

A · T · P · O Job Listings
The Job Bank Service of the
Association of Technical Personnel in Ophthalmology

Attached is the application to advertise on ATPO's web-based job listings page, which is available online to all ophthalmic technicians at www.atpo.org. **Please read this page carefully.**

Application and Payment

1. There are two posting classifications: Physicians and Non-physicians. Non-physicians may include, but are not limited to, placement/recruiting agencies, advertising firms, equipment companies, etc. Ads will have size limitations based on the posting classification. Please see the application for specifications.
2. Ads received electronically (via e-mail) are eligible for a discount. Ads can be sent in the body of an e-mail or as a Word attachment to an e-mail. **Only the text for the ad needs to be received electronically to receive the discount; applications can be faxed or mailed.** Ads received in a hard copy format (typed or written) will be charged full price. Please see the application for specifications.
3. Your listing will be posted once payment is received, processed, and entered into our system. *This process can take up to, or longer than, four business days.*
4. **Please fill out the application completely.** Incomplete applications will not be processed. ATPO accepts VISA, MasterCard, Discover, American Express, checks, and money orders for payment. All payments must be in US Dollars. **ATPO does not bill or invoice for job listings.**

Advertisements

1. Your advertisement will be posted as written. Please make sure your ad has proper grammar and spelling, is typed or written clearly, and has all necessary contact information including how candidates should apply for the position (online, via fax, standard mail, etc.). *We reserve the right to edit or deny any ads.*
2. A small company logo can also be posted with your advertisement. Logos must be received separately from the ad text as either a .jpeg or a .gif file.
3. Once advertisements are posted, any requested changes will result in a \$25.00 change fee. Changes will be made once the change fee is paid.
4. When sending your ad text, please place the name of your organization in the subject line of the e-mail and send it to atpomembership@jcahpo.org.

If you have questions or concerns, please visit www.atpo.org/bulletinboard.htm for more information or contact ATPO at (800) 482-4858 or atpomembership@jcahpo.org. Thank you.

