

Registration Committee Policy Handbook: Table of Contents

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Routine Registration Policy

To expedite and streamline the registration process, the following 3 categories of registration applicants are considered routine and should be processed immediately by the administration, and reported to the registration committee:¹

1. New registrations applicants who passed a registration committee approved course & approved examination
2. Canadian Labour mobility applicants under the Mutual Recognition Agreement.
3. New Student Contact Lens Fitter applicants.
4. Change from non-practicing to practicing status (within 3 years) and for reasons considered routine.²

The policy on routine registrations creates an efficient internal process for approving applications for registrations, while providing necessary oversight by the registration committee. The Registrar's office aims to process completed applications between 5 to 10 business days.

The registration committee is responsible for considering registration applications. New registrants of the College of Opticians are required to meet the requirements described in the Bylaws. The requirements described in the Bylaws are translated into a simple checklist of items in certain registration categories that are routinely approved.

The following routine registration approvals have been delegated to the Registrar, effective November 4, 2007:

New Registrations: Applicants for registration as Dispensing Optician or New Contact Lens Fitter Optician, who have passed a registration committee approved course and examination, and have met the registration requirements under the Bylaws.

New Student Registrations: Applicants for registration as student optician, such as Student Contact Lens Fitters, who are enrolled in an education program.

Labour Mobility, Mutual Recognition Agreement: Applicants for registration under the Mutual Recognition Agreement as Dispensing Optician or New Contact Lens Fitter Optician, who are opticians in good standing from Canadian provinces

Re-instatement within 3 years: Applicants for re-instatement of registration, who have lapsed their registration for no longer than 3 years.

Non-practising requests: Requests to change status from practicing to non-practising as long as the request does not exceed three years of non-practising status and the reasons identified for changing status is either one of these:

- Applicant resides and works outside of the province of British Columbia.
- Applicant is unemployed in the optical industry.
- Applicant is a student and does not work.
- Applicant is on leave of absence (maternity or stress leave).

The following non-routine registration applications remain the responsibility of the committee:

Non-Routine Categories:

An application that does not fall into the category of routine registration approval will be considered to be a non-routine application. A non-routine application will be reviewed by the registration committee on an individual basis. The approval of the application will require a motion by the registration committee. Listed below are some examples of non-routine categories of registration:

Non-practising requests: If applicants reasons for changing status do not fall under routine.

Labour Mobility, Quebec: Applicants for registration who are opticians in good standing from the province of Quebec.

International Labour Mobility: Applicants for registration who are educated and/or registered outside of Canada.

Re-instatement over 3 years: Applicants for re-instatement of registration, who have lapsed their registration for over 3 years.

Reports:

A list of routine approvals by the Registrar's office will be circulated to the registration every month or whenever the registration committee requests such a list.

Change in Registration

To ensure opticians changing registration status or renewing registration meet all requirements, and that no gaps are present when changing registration status or when renewing registration, the registration committee will use the following rules to guide committee decisions.³

If a person who ...

1. ... maintains their registration without completing Mandatory Continuing Education (MCE)
In order to renew their registration, a registrant under this Category must:
 - Make-up their MCE before registration is accepted (registrant will remain in the same MCE cycle);
 - Re-write and pass the entry exam (MCE cycle will be reset based on the new entry date).
2. ... maintains non-practicing registration for less than 3 years, without record of their MCE
In order to renew their registration, a registrant under this Category must:
 - Prove to the Registration Committee that they were practicing and in good standing in another jurisdiction;
 - Make-up MCE before registration application is accepted (registrant will remain in the same MCE cycle); or
 - Re-write and pass the entry exam (MCE cycle will be reset based on to the new entry date).
3. ... requests re-instatement of a registration suspended for less than 3 years

In order to re-instate their registration, a former registrant under this Category must pass a criminal record check and complete one of the following:

- Prove to the Registration Committee that they were practicing and in good standing in another jurisdiction;
- Make-up their MCE before registration is accepted (registrant will remain in the same MCE cycle); or
- Re-write and pass the entry exam (MCE cycle will be reset based on to the new entry date).

4. ... requests re-instatement of a registration suspended for more than 3 years

In order to reinstate their registration, a former registrant under this Category, [nb. Registrant must pass a criminal record check] must complete one of the following:

- Prove to the Registration Committee that they were practicing and in good standing in another jurisdiction;
- Graduate from an accredited Optician training program and rewrite the entry exam, if s/he has never completed an accredited Optician training program (MCE cycle will be reset based on to the new entry date); or
- Complete an online CGA. The results of the CGA will determine whether the applicant is required to take bridging courses or can directly reinstate his/her registration.⁴

As of July 15, 2013, any assigned bridging courses must be completed within the following timeframe or the applicant will be subject to review by the Registration Committee.

Number of Bridging Models Assigned	Must Complete Modules Within
1-4	1 year
5-8	2 years
9-12	3 years

In the event an extension is needed, the candidate will be required submit a written request to the Registration Committee for approval.⁵

The Registration Committee will allow non-routine reinstatement applicants to submit supplemental documents in addition to the reinstatement form at the time of document intake. Such documents may include letters of reference, dispensing and fittings forms, descriptions of work experience, continuing education credits, resumes, transcripts, certificates or awards. Consideration of any supplemental document is at the discretion of the Registration Committee.⁶

5. ... switches between non-practicing under 3 years and re-instatement more than once in 3 years

In order to renew their registration, a registrant under this Category must:

- Must write a letter to the Registration Committee, explaining why they lapsed their registration after 3 years of non-practicing, and obtain the approval of the registration committee to comply with any of the protocols above, in order to avoid the requirement to re-write and pass the entry exam, unless the applicant so chooses

6. ... returns to practicing from over 3 years of non-practicing

In order to renew their registration, a registrant under this category:

- Must prove to the Registration Committee that they were practicing in another jurisdiction by providing a letter from the jurisdiction’s regulatory body;
- Must write a letter to the Registration Committee, explaining why they maintained over 3 years of non-practicing registration and obtain the approval of the registration committee to comply with any of the protocols
- Must complete an online CGA. The result of the CGA will determine whether the applicant is required to take bridging courses or can directly reinstate his/her registration. Any assigned bridging courses must be completed within the following timeframe or the applicant will be subject to the review of the Registration Committee.⁷

Number of Bridging Models Assigned	Must Complete Modules Within
1-4	1 year
5-8	2 years
9-12	3 years

In the event an extension is needed, the candidate will be required submit a written request to the Registration Committee for approval.

- Or re-write and pass the entry exam.

To ensure a registrant is current with their ability to practice, a registrant who maintains more than 3 consecutive years of non-practicing registration must be reviewed by the Registration Committee before changing status to practicing.⁸

A non-practicing registrant who is practicing in another jurisdiction may change status to practicing by proving to the registration committee that they were practicing elsewhere. A letter from that jurisdiction’s regulatory body will be considered as proof.⁹

Non-Practising Declaration

The College requires assurance from non-practising registrants that they will not be dispensing or fitting. Prior to change, non-practising registrants were required to complete an affidavit. This typically requires a registrant to complete an affidavit in front of a notary, which is costly and time-consuming. Both an affidavit and declaration has the same impact.

The College now requires a non-practising registrant to complete a declaration in front of a witness, who can be an individual the registrant knows.¹⁰

Canadian Labour Mobility

All opticians from Canadian jurisdictions are considered as having the competency to practice in British Columbia. Therefore, opticians from other Canadian jurisdictions in good standing are eligible to register in British Columbia, by submitting standard forms and fees: a letter of good standing from the Regulatory Body in their province of origin, application for Criminal Records Search, Registration Fee and completion of the Continuing Education Requirements from their province of origin.¹¹

The optician and contact lens fitter programs of the following education providers are approved¹² by the College, under terms and conditions established by the Board and with the terms ending on the dates indicated, as meeting the standards of academic or technical achievement required for registration, for the purposes of sections 35(1)(a) and 36(1)(b):

Georgian College (expires May 30, 2015)
Douglas College (expires December 31, 2015)
Seneca College (expires December 31, 2015)
Northern Alberta Institute of Technology (expires December 31, 2015)

The optician and contact lens fitter programs of the following education providers are provisionally approved as meeting the standards of academic or technical achievement required for registration for the purposes of sections 35(1)(a) and 36(1)(b), until December 31, 2009:

BC College of Optics
Red River College

Prior Learning Assessment and Recognition

Canadian and international applicants who have not graduated from an accredited and recognized program or are not registered in good standing with another Canadian optician regulator may be accepted for admission where they have a combination of knowledge, skills, experience and abilities which are, in the opinion of the registration committee, substantially equivalent to the requirements set out in the Bylaws for new applicants. Such applicants, after they have completed a Prior Learning Assessment and Recognition (PLAR), may be admitted with or without further examinations, education, training, experience and other upgrading and/or assessments as determined by the registration committee.

If a candidate chooses to complete the PLAR process for only one area (Eyeglasses), they must complete the PLAR process again if they would like to become licensed in another area (Contact Lens Fitting). A candidate who has completed PLAR for Eyeglasses is therefore not eligible for the national examinations for another area (Contact Lens) until they have completed PLAR for that area.¹³

All applicants from non-accredited and recognized education will be required to complete the following:

1. Application for Registration with COBC

Complete and submit a COBC application in the form required by the registration committee, and submit such documentation as may be required by the registration committee

2. Preliminary Assessment of Application / Initial Intake

Committee and/or appointed interviewer will review the following:

- 2.1 Detail of work experience (Dispensing Experience & Fittings Form)
- 2.2 Transcripts of formal education

- 2.3 Examination
- 2.4 Letters of personal reference and professional competence
- 2.5 Letters of registration or licensure
- 2.6 ICES, IQAS or WES
- 2.7 Language proficiency¹⁴

3. Competency Gap Analysis (CGA) and / or Interview

The CGA is an online tool used to assess the competencies of an applicant. The CGA, along with the interview¹⁵, will assist the Registration Committee in identifying any gaps in learning. Applicants who are registered or with education recognized in another jurisdiction may complete the interview prior to the CGA.

4. Registration Committee Assess Information

After the Registration Committee assesses the information they may refer the applicant to complete one or more of the following:

5. Bridging

If gaps in learning are identified at any point in the process the Registration Committee may refer the applicant to complete a specified bridging program.

5.1 Bridging Time Frame¹⁶

PLAR Applicants required by the Registration Committee to complete bridging must adhere to the following timeframe. Applicants must successfully challenge the NACOR examinations within a reasonable timeframe following the completion of the required bridging modules.

Number of bridging modules assigned	Must complete modules within
1 – 4	1 year
5 – 8	2 years
9 – 12	3 years

In the event an extension is needed, the candidate will be required submit a written request to the Registration Committee for approval.¹⁷

6. Examination

The applicant may proceed to challenge the National Optical Sciences (NOS) Examination. The applicant will be entitled to proceed to step seven upon successfully completing any of the above steps as required by the Registration Committee

7. Allow the Applicant to Proceed to Registration with the COBC

The applicant must submit the following:

- 7.1 Proof of insurance
- 7.2 Solemn declaration
- 7.3 Criminal records check
- 7.4 Payment of fees

To ensure that all credential documentation received by the College authenticated, the registration committee uses the British Columbia Institute of Technology (BCIT) International Credential Evaluation Service to verify that they are authentic.¹⁸ An international applicant applying to accredit their education will complete a “comprehensive report” with BCIT International Credential Evaluation Service.¹⁹

Exam Policies²⁰

a. Time limit for applicants graduating from accredited institutions to write the national examinations.

As of June 9, 2014, an applicant has up to three years from the date he/she graduated from his/her accredited program of study to write the national examination for the first time. Any application outside of this time frame will be reviewed by the Registration Committee.

Please note that before August 2011, there were no guidelines on the time limit to complete of the allotted attempts and the policy has not been retroactive.²¹

b. Time limit for PLAR applicants completing bridging courses

As of June 9, 2014, a PLAR applicant has up to three years from the date of successful completion of substantial equivalency requirements, including any required bridging courses, to write the national examination for the first time. Any application outside of this time frame will be reviewed by the Registration Committee.

Guideline: The PLAR candidate can choose to take the Eyeglasses exam after completing the required bridging courses and not wait to complete the Contact Lens bridging courses.²²

c. Exceeding three years since national examination eligibility

Effective December 11, 2013, when reviewing a candidate who has not completed the Eyeglasses and/or Contact Lens Examination in the three years since graduation from an accredited institution or successful completion of substantial equivalency requirements, the Registration Committee requires a Competency Gap Assessment (CGA) be completed before being considered eligible to take the Eyeglasses and/or Contact Lens Examination. This policy is not retroactive.²³

Upgrading policy

After a third failed national examination attempt, a candidate is required by NACOR to submit an upgrading proposal to the College of Opticians of British Columbia (the College) for approval before they can be eligible for further attempts. An upgrading proposal must be reviewed and approved by the Registration Committee. It must identify the role the supervisor will take on and explain in detail the upgrading plan for each area where the applicant scored 50 percent or lower. The upgrading plan must include the list of materials or courses the applicant will take, if applicable. If the candidate will do a practicum, all fittings must be supervised by the supervisor or a current registrant of the College who has been practicing within the last five years. This

supervisor must be a practicing registrant of this College within the last 5 years in eyeglasses, and/or contact lenses, and/or refracting.

Once the approved upgrading program has been completed, the supervisor must provide a written report that includes the following information:

1. A list of competencies developed, how the student was able to gain those competencies during the period;
2. Successful completion of the upgrading program, and
3. Confirmation if the candidate is sufficiently prepared, in the supervisor's opinion, for another supplemental exam attempt.

The fee for the review of the upgrading proposal is \$225.75 (Document Assessment fee).

Adopting National Policies^{24 25}

The College of Opticians of British Columbia has adopted and will administer National Association of Canadian Optician Regulators (NACOR) examinations twice annually.²⁶ Adopting the examinations includes adopting the national examination policies – The National Optical Sciences Examination Candidates Handbook and the National Examination Committee's Administrative Policies. Therefore, see NACOR policies for exam limitations and guidelines.

The Bylaws of the College state that Registered Opticians and Registered Contact Lens Fitters must successfully complete the examination conducted by NACOR. The Bylaws of the College stipulate that all examinations required to be taken under these bylaws must be prepared by or under the direction of the Registration Committee. The Registration Committee in fulfilling those duties: determines the time and place for the holding of examinations, designate examiners and substitutes, determines the procedures for the conduct of the examinations, reviews the results of the examination or re-examination for each applicant, and makes a determination as to each applicants qualification for registration as either a Registered Optician or a Registered Contact Lens Fitter.

Examination Capacity

The NACOR examinations require candidates to use equipment. NACOR and the host province provide equipment for the examinations, but applicants to be Candidates for Examination may exceed the equipment available, and many candidates prefer to bring their own optical equipment to the examination (equipment for which NACOR and the host province assume no responsibility, and the accuracy of calibration of which is the candidate's responsibility under the National Examination policy).²⁷

Any application to sit the College entry to practice Examination that is received when the capacity of the examination is exceeded shall be dealt with as follows:

- 1) In the case of the number of candidates exceeding the capacity of available examiners, the applicant shall be wait-listed and be notified of:
 - a. this status as wait-listed for the examination due to over-subscription for available examiners,
 - b. how to keep apprised of the status, and
 - c. how to withdraw from the list.

- 2) In the case of the number of candidates exceeding availability of radiuscopes, keratometers and lensometers (the "Equipment") the applicant shall be wait-listed for the examination due to Equipment availability and be notified of:
 - a. this status as wait-listed for the examination due to Equipment availability,
 - b. how to keep apprised of the status and the specific item, or items, of Equipment that is over-subscribed,
 - c. how to withdraw from the list, and
 - d. that the applicant may be removed from this wait-list if the applicant advises that the applicant will not use the oversubscribed Equipment but will supply, for their own use, the specific item, or items, of Equipment that is over-subscribed. The self supplied Equipment may only be used by that applicant at the examination unless the applicant advises that there is a formal sharing agreement with another applicant (advising of the name of that applicant) or an Equipment supplier, or on the day of the examination the applicant, who is self supplying the Equipment, authorizes the use of the equipment by others.

Registration Time Limitation²⁸

To reduce the likelihood that exam candidates will work unsupervised upon passing their registration examinations, exam candidates who pass must register within 30 days if they are using reserved titles or conducting restricted activities, such as contact lens fitting, or automated refraction (unless supervised by an authorized health professional).²⁹

Exam candidates who are not using reserved titles or conducting restricted activities unsupervised have up to one year to register with the College of Opticians of BC from the time they have most recently passed the NACOR exams. To determine eligibility, the College will count from the date of the most recent successful completion of a NACOR examination. If they do not register within this time, their initial registration application will be reviewed by the Registration Committee prior to being processed.³⁰

Criminal Records Review

This review tells the College that a Registrant has no previous offenses against children. New registrants will be allowed to be conditionally registered pending the result of their Criminal Record Search, on the condition they sign an undertaking not to fit and dispense eyeglasses or contact lenses to people under the age of 19 without supervision.³¹

If a registrant fails the review or refuses to conduct this review, s/he will be conditionally registered. S/he must sign an undertaking to be supervised when working with anyone under the age of 19.

Supervision of Student Contact Lens Fitters

A contact lens student in an educational institution must be registered as a Student Contact Lens Fitter.

Only student Contact Lens Fitters can be supervised by the Contact Lens Fitters to fit and

dispense contact lenses. A contact lens student must register as a Student Contact Lens Fitter after completing schooling and before passing the registration examination. S/he must maintain registration as Student Contact Lens Fitter because s/he still requires supervision prior to and during the registration examination.

That, once a Student Contact Lens Fitter has successfully graduated from a course of study approved by the Board, a Student Contact Lens Fitter may continue to meet the requirements of Section 37(1)(b) of the Bylaws, by continuing his or her training under the direct supervision of a Registered Contact Lens Fitter at the place of business of the Registered Contact Lens Fitter.³²

Teaching Staff in Schools:

Proper supervision and other standards of practice must also apply in schools. Only practising opticians may supervise non-registrants and student contact lens fitters. Therefore, all teaching staff must be registered as practicing opticians.³³

Certificates

Each registrant is held responsible for the fitting and dispensing of eyewear at their respective dispensaries. A registrant can only physically attend one dispensary at a time, but may work at multiple locations. Secondary certificates will not be issued for use at a secondary dispensary. Opticians who work in more than 1 location should carry their certificate to the secondary location.³⁴

Duplicate certificates will be issued in the following situations:

Change of Name: a registrant would return original certificate to the College, and pay a printing fee(s) for new certificate(s).

Lost certificate: a registrant would sign an affidavit to assure that the certificate was lost, and pay printing fee for certificate.

Damaged certificate: a registrant would sign an affidavit to declare that the certificate was lost, and pay printing fee for certificate.

Certificates distributed to registrants remain the property of the College. Effective July 8, 2013, when a registrant is suspended or changes status to non-practising, he or she is required to return the certificates of registration to the College. Registrants are required to return certificates within four weeks of the date that a letter of default is issued or a change of status to non-practising is approved.

Certificates will be held on file by the College for three years only. If a registrant reinstates or changes status to practicing during that time, the College will redistribute certificates at no additional cost.

This policy is not retroactive and will apply to suspensions issued after July 8, 2013, unless the College discovers that a suspended or non-practising registrant is wrongfully displaying a certificate. In such cases, certificates must be returned to the College.³⁵

End Notes

¹ MINUTES OF REGISTRATION MEETING 11/07, Item 2

[CARRIED] MOTION – moved by Stephanie Weir, and seconded by Clara Mainville that:

Michael Tsao is to use the above guidelines to draft a policy for routine, and then circulate the policy to the registration committee for approval.

The registration committee reviewed the practices of how other health regulatory bodies delegate routine registration to the Registrar and the committee adopted the following categories as routine registrations that can be approved by the Registrar.

Routine Categories:

New registrations applicants who passed a registration committee approved course & approved examination

Canadian Labour mobility applicants under the Mutual Recognition Agreement.

New Student Contact Lens Fitter applicants.

The Committee discussed whether non-practising applications should be delegated to the Registrar. The committee concluded by specifying that change of status applications need to be circulated to the registration committee for approval.

Non-routine Categories:

Change of Status to Non-practising

Change to Practising

Quebec and International applicants must be reviewed by Registration Committee.

REGISTRATION CORRESPONDENCE 01/08

The guidelines were approved circulated and approved on January 2, 2008

² Registration motion passed on April 18, 2011.

³

MINUTES OF REGISTRATION MEETING 11/ 2007, item 6

[CARRIED] MOTION – moved by John Kerns, and seconded by Stephanie Weir that:

The amended Registration Policy is adopted by the registration committee. Language revisions to this policy is are left open for Kent Ashby.

⁴ The Registration Committee passed this motion on May 1, 2011.

⁵ MINUTES OF REGISTRATION MEETING July 8, 2013

[CARRIED] MOTION: Be it resolved that the Registration committee accepts the following new policy:

“In the event an extension is needed, the candidate will be required submit a written request to the Registration Committee for approval.”

⁶ MINUTES OF REGISTRATION MEETING JULY 8, 2013

[CARRIED] MOTION: Be it resolved that the Registration committee accepts the following clarification for the Change in Registration, Non-Routine Reinstatement policy:

“The Registration Committee will allow non-routine reinstatement applicants to submit supplemental documents in addition to the reinstatement form at the time of document intake. Such documents may include letters of reference, dispensing and fittings forms, descriptions of work experience, continuing education credits, resumes, transcripts, certificates or awards. Consideration of any supplemental document is at the discretion of the Registration Committee.”

7 MINUTES OF REGISTRATION MEETING 12/11/2014, Item 4.2

[CARRIED] Motion: Registration Committee accepted the revised Change of Status policy featuring the addition of the following criteria for non-routine (over 3 years) non-practicing registrants:

“Must complete an online CGA. The result of the CGA will determine whether the applicant is required to take bridging courses or can directly reinstate his/her registration. Any assigned bridging courses must be completed within the following timeframe or the applicant will be subject to the review of the Registration Committee.

<i>Number of Bridging Models Assigned</i>	<i>Must Complete Modules Within</i>
<i>1-4</i>	<i>1 year</i>
<i>5-8</i>	<i>2 years</i>
<i>9-12</i>	<i>3 years</i>

In the event an extension is needed, the candidate will be required submit a written request to the Registration Committee for approval.”

Changes were made to align the non-routine non-practicing requirements with those application requirements for a non-routine reinstatement candidates.

Previously, the policy read “... returns to practicing from over 3 years of non-practicing
In order to renew their registration, a registrant under this Category must:

- Must prove to the Registration Committee that they were practicing in another jurisdiction by providing a letter from the jurisdiction’s regulatory body;
- Must write a letter to the Registration Committee, explaining why they maintained over 3 years of non-practicing registration and obtain the approval of the registration committee to comply with any of the protocols, or
- Re-write and pass the entry exam.”

8

MINUTES OF REGISTRATION MEETING 11/00, Item 2

[CARRIED] Motion - On motion, duly moved and seconded, be it resolved

That, the Registration Committee recommends to the Board

That, the exam used for the purpose of changing from non-practicing to practicing registration after three consecutive years be called the Re-entry Registration Exam.

That, the fee for the re-entry registration exam remains the same as the current registration exams.

That, any registrant who challenges the re-entry registration exam will be allowed two attempts only; should he/she fail both attempts, the individual will have to meet all requirements as if they were an initial registration.

That, any registrant who fails the contact lens re-entry registration exam may be registered as a dispensing optician only; should this individual wish to work as a contact lens fitter, he/she must meet all requirements as if they were an initial contact lens fitter.

9

MINUTES OF REGISTRATION MEETING 9/99, Item 3

[CARRIED] Motion – On motion, duly moved and seconded, be it resolved,

That, the Committee recommends to the Board that after more than three consecutive years of non-practising registration, registrants who wish to re-activate their license must either prove to the Registration Committee that they were practising in another jurisdiction by providing a letter from that jurisdiction’s regulatory body ,or, if they were not practising elsewhere they must successfully retake the licensing exam(s) to re-activate their license(s).

10

REGISTRATION CORRESPONDENCE MARCH 8, 2006, Item B

[CARRIED] Motion – On motion, moved and resolved

That, the new non-practising declaration under oath be adopted in place of the current non-practising affidavit.

11

MINUTES OF BOARD MEETING 04/05, Item 11

[CARRIED] Motion: On motion, duly moved and seconded, be it resolved

That, the Committee recommend to the Board that applicants applying for registration in BC are eligible for licensing providing they submit to the College, a letter of goodstanding from the Regulatory Body where they currently hold their license, application for Criminal Records Search, Registration Fee and completion of the Continuing Education Requirements.

¹² **BOARD RESOLUTION 1/10**

[CARRIED] RESOLVED THAT, in accordance with the authority established in Subsections 19 (1) of the *Health Professions Act* and subject to deposit with the Minister, the Board, in place of the Schedule approved by a Resolution made on December 21, 2009, affirms the amended bylaws of the College of Opticians of British Columbia as indicated in the revised Schedule attached to this Resolution,

Schedule

The Bylaws made by the College of Opticians of British Columbia under the authority of the Health Professions Act are amended as follows:

Schedule “A” is repealed and the following substituted:

Schedule “A”

1. The optician and contact lens fitter programs of the following education providers are approved by the College, under terms and conditions established by the Board and with the terms ending on the dates indicated, as meeting the standards of academic or technical achievement required for registration, for the purposes of sections 35(1)(a) and 36(1)(b):

Georgian College (expires May 30, 2015)
Douglas College (expires December 31, 2015)
Seneca College (expires December 31, 2015)
Northern Alberta Institute of Technology (expires December 31, 2015)

2. The optician and contact lens fitter programs of the following education providers are provisionally approved as meeting the standards of academic or technical achievement required for registration for the purposes of sections 35(1)(a) and 36(1)(b), until December 31, 2009:

BC College of Optics
Red River College

¹³ **MINUTES OF REGISTRATION MEETING 12/11/2014, Item 4.3**

Registration Committee unanimously approved the motion to make the following addition to the Prior Learning Assessment and Recognition policy: If a candidate chooses to complete the PLAR process for only one area (Eyeglasses), they must complete the PLAR process again if they would like to become

licensed in another area (Contact Lens Fitting). A candidate who has completed PLAR for Eyeglasses is therefore not eligible for the national examinations for another area (Contact Lens) until they have completed PLAR for that area.”

¹⁴ **MINUTES OF REGISTRATION MEETING 03/10, Item 1**

The committee considered whether or not applicants must show they have English language proficiency. If an applicant will have an English proficiency assessment if it is not obvious that the person can communicate in English. This policy will be developed on a later date.

¹⁵ **MINUTES OF REGISTRATION MEETING 03/10, Item 1**

The COBC will create an interview panel, using interviewers who are not registration committee members.

¹⁶ **MINUTES OF REGISTRATION MEETING 7/27/2011**

The Committee considered the following information:

- 1) NAIT advises that Applicants must finish a module within 8 weeks, which means that an applicant can finish all 6 modules in a year.
- 2) If an Applicant fails a course, the proposed timetable would accommodate that, as well, if Applicants do not have the resources to enroll immediately, the proposal above still provides a comfortable timeframe.
- 3) Applicants can take eyeglasses bridging modules and contact lens bridging modules simultaneously - they are not sequential. The revised motion above reflects this, which assigns the timeframe depending on the number of modules to be completed.
- 4) The College of Ontario agrees with the proposal above and will likely implement a similar policy.
- 5) The policy does not specify the timeframe for completing the NACOR examinations, rather, suggests that these must be completed within a reasonable timeframe. Logically, Applicants will take the examinations immediately following completion of bridging modules to increase their likelihood of passing (consistent with the COBC's data). Per NACOR policy, Applicants failing the exams 3x are required to take refresher courses.
- 6) NACOR exams are currently offered twice per year.

¹⁷ **MINUTES OF REGISTRATION MEETING 7/08/2013**

Motion (Carried): Be it resolved that the Registration committee accepts the following new policy: “In the event an extension is needed, the candidate will be required submit a written request to the Registration Committee for approval.”

¹⁸ **MINUTES OF REGISTRATION MEETING 03/07, Item 3**

ICES verifies that the educational documents are authentic, while the course content of the education documents must be evaluated by the COBC. This evaluation requires the curriculum.

¹⁹ **MINUTES OF REGISTRATION MEETING 07/06, Item 2**

[CARRIED] Motion: Moved by Kent Ashby, and seconded by Stephanie Weir

For International applicants: If a person can provide a certificate of professional good standing, the person may provide that certificate and a basic International Credential Evaluation Services (ICES) report. The ICES report must include authentication of the certificate and education. If a person cannot provide a certificate of professional good standing, the person will provide a comprehensive ICES report. ICES reports are to be sent directly to the College of Opticians by ICES. In all cases, the committee will

review the documentation for consideration on whether the person may be permitted to sit the registration examination. All other precursors to registration will apply.

²⁰ **MINUTES OF REGISTRATION MEETING 12/11/2014, Item 4.2**

The Registration Committee reviewed the Registration and Exam policies and practices of the College of Opticians of British Columbia in light of our membership in the National Association of Canadian Optician Regulators. Several changes were made to the examination policies. Previously, the policy read as follows:

a. Time limit for applicants graduating from accredited institutions to write the national examinations. Effective July 8, 2013, an applicant has one year from the time he/she graduated from his/her accredited program of study to write the national examination for the first time. Applicants have a maximum of four attempts to take the national examinations within a four-year period, calculated from the date of graduation from an accredited program of study. Any application outside of this time frame will be reviewed by the Registration Committee. Please note that before August 2011, there were no guidelines on the time limit to complete of the allotted attempts and the policy has not been retroactive.

b. Time limit for PLAR applicants completing bridging courses
Effective July 8, 2013, the PLAR applicant has one year from the time he/she successfully passes all the required bridging courses to write the national examination for the first time. PLAR applicants have a maximum of four attempts to take the national examinations within a four-year period, calculated from the date the last bridging course was successfully completed by the applicant. Any application outside of this time frame will be reviewed by the Registration Committee. On the third failed attempt, the applicant is required to submit an upgrading proposal for review of the Registration Committee. If the Applicant was not successful in passing the national examinations on the fourth attempt, he/she will have to re-enroll in an opticianry program.

Guideline: The PLAR candidate can choose to take the Eyeglasses exam after completing the required bridging courses and not wait to complete the Contact Lens bridging courses.

Examination Attempts

Effective July 8, 2013, applicants have a maximum of four attempts to take the national examinations. On the third failed attempt, the applicant is required to submit an upgrading proposal for review of the Registration Committee. If the Applicant was not successful in passing the national examinations on the fourth attempt, he/she will have to re-enroll in an opticianry program.

This policy takes effect during fall examination in 2013. Applicants taking that examination will be assessed against these eligibility criteria.

Upgrading policy

After a third failed national examination attempt, a candidate is required by NACOR to submit an upgrading proposal to the College of Opticians of British Columbia (the College) for approval before they can be eligible for further attempts. An upgrading proposal must be reviewed and approved by the Registration Committee. It must identify the role the supervisor will take on and explain in detail the upgrading plan for each area where the applicant scored 50 percent or lower. The upgrading plan must include the list of materials or courses the applicant will take, if applicable. If the candidate will do a practicum, all fittings must be supervised by the supervisor or a current registrant of the College who has been practicing within the last five years. This supervisor must be a practicing registrant of this College within the last 5 years in eyeglasses, and/or contact lenses, and/or refracting.

Once the approved upgrading program has been completed, the supervisor must provide a written report that includes the following information:

1. A list of competencies developed, how the student was able to gain those competencies during the period;
2. Successful completion of the upgrading program, and
3. Confirmation if the candidate is sufficiently prepared, in the supervisor's opinion, for another supplemental exam attempt.

The fee for the review of the upgrading proposal is \$225.75 (Document Assessment fee).

Upgrading policy (Changes to Current Policy)

The upgrading proposal must be reviewed and approved by the Registration Committee. It must identify the role the supervisor will take on and explain in detail the upgrading plan for each area where the applicant scored 50 percent or lower. The upgrading plan must include the list of materials or courses the applicant will take, if applicable. If the student will do a practicum, all fittings must be supervised by the supervisor or a current registrant of the COBC who has been practicing within the last five years. This supervisor must be a practicing registrant of this College within the last 5 years in eyeglasses, and/or contact lenses, and/or refracting.

Once the approved upgrading program has been completed, the supervisor must provide a written report that includes the following information:

1. A list of competencies developed, how the student was able to gain those competencies during the period;
2. Successful completion of the upgrading program, and
3. Confirmation if the candidate is sufficiently prepared, in the supervisor's opinion, for another supplemental exam attempt.

The fee for the review of the upgrading proposal is \$240.80 (document assessment fee).

The previous Registration Committee motion adopted the national registration examinations.²⁰ Adopting the examinations includes adopting the national registration examination policies.

On September 19, 2011, the Board passed a motion allowing applicants to challenge the NACOR examinations in succession (twice a year), should they choose to. Previously, applicants were limited to taking the examination once per year.

Setting Examination Dates

The College of Opticians of British Columbia (COBC) administers entrance to practice examinations for graduates of Canadian Opticianry education programs twice annually. The Board has determined that the COBC use the National Ocular Sciences examinations as the entry to practice examinations for the College. The Bylaws of the COBC stipulate that all examinations required to be taken under these bylaws must be prepared by or under the direction of the registration committee and approved by the Board. The registration committee in fulfilling those duties: determines the time and place for the holding of examinations, designate examiners and substitutes, determines the procedures for the conduct of the examinations, reviews the results of the examination or re-examination for each applicant, and makes a determination as to each applicants qualification for registration as either a Registered Optician or a Registered Contact Lens Fitter.

Provided that the Registrar adheres to the following procedure the dates for the COBC entry to practice Examinations (the "Exam Dates") may be set by the Registrar:

- 1) To determine the Exam Dates the Registrar of the College is to consult with the National Examination committee, the Chair of the Registration Committee and the Chief Examiner for the College at least 12 months prior to any Examination.
- 2) The Exam Dates shall be on or around:
 - a. the last weekend of May, and
 - b. the first weekend of October;

These dates are determined with consideration given to avoiding where possible any dates that will not conflict with statutory holidays or the national opticians Ocular Sciences examinations dates held in other Canadian jurisdictions. The Registrar shall issue notice of the Exam Dates:

by report to the registration committee, by posting the information on the College web site, by written (email, fax or mail) notice to the National Association of Canadian Optician Regulators or posting the information on its web site, and by written (email, fax or mail) notice to the Canadian institutions accredited to teach ocular sciences.

Adopting National Policies

The Registration committee adopts the following national policies, each of which the COBC is a contributor in creating for national application: the NACOR Policies on the conduct of Candidates for Examination (contained in the National Ocular Sciences Examination Candidates Handbook) as amended

from time to time, and the National Examination committee's Administrative Policies as amended from time to time.

Examination Capacity

The COBC entry to practice examinations require candidates to use equipment in the Examination. NACOR and the host province provide equipment for the COBC entry to practice Examinations but applicants to be Candidates for Examination may exceed the equipment available, and many candidates prefer to bring their own optical equipment to the examination, (equipment for which NACOR and the host province assume no responsibility, and the accuracy of calibration of which is the candidate's responsibility under the National Examination policy),

Any application to sit the COBC entry to practice Examination that is received when the capacity of the examination is exceeded shall be dealt with as follows:

- 1) In the case of the number of candidates exceeding the capacity of available examiners, the applicant shall be wait-listed and be notified of:
 - a. this status as wait-listed for the examination due to over-subscription for available examiners,
 - b. how to keep apprised of the status, and
 - c. how to withdraw from the list,
- 2) In the case of the number of candidates exceeding availability of radiuscopes, keratometers and lensometers (the "Equipment") the applicant shall be wait-listed for the examination due to Equipment availability and be notified of:
 - a. this status as wait-listed for the examination due to Equipment availability,
 - b. how to keep apprised of the status and the specific item, or items, of Equipment that is over-subscribed,
 - c. how to withdraw from the list, and
 - d. that the applicant may be removed from this wait-list if the applicant advises that the applicant will not use the oversubscribed Equipment but will supply, for their own use, the specific item, or items, of Equipment that is over-subscribed. The self supplied Equipment may only be used by that applicant at the examination unless the applicant advises that there is a formal sharing agreement with another applicant (advising of the name of that applicant) or an Equipment supplier, or on the day of the examination the applicant, who is self supplying the Equipment, authorizes the use of the equipment by others.

²¹ **MINUTES OF REGISTRATION MEETING 06/09/2014, Item 7**

As of June 9, 2014, an applicant has up to three years from the date he/she graduated from his/her accredited program of study to write the national examination for the first time. Any application outside of this time frame will be reviewed by the Registration Committee.

Previously,

MINUTES OF REGISTRATION MEETING 12/11/2013, Item 4.2

Effective December 11, 2013, an applicant has one year from the time he/she graduated from his/her accredited program of study to write the national examination for the first time. Any application outside of this time frame will be reviewed by the Registration Committee.

Rationale: It is to the interest of the applicant to take the national examinations immediately after graduation to ensure currency of knowledge.

Previously,

Effective July 8, 2013, an applicant has one year from the time he/she graduated from his/her accredited program of study to write the national examination for the first time. Applicants have a maximum of four attempts to take the national examinations within a four-year period, calculated from the date of graduation from an accredited program of study. Any application outside of this time frame will be reviewed by the Registration Committee. Please note that before August 2011, there were no guidelines on the time limit to complete of the allotted attempts and the policy has not been retroactive.²¹

Rationale: It is to the interest of the applicant to take the national examinations immediately after graduation to ensure currency of knowledge.

Previously,

Effective August 24, 2012, an applicant has one year from the time he/she graduated from his/her accredited program of study to write the national examination for the first time. This policy is not retroactive. Prior to this update, an applicant has three years from the date of graduation to sit the national examinations. Any application outside of this timeframe will be reviewed by the Registration Committee.

Prior to the August 24, 2012 change, the motion in effect was passed on September 19, 2011. If the Applicant wishes to sit the eyeglass examination, the three-year time frame would apply from the time of graduation from the dispensing program. If the Applicant then wishes to challenge the contact lens examination, another three-year period would be calculated from the time he/she graduated from his/her program of study.

From September 19, 2011-August 24, 2013, if the Applicant wishes to sit the eyeglass examination, the three-year time frame would apply from the time of graduation from the dispensing program. If the Applicant then wishes to challenge the contact lens examination, another three-year period would be calculated from the time he/she graduated from his/her program of study.

From September 19, 2011-August 24, 2013, if the Applicant wishes to sit the eyeglass examination, the three-year time frame would apply from the time of graduation from the dispensing program. If the Applicant then wishes to challenge the contact lens examination, another three-year period would be calculated from the time he/she graduated from his/her program of study.

Previously,

Effective August 24, 2012, applicants have a maximum three attempts to take the national examinations. On the second failed attempt, the applicant is required to submit an upgrading proposal for review of the Registration Committee. If the Applicant was not successful in passing the national examinations on the third attempt, he/she will have to re-enroll in an opticianry program.

This policy takes effect during fall examination in 2012. Applicants taking that examination will be assessed against these eligibility criteria.

²² **MINUTES OF REGISTRATION MEETING 06/09/2014, Item 7**

Previously,

MINUTES OF REGISTRATION MEETING 12/11/2013, Item 4.2

Effective December 11, 2013, the PLAR applicant has one year from the time he/she successfully passes all the required bridging courses to write the national examination for the first time. Any application outside of this time frame will be reviewed by the Registration Committee.

Previously,

Effective July 8, 2013, the PLAR applicant has one year from the time he/she successfully passes all the required bridging courses to write the national examination for the first time. PLAR applicants have a maximum of four attempts to take the national examinations within a four-year period, calculated from the date the last bridging course was successfully completed by the applicant. Any application outside of this time frame will be reviewed by the Registration Committee. On the third failed attempt, the applicant is required to submit an upgrading proposal for review of the Registration Committee. If the Applicant was not successful in passing the national examinations on the fourth attempt, he/she will have to re-enroll in an opticianry program.

Guideline: The PLAR candidate can choose to take the Eyeglasses exam after completing the required bridging courses and not wait to complete the Contact Lens bridging courses.

Previously

Effective August 24, 2012, the PLAR applicant has up to one year to take the national examinations in eyeglasses and/or contact lenses from the time he/she successfully passes all the required bridging courses.

This one year period is calculated from the date the last bridging course was successfully completed by the applicant. If the applicant does not take the national examination within this period, his/her eligibility will be reviewed by the Registration Committee.

²³ **MINUTES OF REGISTRATION MEETING 12/11/2014, Item 4.3**

[CARRIED] Motion: The Registration Committee approves the following addition to the Exam policy section:

“Effective December 11, 2013, when reviewing a candidate who has not completed the Eyeglasses and/or Contact Lens Examination in the three years since graduation from an accredited institution or successful completion of substantial equivalency requirements, the Registration Committee requires a Competency Gap Assessment (CGA) be completed before being considered eligible to take the Eyeglasses and/or Contact Lens Examination. This policy is not retroactive.

²⁴ **Previously,**

Effective August 24, 2012, applicants have a maximum three attempts to take the national examinations. On the second failed attempt, the applicant is required to submit an upgrading proposal for review of the Registration Committee. If the Applicant was not successful in passing the national examinations on the third attempt, he/she will have to re-enroll in an opticianry program.

This policy takes effect during fall examination in 2012. Applicants taking that examination will be assessed against these eligibility criteria.

²⁵ **MINUTES OF REGISTRATION MEETING 12/11/2014, Item 4.2**

Registration Committee unanimously passed a motion to revise the Examination policies in order to align with the NACOR policies and decrease potential confusion or overlap by referring directly to the NACOR policy for guidance.

Previously

The previous Registration Committee motion adopted the national registration examinations. Adopting the examinations includes adopting the national registration examination policies.

MINUTES OF BOARD MEETING 04/05, Item 11

[CARRIED] Motion - On motion, duly moved and seconded, be it resolved

That, the College of Opticians of BC adopt the National Examination as soon as practicable.

On September 19, 2011, the Board passed a motion allowing applicants to challenge the NACOR examinations in succession (twice a year), should they choose to. Previously, applicants were limited to taking the examination once per year.

Adopting National Policies

The Registration committee adopts the following national policies, each of which the COBC is a contributor in creating for national application: the NACOR Policies on the conduct of Candidates for Examination (contained in the National Ocular Sciences Examination Candidates Handbook) as amended from time to time, and the National Examination committee’s Administrative Policies as amended from time to time.

Previously

Effective August 24, 2012, applicants have a maximum three attempts to take the national examinations. On the second failed attempt, the applicant is required to submit an upgrading proposal for review of the Registration Committee. If the Applicant was not successful in passing the national examinations on the third attempt, he/she will have to re-enroll in an opticianry program.

This policy takes effect during fall examination in 2012. Applicants taking that examination will be assessed against these eligibility criteria.

²⁶ **MINUTES OF REGISTRATION MEETING 12/11/2014, Item 4.2**

Registration Committee unanimously passed a motion to revise the Examination policies in order to align with the NACOR policies and decrease potential confusion or overlap by referring directly to the NACOR policy for guidance.

Previously, the following section was included, based on the motions to follow

Setting Examination Dates

The College of Opticians of British Columbia (COBC) administers entrance to practice examinations for graduates of Canadian Opticianry education programs twice annually. The Board has determined that the COBC use the National Ocular Sciences examinations as the entry to practice examinations for the College. The Bylaws of the COBC stipulate that all examinations required to be taken under these bylaws must be prepared by or under the direction of the registration committee and approved by the Board.

The registration committee in fulfilling those duties: determines the time and place for the holding of examinations, designate examiners and substitutes, determines the procedures for the conduct of the examinations, reviews the results of the examination or re-examination for each applicant, and makes a determination as to each applicants qualification for registration as either a Registered Optician or a Registered Contact Lens Fitter.

Provided that the Registrar adheres to the following procedure the dates for the COBC entry to practice Examinations (the "Exam Dates") may be set by the Registrar:

- 1) To determine the Exam Dates the Registrar of the College is to consult with the National Examination committee, the Chair of the Registration Committee and the Chief Examiner for the College at least 12 months prior to any Examination.
- 2) The Exam Dates shall be on or around:
 - a. the last weekend of May, and
 - b. the first weekend of October;

These dates are determined with consideration given to avoiding where possible any dates that will not conflict with statutory holidays or the national opticians Ocular Sciences examinations dates held in other Canadian jurisdictions. The Registrar shall issue notice of the Exam Dates: by report to the registration committee, by posting the information on the College web site, by written (email, fax or mail) notice to the National Association of Canadian Optician Regulators or posting the information on its web site, and by written (email, fax or mail) notice to the Canadian institutions accredited to teach ocular sciences.

REGISTRATION CORRESPONDENCE March 4, 2009

[CARRIED] BE IT RESOLVED THAT:

The COBC entry to practice Examinations shall be administered twice annually.

Provided that the Registrar adheres to the following procedure the dates for the COBC entry to practice Examinations (the "Exam Dates") may be set by the Registrar:

- 3) To determine the Exam Dates the Registrar of the College is to consult with the National Examination committee, the Chair of the Registration Committee and the Chief Examiner for the College at least 12 months prior to any Examination.
- 4) The Exam Dates shall be on or around:
 - a. the last weekend of May, and
 - b. the first weekend of October;

with consideration given to avoiding where possible any dates that will not conflict with statutory holidays or the national opticians Ocular Sciences examinations dates held in other Canadian jurisdictions.

- 5) The Registrar shall issue notice of the Exam Dates:

-
- a. by report to the registration committee,
 - b. by posting the information on the College web site,
 - c. by written (email, fax or mail) notice to the National Association of Canadian Optician Regulators or posting the information on its web site, and
 - d. by written (email, fax or mail) notice to the Canadian institutions accredited to teach ocular sciences.

[CARRIED] BE IT RESOLVED THAT:

The Registration committee adopts the following national policies, each of which the COBC is a contributor in creating for national application:

- 1) the NACOR Policies on the conduct of Candidates for Examination (contained in the National Ocular Sciences Examination Candidates Handbook) as amended from time to time, and
- 2) the National Examination committee's Administrative Polices as amended from time to time.

[CARRIED] BE IT RESOLVED THAT:

Any application to sit the COBC entry to practice Examination that is received when the capacity of the examination is exceeded shall be dealt with as follows:

- 3) In the case of the number of candidates exceeding the capacity of available examiners, the applicant shall be wait-listed and be notified of:
 - a. this status as wait-listed for the examination due to over-subscription for available examiners,
 - b. how to keep apprised of the status, and
 - c. how to withdraw from the list,
- 4) In the case of the number of candidates exceeding availability of radiuscopes, keratometers and lensometers (the "Equipment") the applicant shall be wait-listed for the examination due to Equipment availability and be notified of:
 - a. this status as wait-listed for the examination due to Equipment availability,
 - b. how to keep apprised of the status and the specific item, or items, of Equipment that is over-subscribed,
 - c. how to withdraw from the list, and
 - d. that the applicant may be removed from this wait-list if the applicant advises that the applicant will not use the oversubscribed Equipment but will supply, for their own use, the specific item, or items, of Equipment that is over-subscribed. The self supplied Equipment may only be used by that applicant at the examination unless the applicant advises that there is a formal sharing agreement with another applicant (advising of the name of that applicant) or an Equipment supplier, or on the day of the examination the applicant, who is self supplying the Equipment, authorizes the use of the equipment by others.

²⁷ **MINUTES OF REGISTRATION MEETING 12/11/2014, Item 4.2**

Registration Committee unanimously passed a motion to revise the Examination policies, including the Examination Capacity section.

Previously

The COBC entry to practice examinations require candidates to use equipment in the Examination. NACOR and the host province provide equipment for the COBC entry to practice Examinations but applicants to be Candidates for Examination may exceed the equipment available, and many candidates prefer to bring their own optical equipment to the examination, (equipment for which NACOR and the host province assume no responsibility, and the accuracy of calibration of which is the candidate's responsibility under the National Examination policy),

Any application to sit the COBC entry to practice Examination that is received when the capacity of the examination is exceeded shall be dealt with as follows:

- 1) In the case of the number of candidates exceeding the capacity of available examiners, the applicant shall be wait-listed and be notified of:
 - a. this status as wait-listed for the examination due to over-subscription for available examiners,
 - b. how to keep apprised of the status, and
 - c. how to withdraw from the list,

-
- 2) In the case of the number of candidates exceeding availability of radiuscopes, keratometers and lensometers (the "Equipment") the applicant shall be wait-listed for the examination due to Equipment availability and be notified of:
- a. this status as wait-listed for the examination due to Equipment availability,
 - b. how to keep apprised of the status and the specific item, or items, of Equipment that is over-subscribed,
 - c. how to withdraw from the list, and
 - d. that the applicant may be removed from this wait-list if the applicant advises that the applicant will not use the oversubscribed Equipment but will supply, for their own use, the specific item, or items, of Equipment that is over-subscribed. The self supplied Equipment may only be used by that applicant at the examination unless the applicant advises that there is a formal sharing agreement with another applicant (advising of the name of that applicant) or an Equipment supplier, or on the day of the examination the applicant, who is self supplying the Equipment, authorizes the use of the equipment by others.

²⁸ **Registration Application Requirement Changes in Bylaws (June 7, 2009)**

The COBC bylaws sections 35, 36, 37, 42, which define registration categories were revised as "Schedule 'A'", when the bylaw amendments were delegated by the Board to the Executive Committee²⁸, and the executive committee approved Schedule "A."²⁸

The COBC Prior Learning Assessment Policy, which define registration avenues for who have not graduated from an accredited and approved program and are not registered in good standing with another Canadian optician regulator, "Schedule 'B'". This bylaw amendment was referred by the Board to the Registration Committee for consideration and acceptance.²⁸ The registration committee accepted Schedule "B."²⁸

²⁹

MINUTES OF REGISTRATION MEETING 11/5/2014

[CARRIED] Motion – On motion, duly moved and seconded, be it resolved, that the Registration Committee approves the following revision to the Registration Time Limitation policy. [See above for policy listed]

PREVIOUS

To reduce the likelihood that exam candidates will work unsupervised upon passing their registration examinations, exam candidates who pass must register within 30 days if they are practicing.

MINUTES OF BOARD MEETING 4/98 - Item 5

[CARRIED] Motion - On motion, duly moved and seconded, be it resolved,

That, candidates that have been successful on their exam(s) and are working in the industry shall be required to register with the College within 30 days of receiving their exam results.

That, those candidates that have been successful on their exam(s) and not working in the industry shall be required to register as non-practicing registrants with the College within 90 days of receiving their exam results.

[CARRIED] Motion - On motion, duly moved and seconded, be it resolved

That, the previous motion be incorporated into our bylaws.

³⁰

MINUTES OF REGISTRATION MEETING 11/5/2014

[CARRIED] Motion – On motion, duly moved and seconded, be it resolved, that the Registration Committee approves the following revision to the Registration Time Limitation policy. [See above for policy listed]

PREVIOUS

Exam candidates who are not working have up to one year to register with the College of Opticians of BC from the time they passed the NACOR exams. If they do not register within this time, their initial registration application will be reviewed by the Registration Committee prior to being processed.

Motion passed on August 24, 2012. Prior to this, candidates had 90 days to register.

31

MINUTES OF REGISTRATION MEETING 11/97, Item 3

[CARRIED] Motion - On motion, duly moved and seconded, be it resolved,

That, new dispensing registrants be allowed to be conditionally registered pending the result of their Criminal Record Search on the condition they sign an undertaking not to dispense eyeglasses or contact lenses to people under the age of 19 without supervision.

32

MINUTES OF BOARD MEETING 4/98, Item 5

[CARRIED] Motion: On motion, duly moved and seconded, be it resolved

That, once a Student Contact Lens Fitter has successfully graduated from a course of study approved by the Board, a Student Contact Lens Fitter may continue to meet the requirements of Section 37(1)(b) of the Bylaws, by continuing his or her training under the direct supervision of a Registered Contact Lens Fitter at the place of business of the Registered Contact Lens Fitter.

33

MINUTES OF REGISTRATION MEETING 11/ 2007, Item 6

[CARRIED] Motion – moved, and seconded that:

All teaching staff for education program must maintain practicing registration in order to teach.

34

MINUTES OF REGISTRATION MEETING 11/ 2007, Item 4

[CARRIED] MOTION – moved, and seconded that:

Duplicate certificates are only allowed to be issued as replacements.

[CARRIED] MOTION – moved, and seconded that:

Registrants must complete an affidavit to replace lost certificate.

³⁵ MINUTES OF REGISTRATION COMMITTEE JULY 8, 2013, Item 7

Suspended Certificates of Registration Policy

[CARRIED] MOTION: Be it resolved that the Registration committee accepts the following new Certificate policy:

Certificates distributed to registrants remain the property of the College. Effective July 8, 2013, when a registrant is suspended or changes status to non-practising, he or she is required to return the certificates of registration to the College. Registrants are required to return certificates within four weeks of the date that a letter of default is issued or a change of status to non-practising is approved.

Certificates will be held on file by the College for three years only. If a registrant reinstates or changes status to practicing during that time, the College will redistribute certificates at no additional cost.”

Retroactivity: This policy is not retroactive and will apply to suspensions issued after July 8, 2013, unless the College discovers that a suspended or non-practicing registrant is wrongfully displaying a certificate. In such cases, certificates must be returned to the College.