

REGISTRATION POLICY

Registration Timelines

The purpose of this policy is to establish timelines for the processing of applications for a certificate of registration as a registered optician or a registered intern optician, as well as applications for Prior Learning Assessment and Recognition (PLAR). While the College of Opticians of Ontario (College) strives to comply with this policy, it cannot guarantee that all applications will be processed within the timelines indicated.

Applicants are encouraged to thoroughly review their documents prior to submission to ensure accuracy. Incomplete applications will result in processing delays.

Applications are processed in the order they are received.

Email and Phone Inquiries

The College strives to respond to all email and phone inquiries within two (2) business days.	2 business days
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Applications for a certificate of registration: Registered Intern Optician or Registered Optician (including transfer of registration from another Canadian jurisdiction)

<p>Step 1: Acknowledgment of application package</p> <p>Applicants will receive an acknowledgment from the College within 15 days that will either:</p> <ul style="list-style-type: none"> a) Confirm that the applicant has submitted all of the required documents and information and that the application is therefore “complete”; or b) Inform the application of any outstanding documents or information required to complete the application. <p>Where additional documents/information are required, no further steps will be taken by the college until the requested information is received. Once the additional documents/information are received, applicants will receive a further acknowledgment from the College within 15 days to confirm that the application is complete or to identify documents/information that remain outstanding.</p>	15 days
<p>Step 2: Approval of completed applications</p> <p>The timeline for reviewing and processing applications that have been deemed “complete” at Step 1 is 30 days*.</p>	30 days

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Date Approved: May 14, 2012

Date Last Revised: September 28, 2016/March 4, 2024

<p>Applicants will be notified when their application has been approved, or whether the application has been referred to the Registration Committee for further review.</p> <p>*The 30-day timeline does not apply to applications referred to the Registration Committee. Additional time may be required to verify the authenticity or accuracy of the submitted documents and/or information.</p>	
<p>Step 3: Identification badge is issued</p> <p>Identification badges for approved applications are issued via mail within 15 days of approval.</p>	15 days
<p>Step 4: Wall certificate is issued (Registered Opticians only)</p> <p>Wall certificates for approved applications for a certificate of registration as a Registered Optician are issued via mail within 6-8 weeks of approval.</p>	6-8 weeks

Applications for Prior Learning Assessment and Recognition (PLAR)

<p>Step 1: Initial inquiry is received</p> <p>Applicants are contacted by a member of the Registration Team within two (2) business days and are provided with an overview of the PLAR process and the application package.</p>	2 business days
<p>Step 2: Acknowledgment of application package</p> <p>Applicants will receive an acknowledgment from the College within 15 days that will either:</p> <ul style="list-style-type: none"> a) Confirm that the applicant has submitted all of the required documents and information and that the application is therefore “complete”; or b) Inform the application of any outstanding documents or information required to complete the application. <p>Where additional documents/information are required, no further steps will be taken by the College until the requested information is received. Once the additional documents/information are received, applicants will receive a further acknowledgment from the College within 15 days to confirm that the application is complete or to identify documents/information that remain outstanding.</p>	15 days
<p>Step 3: Referral to complete a Competency Gap Analysis (CGA) assessment</p> <p>Applicants eligible for PLAR whose application submission has been deemed “complete” will be referred to the National Alliance of Canadian Optician Regulators (NACOR) to complete a Competency Gap Analysis (CGA) assessment. The timeline for this referral to be made is 1 week from when an application has been deemed “complete”.</p>	1 week

<p>Applications deemed ineligible for PLAR will be referred to the Registration Committee for further determination.</p>	
<p>Step 4: Submission of Additional Information</p> <p>After the results of the CGA are received, applicants will be notified that their application file has been referred to the Registration Committee for review. Applicants will be invited to make any additional written submissions to the panel of the Registration Committee within 30 days from the date of the notice.</p>	<p>30 days</p>
<p>Step 4: Registration Committee review</p> <p>The Registration Committee will review the application, the CGA results, and any additional submissions made by the applicant and determine whether completion of additional training is required. The timeline for review by the Registration Committee is 4-6 weeks.</p> <p>Applicants will be notified of the Registration Committee’s decision and reasons for the decision by email. Based on the outcome of the CGA, the Registration Committee may require that the applicant complete a bridging program. Depending on the number of assigned bridging modules, the applicant may be allotted 12 to 24 months to complete the program.</p>	<p>4-6 weeks</p>