

REGISTRATION POLICY

Registration Timelines

The College of Opticians of Ontario (the College) endeavours to process all applications in a timely manner. The following policy sets out the approximate timelines for the processing of a certificate of registration (certificate) as a registered optician, intern optician or student optician with the College. To avoid delays in processing, Applicants are encouraged to submit complete and accurate application information. Applications are processed on a first come, first served basis.

Generally, all phone call and email inquiries, for any class of registration will be responded to within 2 business days.

The College is not responsible for any application processing delays which may occur due to receiving information from other parties.

Intern Registration (Graduates from an Accredited and Approved Program)

Existing members with a student optician certificate with the College: <ol style="list-style-type: none"> 1. Student submits confirmation of graduation from teaching institution 2. Status changed to registered intern optician 3. Intern registration package and badge mailed 	1-2 weeks
New applicants for an intern optician certificate: <ol style="list-style-type: none"> 1. Intern application package and confirmation of graduation received and processed 2. Intern registration package and badge mailed 	2-8 weeks
<ol style="list-style-type: none"> 1. Exam candidate writes the NACOR examinations and awaits results¹ 2. NACOR sends results to exam candidate 3. If successful, exam candidate may apply for a certificate as a registered optician. 	6-8 weeks
Interns who successfully complete the contact lens and eyeglass examinations are no longer eligible for intern optician registration and should apply for registered optician registration within 60 days. If an intern does not apply for a certificate as a registered optician after successfully completing the exam, the intern certificate will be revoked after 60 days.	revoked after 60 days

¹ Examinations are held in Ontario in the spring and fall; however, exam eligible candidates may write the examination in any province.

Registered Opticians

<ol style="list-style-type: none"> 1. Optician application package and NACOR examination results received from applicant. 2. Applicant approved for a certificate of registration as a registered optician 3. Registered Optician package and badge mailed 	4-8 weeks
Wall certificate mailed	6-8 weeks (from date of registration)

New Student Opticians (Enrolled in an Accredited and Approved Program)

<ol style="list-style-type: none"> 1. Receipt of applicant inquiry 2. Student application package and confirmation of enrollment in an accredited/approved program received from applicant Applicant approved for a certificate as a registered student optician 3. Student optician registration package and badge mailed 	2 – 8 weeks
---	-------------

Nationally Registered Applicants (under AIT/MRA)

<ol style="list-style-type: none"> 1. Receipt of applicant's initial inquiry 2. Applicant instructed to apply for certificate as either a registered optician, intern optician or student optician 	2 business days
<ol style="list-style-type: none"> 1. Application package and letter of standing from province where applicant is registered is received from applicant 2. Applicant approved for a certificate as either a registered optician or student optician or intern optician 3. Applicable class of Registration package and badge mailed 	2-8 weeks

Non-Accredited Education Applicant (PLAR)

<ol style="list-style-type: none"> 1. Receipt of applicant's initial inquiry 2. Application package sent to applicant 	2 business days
Application assessed and payment processed	2 - 3 weeks from date of receipt
Registration Committee initial review	4 - 6 weeks
Decision letter sent to applicant	5 business days

Competency Gap Analysis scheduled	1- 4 weeks after Registration Committee approval
Behavioural-Based Interview scheduled	4 – 12 weeks after CGA is complete
Registration Committee considers results of assessment and makes decision	4 - 6 weeks
<ol style="list-style-type: none"> 1. Decision and Reasons signed and sent to applicant 2. Applicant may apply for a certificate of registration as either a registered optician, intern optician, or student optician³² 	3 - 4 weeks

² The Registration Committee may require completion of bridging courses following completion of the PLAR. Each bridging course is between 8 weeks and 6 months in duration. Depending on the number of courses required, the Committee will require that applicants complete bridging courses within 1 - 3 years.