

Optician Licensure, Certification and Reimbursement Policy

721-US Employees (January 2024)

PURPOSE

To invest in employees wishing to further their careers by becoming a licensed optician or certified paraoptometric and establish guidelines to receive educational assistance.

ELIGIBILITY

Full-time and regular part-time employees are eligible to receive these benefits on the first day of employment.

TYPES OF ASSISTANCE OFFERED

Expenses to Become an Optician¹

- Employees who sign the Reimbursement Agreement to pursue reimbursement toward Optician License to include ABO, NCLE as well Certified Paraoptometric Assistant (CPOA), Certified Paraoptometric (CPO), Certified Paraoptometric Technician (CPOT) as are eligible to receive a loan for the amount necessary to become a licensed optician or complete an optician apprenticeship. See Attachment 1.
 - By signing the agreement, the employee agrees to repay the amount of the loan if the employee resigns or is terminated before completing one year of service after having requested reimbursement assistance.
- Covered Expenses:
 - Full-time and part-time employees are eligible for up to \$5,250 in tuition reimbursement each year toward a Degree in Opticianry.
 - See Attachment 2 for the EssilorLuxottica corporate affiliated program
 - Approved ABO and NCLE licensure courses.
 - American Board of Opticianry (ABO) and National Contact Lens Examiners (NCLE) Exams upon passage of completion. See Attachment 3.
 - State licensure exams upon passage of completion.
 - Apprentice Registration up to \$750
 - National Academy of Optician Career Progression Program (OCP) for states requiring for apprenticeships. See Attachment 5.
 - In New York, the Career Progression Program (OCP) is required for apprenticeships.
 - Enrollment in non-required states if approved by Field Manager
 - Initial State Licensure Application Fees and associated costs (finger printing, passport photos, etc.).
 - Branch License Application fees
 - Reimbursement of travel expenses if the employee travels 100 miles or more round-trip to take a licensure exam, the following is covered:
 - Mileage, including tolls.
 - Meals on the day of the exam up to \$50.00.
 - Hotel up to \$200.
 - If travel more than 100 miles for multiple-day exam.
 - If travel more than 150 miles for a single day exam.

¹ EssilorLuxottica has discretion to determine whether expenses are reimbursable.

Expenses to Maintain Licensure or Certification

- Costs associated with renewal and continuing education are considered reimbursable business expenses and are not subject to repayment if the employee leaves EssilorLuxottica within one year of reimbursement.
- Covered Expenses
 - CPA, CPO, CPOT Renewal.
 - ABO and NCLE Renewal.
 - Must provide a copy of the letter/email showing the renewal payment.
 - Apprentice Renewal.
 - State Renewal excluding late fees.
 - Multi-state Licensure/Certification if approved by Field Manager.
 - State Association membership & in person CE course expenses for the state of Florida through the Professional Opticians of Florida (POF) See Attachment 7.
 - Continuing Education (CE).
 - Confirm whether your state accepts online CE credits. Any courses can be verified at <https://www.quantumoptical.com/>. See Attachment 6.
 - If state law accepts free CE resources:
 - Free CE resources must be used.
 - Free CE resources are available through EssilorLuxottica's learning platform, Leonardo, in partnership with Quantum Optical.
 - If state law does not accept free CE resources:
 - Covered Expenses up to \$300 per year calculated on the date the expense is incurred, not on submission date.
 - Reimbursement of travel expenses if the employee travels 100 miles or more round-trip to take a licensure exam, the following is covered:
 - Mileage, including tolls and parking.
 - Meals on the day of the exam up to \$50.00.
 - Expenses are only covered after completion of the course(s) and proof of completion has been submitted.

HOW TO SUBMIT OPTICIAN REIMBURSEMENT REQUESTS

Concur Online Reimbursement tool locate at <https://eu1.concursolutions.com/home.asp> should be used to submit requests.

- For training on Concur, contact Store Management.
- Reimbursement requests must be submitted within 15 days of incurring the expense or completing exams/courses. All requests are reviewed by Field Managers.
- See Appendix for guidance on assigning expense type(s)
- Required Supporting Documentation
 - Proof of Payment: A copy of one of the following:
 - An image of the front and back of the check;
 - A copy of the debit/credit card receipt clearly showing the charge; or

- An official receipt from the organization.
 - Handwritten receipts are only accepted if on the official letterhead or logo of the organization.
- Proof of Exam Passage: A letter or other document from the organization overseeing the exam stating the employee achieved a passing score.
- Proof of Licensure: A copy of one of the following:
 - A copy of the license/ certification;
 - License/certification card or renewal seal with the expiration date; or
 - A screen shot showing online verification from the state board with active status and new expiration date.
- Proof of Completion: required for CE reimbursement.
 - Certificate of attendance or completion signed or stamped by the sponsoring organization.

ATTACHMENT 1

OPTICIAN LICENSURE & CERTIFICATION REIMBURSEMENT AGREEMENT

This Agreement is made between EssilorLuxottica and _____, (hereinafter referred to as “Employee”) (collectively referred to as the “Parties”).

In accordance with the Optician Licensure and Certification Reimbursement Policy, EssilorLuxottica has agreed to loan Employee expenses related to becoming a licensed optician, certified paraoptometric assistant, certified paraoptometric, certified paraoptometric technician or completing an apprenticeship.

In consideration of the terms and agreements set forth herein, Employee acknowledges and agrees that EssilorLuxottica will incur substantial expenses in training and licensure/certification of Employee to obtain license/ certification. Employee acknowledges and agrees that should Employee leave EssilorLuxottica within one year of Employee’s first day working as a licensed optician, CPA, CPO, CPOT for EssilorLuxottica (“Retention Date”), EssilorLuxottica will have suffered substantial economic detriment due to the expenses EssilorLuxottica has incurred to Employee.

WHEREFORE, IT IS HEREBY AGREED TO BY THE PARTIES AS FOLLOWS:

I. TRAINING AND LICENSURE FEES DEFINED

- A. Reimbursable Training and Licensure Fees, hereafter, “Reimbursable Costs” are defined as all initial application and registration fees for licensure, apprenticeship, and costs related to examination, course preparation, or application, and travel expenses, if permitted per the Optician Licensure Reimbursement Policy.
- B. Continuing education fees and renewal costs are not considered Reimbursable Training and Licensure Fees. Therefore, they are not subject to this Agreement.

II. REIMBURSEMENT OBLIGATION TO ESSILORLUXOTTICA

- A. In consideration for expenditures incurred by EssilorLuxottica on behalf of Employee to provide training and/or licensure for the Employee to become a licensed optician, CPA, CPO or CPOT Employee agrees that if Employee resigns or is terminated for cause, as determined solely by EssilorLuxottica, Employee shall reimburse EssilorLuxottica in the manner set forth below:

MONTHS OF SERVICES	AMOUNT OF REIMBURSEMENT
0-12 months	100% of the Reimbursable Costs

- B. Reimbursable Costs shall be paid to the EssilorLuxottica within 30 days after resignation or termination. If permissible by state law and federal wage and hour laws, EssilorLuxottica will deduct Reimbursable Costs from Employee’s final pay. Consistent with state laws, employee’s signature below authorizes deduction from Employee pay.

III. CONTROLLING LAW

A. This Agreement is to be governed by the laws of the State of Ohio without regard to its conflict of laws provisions.

IV. AUTHORITY

The persons signing this Agreement warrant and represent that they have the authority to sign as, or on behalf of, the party for whom they are signing.

V. FINAL AGREEMENT

Both Employee and EssilorLuxottica hereby expressly acknowledge and agree that this Agreement is intended to set forth the entire agreement between the parties regarding the Reimbursable Costs by Employee, that there are no other considerations or monies contingent upon or resulting from the execution of this Agreement, and that no other monies or consideration have been solicited. No waiver, change, modification, or amendment of this Agreement shall be binding upon either party hereto unless in writing and signed by both Employee and EssilorLuxottica. The waiver by either party hereto of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach of that provision or of any other provision or condition in this Agreement. If any term or condition of this Agreement is found to be unenforceable, then the remaining terms and conditions shall remain in full force and effect. Any terms and conditions found to be unenforceable shall be modified to conform to a provision that most closely expresses the intent of the unenforceable terms or conditions.

EXECUTION OF AGREEMENT

By signing below, you agree if, prior to your Retention Date, EssilorLuxottica terminates your employment for cause, or you resign from your employment for any reason, you will be obligated to pay back to the Company any portion of the Reimbursable Costs already paid to you within 30 days and that in the event of such repayment obligation, EssilorLuxottica may withhold the maximum portion of the repayment amount allowed by law from your final pay.

Signed and agreed to on this _____ day of _____, 20_____.

EMPLOYEE:

ESSILORLUXOTTICA:

Signature

Signature

Printed Name

Printed Name

ATTACHMENT 2



2024 Reynolds Opticianry Degree Program Registration Packet



Why Should You Consider an Opticianry Degree at Reynolds Community College?

Becoming a licensed optician through earning an AAS Degree in Opticianry can be one of the most rewarding steps you'll take as an eye care professional. Luxottica offers amazing benefits that can make earning a degree both affordable and convenient for employees and managers.

If you are seeking to earn an optician's license there are several key reasons why you should consider earning an AAS Degree in Opticianry:

- **Obtain your licensed sooner.** In states that require an apprenticeship greater than 2 years, earning a 2-year AAS degree, and completing any additional state requirements, means you may be able to sit for your state boards and become a Licensed Optician sooner.
- **Luxottica covers your tuition up front.** Luxottica has an affiliation agreement with Reynolds Community College under which Luxottica will pay your tuition for each semester up front after which you agree, in writing, to pay it back over the course of the semester through payroll deductions. At the end of the semester you may qualify for tuition reimbursement! See below.
- **Luxottica reimburses up to \$5,250 in tuition annually.** Full-time and part-time employees are eligible for up to \$5,250 in tuition reimbursement each year toward a Degree in Opticianry.
 - Full-time employees are also eligible for tuition reimbursement for courses outside of Opticianry.
 - When you earn an A or B in approved courses your tuition is reimbursed 100%, and at 50% if you earn a C – up to \$5,250 annually.
- **Earn your degree through 100% distance learning.** Theory courses can be taken online from the comfort of your own home. Students watch the instructor teach content live through online PowerPoint and whiteboard presentations, and can interact with the instructor and other students. For the practical, hands-on parts of the course, you can learn under an approved preceptor in approved Luxottica stores! (A preceptor is a qualified, licensed employee whom the Reynolds faculty partner with to teach and instruct you for the hands-on courses when you are not able to be on campus.)
- **The Reynolds Community College Opticianry Program offers advanced standing credit for previous experience or coursework.** If you already have experience working in optical, have earned an ABO or NCLE certificate, or completed general education coursework at the college level, you may be able to test out, or earn instant credit, for some courses. This may shorten the total number of courses required to earn your degree and also help you obtain your license sooner.
- **A degree in opticianry offers portability between states.** Most licensed states accept an opticianry degree instead of an apprenticeship and allow employees to sit for their boards immediately (after meeting possible prerequisites of the state).

- **Learn the “whys” behind what you do.** While good training will enable you to complete tasks, a good education will enable you to make decisions. You’ll understand why we do what we do as Opticians, and provide the best experience for your patients and customers.

How much will this cost?

Because of Luxottica’s affiliation with Reynolds Community College, Luxottica will pay your tuition, and any course fees, for you at the beginning of the semester, which you will repay in six (6) installments throughout each semester. In addition, the college offers reduced tuition rates to Luxottica employees. There are several other factors that will ultimately determine the total monetary cost of earning your degree:

- You may qualify for financial aid. College students complete an online FAFSA application and, based on your income, you may qualify for grants or other financial awards.
- Luxottica offers Tuition Reimbursement of up to \$5,250 in tuition and fees per calendar year. You are eligible to receive 100% reimbursement for all courses in which you earn a grade of A or B, and 50% reimbursement for courses in which you earn a grade of C – up to \$5,250 annually. There is no reimbursement for grades of D or F. Tuition Reimbursement does not cover textbooks. Since there is a \$5,250 limit, your out of pocket expense will be determined by how many courses you enroll in during a calendar year.
- How much credit you can apply from previous college courses, if any.
- How much credit you can apply from previous optical work experience, certifications, or continuing education, if any.
- If you live in the state of Virginia you may have a lower tuition cost per credit hour based on in-state tuition costs.

On the next page are curricular options with cost breakdowns per semester, in state Virginia resident tuition, and non-Virginia resident business rate for Lux employees. Tuition Costs effective as of Fall 2023 – subject to change.

These scenarios do not include additional financial aid awards that you may be eligible for, such as grants. Financial aid received through FAFSA may also help reduce out-of-pocket costs.

There are many variations of completing your degree program – these are only estimates. Actual costs may be higher or lower than listed here.



Opticianry AAS Degree Traditional Curriculum Track

Course Prefix & #	Course Title	LEC HRS.	LAB HRS.	CRS. CRE.	VA Resident	Non-VA resident
Fall Term						
OPT 150	Optical Laboratory Theory I	3	0	3		
OPT 152	Optical Laboratory Clinical I	0	6	3		
OPT 121	Optical Theory I	3	0	3		
SDV 101	Orientation to Health Sciences	1	0	1		
MTH 111	Basic Technical Mathematics	<u>3</u>	<u>0</u>	<u>3</u>		
	Total	10	6	13	\$2,225.73	\$3,311.2
Spring Term						
OPT 151	Optical Laboratory Theory II	3	0	3		
OPT 153	Optical Laboratory Clinical II	0	6	3		
OPT 122	Optical Theory II	3	0	3		
ENG 111	English Composition I	3	0	3		
OPT 105	Anatomy, Physiology, and of the Eye	<u>3</u>	<u>0</u>	<u>3</u>		
	Total	12	6	15	\$2,568.15	\$3,820.6
Summer Term						
OPT 160	Optical Dispensing Theory I	3	0	3		
OPT 165	Optical Dispensing Clinical I	0	4	2		
OPT 273	Contact Lens I	2	2	3		
ENG 112	College Composition II	<u>3</u>	<u>0</u>	<u>3</u>		
	Total	8	6	11	\$1,883.31	\$2,801.81
Fall Term						
OPT 260	Optical Dispensing Theory II	3	0	3		
OPT 271	Optical Dispensing Clinical II	0	12	3		
OPT 274	Contact Lens II	3	2	4		
	Humanities Elective	<u>3</u>	<u>0</u>	<u>3</u>		
	Total	9	14	13	\$2,225.73	\$3,311.23
Spring Term						
OPT 154	Optical Business Management	3	0	3		
OPT 280	Contact Lens I	2	4	4		
OPT 272	Optical Dispensing Clinical III	0	12	3		
	Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>		
	Total	8	16	13	\$2,225.73	\$3,311.23
Total Minimum Credits for AAS Degree in Opticianry = 65					\$11,128.65	\$16,556.15



Opticianry AAS Program - Accelerated options to complete opticianry courses in 1 calendar year with 7-week course tracks.

Session	Courses, credit hours, and the lecture or clinical contact hours per week	March Start	May start	August Start	Cost Virginia Resident	Cost Non-VA Resident Business
1	OPT 121, OPT 150, OPT 152 9 credit hours - 6 lecture hours - 12 lab clinical hours	7wk2 Spring	Summer	7wk1 Fall	\$1,540.89	\$2,292.39
*1 or 2	OPT 105 3 credit hours	7wk2 Spring or Summer	7wk1 Fall	7wk1 Fall	\$513.63	\$764.13
2	OPT 122, OPT 151, OPT 153 9 credit hours - 6 lecture hours - 12 lab clinical hours	Summer	7wk1 Fall	7wk2 Fall	\$1,540.89	\$2,292.39
3	OPT 160, OPT 165, OPT 273 8 credit hours - 5 lecture hours - 8 dispensing contact hours - 4 contact lens contact hours	7wk1 Fall	7wk2 Fall	7wk1 Spring	\$1,369.68	\$2,037.68
4	OPT 260, OPT 271, OPT 274 10 credit hours - 6 Lecture hours - 24 dispensing contact hours - 4 contact lens contact hours	7wk2 Fall	7wk1 Spring	7wk2 Spring	\$1,712.10	\$2,547.10
5	OPT 272, OPT 280, OPT 154 10 credit hours - 6 Lecture hours - 24 dispensing contact hours - 8 contact lens contact hours	7wk1 Spring	7wk2 Spring	Summer	\$1,712.10	\$2,547.10
Total Opticianry Course Credits = 49					\$8,389.29	\$12,480.79

**Student must take OPT 105 in either the 1st or 2nd session of their track*

General education courses required for associate degree. *Students may take general education courses locally in their own state and transfer the credits to Reynolds to save on tuition costs.*

Course	Credits	Va Resident	Non-VA Resident
SDV 101 Orientation to Health Professions	1	171.21	254.71
ENG 111 English Composition I	3	\$513.63	\$764.13
1 Humanities Elective	3	\$513.63	\$764.13
MTH 111 Basic Technical Mathematics	3	\$513.63	\$764.13
ENG 112 English Composition II	3	\$513.63	\$764.13
1 Social Science Elective	3	\$513.63	\$764.13
Total General Education Credits = 16		\$2,739.36	\$4,075.36

ATTACHMENT 3

Paid Exam Fee Program:

At EssilorLuxottica we want to invest in our people by helping to develop and grow their career and skills. We are offering a valuable opportunity for those who want to pursue their license in Opticianry.

This offering includes prepayment of any ABO or NCLE administered exams required for licensure in the following states:

State	Exams Covered
Alaska	ABO Basic
Arkansas	ABO Basic
Arizona	ABO Basic, NCLE Basic, ABO Practical, NCLE Practical
California	ABO Basic
Connecticut	ABO Basic, NCLE Basic
Florida	ABO Basic, NCLE Basic
Georgia	ABO Basic, NCLE Basic, ABO Practical, NCLE Practical
Hawaii	ABO Basic, NCLE Basic
Kentucky	ABO Basic, NCLE Basic
Massachusetts	ABO Basic, NCLE Basic
North Carolina	ABO Basic, NCLE Basic, ABO Practical, NCLE Practical
Nevada	ABO Basic, ABO-Advanced, NCLE Basic, NCLE-Advanced, ABO Practical, NCLE Practical
New York	ABO Basic
Ohio	ABO Basic
Rhode Island	ABO Basic, ABO Practical
South Carolina	ABO Basic
Tennessee	ABO Basic, NCLE Basic, ABO Practical
Virginia	ABO Basic, ABO Practical
Vermont	ABO Basic
Washington	ABO Basic, NCLE Basic, ABO Practical, NCLE Practical

Currently exams are offered during the following periods: Please note the important deadlines. Late registration not reimbursable.

ABO-NCLE Exam Dates	First Day to Register	Last Day to Register
Jan 2 – Mar 31	Opens Dec 1	Mar 15
Apr 1 – Jun 30	Opens Mar 16	Jun 15
Jul 1 – Sep 30	Opens Jun 16	Sep 15
Oct 1 – Dec 21	Opens Sep 16	Nov 15

EssilorLuxottica will cover the cost of these exams before the test is administered for the first two attempts. Associates who do not pass an exam after the first two attempts must go through the normal exam reimbursement process.

To be eligible to have the cost of exam/s covered prior to passage of the exam all of the following requirements must be met, the employee must:

- Be an active EssilorLuxottica associates working in a store in one of the states listed above.
- In good standing with no active corrective action within the last 12 months.
- Have successfully completed the Leonardo Prep modules for the ABO Basic exam or NCLE Basic exam.²
- Have read the Basic, Practical, or Advanced Exam Candidate Handbook available on the ABO-NCLE website and provided verbally acknowledgement of completion to the employee’s Regional Manager or Macy’s Market Manager.
- Have not received reimbursement for two prior non-passing exams.

To access the ABO/NCLE Exam review modules:

- Log into Leonardo.
- Navigate to the Optical Lenses icon.
- Locate the ABO and/or NCLE Exam Preparation icons and start with Part 1.



Please Note: Although the icons display a “no audio” symbol, this is a training program that DOES require audio. Please ensure you have sound turned on and/or a pair of headphones.

Employee Actions

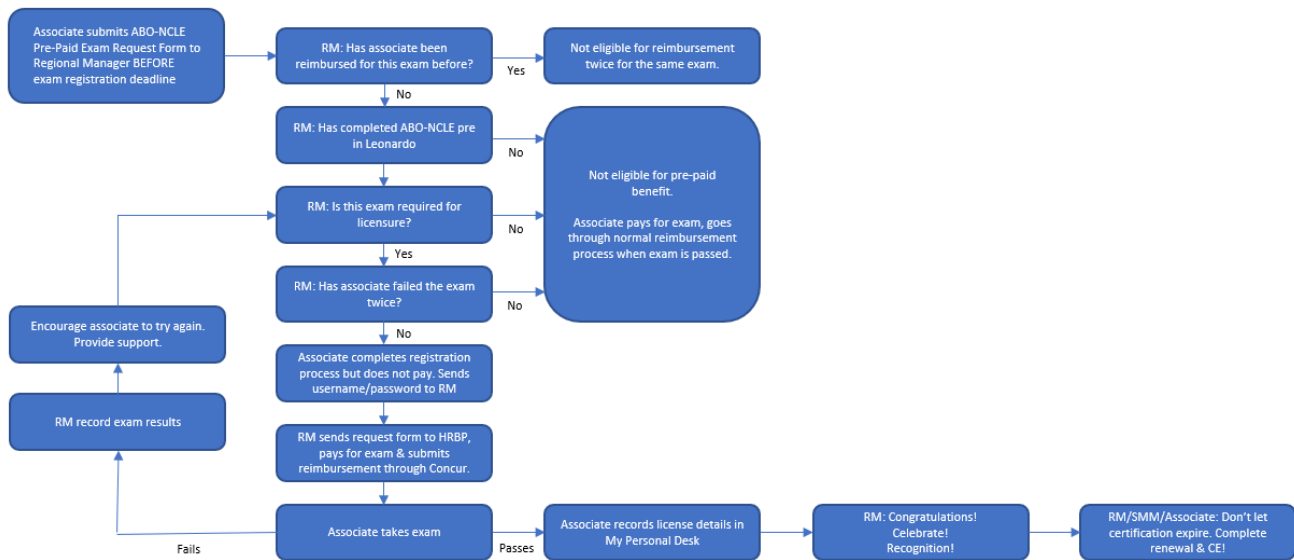
- Go to [Click here](#) and register for the exam(s) you wish to take during the regular registration dates. Complete the ABO-NCLE Pre-paid Exam Request Form, including your username and password for the ABO website where you registered.
- Complete the ABO Exam Preparation Courses in Leonardo.

² Currently there are no Prep modules required for the NCLE, ABO/NCLE Practical or Advanced exams.

Regional Manager Actions

- Determine the number of attempts the associate has made to pass the exam/s. If the associate is attempting the exam/s for the third time, the associate must pay for the exam and request reimbursement after providing proof of passage.
- Ensure the associate has completed all eight modules of the ABO Exam Preparation Courses in Leonardo.
- Send completed ABO-NCLE Pre-paid Exam Request forms to your HRBP. See Attached 4.
- Confirm the associate has already register on the ABO-NCLE website and obtain their username and password on their Request form. Using this information log in and pay for their exam using your Corporate American Express Card.
 - This must be done on or before the last day to register!
- Submit reimbursement through Concur.
 - For Basic Exam and Practical Exam fees use “ABO-NCLE Exam – Pass.”
 - For Advanced Exam fees use “ABO-NCLE Adv/Masters.”

Questions? Reach out to your HRBP with any questions.



Frequently Asked Questions

Q Which exams does this benefit cover?

A Only ABO or NCLE exams that is REQUIRED for licensure in a licensed state are covered. If you choose to take one of these exams, but it is not required for licensure in your state, you must pay for the exam and then apply for reimbursement once you pass the exam.

Q Are exams not administered by ABO-NCLE covered?

A Exams that are not administered by the ABO-NCLE should go through the standard EssilorLuxottica reimbursement process.

Q How do we determine if an associate has passed or failed the exams?

A Associate reports results to their manager who then inputs the results into a spreadsheet on the EssilorLuxottica OneDrive, no later than the last day of the month the exams were held.

Q What if I do not pass the exam after 2 attempts?

A If you do not pass an exam after two attempts you may still take the exam but you will need to pay for the exam fee and then seek reimbursement after you have passed the exam.

Q How do we track completion of the ABO-NCLE modules in Leonardo?

A Associate must print proof of completion from Leonardo “Your Progress” page and provide to their manager.

Q How does the RM pay up front for the associate?

A The associate sends their manager their ABO-NCLE username and password on their Request Form. The managers then pays for the exam with their corporate card and processes through Concur with the receipt T&E under ABO-NCLE Exam – Pass.

Q Will Luxottica Retail pay the late registration fee when registering for an exam?

A No. If you miss the registration deadline you will need to pay for the exam(s), plus the late fee and apply for reimbursement for the exam fee only when you pass the exam(s).

Q If I let my ABO certification expire. I want to take the exam again, can it be pre-paid or reimbursed?

A EssilorLuxottica does not reimburse for certification more than once. If the company has already reimbursed you and you let certification expire, you will not be reimbursed again. However, if have never been reimbursed you may take advantage of the pre-paid benefit, or reimbursement, as if it were your first time.

ATTACHMENT 4

ABO-NCLE Pre-Paid Exam Request Form

Current active EssilorLuxottica associates in licensed states are eligible to take advantage of a great opportunity to pursue licensure at reduced out-of-pocket cost! EssilorLuxottica is covering the cost for up to two attempts to pass exam administered by the ABO-NCLE and required for licensure in Opticianry, in the state where you work. See below description of the Program and eligibility requirements.

What's Covered: EssilorLuxottica will pay, up front, for up to TWO attempts to pass an ABO or NCLE administered exam.

- Exams covered, if required for licensure in your state, include the ABO Basic, NCLE Basic, ABO Practical, NCLE Practical, ABO Advanced, and NCLE Advanced exam registration fees
- EssilorLuxottica does not cover late registration fees, therefore it is critical to request this benefit prior to the registration deadline

Eligibility Requirements: Managers are responsible for determining associate eligibility for this program based on the following requirements. Please physically check that all of these apply:

- Must be a current active EssilorLuxottica associate based in a licensed state
- Associate credentials must be up to date in MyPersonalDesk and verified by the Regional Manager/Market Manager
- Associate must be in good standing with no corrective action on file in the last 12 months
- Associate must provide proof of completing the EssilorLuxottica University ABO Prep modules (for the ABO Basic exam). Associate can go to "Your Progress" in Luxottica University, print out proof of completion, and attach to this document.
- Associate must read the Basic, Practical, or Advanced Exam Candidate Handbook provided by the ABO-NCLE on their website.
- Associate must not have been already reimbursed in the past for one of these exams.
- Associate must not have already failed this exam twice since the beginning of this program.
- Associate is to acknowledge verbally to Regional Manager/ Market Manager that she/he has read the ABO-NCLE Basic Exam Handbook prior to registering for an exam.

Payment Process: Regional Manager or Market Manager will cover exam fees upfront by expensing through Concur and signing up the associate through the ABO website using the associate's username and password.

Username: _____ Password: _____

Associate and his/her manager must both sign this Program overview document. Regional Manager/ Market Manager need to maintain a copy of this form and provide a copy to the HRBP.

Associate Signature

Date

Regional Manager/ Market Manager Signature

Date

ATTACHMENT 5



Ophthalmic Career Progression Program <https://www.nao.org/cpp/>

Optician Career Progression Program (OCP) was the first home study program designed to provide a thorough theoretical education in opticianry for those already working in the optical field. While on-the-job training provides the practical knowledge to be an optician, it does not always supply the theoretical knowledge needed to become a fully qualified professional in the field.

Objectives

OCP two (2) primary objectives are:

1. Increase the competency level of ophthalmic dispensers by providing educational opportunities for dispensers who are not attending formal academic programs.
2. Improve eyecare through increased knowledge, skill and competency.

OCP consists of (1) four study volumes, (2) an optional fifth study volume specific to the National Opticianry Competency Examination (NCLE), (3) tests at the end of each volume, and (4) a cumulative final examination. These resources help prepare the employee for national certification and state licensure examinations.

For full time and regular part time employees in states where the Optician Career Progression Program (OCP) is **required**, EssilorLuxottica pays the National Academy of Opticianry (NAO) directly.

The OCP is accepted in twelve states. Follow the link below to learn what state(s) **require** completion of OCP for licensure and what state(s) **accept** completion of OCP for licensure. <https://www.nao.org/cpp/staterequiredtraining/>

To take advantage of this benefit, go to the NAO website and complete the EssilorLuxottica application at <https://www.nao.org/cpp/luxottica-ocpp/>. Prior to enrolling, make sure you have a licensed optician committed to be your sponsor.

Once enrolled, Essilor Luxottica will make two separate payments directly to the NAO. The first payment for Phase I for \$400 and a second payment for Phase II for \$700. The required books (hard copy or electronic) will be sent to you once EssilorLuxottica has paid the invoice for each phase. NAO will forward the invoice to EssilorLuxottica and the Regional Manager will approve and process.

For more details, go to <https://www.nao.org/cpp/>

ATTACHMENT 6



Quantum Optical is a learning platform for ABO and NCLE licensure exam prep and continuing education. Full time and regular part time employees are eligible to take advantage of the course offerings with Quantum Optical at no cost.

ABO and NCLE Licensure Exam Preparation

Quantum allows participants to take and repeat courses to help participants prepare for exams. Participant profiles are tied to the state in which the employee resides. This allows the system to track course completions and compare them to state certification requirements.

Practice exams can be taken as often as necessary to achieve a passing score.

Continuing Education

Quantum allows offers continuing education to fulfill continuing education requirements to maintain licensure and further develop employees.

How to Sign Up

- Go to the Quantum website at <https://www.quantumoptical.com>
- Select Luxottica Retail CE Start Page. Click on *I am a Luxottica Associate*.

https://www.quantumoptical.com

Quantum Optical - Online CE for Optical Professionals
Quantum Optical brings you the ultimate in convenient education. Take a course online from home, from the office, even from the beach! Grading is instantaneous ...

Quantum Optical
Copyright 1997 - 2021 Quantum Optical, Inc. All rights reserved.

Browse Courses
Browse Courses. Options Close. Filter Options. Course Authors ...

Luxottica Retail CE Start Page
Start. Important - Code only valid for courses listed on the ...

Upcoming Conferences
Quantum Optical provides live continuing education ...

Main Menu
If you are taking courses for ABO / NCLE certification renewal, or ...

Opticians Association of America
Opticians Association of America. We have partnered with ...

ONLINE CE BENEFIT ACCESSED BY THIS PAGE IS AN EMPLOYEE BENEFIT. MUST HAVE A VALID LUX ID.

ONLINE CE BENEFIT FOR LUXOTTICA ASSOCIATES

I am a Luxottica Associate.


I was a Luxottica Associate and I'm no longer employed by Luxottica, please reset my account.

I am NOT a Luxottica Associate.


START

- Complete a profile and follow the instructions below to receive the Free Coupon Code for your course selections. This Coupon Code allows for EssilorLuxottica to be billed directly.


INSTRUCTIONS FOR TAKING THESE COURSES ONLINE

 **Access Your Account**

Create a Quantum Optical user account, or login to your existing account.
(Standard membership is free).

 **Select a Course**

Follow the link to the "Luxottica Course Menu"

 **Free CE Code**

The **FREE Coupon Code** will be displayed after you create your account and/or log in. Make sure you write it down for your FREE CE credit!

Example of Free Coupon Code to enter at the end of your course test:

OVERVIEW



Enter the Coupon Code
LX - XLUB377 after the test for your FREE CE credit!

Enter coupon or voucher:




LX - XLUB377

no expiration date

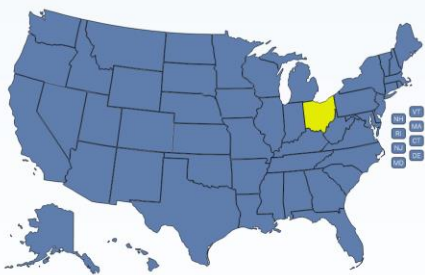
This code is for use by current Luxottica Associates only. If you are no longer a Lux Associate, please contact us for assistance updating your account.

State Requirements

Quantum also provides information about state requirements related to continuing education.

Does Your State Allow Online CE?   

Many organizations are making changes and exceptions to their standard CE rules to accommodate current restrictions due to public health concerns. We recommend that you check with your licensing board directly for full details.



Hover Color Legend
(Hover with mouse)

■ Internet CE allowed
■ Board-approved Internet CE allowed
■ Internet CE not allowed

Ohio
Ohio Vision Professionals Board
77 S. High St.
16th Floor
Columbus, OH 43266-0328
(614) 466-9709
[Board Website](#)

CE Requirements:
Spectacle 1st Renewal - 2 SCD Hrs
Subsequent Renewals - 4 SP and 2 CL
Contact Lens - 8 CL Hrs
Spectacle/Contact Lens - 4 SP Hrs, 8 CL Hrs, Total 12 Hrs, every 1 year

Allows Internet CE?
YES*

*Only if courses are approved by the OH state board, ABO** or NCLE**
**New rule as of August, 2011

ATTACHMENT 7

Professional Opticians of Florida (POF)



Since 2013, EssilorLuxottica has partnered with the Professional Opticians of Florida (POF) organization. Our partnership with the POF allows our full-time and part-time employees to attend classes sponsored by the POF and EssilorLuxottica is billed directly for the cost. The state of Florida requires opticians to renew their licenses every two years by attending 20 hours of continuing education classes. Our partnership with the POF ensures our Opticians can easily access the needed continuing education.

The POF provides an easy format for employees to sign up and a level of personal service as a CE provider. EssilorLuxottica employees receive special codes to sign up for any CE event at no cost and the POF supports employees with transcripts and any questions they may have. This process also alleviates the need for our employees to pay upfront and submit to for reimbursement.

A summary of POF **membership benefits** with EssilorLuxottica is as follows:

- Unlimited online access to their POF educational transcripts. Transcript lists all Member's POF CE credits earned during that renewal cycle
- Member discounts on POF educational material, including TOPS Manuals, ABO & NCLE Exam Study Guides, CDs and more
- The award-winning *Focal Point* eNewsletter sent directly to their e-mail address along with any important licensure or educational updates
- Online Gateway account to access all their online transactions to print needed receipts
- POF chapter education at member prices, less value-added discounts
- Up to 5 hours of online C.E. education through POFs website [Click here](#) at no-charge

Educational Conferences

The corporate membership would allow LUXOTTICA OF AMERICA, INC. Optician/ POF Members that are full time or regular part time employees (does not apply to casual part time employees) to attend any of the regional and statewide educational conferences by entering a coupon code. These statewide events include;

Event Location Time of Year

- Spring Spectacle in Ft Walton Beach (N. Florida) in Feb or March of even years
- West Coast Better in Vision Safety Harbor (Tampa Bay) in May or early June each year
- Optical Summer Showcase in Daytona (East Coast) in early August each year
- Vision Preview in Ft Lauderdale/Miami (South East) in early November each year

Hands-On Training at Educational Events

Professional Opticians of Florida provides a choice of several different optional hands-on learning experiences during their educational conferences at an additional fee above the standard registration. Luxottica employees can enroll in these hands-on workshops with a coupon code with no out of pocket expense to the employee. The listed discounted rates would be applied at the time of billing to the company. The current workshop topics currently being offered include:

- Hands on Frame Fitting & Adjustment (*required course for all apprentices to become licensed*)
- Critical Optical Measurement for Today Lens
- Review courses for the ABO and NCLE Exams
- Communication and Leadership Skills enhancement workshops
- Local Chapter sponsored educational events
- Apprentice Contact Lens Certificate Program (*required course for certain apprentices become licensed*)
- State Board Review (*prep course to become licensed*)

With one exception, the Apprentice Contact Lens Certificate Program workshop would not be available for a discount greater than 10% for the workshop, due to the cost of educational materials and level on personal hands-on training that provided during the program.

The education provided as a member of the POF is always professional and relevant. POF holds large events to provide CEs with National speakers. The local board strives to have local events for members to provide more of a comradery and more access to CEs throughout the year and not just at large POF events.

Sign-up Today!

To become eligible, an employee licensed in Florida would sign up with the POF as a member and provide their name and Luxottica ID. A member of the POF will then review sign-ups with the monthly Luxottica roster provided by Human Resources.

POF membership also includes membership to the Opticians Association of America (OAA).

Visit their website for details at <https://pof.org>

**Refer to the EssilorLuxottica policy for details, subject to change with or without notice.*

APPENDIX: CONCUR ONLINE REIMBURSEMENT

*Note: Employees must sign an **Optician Licensure Reimbursement Agreement** to be eligible for reimbursement along with required supporting documentation. Not all expenses may be applicable*

ABO-NCLE Adv/Master: Advanced and Master exam registration fees

ABO-NCLE Exam – Pass: ABO and NCLE Basic and Practical exam registration fees, if exams required for licensure in your state

ABO-NCLE Renewal Fee: Renewal fees associated to maintaining ABO-NCLE certification

Apprentice Optician Fees: Apprentice state registration and application fees required to obtain trainee permit

Optician Continuing Education (CE) – In-Person: Expenses to fulfill in-person required continuing education

Optician Continuing Education (CE) – Online: Expenses to fulfill online state required continuing education

Optician Local (County/City) Fees: County &/or city fees

OPT License Renewal Fees: State licensure renewal fees

OPT License Other: Licensure fees not listed

OPT State License Fees: State required application fees and associated costs (i.e., finger printing, passport photos)

OPT State Exam-Pass: State required exam registration fees if state exam required for licensure

Optician Local (County/City) Fees: County &/or city fees

Professional Membership & Certifications: State association membership fees for the state of Florida through Professional Opticians of Florida (POF)

Training Other: Additional training expenses not classified as Continuing Education

Tuition Reimbursement: Tuition towards a corporate affiliated education program

- Optician degree program; any approved program
- Optician certification program for states requiring for Apprenticeships; any approved program
- ABO and NCLE preparation course; any approved program,