



ICA

International Council of Accreditation

CHECK LIST FOR INITIAL LETTER OF APPLICATION

New Programs Initial approval may be granted to new programs that have not yet completed the accreditation process before the first class of students graduate. Initial approval will grant the first graduating class eligibility to apply to take the IJCAHPO certification exams.

The two items that must be submitted to ICA for initial approval to be considered:

1. A detailed letter outlining the ophthalmic training program.
2. The initial application fee.

The descriptive letter of application should include the following information:

- Name of Sponsoring Institution
- Institution's Accreditation Information
- Program Director
- Medical Director
- Level of Program(s)
- Equipment
- Curriculum Details:
 - Curriculum/Course Descriptions and Objectives
 - Classroom or Online Hours Must Be Clearly Identified in Curriculum
 - Total Length of Training Program (Provide Classroom and Clinical Hours)
 - Explanation of Training Provided for Instructors of Online Courses
 - Identify Student Strategies for Success
 - Explain Methods of Monitoring Students' Performance