

**Policy Number:**

**Category: Registration and Licensing**

Effective Date:

**SUBJECT- Routine Registration**

Date of Last Amendment: 21/08/18

**Policy –Routine Registration**

**PURPOSE:** The purpose of this policy is to protect the public by ensuring that all Opticians meet the requirements for Registration by the Opticians of Manitoba (OOM). To be eligible to apply for a Certificate of Practice/license and practice as an optician in Manitoba, all applicants must first obtain a Certificate of Registration from the OOM.

#### **THE REGISTER:**

In keeping with the Opticians Act, the OOM Council must establish a register of regulated members for one or more classes of members and a register of regulated associate members for one or more classes of associate members if the OOM has associate members. Both registers must be maintained by the registrar.

#### **INFORMATION TO BE KEPT IN THE REGISTER**

The Register for regulated members must contain the following information for each member:

- a) member's name and business contact information
- b) name of the health profession corporation of which the member is the shareholder or director,
- c) class of regulated membership
- d) conditions if any imposed on the member's registration or Certificate of Practice (license)
- e) if applicable, a notation that the member is authorized to perform a Reserved Act not normally performed by members of the OOM
- f) if applicable, a notation that the member is not authorized to perform a Reserved Act that is normally performed by members of the OOM.
- g) information about each disciplinary proceeding in which a finding under the OOM Bylaw 32.(4) subsection(a) or (b) has been made against the member including,
  - the nature of the finding
  - the nature of any order made under the OOM Bylaw 32.(4) subsection(a) or (b)
  - any terms, limits or conditions of the order
- h) information that the OOM bylaws and the Opticians Act specify as information to be kept in the register.

The Register for regulated associate members must contain the following information for each member:

- a) member's name and business contact information
- b) class of regulated membership

- c) conditions if any imposed on the member's registration or Certificate of Practice (license)
- d) if applicable, a notation that the associate member is authorized to perform a Reserved Act not normally performed by associate members of the OOM
- e) if applicable, a notation that the associate member is not authorized to perform a Reserved Act that is normally performed by associate members of the OOM.
- f) information about each disciplinary proceeding in which a finding under the OOM Bylaw 32.(4) subsection(a) or (b) has been made against the member including:
  - the nature of the finding
  - the nature of any order made under the OOM Bylaw 32.(4) subsection(a) or (b),
  - any terms, limits or conditions of the order

### **INFORMATION TO BE AVAILABLE TO THE PUBLIC**

The OOM must maintain an up to date website which must include a directory of regulated and regulated associate members. The directory must include the information listed below for each class of regulated member and a hard copy must also be available to the public from the OOM office, during normal business hours:

- the information contained in items (a)-(f) on page 1 for regulated members and (a)-(e) on page 1-2 for associate members
- the information contained in item (g) for regulated members and (f) for associate members relating to a disciplinary proceeding completed within the current calendar year or the 10 previous calendar years
- any additional information that the regulations may require to be made available to the public.

### **INFORMATION WHICH WILL NOT TO BE MADE AVAILABLE ON THE INTERNET**

Any information in the directory above that is available to the public and relates to an ailment, emotional disturbance or addiction that a member is suffering from must not be made available to the public on the Internet.

### **HONORARY MEMBERSHIP**

The OOM may, in accordance with its bylaws, confer an honorary membership in the OOM upon any individual, but an honorary membership does not entitle the individual to practice opticianry nor to have his/her name entered on a register.

### **CORPORATIONS AND OTHER ENTITIES**

A corporation including an optical corporation, partnership or other entity cannot be registered as a member.

## **APPLYING FOR REGISTRATION**

### **APPROVAL OF APPLICATIONS FOR REGISTRATION**

The OOM Registrar considers and recommends the approval of applications for registration in the OOM to the OOM Registration Committee.

### **REGISTRATION OF REGULATED MEMBERS**

The registration committee must approve an application for registration as a regulated member if the applicant:

- is a graduate of an education program approved by the OOM Council or has met competency requirements approved by the Council
- has passed any examinations that the Council may require
- establishes that their name has not been removed:
  - as a result of professional misconduct or any other cause that is relevant to their suitability to practice opticianry,
  - from the register of persons authorized to engage in opticianry or any other health profession in Canada or elsewhere
- establishes that they have not been suspended:
  - as a result of professional misconduct, or any other cause, that is relevant to their suitability to practice opticianry
  - by a regulatory authority governing the practice of opticianry or any other health profession in Canada or elsewhere.
- has not been convicted of an offense that is relevant to their suitability to practice opticianry
- has paid the applicable registration fee, an amount which is subject to changes in OOM bylaws
- meets any other requirements for registration(which may be subject to changes in the bylaws)

A registration may be made subject to any conditions that the Registration Committee considers advisable.

### **APPLICANTS FOR REGISTRATION IN MANITOBA WHO ARE GRADUATES OF AN ACCREDITED CANADIAN OPTICIANRY PROGRAM AND REGISTERED AS AN OPTICIAN IN ANOTHER CANADIAN JURISDICTION**

In approving an application for registration, the Registration Committee must comply with the obligations under The Canadian Free Trade Agreement (CFTA) which reaffirms the labour mobility provisions and obligations that were established under the 1995 Agreement on Internal Trade (AIT). All applicants must however pay the one time only

Manitoba registration fee, an amount subject to change as approved by the Council of the OOM. **The application form for Registration is attached as Appendix A.**

## **APPLICANTS FOR REGISTRATION FROM GRADUATES OF NON ACCREDITED CANADIAN OPTICIANRY PROGRAMS OR INTERNATIONAL OPTICIANRY PROGRAMS**

**ASSESSMENT PROCESS:** (See Appendix A – “*Registration / Licensing Information and Forms for Applicants from Non Accredited International and Canadian Opticianry Programs*”). This information is also available for download from the Internationally Educated Professionals portal on the Opticians of Manitoba website at [www.opticiansofmanitoba.ca](http://www.opticiansofmanitoba.ca)

**Note: If documents are not in English, notarized translations are required.**

### **TO OBTAIN A CERTIFICATE OF PRACTICE/LICENSE**

When the OOM has received all of the documentation and the application for a Certificate of Registration has been approved, if an applicant wishes to obtain a Certificate of Practice/ License to practice opticianry in Manitoba, they must complete all the requirements for a Certificate of Practice (also see Appendix A and OOM Regulation Certificate of Practice/License)

## **APPLICANTS FOR REGISTRATION FROM GRADUATES OF ACCREDITED CANADIAN OPTICIANRY PROGRAMS:**

- Northern Alberta Institute Of Technology Optical Sciences Program,
- Douglas College Dispensing Optician Program,
- Georgian College Opticianry Program,
- Seneca College Opticianry Program,
- Oulton College Opticianry Program
- College Commonautaire du Nouveau Brunswick

### **ASSESSMENT PROCESS:**

If the applicant is a graduate of one of the above accredited Canadian Opticianry programs, the requirement to submit course outlines and examination syllabus is waived. (See Appendix B for application forms).

### **TO OBTAIN A CERTIFICATE OF PRACTICE /LICENSE:**

When the OOM has received all of the documentation and the application for a Certificate of Registration has been approved, if an applicant wishes to obtain a Certificate of Practice/ License to practice opticianry in Manitoba, they must complete all the requirements for a Certificate of Practice (see Regulation Certificate of Practice /License).

**PLEASE NOTE: ALL FEES, DOCUMENTATION REQUIREMENTS AND ASSESSMENT PROCESSES DETAILED ABOVE ARE SUBJECT TO CHANGES WITHOUT NOTICE.**

### **REGISTRATION OF REGULATED ASSOCIATE MEMBERS**

Applications for registration as an associate member must be considered and decided upon in keeping with the regulations.

### **APPLICATION FOR REGISTRATION NOT APPROVED**

If an application for registration as a regulated member or associate member is not approved or is approved subject to conditions, the registrar must:

- give notice to the applicant in writing, with reasons for the decision
- advise the applicant of the right to appeal the decision to the Council

### **ENTRY ON THE REGISTER**

The Registrar must enter the following onto the appropriate register:

- the name of the person whose application of registration is approved
- the information requirements listed on pages 1 and 2 of this document under the headings, "Register of Regulated Members" and "Register of Regulated Associate Members"

The Registrar may also correct any error or remove any entry made in error on a register.

### **CERTIFICATE OF REGISTRATION**

Upon entering a person's name on a register the Registrar must issue a Certificate of Registration to that person.

### **INFORMATION TO BE SHOWN ON THE CERTIFICATE OF REGISTRATION**

The certificate of registration must include:

- name of the regulated member or regulated associate member
- a statement or other indication as to whether the person is a regulated member or a regulated associate member and in to which class of regulated membership or regulated associate membership the person holds

- the name of the regulatory body that is issuing the certificate and the date it is issued
- any conditions imposed on the person's registration
- a statement that the certificate of registration is issued pursuant to the RHPA
- a statement that the certificate does not entitle the person to practice opticianry.

## **EXPIRY OF A CERTIFICATE OF REGISTRATION**

A Certificate of Registration does not expire.

## **AMMENDMENTS TO THE CERTIFICATE OF REGISTRATION**

If any of the information required on the Certificate of Registration changes, the Registrar may amend the certificate and issue a replacement certificate. The registrant must return the original certificate to the OOM and pay the printing fee, an amount which is subject to changes in the market cost, for a replacement certificate.

## **LOST OR DAMAGED CERTIFICATE OF REGISTRATION**

A registrant must sign an affidavit stating that the original certificate was lost or damaged and pay the printing fee, an amount which is subject to changes in the market cost, for a replacement certificate.

## **APPEALS**

- A person whose application for registration is not approved or whose application is approved subject to conditions may appeal the decision to the OOM Council. as follows:
- The appeal must be made by sending a letter / written notice of appeal with the OOM Council within 30 days after the person receives notice that their application has not been approved. The appeal letter must specify the reasons for the appeal.
- Upon receiving a notice of appeal, the council must schedule an appeal hearing, which must be held within 90 days after it receives the notice. The council must give the applicant written notice of the date, time and place of the hearing.
- The Council may delegate its power to hear and decide an appeal to a panel of the Council. The panel is to consist of three or more Council members, at least 1/3 of who must be public representatives.

- A decision or action of a panel is a decision or action of the Council in respect of an appeal
- An applicant who appeals a decision is entitled to make representation to the Council at the hearing and with or without counsel.
- A member of council who is a member of the Registration Committee must not participate in the appeal hearing
- The Council must decide the appeal within 30 days after the hearing and either dismiss the complaint appeal or make any decisions the Registration Committee could have made.
- Within 30 days after deciding the appeal, the Council must give the applicant written notice of its decision and the reasons for it. An applicant may appeal the decision of the Council to the court by filing a notice of appeal within 30 days after receiving notice of the Council's decision.
- Upon hearing an appeal the court may:
  - Dismiss the appeal
  - Make any decision that in its opinion should have been made
  - Refer the matter back to the Council for further consideration in accordance with any direction of the courts.

**NOTE: Members who are not registered and licensed by the Opticians of Manitoba may not practice opticianry in Manitoba in either a full or part time capacity in a dispensary in Manitoba.**

### **References**

Opticians of Manitoba Bylaws  
Province of Manitoba Opticians Act

## APPENDIX A



### APPLICATION FOR REGISTRATION FORM

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

**I am applying to register as a:**

- Licensed Optician – Eyeglass Dispensing  Contact Lens Licensed Optician

#### Checklist

- NACOR Exam/Pass (verified)  Registration Fee

### CONTACT INFORMATION

#### 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. Education**

Name of Educational Institution (Opticianry): \_\_\_\_\_

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

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

Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Graduation: Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (Month/Day/Year)

## **C. Registration**

Are you currently a member of a regulatory body?

Yes  No

If yes, please provide:

Regulator Name: \_\_\_\_\_

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

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

Postal Code: \_\_\_\_\_

Membership category: \_\_\_\_\_

## **D. Registration Fee -\$200.00**

**Payable to: Opticians of Manitoba**

Payment Method:  Certified Personal Cheque  Business Cheque  Visa  Mastercard

**Credit Card Authorization**

I authorized the Opticians of Manitoba to charge my credit card in the amount of \$\_\_\_\_\_.

Credit card number: \_\_\_\_\_ Expiry date \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of card holder: \_\_\_\_\_ CVV# \_\_\_\_\_ (3-digit at the back)

Signature of cardholder: \_\_\_\_\_

**E. Declaration**

I do solemnly swear that:

1. I have completed the application to the best of my knowledge and believe the completed form is correct and true. I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.
2. My entitlement to practise as a Licensed Optician or Contact Lens Licensed Optician has not been limited, restricted or subject to conditions in any jurisdiction which could result in the suspension or cancellation of my authorization to practice as same in that jurisdiction.
3. I, having read the applicable Acts of Manitoba, OOM bylaws, regulations, code of ethics, and standards of practice in force pursuant thereto, do declare that I will uphold the honour and dignity of the profession and adhere to the above in force pursuant thereto.

**AGREEMENT**

Attached is the sum of \$\_\_\_\_\_ to cover my one-time registration fee with the Opticians of Manitoba (only applies to first-time applicants). In the event that this application is not accepted due to a suspension or other reason in keeping with the applicable Acts of Manitoba, OOM bylaws, regulations, Code of Ethics, and Practice Directions, it is understood that said monies will be promptly refunded.

**Dated** at the City of \_\_\_\_\_ in the Province of \_\_\_\_\_

this \_\_\_\_\_ day of the Month of \_\_\_\_\_ in the year 20\_\_\_\_\_.

Signature: \_\_\_\_\_

Please print your name as you wish it to appear on your Certificate of Registration:

\_\_\_\_\_

**DELIVERY**

Mail or hand-deliver your application form and registration fee to:

**Registrar**

Opticians of Manitoba

215-1080 Portage Ave.

Winnipeg, Manitoba R3G 3M3 Canada

Applications **CANNOT** be faxed or emailed. Original signatures are required.