



Capitol Hill Testing Service

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Ophthalmic Dispensing Basic Practical Examination Candidate Introduction & Directions

Congratulations! You have completed the requirements for admission into the New York State Ophthalmic Dispensing Basic Practical Examination. Successful completion of the examination along with the satisfactory completion of all other licensing requirements will result in you being licensed as an Ophthalmic Dispenser. This notice provides you with information that you need to know about the examination.

You should plan on being at the examination site at least 30 minutes before you are scheduled for registration. You must present valid photo identification (driver's license, state-issued non-driver identification, passport, etc.) as well as your examination admission card at the registration desk. At the registration desk your admission card will be validated and your identification documents will be checked. You will be directed to a waiting area where you will be assigned a group. The examination will take 45 minutes. During this block of time you will be asked to demonstrate your dispensing skills at an assigned examination station. Examination staff will direct you to the appropriate examination station. Any personal belongings not necessary for the examination may be left in a holding area designated by the examination staff. You will be able to retrieve your belongings at the end of the examination.

Personal electronic devices, cell phones or anything that can record audio or visuals are not allowed in the exam area.

You will need to bring the following equipment to the examination (all candidate equipment must be disinfected by the candidate prior to arriving at the exam area).

- Tools necessary for the proper adjusting and fitting of any pair of eyeglasses to a patient
- Lens clock
- Appropriate instrument(s) for measuring pupillary distances and vertex distances
- Metric ruler (PD ruler) and multifocal height measuring gauges. Please do not bring tape for measuring.
- Writing tools (markers, pencils, erasers, etc.)
- Two (2) glazed all-metal frames with ophthalmic-quality lenses and adjustable pads. Plano, sun-wear, demo lenses, ready-made readers, and titanium, surgical steel or memory flex frames will not be allowed. Please understand that you will not be allowed to take the exam if you bring glasses that do not meet these criteria.
- Clipboard

The State Board will not supply equipment. Candidates are solely responsible for providing the above listed items. Examination tools and equipment may not be exchanged between candidates during the examination. Do not bring anything that includes identifying information (name badge, etc.) into the examination area.

The Ophthalmic Dispensing Basic Practical Examination:

You will neutralize a pair of eyeglasses for power, base curve, material, and design. You will use the *eyeglass* prescription for designing a pair of eyeglasses for a patient with specific visual and anatomical needs. The examiners will provide a selection of frames for this part of the examination. You will complete a Laboratory Order Form for the eyeglasses you have designed.

You will be asked to take a vertex measurement for a glazed frame supplied by the examiners.

You will be asked to perform a number of tasks regarding the fitting and adjusting of eyeglasses. You will supply your own adjustable-pad metal frames for this portion of the examination. You will be asked to bench-align a pair of eyeglasses as indicated by the examiners

A Task Sheet will be provided to each candidate for referral during the examination.

Equipment you will be using will be Marco Lensometers, and Essilor Progressive Lens Identifiers.

At the completion of the examination you will be dismissed from the examination area. Please leave your candidate identification badge at the registration desk before leaving the examination area. Please note that examination staff and examiners cannot, and will not, provide you with any information regarding your performance. You will be notified of the examination results 4-6 weeks after the examination.

Good luck!