



## College of Optometrists of Ontario

# Application Package for an Academic Certificate of Registration

**Updated: February 23, 2010**

If you hold an appointment as a professor, lecturer, resident, supervising clinician or graduate student at the University of Waterloo School of Optometry, or another university or optometric educational facility in Ontario approved by Council, you may be eligible for an Academic Certificate of Registration.

This package includes a recommended sequence (Appendix A) for completing the requirements for registration.

### **Complete the Academic Requirement**

Applicants must successfully complete a recognized/approved academic program. This includes the program at the University of Waterloo School of Optometry, all programs accredited by the Accreditation Council on Optometric Education (ACOE), a program in optometry at a university in the United Kingdom, or any program acceptable to the College's Registration Committee. The International Optometric Bridging Program (<http://www.optometry.uwaterloo.ca/iobp/>) is available to assist optometrists educated outside North America or the United Kingdom meet the academic requirement for an Academic Certificate of Registration.

If you plan to apply for registration in your final year of a recognized program, you must arrange for a letter from the institution where you are studying to be sent to the College indicating your eligibility for graduation and the expected date of your graduation. Once you have graduated, you must provide the College with a notarized\* copy of your degree certificate.

### **Submit an Application Form**

A copy of the Application for Registration is included in the Application Package. To complete your application form:

- print or type all of your answers;
- answer all of the questions that pertain to you;
- provide the College with all the requested documents;
- sign your application and have it notarized (please note: a notarized copy of a document is one that has been reviewed by a Notary Public, Commissioner of Oaths or Justice of the Peace who has stamped the copy with his/her seal and then signed and dated it. A notarized copy is a legal copy of your original document); and
- submit your completed application form, all required documents and a cheque for the application fee made payable to the College of Optometrists of Ontario. As of January 1, 2010, the application fee is \$420.00 including 5% GST. This includes the fee for writing the Ontario Optometric Jurisprudence Examination.

If your form is complete and the required documentation has been received, you will be informed that you are eligible to sit the Ontario Jurisprudence Examination administered by the College.

## **Ontario Optometric Jurisprudence Examination**

The College will send you study material for the Ontario Optometric Jurisprudence Examination not less than four weeks before the date of your exam. The exam is administered six times annually. Two administrations, one in the spring and one in the fall, are accompanied by a one-day seminar. The other 4 administrations are offered without the seminar. You may attend a seminar session even if you plan to take the exam at a later date.

When the College receives your application form, you will be automatically registered for the next administration of the jurisprudence exam and you will be advised of two or three optional exam dates. All jurisprudence exam and seminar dates are posted on the home page of our website ([www.collegeoptom.on.ca](http://www.collegeoptom.on.ca)). If you wish to take the jurisprudence exam at a later date, you may submit a request to register for the date of your choice. Please note that even though your application for registration may be open for a maximum of 24 months, **the Ontario Optometric Jurisprudence Examination must be successfully completed within 12 months of your application being received by the College.**

## **Submit Additional Documents**

### CPIC Report

One of the requirements of registration as an optometrist in Ontario is that the applicant must not have been found guilty in relation to a criminal offence in any jurisdiction, or an offence under the *Criminal Code (Canada)*, the *Controlled Drugs and Substances Act (Canada)* and the *Food and Drugs Act (Canada)*. To provide evidence that an applicant has met this requirement, each applicant must provide a Canadian Police Information Centre (CPIC) Criminal Record Synopsis (CPIC report) as part of the registration process. The results of a CPIC check must be dated within six months of the applicant becoming registered. If the applicant does not become registered within six months of the date the CPIC results were issued by the police, the applicant will be required to submit an updated CPIC check.

### Citizenship/Permanent Resident Status/authorization to practice

If you are a Canadian citizen, have a photocopy of your Birth Certificate, Canadian Passport or Citizenship Identification Card notarized and submit it with your application form. If you have Permanent Resident Status or authorization to practise optometry under the *Immigration and Refugee Protection Act*, have a photocopy of your Permanent Resident Status or authorization notarized and submit it with your application form. This document must be valid in order for your Certificate of Registration to be issued and activated.

### Certificate of Standing

If you have ever been licensed or registered to practise optometry or any other regulated health profession anywhere outside Ontario, arrange for the licensing body where you practised to complete a Certificate of Standing outlining your current status in that jurisdiction. A Certificate of Standing form is available from the College or on the College website (under Resources/Forms). The Certificate of

Standing must be dated no more than six months before your Certificate of Registration is issued and activated.

### **Pay the Membership Fee**

The membership year runs from January 1 through December 31. New registrants pay a pro-rated fee for the year in which they become registered.

### **The Registration Decision and Appeals**

Initially, the Registrar considers each application for registration. If the Registrar is satisfied that all of the registration requirements have been met, the applicant is issued a Certificate of Registration. If the Registrar has doubts about whether or not the applicant meets the requirements for registration, or if the Registrar intends to refuse the application or to attach terms, conditions or limitations to the Certificate of Registration, the application is referred to the Registration Committee. The applicant has the right to submit a written submission for the Committee's consideration with respect to their application.

If the applicant is not satisfied with the Registration Committee's decision, he or she may request an appeal of the decision before the Health Professions Appeal and Review Board in the form of either an oral hearing or a document review. The Board's decision may be further appealed to the Divisional Court.

### **Application Timelines**

It is a policy of the College that an application for registration may remain open at the College for a maximum of 24 months. Although applicants have up to 24 months to complete their application, the following timelines must be adhered to when submitting documents to the College:

Criminal Record Check	Dated a maximum of six months before Certificate of Registration is issued.
Certificate of Standing (if required)	Dated a maximum of six months before Certificate of Registration is issued.
If not a Canadian citizen: permanent residency or authorization under the <i>Immigration Act</i> to engage in the practise of optometry	Valid at the time the Certificate of Registration is issued.
Ontario Optometric Jurisprudence Exam	Successfully completed within one year of applying for registration. Please note: only the College of Optometrists of Ontario administers the Ontario Optometric Jurisprudence Exam.
CSAO Exam	Successfully completed within three years of applying for registration (otherwise additional requirements must be met)

If an application is still incomplete twenty-one months after the form was initially received by the College, the applicant will be sent a letter reminding them that they have three months to complete the application before it expires.

No applicant may have more than one valid application for registration open with the College at any one time.

The two-year application period automatically ends when an applicant has successfully completed the requirements for registration. In other words, if an applicant completed all the requirements for registration in only 8 months, they may not wait 16 months (for a total of two years) to register. The two-year timeline is provided only to give applicants adequate time to complete the registration requirements, not to allow successful applicants to delay the date they register.

A complete application is immediately forwarded to the Registrar. If the Registrar proposes to issue a certificate of registration, the applicant will be notified that his or her application has been successful and that their registration must be activated within 30 days by paying a pro-rated fee for the registration year or the applicant risks having his or her application terminated. An applicant who wishes to pursue registration with the College but whose original application has been terminated for non-activation must submit a new application for registration.

### **Application Checklist**

This checklist identifies a number of documents that must be notarized before they are submitted to the College with your application. A notarized copy of a document is one that has been reviewed by a Notary Public, Commissioner of Oaths or Justice of the Peace who has stamped the copy with his/her seal and then signed and dated it.

- Provide the College with contact information for the location to which you would like all of your mail to be sent. If your address changes, the College must be informed. The College is not responsible for any failure to communicate with you as a result of an unreported address change.
- Have a passport photo (taken within the last six months) notarized.
- Have all the photocopies of your degrees, certificates and fellowships notarized.
- If you are a Canadian citizen, have a photocopy of your Birth Certificate, Canadian Passport or Citizenship Identification Card notarized.
- If you have Permanent Resident Status or authorization to practice optometry under the *Immigration and Refugee Protection Act*, have a photocopy of your Permanent Resident Status or authorization notarized. This document must be valid in order for your Certificate of Registration to be issued and activated.
- If you have not yet graduated, arrange for the institution at which you are studying to provide the College with a letter that states your eligibility for and expected date of graduation.
- If you have ever been licensed or registered to practise optometry or any other regulated health profession anywhere outside Ontario, arrange for the licensing body where you practised to complete a Certificate of Standing outlining your current status in that jurisdiction. A Certificate of Standing form is available from the College or on the College website (under Resources/Forms). The Certificate of Standing must be dated no more than six months before your Certificate of Registration is issued.

- Arrange to have a current CPIC report submitted to the College. If you do not become registered within six months of the date the CPIC results were issued by the police, you will be required to submit an updated CPIC report.
- Fill out your application form completely and accurately, sign it and have it notarized. Upon successful completion of the application process, you will be asked to confirm the accuracy of the information provided in your application form. If you provide the College with false or misleading information on your application, you will be deemed not to have satisfied the requirements for registration.

## Registration Requirements for an Academic Certificate of Registration

In order to assist applicants and facilitate the registration process, the Registration Committee suggests that registration requirements be met in the sequence outlined below. This sequence is not mandatory, it is a recommendation only.

### Ontario Regulation 837/93 Amended to O. Reg. 57/00

Suggested Sequence	Reg. Item #	Requirement
	5. (1) 3.	The applicant must have one of the following academic qualifications: <ol style="list-style-type: none"> <li>i) successful completion of a course in optometry at a university, if the course, at the time the applicant commenced it, was accredited by the Accreditation Council on Optometric Education or another accrediting body approved by the Council, together with the award of a degree of doctor of optometry from that university,</li> <li>ii) successful completion of a course in optometry at a university in the United Kingdom, together with the award of a degree from that university, and current or past membership in the British College of Optometrists,</li> <li>iii) successful completion of a course outside of Ontario, other than one mentioned in subparagraphs I or ii that the Registration Committee, having considered the rest of the applicants qualifications, determines is acceptable.</li> </ol> <p><i>(The College will accept an application before the applicant graduates from an approved program provided the application includes a letter from the institution confirming the individual's expected graduation date).</i></p>
	5. (1) 2.	The applicant must hold an appointment as a professor, lecturer, resident, supervising clinician or graduate student at the School of Optometry of the University of Waterloo, or another university or optometric education facility in Ontario approved by Council.
	5. (1) 1.	The applicant must complete an application for an academic certificate of registration.
	5. (1) 7.	The applicant must have Canadian citizenship, permanent residency or authorization under the Immigration Act (Canada) to engage in the practice of optometry. <i>(While citizenship/residency is not required before you may write the CSAO exam, it is recommended. <b>In order for your Certificate of Registration to be issued and activated, citizenship/ authorization documents must be valid.</b>)</i>
	5. (1) 9.	The applicant must pay the application, examination and certificate of registration fees.
	5. (1) 8	The applicant has successfully completed an examination in jurisprudence set or approved by the College within one year of applying for registration. <i>(An application for registration is valid for a maximum of two years from the date the application is received by the College, however <b>you must successfully complete the jurisprudence exam within 12 months of applying for registration. Only the College of Optometrists of Ontario administers the Ontario Optometric Jurisprudence Exam.</b>)</i>
	5. (1) 4.	The applicant must be able to speak and write in the English or French language with reasonable fluency.
	5. (1) 6.	The applicant must not have been found guilty in relation to a criminal offence in any jurisdiction. For the purposes of this paragraph, a "criminal offence" includes, without being limited to, an offence under the <i>Criminal Code</i> (Canada), the <i>Controlled Drugs and Substances Act</i> (Canada) and the <i>Food and Drugs Act</i> (Canada). <i>(You are required to have a CPIC report [criminal record check] submitted to the College. The CPIC report <b>must be dated no more than six months before your Certificate of Registration is issued and activated.</b>)</i>
	5. (1) 5.	Where the applicant has previously practiced optometry, there must not be any finding of, or any current proceeding involving an allegation of, professional misconduct, incompetence or incapacity or any like finding or proceeding against the applicant. <i>(If you have previously practised or are currently practising optometry or another regulated health profession, you must provide the College with a Certificate of Standing from the jurisdiction where you previously practised or are currently practising <b>dated no more than six months before your Certificate of Registration is issued.</b>)</i>



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Phone: (416) 962-4071. Fax: (416) 962-4073. Toll free: 1 (888) 825-2554

### College of Optometrists of Ontario Application for Issuance of an Academic Certificate of Registration

Please print. This is a permanent document.

Date Issued
Certificate of Registration Number
<p><b>Notarized* Passport Photograph to be attached (stapled) here</b></p> <p><b>Photograph must have been taken within the last six (6) months</b></p> <p><i>* A notarized copy of a document has been reviewed by a Notary Public, Commissioner of Oaths or Justice of the Peace who has <b>stamped the copy</b> with his/her seal, and then <b>signed and dated</b> it.</i></p>

Last Name: .....

Given Name(s): .....

Date of Birth (mm/dd/yyyy): .....

Sex:                    Male [ ]                    Female [ ]

Address to which you want your mail directed:  
.....  
.....  
.....

E-Mail: .....

Telephone Number: (        ) .....

Please inform us in writing of any change to the above contact information subsequent to submitting your application. **The College of Optometrists of Ontario is not responsible for any failure to communicate with you as a result of an unreported address change.**

1. I have a Doctor of Optometry Degree or the comparable degree of .....  
awarded by (school) .....  
on the (day) ..... of (month) ..... (year) .....

2. Additional qualifications (degrees, fellowships, certificates)

Qualification	Institution	Date Received
.....	.....	.....
.....	.....	.....

**Notarized copies of all degrees and qualifications declared on this form are required.**  
Please answer questions 3 through 10 by checking the appropriate answer boxes and, where required, provide the necessary notarized documentation.

3. Are you able to speak and write with reasonable fluency in:  
English    Yes [ ]    No [ ]                    French    Yes [ ]    No [ ]

4. Are you a Canadian Citizen? Yes [ ] No [ ]  
If YES, please provide a notarized copy of your Canadian Passport or Citizenship Identification Card and go to Question 7.

5. Do you have permanent resident status under the *Immigration and Refugee Protection Act* (Canada)? Yes [ ] No [ ]  
If YES, please provide a notarized copy of your certificate showing permanent resident status.

6. Do you have authorization under the *Immigration And Refugee Protection Act* (Canada) to engage in the practice of optometry? Yes [ ] No [ ]  
If YES, please provide a notarized copy of your authorization.

7. Have you ever practised or been registered or licensed to practise optometry or any other health profession? If YES, please specify the name of the jurisdiction. Please check all that apply.

- a) A province in Canada?  
Yes [ ] No [ ] Health Profession ..... Province .....
- b) A state in the United States?  
Yes [ ] No [ ] Health Profession ..... State .....
- c) Any other jurisdiction (any other country)?  
Yes [ ] No [ ] Health Profession ..... Country .....

*If you have ever been registered or licensed to practise optometry or another health profession, please arrange for the licensing body where you practised to send the College a Certificate of Standing outlining your current status in that jurisdiction. A Certificate of Standing form is available from the College or on the College website (under Resources/Forms). The Certificate of Standing must be dated no more than six months before your Certificate of Registration is issued.*

8. Have you ever applied for a license or certificate of registration to practise optometry in another jurisdiction and had your application refused or rejected? Yes [ ] No [ ]  
If YES, please provide details.....

9. Have you ever been found guilty in relation to a criminal offence in any jurisdiction? A 'criminal offence' includes but is not limited to an offence under the *Criminal Code* (Canada), the *Controlled Drugs and Substances Act* (Canada) and the *Food and Drugs Act* (Canada). Yes [ ] No [ ]  
If YES, please provide details.....

*All applicants are required to submit a Canadian criminal record check (CPIC). The CPIC report must be sent to the College directly from the police and must be dated no more than six months before your Certificate of Registration is issued and activated.*

**Please note: "An applicant shall be deemed not to have satisfied the requirements for a certificate of registration if the applicant made a false or misleading statement or representation in his or her application." O. Reg. 837/93, s.2.- (2), Optometry Act 1991**

**I believe all the above statements to be true and, knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*, I solemnly declare:**

**That,** *if granted a certificate of registration to practise optometry in the Province of Ontario, I will practise ethically and maintain the dignity and honour of the profession and comply with all requirements of the Regulated Health Professions Act and the Optometry Act and Regulations and amendments thereto.*

**That,** *I give permission to the College of Optometrists of Ontario to correspond with the Canadian Examiners in Optometry (CEO) and to correspond or interview any parties I have referred to or listed on this application form.*

**That,** *I will notify the College of Optometrists of Ontario in writing should there be any change to the information provided in this form.*

.....  
Signature of Applicant

Declared before me at (city) ..... in the Province of ..... this ..... day  
of (month) ....., 20 .....

.....  
A Commissioner, etc., or Notary Public (Seal)

## Submitting Documents Required for Registration

It is a policy of the Registration Committee that an application for registration may remain open at the College for a maximum of 24 months. No applicant may have more than one valid application for registration open with the College at any one time.

You are reminded that, although you have a maximum of 24 months to complete your application, additional timelines related to submitting your application documents to the College are as follows:

Registration Document	Submitting the Document
Application Form and Fee	Mail your completed application form and fee to the College. Answer all questions and be sure to have your photo and the application form <u>notarized</u> .
Diploma(s)/Degree(s)	Send <u>notarized copies</u> of your diploma(s) and or degree(s) as soon as they are available.
Ontario Jurisprudence Exam Results	Only the College of Optometrists of Ontario administers the Ontario Optometric Jurisprudence Exam. Following the Jurisprudence Exam, the College will notify you of your results and put a copy with your application for registration. You must successfully complete this exam within one year of applying for registration, otherwise you will be required to submit a new application form and application fee.
Criminal Record Check	An unopened and official CPIC report must be sent to the College and must be dated no more than six months before your Certificate of Registration is issued and activated.
Certificate of Standing (if required)	A Certificate of Standing must be sent to the College directly from the issuing body and must be dated no more than six months before your Certificate of Registration is issued and activated. A Certificate of Standing form is available from the College or on the College website (under Resources/Forms).
If not a Canadian citizen: permanent residency or authorization under the Immigration Act to engage in the practise of optometry	Submit a <u>notarized copy</u> of your immigration/ authorization document. In order for your Certificate of Registration to be issued and activated, this document must be valid.

**College of Optometrists of Ontario****Fee Schedule\***

All of the following fees are in Canadian funds and subject to 5 % GST.

Application Fee including Jurisprudence Seminar and Exam Fee	\$ 400.00
Certificate Fee	25.00
Duplicate Certificate Fee:	
• when ordered at the same time as the initial certificate	10.00
• when ordered some time after ordering the initial certificate	25.00
Annual Membership Fee	900.00
Late Penalty Fee (application, membership renewal, Certificate of Authorization renewal)	100.00
Re-instatement Fee (membership)	200.00
Certificate of Authorization (Incorporation) Application Fee	600.00
Certificate of Authorization (Incorporation) Certificate Fee	25.00
Certificate of Authorization (Incorporation) Annual Renewal Fee	300.00
Quality Assurance Assessment Fee	1,650.00
Quality Assurance Evaluation Fee	3,025.00
Certificate of Standing	100.00
Address Labels:	
• For members and other professionals on profession-related business (e.g., referrals)	30.00
• For continuing education providers (e.g., UWSO, Vision Institute, University of Toronto)	90.00
• For any commercial organization	300.00
NSF Cheques	40.00

\* as of February 1, 2010