VA Central Office Optometry Professional Standards Board Checklist

*Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Appointment or Conversion to Full-Time Permanent

[ ]  Cover Letter with Request Information (including full-time, or part-time or full-time permanent probationary, and requested grade/step) and Human Resources Point of Contact

[ ]  Completed Application for Physicians, Dentists, Podiatrists, Optometrists and

 Chiropractors (VA Form 10-2850)

[ ]  Curriculum Vitae

[ ]  Evidence of Current Licensure

[ ]  Clinical Privileges (proposed)

[ ]  Evidence of Successful Completion of National Board of Examiners in Optometry (NBEO) Examinations

[ ]  Evidence of Successful Completion of Doctor of Optometry (OD) degree from an Accreditation Council on Optometric Education (ACOE) accredited School or College of Optometry

[ ]  Evidence of Successful Completion of an ACOE accredited Residency program

[ ]  Evidence of Faculty Appointment

[ ]  Evidence of 2 years optometric practice or its equivalent. One year of approved residency training or its creditable equivalent acceptable to the ACOE of the American Optometric Association is acceptable in lieu of 2 years of practice, and meet the Full grade qualification standards. (For Full Grade)

[ ]  Evidence of 4 years optometric practice or its equivalent. One year of approved residency training or its creditable equivalent acceptable to the ACOE of the American Optometric Association is acceptable in lieu of 2 years of practice, and meet the Intermediate grade qualification standards. (For Intermediate Grade)

[ ]  Evidence of 4 years optometric practice or its equivalent. One year of approved residency training or its creditable equivalent acceptable to the ACOE of the American Optometric Association is acceptable in lieu of 2 years of practice, meet qualification standards requirements for the next lower grade level, and the grade being requested (For Senior and Chief Grade)

Promotion

[ ]  Cover Letter with Request Information and Human Resources Point of Contact

[ ]  Standard Form 50-B (SF 50-B) showing Employee’s Anniversary Date of Grade

[ ]  Curriculum Vitae (updated)

[ ]  Latest SF 50-B

[ ]  Last 3 Proficiency Reports (or what is available)

[ ]  Last 3 Board Action Reports (or what is available) approved by Facility Director

[ ]  Recommendation from the Rating Official

[ ]  Evidence of Successful Completion of NBEO Examinations (for Intermediate Grade or higher requests)

[ ]  Full Grade: Two (2) years optometric practice or its equivalent. One year of approved residency training or its creditable equivalent acceptable to the ACOE of the American Optometric Association is acceptable in lieu of 2 years of practice, and meet the qualification standards requirements.

[ ]  \*Intermediate Grade, \*\*Senior Grade or \*\*Chief Grade: Four (4) years of optometric practice or its equivalent. One year of approved residency training or its creditable equivalent acceptable to the ACOE of the American Optometric Association is acceptable in lieu of 2 years of practice. \*Meet qualification standards requirements. \*\*Meet qualification standards requirements for the next lower grade level, and the grade being requested.

***Special Advancement for Achievement/Performance***

[ ]  Cover Letter with Request Information and Human Resources Point of Contact

[ ]  SF 50-B showing Employee’s Anniversary Date of Grade

[ ]  Curriculum Vitae (updated)

[ ]  Latest SF 50-B

[ ]  Last 3 Proficiency Reports (or what is available)

[ ]  Last 3 Board Action Reports (or what is available) approved by Facility Director

[ ]  Recommendation from the Rating Official

3/13