

**BOARD FOR HEARING AID SPECIALISTS AND OPTICIANS**

**APPRENTICESHIP STANDARDS REVIEW COMMITTEE**

**DRAFT MINUTES OF MEETING**

The Board for Hearing Aid Specialists and Opticians Ad Hoc Committee on Optician Apprenticeships met on Wednesday, June 24, 2015, 1:00 p.m., at the Offices of the Department of Professional and Occupational Regulation, 9960 Mayland Drive, Hearing Room 5, Richmond, Virginia. The following board committee members were present:

Robert E. Flippin, Chair  
Judith M. Canty  
Edward L. DeGennaro

The following board committee members were not present:

Deborah Bauer-Robertson  
Jon D. Bright  
Bonnie Mayhew

DPOR staff present for all or part of the meeting included:

Demetrios Melis, Executive Director  
Stephen Kirschner, Regulatory Operations Administrator  
Tamika Rodriguez, Licensing Operations Administrator  
Cathy Clark, Administrative Assistant  
Dharah Sheppard, Intern

Representative from the Virginia Department of Labor and Industry present for the meeting:

Beverley Donati, Apprenticeship Division Director

Representative from the Optician Association of Virginia present for the meeting:

Kristi F. Green, President

Mr. Flippin called the meeting to order at 1:00 p.m.

**Call to Order**

The members reviewed the April 15, 2015 Committee meeting minutes.

**Approval of  
Minutes:**

Upon a motion by Ms. Canty and seconded by Mr. DeGennaro, the committee voted to approve the minutes of the April 15, 2015 committee meeting.

**April 15, 2015**

**Board for  
Hearing Aid**

The committee members voting 'yes' were Ms. Canty, Mr. DeGennaro, Ms.

**Specialists and**

Donati, Mr. Flippin, and Ms. Green, . There were no negative votes. The motion passed unanimously.

**Opticians Ad Hoc  
Committee on  
Optician  
Apprenticeships  
Meeting**

Mr. Kirschner asked that the Committee begin its discussion by determining which curricula are approved for related instruction in addition to the National Academy of Opticianry (“NAO”) program. The full Board was asked to consider the matter at its last meeting on April 15, 2015. Mr. Kirschner stated that the NAO curriculum was approved for use in the Virginia Optician Apprenticeship program’s related instruction component by the Board at its December 18, 2013 meeting. After discussion, the Board determined that its intent is that the NAO text should be a standard for the related instruction, but not the sole standard.

**Amendment to  
Order of Agenda**

The Committee reviewed the “Addendum to the Minimum Standards of Apprenticeship” as amended on April 15, 2015. After discussion, the Committee amended section 11.d. Related Instruction to read, “A board approved related instruction program with a minimum of 144 contact hours per year is required for the occupation of opticianry.” The committee also discussed the awarding of credit based on an equivalent apprenticeship program in another state. The committee amended section 7.a Credit for Previous Experience to read, “An applicant for apprenticeship may be allowed credit on the term of the apprenticeship for prior experience earned with a registered sponsor.” (The revised Addendum to the Minimum Standards of Apprenticeship is appended to these minutes.)

**Addendum to the  
Minimum  
Standards of  
Apprenticeship**

The Committee reviewed the “Work Processes” as amended on April 15, 2015. The Committee determined the order of priority for each work process and the recommended approximate hours for each. The resulting amendments reduced the number of work processes to nine (9) and distributed the total of 4,000 hours, accordingly, for each work process. (The revised Work Processes are appended to these minutes.)

**Work Processes**

The Committee discussed the development of a video that would provide training on surfacing and finishing, including but not limited to data entry/intake, layout, blocking generating, fining and polishing, coating, inspection/quality control, hardening, material concerns, pattern/patternless edging, drilling grooving, tinting, polishing, and hand-beveling.

Mr. Flippin stated that he has approached the NAO about producing the video, and that the NAO was amenable to developing a video if it could be made available nationally.

Ms. Canty agreed to email Mr. Kirschner a list of handtools to add as required

training.

Ms. Green agreed to initiate an email dialogue with other Committee members about developing a checklist for work processes with Mr. Kirschner serving as the coordinator.

**New Business**

The members agreed to hold the next Committee meeting immediately following the full Board meeting on August 19, 2015. Topics for the agenda will include related instruction (NAO and proposed programs), Work Processes, and the training video.

**Next Meeting**

There being no further discussion, Mr. Flippin adjourned the committee meeting at 3:43 p.m.

**Adjourn**

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Eric B. Hecker, PhD, Chair

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Jay W. DeBoer, Secretary

**VIRGINIA BOARD FOR OPTICIANS  
ADDENDUM TO THE MINIMUM STANDARDS OF APPRENTICESHIP**

**7. CREDIT FOR PREVIOUS EXPERIENCE**

- a. An applicant for apprenticeship may be allowed credit on the term of the apprenticeship for prior experience earned with a registered sponsor.
- c. An apprentice transferring from an approved school of opticianry to the apprenticeship program may be allowed on the job learning credit for training received on the basis of fifteen (15) hours of apprenticeship for each credit hour of school training.
- d. An apprentice who was enrolled in the Career and Technical Education Program while in high school may be allowed credit for that portion of time spent on the job.

**11. RELATED INSTRUCTION**

- d. A board approved related instruction program with a minimum of 144 contact hours per year is required for the occupation of opticianry.

**14. HOURS OF WORK**

- a. Time spent in related instruction shall not be considered as hours of work.

**20. ADDITIONAL SPONSOR APPRENTICE QUALIFICATIONS**

- a. Education: Holder of a high school diploma or a certificate of general education from a state approved educational program, or its equivalent.

**b. OTHER:**

(1) Nothing in these Standards shall be interpreted in a manner inconsistent with existing Virginia Opticianry Statutes.

(2) Number of Apprentices

The ratio of apprentices to licensed optician shall be:

First (1<sup>st</sup>) apprentice to the first licensed optician

One apprentice to each two licensed opticians thereafter

**WORK PROCESSES  
OPTICIAN (DISPENSING)  
229.361-010**

	<b>APPROX HOURS</b>
1. Lensometer: sphere, cylinder, axis, prism, add power neutralization, thickness, clocking lenses	1000
2. Eyewear Assembly:	250
a. Lens insertion and removal	
b. Mounting: zyl mounting, wire mounting, and mounting rimless and semi-rimless	
3. Frame repair: maintenance & bench alignment	100
4. Final inspection: verification of RX, inspection of frame and lenses, apply state and federal regulations and standards	450
5. Measurements & Measuring Instruments	600
6. Eyewear fitting; eyewear adjusting & hand tools	400
7. RX Analysis	600
a. Lens Designs and Options	
b. Lens material	
8. RX Troubleshooting	350
9. Determining Lifestyle Needs	250
<b>TOTAL HOURS</b>	<b>4000</b>

**SAFETY IS THE FIRST PRIORITY IN ALL APPRENTICESHIP PROGRAMS AND, AS THE SPONSOR'S PRIMARY RESPONSIBILITY, MUST BE TAUGHT AND PRACTICED CONTINUOUSLY IN ALL ON-THE-JOB WORK PROCESSES.**

The following items are to be included in a training video provided by the Board during the related instruction component of the apprenticeship:

- Surfacing
  - Data Entry/Intake
  - Layout
  - Blocking
  - Generating (Traditional and Freeform)
  - Fining and Polishing
  - Coating
  - Inspection – Quality Control
  - Hardening Process
- Finishing
  - Layout
  - Blocking
  - Material Concerns
  - Pattern/Patternless Edging (including all bevel types)
  - Hand Beveling
  - Polishing
  - Tinting
  - Drilling/grooving