

STANDARDS OF PRACTICE

LICENSE APPLICATION

Name:	License Application
Date Approved:	09/14/2012
Date Updated:	09/14/2012, 07/08/2020, 09/13/2024
Date Effective:	10/15/2024
Number:	SP-LR-8
Type:	Licensing Requirements (LR)
Reference:	The Optometric Professional Bylaws Licensing (3.1) (3.1) An application to the Registrar made pursuant to Section 21 of <i>The Optometry Act, 1985</i> for a license or a license renewal shall be on the prescribed forms, shall be accompanied by the fee prescribed by Council, and shall be accompanied by proof that the applicant is insured under a contract of malpractice insurance per occurrence, at a minimum insured value determined by Council. The Registrar may refuse to issue a license, or renew a license, unless all licensing requirements have been met.

09.13.24 MOTION "To amend SP-LR-8 License Application as presented."
CARRIED

An application for licensure with the Saskatchewan Association of Optometrists (SAO) shall meet the requirements specified in the Optometric Act, Bylaws, Standards of Practice, policies, and guidelines.

All license fees are set and approved annually by the Council upon recommendation by the Executive Director.

New Applicants

All applicants must complete the application form, submit all required documents, and pay all fees prior to becoming licensed in Saskatchewan. There are two application streams – new and labour mobility.

A candidate that has never registered for licensure in Canada is a **new applicant**.

A candidate that has registered for licensure in another province is a **labour mobility applicant**.

The steps required for an optometrist to become licensed with the Saskatchewan Association of Optometrists include the following:

1. Completion of the application form
2. Submission of a current Liability Insurance Policy meeting the current requirements
3. Submission of a signed Liability Insurance Authorization letter
4. Proof of valid CPR certification meeting the current requirements
5. Unofficial (copy) of undergraduate transcripts
6. Official copy of final optometry school transcripts (sent directly from the school by mail or verified electronic format)

7. Submission of a current resume
8. Submission of a current criminal record and vulnerable sector check (not to exceed 6 months)
9. Completion of the jurisprudence exam and payment of the jurisprudence exam fee.
10. A copy of government issued photo ID
11. Attendance at the SAO Orientation
12. Payment of the annual license fees for that year – please note that the SAO does not offer pro-rated license fees.

New applicants will also need to submit:

1. Two letters of reference from individuals who can speak to the candidate's suitability as an optometrist (clerkship supervisors, professors, etc.).
2. Proof of successful completion of the Optometry Examining Board of Canada entrance exam(s)

Labour mobility applicants will also need to submit:

1. Certificates/letters of good standing from ALL licensing bodies and jurisdictions in which the applicant is currently or has previously been licensed.
2. For applicants who graduated prior to 2015 proof of completion of a Therapeutic Pharmaceutical Agent Certification and an Advanced Scope of Practice Certification course, or equivalent may be required.

Any exception to any of these requirements must be approved in writing by the Registrar.

License Renewals

A renewal application for licensure in the Saskatchewan Association of Optometrists (SAO) shall meet the requirements specified in the Optometric Act, Professional Optometric Bylaws, as well as SAO's standards, guidelines, and policies.

License renewals open no later than November 15th each year. Members will be notified by email of the upcoming license fees in October each year and will be notified by email when the license renewal application is available.

The steps required for a member to complete their renewal and receive their license include the following:

1. Completion of the license renewal form
2. Completion and verification with the SAO that the minimum continuing education hours have been met.
3. Completion of the biennial member survey and economic survey (if applicable)
4. Valid CPR documentation on file with the SAO
5. Valid Liability insurance documentation on file with the SAO
6. Full payment of all licensing fees received by the SAO

Members have until December 31st to submit payment without financial penalty per our legislation. However, if the SAO does not receive payment prior to December 24th the member will be unable to practice until payment is verified by the SAO and a license is issued in January.

Late Penalties:

Late penalties will occur if documentation and/or payment is late. The late penalty is an additional 25% of the full licensure cost (inclusive of association fees, regulatory fees, public awareness fees and fees due to other entities). Only one late fee per member will be assigned.

Documentation received after December 15th will be deemed late.

Payments received after December 31st will be deemed late.

A license to practice will not be issued until ALL licensing documents and fees (including penalties) have been received.

In the event a member is found to be practicing without a valid license, the member will be referred for disciplinary action.