



Tel: 780.429.2694 / Toll Free: 1.800.263.6026 Website: albertaopticians.ca

2022

PROVISIONAL REGISTRATION PACKAGE

This registration package is for applicants who have completed their training through an accredited educational institution but have not yet completed the NACOR national licensing exam for opticians.

Please note that all provisional members must complete the following to become a Licensed Optician on the general register (please contact the COA for more information):

- Complete the 4 Code of Conduct modules administered by the COA.
- Successfully challenge the NACOR national licensing examination.
- Have a minimum of \$1,000,000 professional or malpractice liability insurance.

Please include 1 Passport-sized photo with your application.

Please fill out this form completely before submitting it to the COA for review. If you have any questions please contact the COA office via email or telephone at your convenience. Thank you!

Section A: Personal Information

First Name: _____

Surname: _____

Date of Birth (MM/DD/YYYY): _____

Country of Birth: _____

State or Province of Birth:

Languages:

Gender: Male

Female

X

Section B: Contact Information

Residence

Address: _____

City: _____ Province _____ Postal Code _____

Primary Phone: _____ Alt. Phone Number *(if applicable)*: _____

Email: (required) _____

Business

Company Name: _____

Address: _____

City: _____

Province: _____

Postal Code: _____

Phone Number: _____

Fax Number: _____

Email *(if applicable)*: _____

Business #2 - only applicable if you will be working in more than one location

Company Name: _____

Address: _____

City: _____

Province: _____

Postal Code: _____

Phone Number: _____

Fax Number: _____

Email *(if applicable)*: _____

Section C: Registration Information

Please select the applicable category:

If you decide that you will not be working during your time as provisional, you may register as Provisional Non-Practicing, and pay non-practicing fees. As non-practicing, you may not work in the field. For more information call or email the COA office.

- I want to register as a New Provisional Eyeglasses Optician
- I want to register as a New Provisional Eyeglasses Optician and Provisional Contact Lens Practitioner
- I want to register as a New Provisional Contact Lens Practitioner *(for applicants who are already licensed Eyeglasses Opticians with the ACAO)*
- I want to register as a New Non-Practicing Provisional Eyeglasses Optician
- I want to register as a New Non-Practicing Provisional Eyeglasses Optician and Provisional Contact Lens Practitioner

Section D: Criminal Record Check

**This section is only required if you are a new applicant to the ACAO. If you are already a registered member with the ACAO you are not required to submit a criminal record check.*

Effective April 1, 2019 the Health Professions Act requires any applicant for registration as a regulated member of a health profession in Alberta to submit a criminal record check to their Regulatory College.

Please visit: <https://www.sterlingtalentsolutions.ca/landing-pages/a/acao/> to complete your criminal record check. This will be submitted to the ACAO automatically once it is completed.

If you are coming to us from another country please be sure to submit a criminal record check from your current country with this application.

Criminal Record Check has been submitted to the college.

Section E: Declaration

1. Have you been subject to any disciplinary action by a regulatory organization responsible for the regulation of opticians or of any other profession since you last renewed your certificate of registration/ practice permit? **Yes / No**
2. Have you ever pleaded guilty or have been found guilty of a criminal offence in Canada or an offence of a similar nature in a jurisdiction outside Canada for which you have not been pardoned? **Yes / No**
3. Have you ever had a finding of or are you currently facing a proceeding for professional misconduct, incompetency, incapacity or a similar issue in relation to opticianry in Canada or elsewhere? **Yes / No**

I do solemnly swear that I have completed the questions above to the best of my knowledge and believe the completed form hereto affixed is correct and true. I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Signature of Applicant

Date (MM/DD/YYYY)

Section F: Supervisor Form

As a provisional optician you must be supervised by a licensed optician, optometrist, or ophthalmologist in order to practice. When you were a student, your supervision was managed by your educational institution, but now that you are Provisional, your supervisor needs to be handled through the COA.

Your supervisor must be on hand and available to guide you and offer expertise whenever you are working.

Primary Supervisor

First Name: _____

Surname: _____

Designation: Optician Optometrist Ophthalmologist License #:

Start Date (MM/DD/YYYY): _____

Supervisor Signature: _____

Secondary Supervisor *(if applicable)*

First Name: _____

Surname: _____

Designation: Optician Optometrist Ophthalmologist License #:

Start Date (MM/DD/YYYY): _____

Supervisor Signature: _____

Note for Supervisors

A Supervisor is responsible for ensuring that a Provisional Optician correctly performs the duties and responsibilities of an Optician. Provisional Opticians have successfully completed an Accredited Optical Sciences Program, which includes a practical portion where they perform duties as student opticians. Consequently, they have had varying levels of experience working under a supervisor already. Most Provisional Opticians will be competent, and looking to fine tune their skills.

Provisional Opticians have not yet passed the NACOR exam, and as a result they cannot work alone in the field. Until they can demonstrate through the exam that they are qualified for Registration, a supervisor must watch and guide them through each part of the job.

Examples

- a. *If a Provisional Optician measures Seg Height, the Supervisor should either also measure, or watch carefully to confirm that they have done it correctly.*
- b. *If a Provisional Optician is adjusting a frame, the Supervisor should double check just to be sure that it has been adjusted properly, and demonstrate how to make corrections if needed.*
- c. *A Supervisor should be on hand to answer questions; additionally, they must be attentive enough to address any errors in the way the Provisional Optician performs their job.*

Section G: Fees *(includes GST)*

Application Fees

(to be paid by all applicants except those who are already licensed Eyeglasses Opticians with the COA) \$315

New Provisional Eyeglasses Opticians

Graduates between Jan.1 and June 30: \$647.28
Graduates between July1 and Dec. 31: \$323.64

New Provisional Contact Lens Practitioner

Graduates between Jan.1 and June 30: \$152.04
Graduates between July1 and Dec. 31: \$76.02

New Provisional Eyeglasses Optician and Provisional Contact Lens Practitioner

Graduates between Jan.1 and June 30: \$799.32
Graduates between July1 and Dec. 31: \$399.66

All non-practicing applicants should contact the COA office via phone or email for fee information.

Section H: Payment Information

Total Fee: _____

Paid By: Visa Mastercard Cheque or Money Order

Card Number (if applicable): _____ Expiry Date (MM/YY): _____

Name on Card: _____ Signature: _____

**Please make payment out to College of Opticians of Alberta if paying by cheque/money order.*

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