

# APPLICATION FOR PRIOR LEARNING AND RECOGNITION (PLAR)

For - Internationally educated professionals  
- Graduates of non-accredited Canadian programs

I am applying to become a:

- Licensed Optician – Eyeglass Dispensing       Contact Lens Licensed Optician

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## A. PERSONAL

Given Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Province/State: \_\_\_\_\_ Country: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Gender:    Male    Female      Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Month/Day/Year)

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## 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

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## 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

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## D. EMPLOYMENT

### 1. Are you currently working in the field of Opticianry?

Yes  No

2. Number of years you have practised Opticianry: \_\_\_\_\_

3. 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](http://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. CREDENTIALS EVALUATION

### 1. Have your credentials been evaluated by IQAS, WES or ICES?

- Yes    No

If no, when will you complete a credentials evaluation? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Month/Day/Year)



## Required Documents

### a) Credentials Evaluation Report

You must complete a credentials evaluation using one of these Canadian services:

- International Qualifications Assessment Service (IQAS)
- World Education Services (WES) Canada
- International Evaluation Service (ICES)



The service must send the original report directly to OOM. Photocopies will NOT be accepted.

## G. PREVIOUS APPLICATIONS

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

- Yes    No

If yes, see Required Documents on the next page.



## 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 [OpticiansOfManitoba.ca](http://OpticiansOfManitoba.ca)

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## H. 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
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## I. CRIMINAL RECORD 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 to OOM. OOM will accept an original Criminal Record Search Certificate that is up to five years old. Photocopies will NOT be accepted.

## J. 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.

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				
Credentials Evaluation Report				

Documents	Provided with Application	To be Provided	Not Applicable	Unavailable
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**

2706 - 83 Garry Street  
Winnipeg, Manitoba, Canada R3C 4J9

**K. SIGNATURE**

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

**L. APPLICATION FEE**

Pay the application fee. See [OpticiansofManitoba.ca](http://OpticiansofManitoba.ca) for current fees.

You may pay by one of the following methods:

- Money order
- Credit card (To pay by telephone, call OOM at 204.982.6060)
- Certified cheque (Please make cheques payable to Opticians of Manitoba)

**M. DELIVERY**

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

**Registrar**

Opticians of Manitoba  
2706 - 83 Garry Street  
Winnipeg, Manitoba, Canada R3C 4J9



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.