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| Process for members to achieve the Optometric Practice Educator (*OptPE*) affix | A black and white logo with two animals and a bird  Description automatically generated with medium confidence |

In order to qualify to apply for the OptPE affix you will need to complete the following three-stage process.

1. Complete the online Principal Supervisor/ Practice Lead e-learning modules

You need to complete the (Principal Supervisor/Practice lead) package of online modules. During the course of these you need to document the required reflections on the template provided and pass the associated multiple-choice assessments at the end of each module.

Each module is divided into shorter micro-modules so that you can complete them in multiple short visits. This will make it easy for you to fit the training in around your other day-to-day responsibilities.

This approach also encourages deeper, more efficient learning and reflective practice.

1. Complete a period of supervision and reflection (minimum 6 months)

After passing the online modules, you will need to complete at least six months in a role supervising one or more students, trainees or colleagues before you become eligible to attend the peer review session. During this period you are expected to reflect upon and refine your supervisory practice, also documenting this on the template.

This is to ensure you have sufficient experience and developed your practice, ready to complete the reflective and peer exercises before and during the session.

1. Attend a College Supervisor Peer Review session

The peer review session will be a facilitated session focussed on using your reflection on your experience of supervision in order to develop your practice. During this session you will be expected to contribute to discussions of presented cases and briefly present a case of your own to your peers.

Following the peer review session, you should submit your completed reflective portfolio, using the provided template, to apply for the award of the *OptPE* affix. Email your completed paperwork to clip@college-optometrists.org. Your email should contain the following:

* **Completion of online training:** scans/photographs of the course completion certificates for both parts of the course
* **Reflective journal:** Either a PDF of the handwritten reflective log **or** an electronic copy of the reflective log
* **College supervisor peer discussion workshop:** A copy of the electronic certificate of attendance supplied by the College

The College will review your completed template and either approve the award, which will entitle you to use the *OptPE* affix, or provide feedback for further development and resubmission.