

## Administrative Policy

### Retention of Legal and Verifying Documents Policy

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The College may from time to time request applicants or existing members to submit legal or verifying documents. These requests may be made at the time of application for registration, reinstatement or renewal or between renewal periods if there is a change in status or other circumstances that requires the submission of such documents (e.g. if a member changes his or her legal name in the middle of the year, he or she will be required to submit proof of the name change).

The following are examples of some of the legal and or verifying documents you may be requested to submit to the College:

#### Legal Documents:

- Documentation to verify your legal name (e.g. A notarized photocopy of your current passport or drivers license or birth certificate (accompanied by a second piece of identification with your legal name e.g. health card)
- Documentation to verify your Canadian citizenship or immigration status: (e.g. If you are a Canadian citizen, a notarized photocopy of your current Canadian passport or Canadian citizenship card or birth certificate. If you are not a Canadian citizen, a notarized photocopy of your permanent resident card or work permit or student visa)

#### Verifying Documents:

- Letter of good standing (from all regulatory authorities you are licensed or registered with.)
- Documentation to verify language proficiency (e.g. Transcript of test result)
- Documentation to verify your education in opticianry (e.g. A photocopy of your eyeglass certificate, contact lens certificate, diploma/degree from your educational institution)
- Documentation to verify examinations you have completed in opticianry
- Assessment report of your academic credentials from World Education Services (WES)

#### When originals are required

The College will not request the original of any legal or verifying document other than as noted in this policy or in other circumstances where it is necessary to do so. The College must receive originals of the following documents when requested and will not accept photocopies, whether they are notarized or not. These documents will be retained indefinitely in your membership file if you are a member or become a member of the College:

- Transcripts from educational institutions
- Letters of good standing from other regulatory authorities
- Assessment reports of academic credentials from World Education Service (WES)

Should the College receive the original of any legal or verifying document from you, we will make a photocopy of the document and make reasonable efforts to arrange for you to pick-up the document in person (with the exception of transcripts, letters of good standing and assessment reports of our members as noted above and any other document which is retained indefinitely). If we are unable to make arrangements with you to pick-up the document, it will be returned<sup>1</sup> to you as soon as possible but no later than one year from the date of receipt. If we are unable to reroute the documents after two attempts they will be destroyed by the College (with the exception of original documents). The College will not destroy the original of any legal or verifying document we receive.

If your application for registration is not approved or should you decide to withdraw your application for registration, you may pick up any legal or verifying document you submitted to us or we will return<sup>1</sup> the document to you within 60 days.

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<sup>1</sup> Any legal or verifying document returned by the College will be sent to your last address on file by registered mail or courier (signature required).

**Inactive Applications for Registration**

If your application file is inactive for a period of one year, it will be closed and all documents (i.e. legal, verifying or otherwise) that we have received from you will be returned<sup>2</sup>. If these documents are undeliverable or returned by mail or courier to the College, we will make reasonable efforts to contact you to reroute them.

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<sup>2</sup> *Any legal or verifying document returned by the College will be sent to your last address on file by registered mail or courier (signature required).*