

# CHECK LIST OF ITEMS YOU MUST SUBMIT WITH YOUR 2024 LICENSE APPLICATION



The following items **must be submitted with your 2024 license application:**

- 1 passport photo verified by a witness's signature on the back to verify that it is your photo (can be anyone who knows you) unless **you submitted one within the past 5 years**, i.e. with your 2019, 2020 or 2021, 2022, 2023 license application. As of **September 1, 2021 all photos will expire 3 years from date of submission**; the same expiration period as other required documentation.
- A certificate of successful completion of the Jurisprudence module **unless you have already submitted one.**
- A certificate of successful completion of the Social Media module **unless you have already submitted one.**
- A certificate for successful completion of the Manitoba Health direct online version of the Personal Health Information Act (PHIA) training **or** a current certificate of successful completion of the PHIA refresher training as the certificate expires every 3 years. When it is due Manitoba Health will send you a notice with a link to the PHIA refresher training.
- **A Criminal Record search report including a vulnerable sector search report** if a report has not been submitted within the past 3 years.
- If **incomplete documents** are submitted, a **\$25.00 penalty** will be charged. If the missing information has not been submitted by November 1, 2023, a \$200.00 late fee will be charged.  
**Official receipts will be sent by email soon after your payment is processed. The 2024 licenses** are mailed after the license application process has been completed. If applications submitted by November 1, 2023 were complete, applicants can expect that their licenses will be mailed to them by December 20, 2023. **Duplicate receipts are \$15.00.** The fee for a **declined credit card** will be \$100.00.
- Opticians who **submit their 2024 license applications and/or payments after the November 1, 2023 deadline and up to December 31, 2023**, when their 2023 license expires, **will be charged a late fee of \$200.00.**
- If a completed 2024 license **application including payment is not received by January 1, 2024**, in keeping with OOM bylaws, **license cancellation will result.** If your license has been cancelled and you apply for a license after January 1, 2024, you will be required to apply to be reinstated. Both the **\$300.00 reinstatement fee and the 2024 license fee must be paid to be reinstated.**

- For more information, visit OOM’s website and see miscellaneous fees at <http://www.opticiansofmanitoba.ca/registration-and-licensing/fees/>



### APPLICATION CHECK LIST

#### HAVE YOU ATTACHED YOUR:

- Completed application form pages 1-7**
  - Information release (Privacy Information Act)—**page 2 requires signature**
  - **Check the box YES or NO** to indicate if you are willing to have your name and date of birth included in the national database. [See information on National Data base next page.]
  - Payment agreement – page 5 &6, **signature is required for credit card authorization.**
  
- Declarations (item 6, page 7) – complete and sign:**
  - For an **active** license - **page 8, plus Appendix A** (pages 8 & 9)
  - For an **inactive** license - **page 7, plus Appendix B** (page 10)

You must **print your name as you wish it to appear on your license** (page 7). If you commonly use a name that is not one of your legal given names, but you want to have it on your 2023 license, include it in brackets between your legal first and last name.
  
- Payment** may be made by business cheque, money order OR Credit card (complete and sign Payment agreement on page 5 & 6) or E-Transfer.  
**We do not accept cash, debit or personal cheques.**
  
- If choosing **two payment option**, cheques for both payments must be included and additional credit card information **if you wish to use a different card for the second payment.**
  
- E-Transfer is now available.** You must use this question in your **E-Transfer message box “What does OOM stand for?”** you then use the answer **“Opticians of Manitoba”**. This way we can use the same answer and complete the transfer. If you do not include the question and answer then your fees will not be transferred. **Send E-Transfer to [oom@optm.ca](mailto:oom@optm.ca).** Your banking institutions can provide assistance.
  
- Proof of \$1 million Professional Errors and Omissions Liability Insurance.**
  - **Whether you use your employer’s or private purchased insurance (this includes OAC) use your employer’s or your own privately purchased insurance,**
    - the current insurance certificate- see pages 2 and 3 of application form.
    - **a completed Appendix C** , i.e. the “Certificate of Being Insured Under a Professional Liability Insurance Policy”

Currently members may log into the database through a login tab near the top of our website page: <https://www.opticiansofmanitoba.ca/>. In the past this is where you log in to check on how many MOC credits you have accrued over time. Now you can access a page (checklists) that shows when all your required documents for licensure will expire such as criminal records check, photo, and module certificates.

- 1 passport photo** verified by a witness's signature on the back (can be anyone who knows you), only if you have not submitted a photo within the past 5 years - (2017-September 2021).
  
- A Criminal Record search report including a vulnerable sector search report** if a report has not been submitted within the past 3 years. If you reside in Winnipeg, you can request your report online from the Winnipeg Police Service by using **ePIC** at <https://policeinformationcheck.winnipeg.ca/>. The Opticians of Manitoba is a registered agency so if you apply online your report will be sent by email directly to the Opticians of Manitoba usually within 2- 4 business days. If you live outside Winnipeg, you can request your report from your local Police Service or RCMP.
  
- A current certificate for successful completion of the Manitoba Health direct online version of the Personal Health Information Act (PHIA) training** <http://www.trainingtodo.com/mbhealth/secure/phia-for-individuals.asp> **OR** a current certificate of successful completion of the PHIA refresher training as the certificate expires every 3 years. When it is due Manitoba Health will send you a notice with a link to the PHIA refresher training.
  
- A certificate of successful completion of the Jurisprudence module and the Social Media module certificate. Submit the certificates prior to or when applying for renewal for 2023, unless you have already submitted one. The link to the Jurisprudence and Social Media module login is on the home page of the Opticians of Manitoba website at <http://www.opticiansofmanitoba.ca/about-us/jurisprudence-module-on-self-regulation/>.**
  
- A **National database for Opticians** has been created to facilitate the collection of information on opticians. However, only the OOM has access to the data for licensed opticians from Manitoba. No other province can see our information. Provinces may share the shell of the database but not the information contained within. ***Check the box YES or NO on page 2 of the application to indicate if you are willing to have your name and date of birth included in the national database.***
  
- Remember to fill in all 11 pages of the application except Appendix B if you are renewing as a licensed optician/licensed contact lens optician. If you fail to fill in all required documentation for the licensing application you will be charged an incomplete application FEE \$25.00 **before** November 1, 2023 and \$200.00 **after** November 1, 2023.

Application forms **CANNOT** be faxed. The renewal/application forms are now fillable in the PDF provided to you. You may sign with electronic signatures where required and submit via email as a PDF (**No other format will be accepted**). In the alternative you may fill in the form electronically, print off and sign in pen where required or fill in the entire form by pen; both alternatives must be submitted by regular mail or drop off.

**Mail:** The Application for Licence forms with all required documents and fees to:

**Opticians of Manitoba**  
215 – 1080 Portage Avenue,  
CNIB Building 2<sup>nd</sup> Floor,  
Winnipeg, Manitoba Canada R3G 3M3  
Phone: 204-222-8404

**Hand deliver:** The Application for Licence forms with all required documents and fees to a drop off box available in the reception area of the CNIB building (address see above); which is open on Monday to Friday 8:30am - 4:30pm. A staff member will be in the OOM office Monday, Tuesday, Thursday, and Friday. A locked mailbox is located outside the back door of the CNIB – checked daily during the workday but **not** on evenings, weekends, and holidays.

**Email:** The Application for Licence forms with all required documents and fees may be emailed in a **PDF format only**, to [OOM@optm.ca](mailto:OOM@optm.ca). Other formats will not be accepted. And if you need to include a new photo or criminal record check then you will need to use regular mail or drop off.

**Admittance to the OOM office only by appointment.**

*If you have any questions, you can contact us by phone at 204-222-8404 or by email to [oom@optm.ca](mailto:oom@optm.ca)*

*Thank you for your cooperation!*