

BRIEFING NOTE

TO: Board of Directors

FROM: Derick Summers, Chair, Registration Committee

DATE: September 28, 2026

SUBJECT: Recent Practice Experience Policy
Appendix A: Recent Practice Experience Policy

☒ For Decision

☐ For Information

☐ Monitoring Report

Purpose:

To consider approval of the new proposed Recent Practice Experience Policy, following a review by the Registration Committee.

Background:

At their May 4, 2026 meeting, the Registration Committee directed that a policy be drafted that will provide a transparent way to consistently assess recent practice experience for initial registration as a Registered Optician.

Under Section 7(4) of the [Registration Regulation](#), an applicant for registration as a Registered Optician “must have either:

- i. successfully completed the opticianry program described in paragraph 1 or the examinations described in paragraph 3 within 18 months prior to the date of the application,
- ii. practised opticianry within the three years prior to the date of the application in a manner that demonstrates to the Registration Committee or another body approved by the Registration Committee that the applicant would meet the standards of practice of the profession, or
- iii. successfully completed a refresher program or professional competency assessment as set or approved by the Registration Committee within one year prior to the date of the application or after the date of the application but before registration, and, if recommended by the professional competency assessment, upgrading courses as set or approved by the Registration Committee.”

If an applicant does not meet items i & iii under section 7(4), the applicant may submit recent practice experience occurring within the last three years for the Registration Committee to assess whether the applicant is eligible to submit an initial Registered Optician application. An applicant may submit recent practice experience for a few reasons: life occurrences or a move abroad to practise that delayed their ability to register within 18 months of successful completion of their national examinations.

This proposed policy was created to provide guidelines to the Registration Committee and applicants as to what information is needed when submitting recent practice experience.

For Consideration:

The proposed Recent Practice Experience Policy has been attached as Appendix A for consideration.

The proposed policy lays out what information needs to be provided by the applicant so that the Registration Committee can adequately assess whether the applicant meets the requirements to submit an initial Registered Optician application based on the applicant's recent practice experience as it has been more than 18 months since the applicant passed the national examinations. In the proposed policy, the following items will be supplied to the Committee to assess recent practice experience:

- 1) **Amount and continuity of recent practice experience:** The number of hours of opticianry practice completed within the three years immediately preceding the date of application, and whether the applicant's practice experience was continuous, intermittent, full-time or part-time.
- 2) **Scope and relevance of practice experience:** The nature and breadth of the applicant's opticianry duties, including the variety of ophthalmic appliances (e.g. eyeglasses, contact lenses) and lenses (e.g. single vision, multifocal, soft, rigid) the applicant worked with, and the overall relevance of their duties to the required practice competencies for opticians.
- 3) **Confirmation of supervision:** Written confirmation from the applicant's supervisor(s) including full name, contact information, and their registration number with the applicable regulatory body.
- 4) **Other relevant factors:** Any additional information the Registration Committee considers relevant to assessing whether the applicant's recent practice experience demonstrates that the applicant would meet the standards of practice of the profession.

Implementing a framework on how recent practice experience will be assessed will provide consistency and transparency to both the applicant and the public.

Public Interest Considerations:

The Registration Committee reviews an applicant's recent practice experience to ensure that the applicant is competent to practice, even if their national examination results are older than 18 months. The Recent Practice Experience Policy clearly lays out for applicants and the public what factors are considered by the Committee to assess if the applicant's opticianry skills and knowledge

have degraded since the completion of their national examinations. The assessment aims to assess if applicants have sufficient knowledge and skills to safely and competently practice.

The amount and continuity of an applicant's recent practice experience will illustrate to the Committee whether the use of opticianry knowledge was continuous or intermittent. A short limited time or sporadic practice that occurred a period ago may indicate that the applicant's opticianry knowledge has not been put in use consistently.

The scope and relevance of an applicant's practice experience can demonstrate to the Committee whether the applicant has been carrying out the relevant duties of an optician. The listing of the ophthalmic appliances and lenses will allow the Committee to determine if the applicant has been utilizing their opticianry skills since successful completion of their national examinations, and that no relevant knowledge has been lost. Having the applicant's supervisor sign off on the supervision of the experience ensures that the applicant's recent practice is true and in line with the opticianry professional standard.

Diversity, Equity, and Inclusion Considerations:

The Registration Committee recognizes the importance of meeting the needs of registrants with varied personal situations. Personal situations may range from a job leave to having just returned to Ontario from practicing in an international jurisdiction after successfully passing their national examinations.

The information required in this policy was designed to be both broad and specific. The details of the applicant's practice scope and consistency aim to give the Committee information to assess whether the applicant has sufficient knowledge and skills of the required practice competencies for opticians. Simultaneously, the policy's broadness will also allow the applicant to provide any relevant information that they feel the committee should consider. Similar to the Practicum Policy, this proposed policy does not require the experience to occur in Canada thus eliminating any restrictive geographical factors.

Risk Management Considerations:

The Registration Committee believes that the proposed policy will provide consistency and clarity for the public and applicants as to how recent practice experience will be assessed for an initial Registered Optician application. The assessment of recent practice experience mitigates the risk that an applicant's knowledge and/or skills have degraded since passing the national examinations.

Action Required:

That the Board approve the Recent Practice Experience Policy or request a further review.

REGISTRATION POLICY

Recent Practice Experience Policy

Introduction

This policy applies to applicants for a certificate of registration as a Registered Optician who seek to rely on recent practice experience to meet the requirement under section 7(4)(ii) of the [Registration Regulation](#) which provides the following pathway for registration eligibility:

- ii) *[The applicant p]ractised opticianry within the three years prior to the date of the application in a manner that demonstrates to the Registration Committee or another body approved by the Registration Committee that the applicant would meet the standards of practice of the profession*

Guidelines to Submitting Recent Practice Experience for Initial Registration

In considering practice experience under section 7(4)(ii) of the Regulation, the Registration Committee will take the following factors into account:

- 1) **Amount and continuity of recent practise experience:** The number of hours of opticianry practice completed within the three years immediately preceding the date of application, and whether the applicant's practice experience was continuous, intermittent, full-time or part-time.
- 2) **Scope and relevance of practice experience:** The nature and breadth of the applicant's opticianry duties, including the variety of ophthalmic appliances (e.g. eyeglasses, contact lenses) and lenses (e.g. single vision, multifocal, soft, rigid) the applicant worked with, and the overall relevance of their duties to the required practice competencies for opticians.
- 3) **Confirmation of supervision:** Written confirmation from the applicant's supervisor(s), including full name, contact information, and their registration number with the applicable regulatory body.
- 4) **Other relevant factors:** Any additional information the Registration Committee considers relevant to assessing whether the applicant's recent practice experience demonstrates that the applicant would meet the standards of practice of the profession.

The Registration Committee will review the applicant's request and submitted materials and issue a written decision as to whether the applicant is eligible to apply for registration under section 7(4)(ii), or directing the applicant to complete additional education, a refresher program, or professional competency assessment.