

As a CE provider you are required to email the information to ARBO at the conclusion of the course. Please see below for OE Tracker instructions. As long as you utilize the attendance spreadsheet from ARBO which collects the optometrist's OE Tracker number and email the form to them, there will be no charge to you for the submission. There are two attendance spreadsheets available on the ARBO website, one for COPE approved courses and one for NON-COPE courses. NON-COPE courses are approved by the Ohio Board.

Using OE TRACKER to Record Continuing Education Course Attendance

OE TRACKER captures continuing education attendance and stores it electronically for access by optometrists and their Licensing Boards. OE TRACKER can help CE Administrators/Providers collect, record and verify CE attendance data. The use of OE TRACKER also reduces post-meeting communications with attendees by allowing them to view their attendance information and print certificates online.

Using OE TRACKER: Instructions for CE Instructors and Providers

Submitting CE Attendance for Non-COPE (Board approved) Courses:

You can submit your CE attendance information to *OE TRACKER* in one of the following ways:

Excel Spreadsheet (*Preferred*): Contact ARBO for a pre-formatted Excel spreadsheet or download one from our website at www.arbo.org. Click on **COPE** and then click on **COPE Downloads**. Scroll down and click on the **CE Attendance Data Upload Form: Non-COPE**. You must provide all the course information, the attendees' *OE TRACKER* number and the date of the course. Once you have completed the form, email it to arbo@arbo.org for uploading into *OE TRACKER*.

Barcode Scanners: Use ARBO's barcode scanners, or your own, to capture the attendance. To reserve ARBO's scanners, contact our office at least 3-4 weeks in advance of your event. After your event, simply return the scanners to the ARBO office or email us a spreadsheet with your data and we will upload your attendance into *OE TRACKER*.

Sign-In Sheet: You may record attendance on a sign-in sheet and fax it to the ARBO office to be entered manually. There may be a processing charge for the ARBO staff to manually enter CE attendance data from sign-in sheets. Contact the ARBO office for more information. The attendance information will only be entered into *OE TRACKER*, if it includes the meeting information, Course Name, Course Date, Attendees' *OE TRACKER* Numbers, Name and Signature.

Please Remember:

Ask your attendees for their *OE TRACKER* Number when registering. They can easily find this by going to www.arbo.org and clicking on: ***OE TRACKER* Number Lookup**.

Contact ARBO at 704-970-2710 or 866-869-6852 or arbo@arbo.org with any questions or for more information on using *OE TRACKER*.