

# STANDARDS OF PRACTICE

## LICENSE APPLICATION

**Name:** License Application

**Date Approved:** 07/08/2020

**Date Updated:**

**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 *The Optometry Act, 1985* 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.

**09.14.12 MOTION** "All new applicants will pay a full license fee." CARRIED.

**07.08.20 MOTION** "To approve STANDARD OF PRACTICE SP-LR-8 License Application". CARRIED.

An application for licensure in the Saskatchewan Association of Optometrists (SAO) shall meet the requirements specified in the Optometric Act and the Professional Optometric Bylaws. In addition, new applicants must meet all requirements as specified by the College and approved by Council.

All license fees are set and approved annually by Council upon recommendation by the Registrar. Full payment must accompany all completed license application forms.

The license package includes the completion and submission of the following prescribed forms as approved by Council:

1. Candidate for Licensure Application Form
2. Application for License
3. Affidavit Verifying Application
4. Application for Professional Certificate
5. Office location and consent to accept emails and notices from SAO form
6. Two Testimonials of Good Character and Conduct OR Letter of Good Standing from Colleges and jurisdictions in which the applicant has been practicing in
7. Jurisprudence Identity Confirmation form including a notarized picture of the individual's passport or other government issued ID

Other requirements for licensure include:

1. Passing the jurisprudence examination
2. An official copy of the applicants Undergraduate Academic Record
3. An official copy of applicants Doctor of Optometry Degree from an accredited College of Optometry

4. Final transcript confirming OD designation
5. A satisfactory and current (not to exceed 6 months) Vulnerable Sector Criminal Record Check
6. Confirmation of no less than \$2 million liability insurance per practitioner per occurrence
7. Verification the applicant has successfully completed a Cardiopulmonary Resuscitation (CPR) course with a minimal Level of "B" or equivalent
8. Attend an orientation session

Any exception to any of these requirements must be approved in writing by the Registrar. Should an applicant be exercising labour mobility and transferring in from another Canadian jurisdiction, labour mobility legislation applies. All licensing requirements must still be met. In addition, the applicant must produce a satisfactory Letter(s) of Good Standing from the Colleges within the jurisdiction(s) in which they have practiced.