

APPLICATION FOR PRIOR LEARNING AND RECOGNITION (PLAR) For Internationally Educated Professionals

I am applying to become a:

Licensed Optician – Eyeglass Dispensing

Contact Lens Licensed Optician

A. PERSONAL

Given Name: _____ Surname: _____

Address: _____

City/Town: _____ Province/State: _____ Country: _____

Postal Code: _____ Telephone: _____ Email: _____

Gender: Male Female

Date of Birth: ____/____/____ (Month/Day/Year)

B. IMMIGRATION STATUS

1. Do you live in Canada?

Yes No

If yes, when did you arrive in Canada? ____/____/____ (Month/Day/Year)

2. What is your immigration status?

Landed Immigrant Temporary Foreign Worker None

3. Were you nominated by the Manitoba Provincial Nominee Program?

Yes No

C. EDUCATION

Name of Educational Institution (Opticianry): _____

Address: _____

City/Town: _____ Province/State: _____

Country: _____ Postal Code: _____

Date you Enrolled: ____/____/____ (Month/Day/Year)

Graduation Date: ____/____/____ (Month/Day/Year)

Grade you Achieved: _____



Required Documents

a) Certificate of Completion

Provide a certificate of completion from your educational institution, such as a photocopy of your diploma.

b) Curriculum Details

Provide information that describes the content of your course/education. For

example, course outlines, course descriptions, syllabi. The information must include:

- List of subject areas
- Description of skills taught
- Number of credit hours in theoretical education
- Number of credit hours in practical education

D. EMPLOYMENT

Are you currently working in the field of Opticianry?

Yes No

1. Number of years you have practiced Opticianry: _____

2. Name of the country where you last practised: _____



Required Documents

a) Resume

Provide a resume that details your work history and experience since graduation. Include:

- Your Job Title
- Your start date and end date

- Business name
- Business address, including country
- Descriptions of the tasks you performed

b) Dispensing Experience and Fittings Form

Provide one Dispensing Experience and Fittings form for each place of employment. Your supervisor must complete and sign the form. The form is available online at OpticiansOfManitoba.ca

c) Letters of Reference

Your previous and current employers related to Opticianry must each provide a letter of reference.

The letters of reference should match the work history and experience described on your resume.

Each letter of reference must include:

- Your job title
- Your start date and end date
- A description of the tasks that you performed
- A statement about your job performance



Your employer must sign the letter and mail it directly to OOM.

E. REGULATED PRACTICE

1. Is Opticianry a regulated profession where you last practised?

- Yes No

If yes:

Your professional designation: _____

Name of regulatory body: _____

Address: _____

City/Town: _____ Province/State: _____

Country: _____ Postal Code: _____

2. Are you currently a member of a regulatory body?

- Yes No

If yes, see Required Documents on next page.



Required Documents

a) Letter of Good Standing

You must provide a letter of good standing if you are currently a member of regulatory body. The letter of good standing must include:

- Name and address of the regulatory body
 - Your membership category such as Eyeglasses or Contact Lenses
 - Your status such as active or inactive
 - The expiry date of your current licence
 - Information on any disciplinary action taken against you
-

F. PREVIOUS APPLICATIONS

1. Have you applied for registration in any other province or territory in Canada?

- Yes No

If yes, see Required Documents below.



Required Documents

a) Information Regarding Previous Applications for Registration Form

You must complete this form if you have applied for registration in any other province or territory in Canada. The form is available online at [Opticians of Manitoba.ca](http://OpticiansofManitoba.ca)

G. EXAMINATIONS

1. Have you successfully completed a certification examination in Opticianry in Canada or another country?

- Yes No

If yes, see Required Documents below.



Required Documents

a) Examination Marks

If you have successfully completed an Opticianry examination in Canada or any other country, you must provide:

- Name of the certifying agency
- Date of the exam
- Mark achieved
- Original exam certificate

H. CRIMINAL RECORD BACKGROUND CHECK

Complete a Criminal Record Check through the Winnipeg Police Service or your local police station. A Vulnerable Sector Screening is **NOT** required.



Required Documents

a) Criminal Record Search Certificate

Provide your original Criminal Record Search Certificate including a vulnerable sector search report to OOM. OOM will accept an original Criminal Record Search Certificate that is up to three years old. Photocopies will NOT be accepted.

I. ENGLISH LANGUAGE PROFICIENCY

1. Have you completed an English as an Additional Language (EAL) course?

- Yes No

If yes, see Required Documents below.

2. Have you completed a Canadian Language Benchmark Test (CBPT) in English?

- Yes No

If yes, see Required Documents below.



Required Documents (Optional)



Demonstrating English language proficiency is NOT a requirement. However, you will accelerate the registration process if you can provide these documents:

a) English as an Additional Language (EAL)

If you have completed an EAL course, please provide:

- Name of the course
- Level completed
- Original transcript

b) Canadian Language Benchmark Test (CBPT)

If you have completed a CBPT in English, please provide:

- Original transcript

J. REQUIRED DOCUMENTS CHECKLIST

Please add a checkmark to indicate the status of each document below.

| Documents | Provided with Application | To be Provided | Not Applicable | Unavailable |
|---|---------------------------|----------------|----------------|-------------|
| Certificate of Completion | | | | |
| Curriculum Details | | | | |
| Dispensing Experience and Fittings Form | | | | |
| Resume | | | | |
| Letters of Reference | | | | |
| Letter of Good Standing | | | | |
| Information Regarding Previous Applications for Registration Form | | | | |
| Examination Marks | | | | |
| Criminal Record Search Certificate | | | | |
| English as an Additional Language (EAL) | | | | |
| Canadian Language Benchmark Test (CBPT) | | | | |



If your required documents are unavailable, you must write a letter that states which documents are unavailable and explain the reason why you cannot produce the documents. Include the letter with your application or send the letter to:

Registrar

Opticians of Manitoba
 215-1080 Portage Ave.
 Winnipeg, Manitoba, Canada R3G 3M3

K. SIGNATURE

Date: _____ Applicant's Signature: _____

L. APPLICATION FEE

Pay the application fee. See http://www.opticiansofmanitoba.ca/?page_id=784 for current fees.

You may pay by one of the following methods:

- Money order/ Bank draft
 - Visa or Master card (To pay by telephone, call OOM at 204.222.8404)
 - Certified cheque (Please make cheques payable to Opticians of Manitoba)
-
- We do not accept cash.

M. DELIVERY

Mail or hand-deliver all required documents with your application form and application fee to:

Registrar

Opticians of Manitoba

215-1080 Portage Ave.

Winnipeg, Manitoba, Canada R3G 3M3



Do NOT send documents by fax or email. Original signatures are required. OOM will return all original documents by registered mail once you complete the Prior Learning and Recognition (PLAR) process.