Graduates will indicate overall satisfaction with the program.
- Employers will indicate overall satisfaction with the graduates' performance.

Students are provided opportunities to develop skills in team building, critical thinking, cultural sensitivity, and effective communication. Clinical experience fosters affective growth in providing care and responding to the needs of a diverse patient population. The program continuously promotes professional growth and life-long learning.



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REQUIREMENTS FOR OPTOMETRIC TECHNOLOGY STUDENTS

Qualified applicants are expected to meet all admission criteria and prerequisites, as well as, these essential abilities (technical standards) with or without reasonable accommodations. Students requesting accommodations to meet these criteria must inform the Program Chair in writing of the need for accommodations at the time of admission to the Optometric Technology program and must provide appropriate documentation to Disability Services.

Function	Program-Specific Examples	Frequency
GROSS MOTOR SKILLS	Move within confined spaces Maintain balance while sitting and standing Reach above shoulders and below waist(e.g. plug electrical appliance into wall outlets)	C
FINE MOTOR SKILLS	Manipulate small objects with fingers (e.g. PD sticks, pencil, contact lenses, eye dropper, write with pen or pencil) Key/type (e.g., use a computer) Twist (e.g., turn objects/knobs using hands)	C
PHYSICAL ENDURANCE	Prolonged standing (e.g., at clinical sites) Maintain physical tolerance (e.g., work entire shift)	C
PHYSICAL STRENGTH	Push, pull, support and lift 50 pounds (e.g., position patients, pick up a child) Move light object weighing up to 10 pounds (e.g., dispensing tools, box of frames) ; Carry equipment/supplies ; Squeeze with hands (e.g., operate fire extinguisher)	C
MOBILITY	Twist and bend ; Stoop/squat ; Move quickly (e.g., response to an emergency) Climb (e.g., ladders/stools/stairs ; Walk	C
AUDITORY	Hear normal speaking level sounds (e.g., person-to-person report) Hear faint voices ; Hear faint body sounds (e.g., blood pressure sounds) Hear in situations when not able to see lips (e.g., when masks are used) Hear auditory alarms (e.g., monitors, timers, fire alarms, call bells)	C
VISUAL	See objects up to 20 inches away (e.g., information on a computer screen, skin conditions) ; See objects up to 20 feet away (e.g., client in a room) See object more than 20 feet away (e.g., client at end of hall) Use depth perception ; Use peripheral vision Distinguish color (e.g., contact lenses, frames, color codes on supplies, charts) Distinguish color intensity (e.g., flushed skin, skin paleness)	C
TACTILE	Feel vibrations (e.g., palpate pulses) ; Detect temperature (e.g., skin solutions)	C
OLFACTORY	Detect odors from client and environment (e.g., alcohol breath, lab chemicals/reagents) ; Detect smoke, gases or noxious smells etc.	C
COMMUNICATION	Engage in verbal, two-way communication, in English, with others of a variety of social, emotional, cultural and intellectual backgrounds (e.g., client interaction in person and via telephone, physician orders, co-workers) Discern and interpret nonverbal communication	C
EMOTIONAL STABILITY	Establish therapeutic boundaries ; Adapt to changing environment/stress/crisis ; Focus attention on task ; Monitor own emotions Handle strong emotions (e.g., grief)	C



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Program Course Requirements

PRE-REQUISITE COURSES (not required to apply; must be completed prior to Fall semester)	CREDITS 6	A.A.S. DEGREE - SUMMER	CREDITS 5
MATH 123- Quantitative Reasoning or Higher	3	OPTI 279 Optometric Technology Capstone Course	1
HLHS 101 – Medical Terminology	3	OPTI 254 Clinic Practicum	4
OPTOMETRIC TECH PROFESSIONAL COURSES FALL 1	CREDITS 14	A.A.S DEGREE FALL 2	CREDITS 13
OPTI 111 Optical Concepts and Properties I	3	OPTI 252 Refractive Principles	3
OPTI 151 Ophthalmic Procedures I	3	OPTI 255 Clinic Practicum 2	4
OPTI 153 Ophthalmic Dispensing	3	COMM 101/102 Fund of Public Speak/Intro to Interpersonal Comm	3
OPTI 201 Anatomy and Physiology of the Eye (1 st 8 weeks)	1	ENGL 111 English Composition	3
OPTI 120 Ophthalmic Business Principles (2 nd 8 weeks – Hybrid)	3		
IVYT 112 Student Success in Healthcare (online – 8 weeks)	1		
OPTOMETRIC TECH PROFESSIONAL COURSES SPRING 1	CREDITS 13	A.A.S DEGREE SPRING 2	CREDITS 9
OPTI 131 Ophthalmic Optics II	3	Social/Behavioral Science Elective	3
OPTI 251 Ophthalmic Procedures II	3	Life/Physical Science Elective	3
OPTI 121 Ophthalmic Lens Laboratory Procedures	3	HLHS 105 Medical Law and Ethics	3
OPTI 232 Contact Lens & Ocular Refractive Corrections	3		
OPTI 155 Introduction to Clinic	1		
Technical Certificate in Optometric Technology TOTAL	33	Associate of Applied Science Degree TOTAL	60



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APPLICATION AND SELECTION PROCESS

If You Are Planning To Apply To the Optometric Technology Program, PLEASE Read This Information Carefully

The Optometric Technology Program is a limited enrollment, selective program. Applications to the program and/or completion of prerequisite courses do not guarantee admission into the technical portion of the program.

PRE- OPTOMETRIC TECHNOLOGY STEPS:

1. The following steps are required for new Ivy Tech Community College students
 - Complete the application process for Ivy Tech Community College in the Admissions Office at any campus or on-line at <http://www.ivytech.edu/apply-now/>
 - Provide any official college transcript(s) to Ivy Tech-Bloomington.
 - Complete the **Accuplacer** Assessment test, if applicable.
 - Make an appointment with your campus Enrollment Services Health Sciences Advisor in the campus advising center to help you with this process and to help you interpret your **Accuplacer** scores.
 - If necessary, complete any of the Academic Skills courses required from the results of your **Accuplacer** test.
2. Meet all of the physical requirements (see essential functions sheet in this packet)
3. Complete the prerequisites by the due dates (see below)
4. Complete admission and selection criteria

IMPORTANT DATES

Application Accepted Beginning	Application Deadline (extended due to COVID-19)	Class Selected	Start of Optometric Technology program
Feb 1, 2020	June 1, 2020	June 3, 2020	August, 2020



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OPTOMETRIC TECHNOLOGY PROGRAM 2018 ADMISSION AND SELECTION CRITERIA

Selection of Optometric Technology students will be based on the following criteria:

- Completed Coursework and Cumulative GPA
- Mandatory Program Advisement Session with a faculty member
- Suggested Clinical Observation (not required for admission)

1. COMPLETED COURSEWORK (*refer to page 10 of this document for policy on multiple attempts at one course*)

a. Pre-requisite courses are as follows:

MATH 123 Quantitative Reasoning or Higher	3
HLHS 101 Medical Terminology	3

These courses are NOT required for application. Completion of these courses prior to application will add points to the students' application and thus could help a student gain admission. However, it is not a requirement, and does not guarantee admission to the program. If admitted to the program without these courses, it will be required to complete them during the summer semester before the fall semester of the cohort begins

b. Cumulative Ivy Tech G.P.A. (*If transferring from other institution or a high school, that GPA will be used instead*)

2. PROGRAM ADVISEMENT SESSION

- a. **All** applicants **are required** to meet with an Optometric Technology faculty member.
- b. Students may choose a time and date with program faculty using Ivy Advising or by emailing the faculty directly.
- c. Advisement sessions must be scheduled during Fall 2019 or Spring 2020 semester, prior to application submission.

3. SUGGESTED PROFESSIONAL OBSERVATION

- a. Experience may be documented using the attached "Professional Observation" form (pg. 14 in packet). This information will be used in the case of a 'tie'.

Applicant scores will be totaled and ranked. Based on rankings, the admissions committee will select Optometric Technology program students.

**Successful completion of coursework does not imply admission into the Optometric Technology Program.*



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Optometric Technology Multiple Course Attempts Policy

When multiple course attempts are reported on the transcript(s):

- The **highest earned grade of the first two attempts will be used** for the selection decision score. This includes courses appearing on transcripts from other schools as well as any course withdrawals.
- If the initial course attempts are more than five years old at the time of the application deadline, the student may request to have those course attempts excluded from consideration and the highest earned grade of the first two attempts that are five years old or less will be used for the selection decision score. The request to exclude older course attempts must be in writing and included in the application packet. Exclusion of course attempts for the radiation therapy admission point system does not exclude those course grades from calculation of the student's grade point average (GPA). Please refer to the Ivy Tech catalog for policies related to calculation of GPA.



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Optometric Technology Clinical Rotation Sites

Students will be required to rotate to various clinics for the clinical portion of their education. These locations include (but are not limited to):

Atwater Eye Care Center (IU School of Optometry), Bloomington, IN
Columbus Optical, Columbus, IN
Expert Eyecare, North Vernon, IN
Hoosier Eye Doctor, Bloomington, IN
IU School of Optometry Optical Lab, Bloomington, IN
Long Family Eyecare, Bloomington, IN
Luxottica Retailers (various), Bloomington, IN
Valley Optical, Spencer, IN
Brown County Eye Care Center, Nashville, IN
Precision Eye Care, Bloomington & Ellettsville, IN
Landmark Eye Care, Bloomington, IN



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2020 OPTOMETRIC TECHNOLOGY PROGRAM ADMISSION APPLICATION
 (Please complete and submit this form VIA EMAIL – cshort50@ivytech.edu by published deadline)

Last name: _____ First Name _____ Middle Initial _____

Maiden name _____ (if applicable)

DOB _____

Ivy Tech ID or C# _____

Street Address _____ Apt. # _____

City _____ State _____ ZIP _____

Phone () _____ () _____

Email address _____

Indicate which you would PREFER (note: your preference does not guarantee availability of the option chosen)

_____ **FULL-DAY OPTION** (current schedule)

Courses scheduled from approximately 9am-6:00pm two days per week (i.e. Wednesday & Thursday) – days of week may change; just an example

_____ **EVENING OPTION**

Courses schedule from 5-9pm two days per week (i.e. Monday & Wednesday) and 9am-6pm one day per week (i.e. Tuesday) – days of week may change; just an example

PREREQUISITES

PREREQUISITE COURSES	SEMESTER COMPLETED	COLLEGE/UNIVERSITY	Grade	Transcript on File: Yes/No
MATH 123: QUANTITATIVE REASONING OR HIGHER				
HLHS 101: MEDICAL TERMINOLOGY				

**Computer literacy is required for program entrance. Proof of literacy may include completing CIS 101, an appropriate equivalency exam or demonstrated life experience. The applicant is proficient in the use of presentation and document software (ex. Word or PowerPoint) Please circle one: YES / NO

GPA will be calculated at the end of Spring 2020 semester.



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POINT DISTRIBUTION
(For your records only, do not submit)

SECTION 1

A. Completed Co-requisite Coursework

<u>GRADE</u>	<u>POINTS</u>
A	9 Points x # credit hours
B	6 Points x # credit hours
C	3 Points x # credit hours

MATH 123 College Algebra (max. 3 credits awarded) _____
 HLHS 101 Medical Terminology (max. 3 credits awarded) _____

<i>Section 1A Points Earned</i>	_____
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B. Cumulative Ivy Tech Grade Point Average

< 2.75 (0pts) 2.75-3.25 (3pts) 3.26-3.75 (6pts) 3.76-4.0 (9pts.) _____

<i>Section 1B points Earned</i>	_____
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SECTION 2

Faculty Advisement Session (Required)

<i>Section 3 Official Forms Completed</i>	<i>YES / NO Date</i> _____
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SECTION 3

Optional Professional Observation or related work experience

<i>Section 4 Professional Observation form Completed</i>	<i>YES/NO</i>
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Total Points =



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Program in Optometric Technology Professional Observation

Students may wish to visit an Optometric Practice of their choice for an observational period. This may help the student determine if this profession meets the students' educational and professional goals. Applicants may submit this form, as a supplemental document with their program application. This observation is not a requirement for program admission but is highly suggested.

This applicant has completed an observation at our clinical site.

Facility Name

Date

Student Name

Clinical Supervisor Name

****Please use this form to document any observational experience.***



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College Admission Requirements:

1. Application to Ivy Tech Community College – Bloomington Campus
2. Official College Transcript(s)
3. Accuplacer taken or SAT / ACT Scores evaluated
4. If you are attending another Ivy Tech, please request your student file to be sent to Bloomington OR submit items 1-3 to the Bloomington campus Registrar's Office.

Program Admission Requirements:

- Step 1 _____ Enroll in MATH 123 & HLHS 101 for summer semester at the latest
- Step 2 _____ All college transcripts should be on file with the Ivy Tech Bloomington Registrar's Office by the application deadline. Ivy Tech transcripts are found through your Campus Connect account. (You may request assistance from the Records and Registration Office to help you locate transcripts on Campus Connect)
- Step 3 _____ A mandatory face-to-face advising session (can be phone/Zoom due to COVID-19) with an optometric technology faculty member has been completed.
- Step 4 _____ Professional Observation Form (if completed)
- Step 5 _____ Submit application documents by deadline (June 1, 2020) **via email**
cshort50@ivytech.edu

Please return the following pages:

- Program Admission Application (see page 12 of this packet)
- Professional Observation Form – if applicable (pg. 14 of this packet)
- Checklist for Optometric Technology Program (this page)
- *All items must be placed together in an envelope or portfolio*

Incomplete applications will be declined.

It is your responsibility to turn in the completed required paperwork; we will *not* contact you if your application is incomplete.

Applications must be submitted via email due to building closure (COVID-19)
Submit to : cshort50@ivytech.edu



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Optometric Technology Program **Frequently Asked Questions (FAQ)**

1. How many students do you accept every year?

Presently it is 15 per year.

2. How many applications do you receive

Last year we received 15 applications.

3. What is the schedule for this program like?

We try to use a condensed block schedule to be as conscientious as possible of our students with a long commute. Currently, it is two full days (around 9am-6:30pm) on campus. Online courses and clinical courses are also part of the curriculum and are in addition to the two full days in the classroom.

4. Is this program financial aid eligible?

Yes, the Optometric Technology Program is fully financially aid eligible. As a high-wage/high-demand job, the technical certificate is also eligible for Next Level Jobs (providing free tuition for those who qualify). See more information here: <https://www.ivytech.edu/bloomington/32237.html#h&ls> and here: <https://www.nextleveljobs.org/Job-Seeker/Available-Job-Training>

5. Is there a waiting list?

No, we do not use a waiting list. If an applicant is not selected, then he or she must reapply the following year.

6. What is your deadline for the application?

May 15, 2020

7. When are students selected? How will I know if I am accepted?

The selection process will be after grades are in from the spring semester. Students will receive a letter from the Program regarding acceptance, non-acceptance, or alternate status.

8. How are students selected?

Please refer to page 13 of this document to see how points are awarded

9. What do I need to do if I am accepted?

If you are accepted into the Optometric Technology Program, you will need to do the following:

- Enroll in any pre-requisite classes not already completed.
- Attend the mandatory summer orientation session.
 - Submit required immunizations by a medical doctor or nurse practitioner.
 - Have a TB skin test.
 - Submit to a criminal background check and drug screen.
 - Required to travel to the various clinical sites.



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10. What happens if I am not accepted?

If the student is not accepted the student may...

- Reapply the following year.
 - Students must submit a new application portfolio
- Consult with your advisor for other programs that you may complete or be eligible to pursue.
- Discuss with faculty areas that need to be improved.
- Discuss with faculty an alternate plan.

11. What is the cost of the program?

The program is 33 or 60 credits, depending on the path the student selects (Technical Certificate vs Associate of Science Degree) so multiply 33 or 60 x the present tuition for ITCC (you can go to <http://ivytech.edu/why-ivy-tech/half-the-cost.html> for current tuition).

Other cost includes:

- There is also a cost for books and lab kits. This too will vary according to market value but I would estimate to be around \$1,200
- Students will also travel to a variety of clinical sites so gasoline is another cost.

12. Can I work and be in the program?

You can but we do not recommend it.

13. What do I do if I've already completed a college degree?

Have your official college transcripts sent to Bloomington Ivy Tech to be evaluated. The evaluation will determine what classes will transfer and what additional courses need to be completed.

14. Do I have to drive to Bloomington for Opt/Tech classes?

Yes, the program is Bloomington based and students are required to attend classes at this campus.

15. What if my criminal background check or drug screen comes back positive?

The student may or may not be able to complete the program's clinical portion. The clinical portion is a requirement for graduation. We strongly encourage you to inform us of any possible issues that may show up on your background check.

16. Where can I complete the suggested professional observation?

Any optometric/ophthalmic practice that you choose, or any of the affiliated clinics listed on page 14