

# CHECKLIST OF ITEMS TO BE SUBMITTED WITH YOUR 2025 LICENSE RENEWAL/APPLICATION

The following items must be submitted with your 2025 license application:

- Completed 2025 License Renewal/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 have already submitted one. **Photos are to be updated every 3 years.**
- 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 completed by your local jurisdiction** if a report has not been submitted within the past 3 years.
- Proof of \$1 million Professional Errors and Omissions **Liability Insurance.**
- **Payment** of your 2025 License Fees.

**Note:** If **incomplete documents** are submitted and not rectified promptly, a **\$25.00 penalty** may be charged.

**License ID badges and official receipts** will be mailed after all license applications have been completed. If applications submitted by November 1, 2024 were complete, applicants can expect that their licenses will be mailed to them by December 20, 2024.

**Duplicate receipts are \$15.00.** The fee for a **declined credit card** is \$100.00.

Opticians who **submit their 2025 license applications and/or payments after the November 1, 2024 deadline and up to December 31, 2024**, when their 2024 license expires, **will be charged a late fee of \$200.00.**

If a completed 2025 license **application including payment is not received by January 1, 2025**, in keeping with OOM bylaws, **license cancellation will result.** If your license has been cancelled and you apply for a license after January 1, 2025, you will be required to apply to be reinstated. Both the **\$300.00 reinstatement fee and the 2025 license fee must be paid to be reinstated.**