

REGISTRATION POLICY

Photograph Submission Requirements

New applicants and existing registrants of the College of Opticians of Ontario who are applying to reinstate their certificate of registration, or renewing registrants who last submitted updated photographs five years prior, are required to submit one unaltered photo with their application.

Applicants and registrants are required to comply with the photo submission requirements listed below in order to avoid delays with the processing of their application, or their application being rejected for not meeting this registration requirement.

Photograph Submission Requirement Checklist:

1. The photo must be a true likeness of the applicant or registrant;
2. The photo must be in colour;
3. The photo must be taken within the last 6 (six) months from the date of submission;
4. The photo must be signed on the front at the bottom;
5. The photo must be taken against a plain white or light-coloured background with enough contrast between the background, facial features and clothing, so that the applicant's or registrant's features are clearly distinguishable against the background;
6. The photo must be clear, sharp and in focus;
7. The photos must show a full front view of the face and top of the shoulders squared to the camera;
8. The photo must show a full head without any head covering, unless it is worn for religious beliefs or medical reasons. However, the head covering must not cast shadows on the face and the full face must be clearly visible;
9. Eyes must be open and clearly visible. Photos with the red eye effect or red eye alterations will not be accepted;
10. Prescription eyeglasses may be worn as long as the eyes are clearly visible and there is no reflection or glare on the eyeglasses;
11. The photos must show a full front view of the face and top of the shoulders squared to the camera (the image of the face and shoulders must be centred in the photo). The head must not be tilted to the side.
12. The photos must be originals and not taken from an existing photo or altered in any way; and

13. The photo must be printed on plain, high quality photographic paper.