

APPLICATION INSTRUCTIONS / ENTERING EDUCATIONAL INFORMATION

> All NCOPE-approved educational entities have been entered in the background and should populate the designated fields when the entity name is typed (sorry, no drop-down options at this time)

LPO specific instructions

- To add an educational institution to your profile, click the ADD EDUCATION button. If your college degree is a Bachelors or Masters of Science in Orthotics/Prosthetics, begin typing the name of the school into the Education Institution field. As you type, the name of your school should auto-populate. Once it does, click on it to select it.
- If your degree is not O&P specific and/or the name of your school does not auto-populate, type/select Other. You will then enter your school's name and address in the fields that appear.
- If your degree is not O&P specific, you will have one or two additional education entries for your Post-Grad Certificate Program(s). The educational institution name should auto-populate as you begin your entry. Degree type will be "Certificate," Program type will be "Post-graduate Certificate Program."
- All fields marked with (*) are required. Once finished, continue with the next Background sections or click the SAVE AND CONTINUE button.

LP or LO Specific

- To add an educational institution to your profile, click the ADD EDUCATION button. If your college degree is a Bachelors or Masters of Science in Orthotics/Prosthetics, begin typing the name of the school into the Education Institution field. As you type, the name of your school should auto-populate. Once it does, click on it to select it.
- If your degree is not O&P specific and/or the name of your school does not auto-populate, type/select Other. You will then enter you school's name and address in the fields that appear.
- If your degree is not O&P specific, you will have one additional education entry for your Post-Grad Certificate Program. The educational institution name should auto-populate as you begin your entry. Degree type will be "Certificate," Program type will be "Post-graduate Certificate Program."
- All fields marked with (*) are required. Once finished, continue with the next Background sections or click the SAVE AND CONTINUE button.

LPED Specific

- To add an educational institution to your profile, click the ADD EDUCATION button. Enter and select "Other" for your Educational Institution, then begin typing the name of the school into the Education Institution field and complete the address field that populates. Select the appropriate degree/diploma type for drop downs that are offered.
- You will have one additional education entry for your Pedorthic Pre-Certification Education Program. The educational provider name should auto-populate as you begin your entry. Degree type will be "Certificate," Program type will be "Post-graduate Certificate Program."