# OMAA logo - green circle with 8 long canes of different lengths with ball tips radiating from the centre, suggesting O&M reaches into all parts of the globe.Professional development points for COMS recertification

Applicants for COMS recertification must accrue 100 points in the most recent five years and submit an online recertification application before the current certification expires. Evidence is uploaded into the ACVREP online recertification tracker.

There are four categories. A minimum of 25 points must come from Category1: Continuing Education, but the other 75 points can come from any of the four categories.

## Category 1: Continuing Education

**Mandatory minimum 25 points**, but all 100 points may be earned in this category.

ACVREP-Approved Workshops, Seminars, Conferences = 1 point / hour
Documentation Required: signed certificate of completion stating hours earned.

University/College Courses = 15 points/semester; 14 points/trimester; 10 points/quarter
Documentation Required: university/college official transcript documenting course completion.

University/College Continuing Education Unit (“CEU”) = 10 points / 10 hours
Documentation Required: university/college official transcript or university/college certificate of completion, stating contact hours earned.

## Category 2: Professional Experience

**Maximum 50 points.** To earn any points in this category you must have:

Minimum 360 hours of professional experience paid or volunteer = 50 points/5 years in one or more of the following roles: Direct service provider; University/college BLV department professor/administrator; University/college BVI internship supervisor; Administrator in BLV services; Consultant in BLV services

Documentation Required: Statement on agency, or university/college letterhead stating the 360 hours has been met in the most recent 5 years and in what exact role. A direct service provider’s statement must verify the direct O&M service hours. A consultant may, in lieu of a letter, provide copies of contracts, paid invoices, or equivalent evidence of the hours of completed work.

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## Category 3: Publications and Presentations

Maximum 50 points.

Editorials = 2 points
Documentation required: copy of published editorial.

Journal Articles: Peer reviewed original research = 25 points; Peer reviewed practice report = 20 points; Not peer reviewed = 5 points
Documentation Required: copy of article or journal providing evidence of peer review.

Peer Reviewer – Journal Article = 1 point/article; Textbook Chapter = 5 points/chapter
Documentation required: evidence from publisher for which peer review was done in the form of a signed letter on publisher’s letterhead.

Newsletter Article = 1 point; Newsletter Editing = 5 points / issue
Documentation Required: copy of the newsletter/link to newsletter.

Textbook (Published) Author = 50 points; Chapter Author = 20 points; Editor = 25 points
Documentation Required: index or other evidence of role.

Published Review of Journal or Book = 10 points
Documentation Required: copy of review/link to review.

Published Research Abstract = 2 points
Documentation Required: copy of abstract/link to abstract.

Unpublished Completed Master’s/ Doctoral Thesis = 50 points
Documentation Required: copy of thesis/link to thesis.

Guest/Periodic Lecturing College/University Course = 2 points / hour
Documentation Required: signed letter from college/university on their letterhead stating number of hours of lecture.

Presentation Professional Conference/CE Program = 2 points / hour
Documentation Required: Signed letter or Certificate from conference or CE program provider evidencing your presentation date and hour(s).

## Category 4: Professional Services

Maximum 50 points.

Local/National/International Organization Officer/Committee Chair = 10 points/year
Documentation Required: signed letter of organization letterhead stating the position and years of service verifying at least two meetings per year during years of service.

Local/National/International Organization Board/Committee Member = 10 points/year
Documentation Required: signed letter of organization letterhead stating the position and years of service verifying at least two meetings per year during years of service.

ACVREP Subject Matter Expert Committee = 2 points/hour
Documentation Required: email from ACVREP President verifying hours of service in most recent 5 years including subcommittee hours.

Service on a Committee for Employer = 2 points/year
Documentation Required: signed letter from Employer on letterhead evidencing years of service verifying at least 5 committee meetings per year during years of service.

Onsite/Offsite Supervisor for Practicum or Internship = 0.25 points / hour