September 27, 2011

Dear Residency Program:

Since 1968, the Ophthalmic Knowledge Assessment Program (OKAP) has provided a valid and reliable assessment to residents and fellows throughout the United States and Canada. The fact that all accredited U.S. programs participate in OKAP attests to the excellent reputation and high regard that the examination has earned over the years. We hope that your experience with OKAP has been beneficial – both to your residents and to your program – and that you will continue to participate.

To better serve our residents and training programs, **the 2012 OKAP exam will be a computer-based examination administered at Prometric test centers throughout the United States and Canada.** The exam will no longer be administered in paper/pencil form. Individual test locations and preferred times will be accommodated for each resident as available. **The exam will be administered on Saturday, March 31, 2012.**

The following page includes a list of important dates surrounding the 2012 OKAP. Please be aware of these dates and all pertinent information listed.

The cost to your program is $280 for each examinee. You will receive an invoice after all your residents have made their exam appointments. Please see the "Payment Form" on the Academy website for more information on payment.

The 2012 OKAP User's Guide, tips for registering, and Frequently Asked Questions are also available on the Academy website as a resource for you and your residents. Since first-year residents and others may not have the User's Guide, please make them aware that this and other resources are available to them.

Thank you for your cooperation in furthering the American Academy of Ophthalmology's effort to provide the best possible in-training examination. If you have questions regarding this new process, please call the Academy directly at 1-415-561-8540, Monday to Friday, from 8:00 a.m. to 5:00 p.m. PT or send your inquiry to customer_service@aao.org.

Sincerely yours,

J. Timothy Stout, MD, PhD, MBA
Chair, Ophthalmic Knowledge Assessment Program Committee

OKAP 2012 Important Dates	
• OKAP information is available on the Academy website: **www.aao.org/OKAP** • The Academy pre-registers all residents in the United States and Canada • Residency programs receive a notification of all pre-registered residents -The Academy will send a notification to your program that will indicate the resident information the Academy has submitted to Prometric. Once you receive this notification, each resident will need to make their individual exam appointment through Prometric. **If resident information is incorrect or inaccurate, those residents will not be able to make their exam appointment. To update resident information, have the resident contact Member Services by calling (866) 561-8558, and select option #1.** • Programs post the "Notice to Residents" and inform residents to make their exam appointment - The "Notice to Residents" on the Academy website has pertinent information that should be posted for your residents. When you post this notice, **please identify your internal deadline for residents to request special accommodations. This must be prior to February 24, 2012.**	September 2011
Residents make individual exam appointments through Prometric **-** Once a resident's information is current and accurate, **each resident must self-register for the exam through Prometric.** It is extremely important that residents understand that they must self-register; delay in self-registration may result in fewer exam appointment choices.	**Optimal Period:** October, 2011 **Less Optimal Period:** After October 2011
Internal Program deadline for residents to submit documents to Program Director's Office to request Special Accommodation	[Determined by the Program Director's Office]
Documentation to support any special accommodations must be received by the Academy - If any of your residents have a disability or a religious observance that will require special accommodation, please fill out the "Special Accommodations Form" on the Academy website. **Residents who need special accommodation should NOT register through the Prometric website until the Academy has contacted the resident and program upon approval of the special accommodation request.** A $25 fee will be charged to your program for each approved request for accommodation due only to disability.	Friday February 24, 2012
Last Day for modifications/cancellations to registration - A program may add or remove residents to accurately reflect who will take the 2012 OKAP until **March 1, 2012.** Residents may also cancel without cancellation fees up until March 1, 2012. For cancellations from March 2nd to March 26th, a $25 fee will be withheld. **No refund will be given for no-shows (examinees who arrive more than 15 minutes late) and for cancellations made after March 26, 2012.** Residents can attempt to re-schedule their exam up until March 26, 2012; however the ability to reschedule may be limited by availability.	Thursday March 1, 2012
Last Day of Registration (No exam appointments can be made after this date)	Monday March 26, 2012
Exam Date	Saturday March 31, 2012
Score reports e-mailed to Program Directors **- Scores will be withheld for non-payment.**	Mid-May to Mid-June 2012