

January 2009

In accordance with policy, the Commission on Paraoptometric Certification (CPC) shall conduct a task analysis every three years.

A task analysis is a very detailed description of your job. Task analyses are a key element of determining content validity where items (questions) are linked to work responsibilities. The ultimate goal is to ensure a representative linkage of test content to the job you are performing and this survey is used as a basis for the appropriate level examination development.

A valued and legally defensible credentialing examination is built upon a well designed, current job analysis. The job analysis process begins with a properly documented, accurate, broadly agreed upon delineation of the body of knowledge essential to competent practice and practitioner roles and functions. The process of job analysis results in identification of the major domains of practice; the accompanying task statements identify the knowledge, skills, and abilities needed for competent performance. Careful documentation of the process allows for subsequent linkages to the examination content outline and even to specific test items when necessary. Broad agreement is necessary to assure the accuracy and reliability of the process.

We ask that you please respond to this as it is important to the quality of the certification examinations. This is not just for certified paraoptometrics to respond to but to the entire profession. Please complete the survey in full and submit no later than **February 6, 2009**. Completion instructions are shown on the actual survey web site <http://www.ptcny.net/clients/AOA-CPC/2009rdsurvey/>. A detailed report of responses will be available in June, 2009.

Thank you very much for your valuable input.

Sincerely,



Alvin Levin, OD, Chair  
Commission on Paraoptometric Certification