

## 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:<sup>1</sup>

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.<sup>2</sup>

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-practicing 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.<sup>3</sup>

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.<sup>4</sup>

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:

- 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.

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 practising.<sup>5</sup>

A non-practising registrant who is practicing in another jurisdiction may change status to practising by proving to the registration committee that they were practicing elsewhere. A letter from that jurisdiction's regulatory body will be considered as proof.<sup>6</sup>

## **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.<sup>7</sup>

## **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.<sup>8</sup>

The optician and contact lens fitter programs of the following education providers are approved<sup>9</sup> 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.

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 proficiency<sup>10</sup>

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 interview<sup>11</sup>, 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 Frame<sup>12</sup>

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

## 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.<sup>13</sup> An international applicant applying to accredit their education will complete a “comprehensive report” with BCIT International Credential Evaluation Service.<sup>14</sup>

## **Exam Policies**

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

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.<sup>15</sup>

Any application outside of this timeframe 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.

### **b. Time limit for PLAR applicants completing bridging courses**

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.

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 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.

## **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.<sup>16</sup> 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<sup>17</sup>**

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 Polices 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.

### **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 Committee<sup>18</sup>, and the executive committee approved Schedule "A."<sup>19</sup>

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.<sup>20</sup> The registration committee accepted Schedule "B."<sup>21</sup>

### **Registration Time Limitation**

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.<sup>22</sup>

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.<sup>23</sup>

### **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.<sup>24</sup>

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.<sup>25</sup>

### **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.<sup>26</sup>

### **Duplicate 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.<sup>27</sup>

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.

## **End Notes**

### **<sup>1</sup> 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

<sup>2</sup> Registration motion passed on April 18, 2011.

<sup>3</sup>

### **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.

<sup>4</sup> The Registration Committee passed this motion on May 1, 2011.

<sup>5</sup>

### **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.

**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).

**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.

**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.

**<sup>9</sup> 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)

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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

<sup>10</sup> **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.

<sup>11</sup> **MINUTES OF REGISTRATION MEETING 03/10, Item 1**

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

<sup>12</sup> **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.

<sup>13</sup> **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.

<sup>14</sup> **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

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

<sup>15</sup> Registration motion passed on August 24, 2012.

Prior to this update, 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.

<sup>16</sup>

#### **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.

<sup>17</sup>

#### **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:

- 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;

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.

- 3) 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 Policies 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:

- 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.

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#### **MINUTES OF BOARD MEETING 6/09 - Item 7.8**

**[CARRIED]** RESOLUTIONS OF THE BOARD OF THE COLLEGE OF OPTICIANS OF BRITISH COLUMBIA MADE THE 7<sup>th</sup> DAY OF JUNE, 2009 AT VANCOUVER, BRITISH COLUMBIA

**[CARRIED]** RESOLVED THAT, in accordance with the authority established in section 19(1) of the Health Professions Act, and subject to subsections 19(3.1) and (6.2) of the Health Professions Act, the Board amend the Bylaws of the College of Opticians of British Columbia, as indicated in Schedule "A" attached to these Resolutions.

**[CARRIED]** RESOLVED THAT, the Executive Committee, consistent with the intent of the attached, review and revise Schedule "A" attached to these Resolutions to place them into final form, and then direct Registrar to take all steps required pursuant to subsection 19(6.2) of the Health Professions Act in relation to the amendments to the Bylaws as indicated in Schedule "A" attached to these Resolutions, as they may be revised by the Executive Committee.

**[CARRIED]** RESOLVED THAT, effective January 1, 2010, only the accredited education programs approved by the Board as of that date will meet the requirements for registration pursuant to the Bylaws. Currently, the National Association of Canadian Optician Regulators conducts an assessment and presents a report for approval by the Board.

**[CARRIED]** RESOLVED THAT, the Board shall, periodically, review the educational programs approved as meeting the requirements for registration pursuant to the Bylaws and direct the Registrar to publish any changes to the approved programs. Such review should be on an annual basis and in a period not to exceed six years.

**[CARRIED]** RESOLVED THAT, the Registrar is directed to prepare and present to the Board for approval, transitional provisions for applicants who graduated from an educational program which is not approved by the Board, but which was approved by the Board at the time the applicant enrolled in or commenced the program.

**[CARRIED]** RESOLVED THAT, the Prior Learning Assessment and Recognition Policy attached to these Resolutions as Schedule "B" is adopted and the Registration Committee directed to incorporate this policy with the policy reported to the Board today, June 7, 2009, to create a single merged document which shall be the policy and shall be posted as such.

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**[CARRIED]** RESOLVED THAT, the Registrar is directed to calculate and present to the Board for approval, a fee schedule on a cost-recovery basis for the Prior Learning Assessment process.

**[CARRIED]** RESOLVED THAT, the adoption of the optical sciences eyeglass and contact lens fitting examinations of the National Association of Canadian Optician Regulators as the qualifying examinations for registration in British Columbia is continued and affirmed.

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#### **MINUTES OF EXECUTIVE COMMITTEE MEETING 6/09 – Item 1**

WHEREAS at a June 7, 2009 meeting, the Board RESOLVED THAT, the Executive Committee, consistent with the intent of the attached, review and revise Schedule “A” attached to these Resolutions to place them into final form, and then direct Registrar to take all steps required pursuant to subsection 19(6.2) of the Health Professions Act in relation to the amendments to the Bylaws as indicated in Schedule “A” attached to these Resolutions, as they may be revised by the Executive Committee;

AND

That Board Chair Kent Ashby consulted with Board counsel on the final form of Schedule A;

**[CARRIED]** RESOLVED that the Executive Committee Approve of the attached Schedule "A" and direct the Registrar to take all steps required pursuant to subsection 19(6.2) of the Health Professions Act in relation to the amendments to the Bylaws

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#### **MINUTES OF BOARD MEETING 6/09 - Item 7.8**

**[CARRIED]** RESOLUTIONS OF THE BOARD OF THE COLLEGE OF OPTICIANS OF BRITISH COLUMBIA MADE THE 7<sup>th</sup> DAY OF JUNE, 2009 AT VANCOUVER, BRITISH COLUMBIA

**[CARRIED]** RESOLVED THAT, in accordance with the authority established in section 19(1) of the Health Professions Act, and subject to subsections 19(3.1) and (6.2) of the Health Professions Act, the Board amend the Bylaws of the College of Opticians of British Columbia, as indicated in Schedule “A” attached to these Resolutions.

**[CARRIED]** RESOLVED THAT, the Executive Committee, consistent with the intent of the attached, review and revise Schedule “A” attached to these Resolutions to place them into final form, and then direct Registrar to take all steps required pursuant to subsection 19(6.2) of the Health Professions Act in relation to the amendments to the Bylaws as indicated in Schedule “A” attached to these Resolutions, as they may be revised by the Executive Committee.

**[CARRIED]** RESOLVED THAT, effective January 1, 2010, only the accredited education programs approved by the Board as of that date will meet the requirements for registration pursuant to the Bylaws. Currently, the National Association of Canadian Optician Regulators conducts an assessment and presents a report for approval by the Board.

**[CARRIED]** RESOLVED THAT, the Board shall, periodically, review the educational programs approved as meeting the requirements for registration pursuant to the Bylaws and direct the Registrar to publish any changes to the approved programs. Such review should be on an annual basis and in a period not to exceed six years.

**[CARRIED]** RESOLVED THAT, the Registrar is directed to prepare and present to the Board for approval, transitional provisions for applicants who graduated from an educational program which is not

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approved by the Board, but which was approved by the Board at the time the applicant enrolled in or commenced the program.

**[CARRIED]** RESOLVED THAT, the Prior Learning Assessment and Recognition Policy attached to these Resolutions as Schedule "B" is adopted and the Registration Committee directed to incorporate this policy with the policy reported to the Board today, June 7, 2009, to create a single merged document which shall be the policy and shall be posted as such.

**[CARRIED]** RESOLVED THAT, the Registrar is directed to calculate and present to the Board for approval, a fee schedule on a cost-recovery basis for the Prior Learning Assessment process.

**[CARRIED]** RESOLVED THAT, the adoption of the optical sciences eyeglass and contact lens fitting examinations of the National Association of Canadian Optician Regulators as the qualifying examinations for registration in British Columbia is continued and affirmed.

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#### **MINUTES OF REGISTRATION COMMITTEE MEETING 6/09**

WHEREAS in Section 35 of the Bylaws of the College of Opticians of British Columbia requires that applicants for registration must be a graduate of an academic, technical, or vocational training program approved by the Board or a program which meets its minimum standards. At a June 7, 2009 Board meeting the Board passed the following resolutions in order reaffirm decisions made since inception of the College and to give further clarity on the process of approval of education programs.

AND:

The Board determined by resolution that the process for Prior Learning Assessment and Recognition (PLAR) attached as schedule B the Registration Committee directed to incorporate this policy with policy reported to the Board, June 7, 2009, to create a single merged document which shall be the policy and this is to be the policy that is to be posted.

**[CARRIED]** RESOLVED that the Registration Committee accept the Prior Learning Assessment and Recognition process attached as Schedule B

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#### **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.

<sup>23</sup> Motion passed on August 24, 2012. Prior to this, candidates had 90 days to register.

<sup>24</sup>

#### **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.

**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.

**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.

**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.