



2023

**PROVISIONAL REGISTRATION PACKAGE**

*This registration package is for applicants who have completed their training through an accredited educational institution or successfully completed the Prior Learning Assessment Recognition (PLAR) process but have not yet completed the NACOR national licensing exam for opticians.*

***If you graduated from an accredited educational institution, you will also be required to submit a copy of your official transcript with your application as proof of graduation.***

*Please fill out this form completely before submitting it to the COA for review via email ([info@albertaopticians.ca](mailto:info@albertaopticians.ca)) or fax (780-426-5576).*

*If you have any questions, please contact the COA office (780-429-2694).*

**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



**COLLEGE OF OPTICIANS  
OF ALBERTA**

**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: \_\_\_\_\_



### 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 COA. If you are already a registered member with the COA you are not required to submit a criminal record check.*

*\* If you have completed a criminal record check in the last 12 months, please contact the COA office to confirm if it can be accepted.*

As of 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 COA automatically once it is completed.

- 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. 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 their duties and responsibilities. Provisional opticians have successfully completed an accredited optical sciences program or have demonstrated substantial equivalency through the national Prior Learning Assessment and Recognition (PLAR) program. Consequently, they have varying levels of experience. Provisional opticians have not yet passed the national competency (NACOR) exam required for registration as a licensed optician and as a result they must work under supervision.

#### Examples

- If a provisional optician measures segment height, the supervisor should either measure or watch carefully to confirm the measurement is completed correctly.
- If a provisional optician is adjusting a frame, the supervisor should verify that it has been adjusted properly and demonstrate how to make corrections if needed.
- A supervisor should be on hand to answer questions and must be attentive enough to address any errors in the way the provisional optician performs their work.



**Section G: Fees (includes GST)**

**Application Fee: \$315**

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

**New Provisional Eyeglasses Opticians**

Applicants between Jan.1 and June 30: \$666.30

Applicants between July 1 and Dec. 31: \$333.15

**New Provisional Contact Lens Practitioner**

Applicants between Jan.1 and June 30: \$156.60

Applicants between July 1 and Dec. 31: \$78.30

**New Provisional Eyeglasses Optician and Provisional Contact Lens Practitioner**

Applicants between Jan.1 and June 30: \$823.30

Applicants between July 1 and Dec 31: \$411.65

***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): \_\_\_\_\_

CVC Number (3 digits): \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

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