

POLICY NUMBER:

Category: Students

Effective Date:

Date of Last Amendment: 06/09/2016

SUBJECT - STUDENT REGISTRATION

POLICY - STUDENT REGISTRATION

Policy: The purpose of this policy is to protect the public and ensure that Licensed Opticians and Contact Lens Licensed Opticians, who provide onsite clinical education to students, receive adequate support.

REGISTRATION

Procedure:

All student opticians and student contact lens opticians who are:

- taking courses currently in an accredited opticianry program which includes eye glasses, contact lenses, refracting, and auto refracting
- registering to take courses in the next session of an accredited program,

are required to meet the requirements for Registration as an active member on the student register of the Opticians of Manitoba (OOM) by submitting:

- a completed student registration form **Appendices A (Eyeglasses) & B (Contact Lenses)**
- a completed supervisor's agreement form (**Appendix C**)
- the annual student registration fee
- the original version of a criminal record search report completed within the previous five years
- one passport size photo with the verification stamp and signature on the back
- documentation as proof that the student is enrolled in an approved opticianry program

Mail or submit in person to the Registrar, Opticians of Manitoba, Unit **215-1080 Portage Ave, Winnipeg, MB R3G 3M3** no later than **two weeks prior to the commencement of the course.** **Faxed or emailed copies will not be accepted** as original signatures are required. Payment can be made by **certified** personal cheque, business cheque, money order, Visa or MasterCard. **We do not accept cash.**

Note: Late fees, in an amount subject to changes in OOM bylaws, will be charged for initial registrations or renewals received later than two weeks prior to the commencement of the

course .Transactions which cannot be processed or are declined will incur an administration fee in an amount subject to changes in OOM bylaws. (See Fees at www.opticiansofmanitoba.ca)

Student registrations must also be renewed annually, **no later than two weeks prior to the commencement of the course.** Licensed Opticians who have paid their annual licensing fees but are also enrolled as a student contact lens optician, must also pay the annual student registration fee.

Students who fail to renew their student registration when it expires will receive a Notice of Default from the OOM and their name will be placed in the inactive member category of the OOM student register one month after the date of the notice, unless their registration is renewed. The student's employer/supervisor will also be notified that the student's name has been removed from the active member register, one month from the date of the Notice of Default, unless the registration is renewed.

If a student's registration has been placed in the inactive member category of the OOM register, it will become illegal for the student to practise as a student optician in Manitoba, even under supervision. An inactive student member who continues to practice while his or her student registration is inactive may be prosecuted and fined.

Students are NOT to include payment or completed forms for their student registration with the Opticians of Manitoba (OOM) ,in the application package that they send to the Opticians Association of Canada (OAC) to enroll in the NAIT Optical Sciences Program.

The OAC will require Manitoba students to provide proof that they are registered with the OOM in the active student category before the student will be permitted to begin their practical work requirements.

All students registered with the OOM are entitled to receive all member benefits including OOM newsletters, new releases, invitations to social events, the annual meeting and Maintenance of Competency events and any other functions the OOM may provide, as well as access to the members' section of the OOM website

Students registered with the OOM do not have voting privileges at the annual meeting however or rights to hold a position on the OOM council unless they are already licensed as an active Licensed Optician, but they may sit on a committee of the Council.

SCOPE OF PRACTICE

Students in good standing and with active student registration with the OOM in eyeglasses or contact lenses are permitted to perform all aspects of the Reserved Acts¹ of dispensing eyewear under the supervision of a Licensed Optician or Contact Lens Licensed Optician. The tasks in dispensing eyewear are not simply delegated to students.

RESPONSIBILITIES OF STUDENTS

Students **must comply** with all of the Acts, Bylaws, Policies and Procedures, Standards of Practice and Practice Directions governing the profession of opticianry in Manitoba.

Unregistered students are also subject to the delegation policies of the OOM.

To avoid confusion or misrepresentation, students **must wear** their active registration card so that it can be easily seen by the public when working in any dispensary in Manitoba and by examination supervisors when attending any exam. Failure to comply with this requirement may result in disciplinary action or the refusal of admittance to an examination room.

COMPLAINTS

Students are members of the OOM and complaints received regarding their conduct or actions will be handled in keeping with the requirements of the OOM Complaints Resolution Policy. (See OOM Complaints Resolution Policy at www.opticiansofmanitoba.ca) Depending upon the nature of the complaint, complaints regarding the actions of students could result in an investigation of the supervising Optician.

REFERENCES:

- Opticians Act – Province Of Manitoba www.opticiansofmanitoba.ca
- Bylaws -Opticians of Manitoba www.opticiansofmanitoba.ca
- Policies And Procedures - Opticians of Manitoba www.opticiansofmanitoba.ca
- Practice Directives and Guidelines - Opticians of Manitoba www.opticiansofmanitoba.ca

¹ **Reserved Acts** The Province of Manitoba *Opticians Act* includes the following done to an individual in the course of providing optician services as acts which may be done by a Licensed optician

- Preparing and dispensing lenses, including contact lenses, spectacles, eyeglasses and appurtenances to the intended wearers, on the written prescriptions of duly qualified medical practitioners or holders of certificates of registration under *The Optometry Act*.
- In accordance with such prescriptions, interpreting, measuring, adapting, fitting and adjusting lenses, including contact lenses, spectacles, eye glasses and appurtenances to the human face for the aid of vision or the correction of visual or ocular anomalies of human eyes.

APPENDIX A



OPTICIANS OF MANITOBA (OOM)

STUDENT OPTICIAN REGISTRATION FORM - EYEGLASSES

PLEASE NOTE:

- Students are responsible for advising the Registrar of the Opticians of Manitoba within fourteen (14) days, of any changes in the information provided on this application.
- A completed supervisor’s agreement (APPENDIX C) must accompany this application.
- If a student does not have current registration as a student with the Opticians of Manitoba, they will not be given credit by NAIT for any student practicum hours which they submit.

All students registered with the OOM are entitled to receive all OOM members’ benefits including the OOM newsletter, news releases, invitations to social events and annual meetings, Maintenance of Competency events and any other functions that the OOM may host. Although Students do not have voting privileges or rights to hold a position on the OOM Council but may sit on a committee of Council.

New

Renewal

_____ (Surname) (Given Names)

_____ of _____
(Date of Birth) (Street Address)

_____, Manitoba _____ Phone: _____ Fax: _____ Email: _____
(Town or City) (Postal Code)

Place of Employment: _____
(Name, address and postal code)

Phone: _____ Fax: _____ Email: _____

List previous Optician training or other job experience. (Institutions and Diplomas obtained)

List of services that you will be providing and describe the proposed supervision. Please note: Any subsequent changes in employment or supervision must be approved by the Registration Committee of the Opticians of Manitoba.

I hereby apply for Registration as a Student Optician. I am presently enrolled in or will enrol (at the earliest opportunity) in the NAIT/Opticians Association of Canada distance delivery course, or have previously completed the following course:

Date: _____ Signature of applicant: _____

PLEASE NOTE

- The annual OOM Student Registration fee is payable **no later than two weeks prior to the commencement of the course**. Students who submit their application ***after*** the **two weeks deadline prior to the commencement of the course** will be charged a **late fee of \$30.00**. **The Registration fee, one passport photograph with the verification signed on the back and the original version of a criminal record search performed within the previous five years must accompany your application**. If you have previously submitted a photograph and a criminal record search report to us within the previous **5 years** you do not have to submit them again. **Incomplete applications will not be processed.**
- The amount of the annual registration fee is subject to changes in OOM bylaws.
- **WE CANNOT ACCEPT CASH OR DEBIT**
- All personal cheques must be certified and made payable to the **Opticians of Manitoba**

Payment Method: Certified Personal Cheque, Business Cheque, Visa, Mastercard or Money Order

Credit Card Authorization

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

Credit card number: _____ Expirydate _____ / _____

Name of card holder: _____ **CVV#** _____ (3-digit at the back)

Signature of cardholder: _____

- Please mail completed applications to: **The Registrar, Opticians of Manitoba, Unit 215-1080 Portage Ave., Winnipeg, MB R3G 3M3, and Ph:204- 222-8404**
- Completed applications may also be dropped off at the OOM. **Faxed or emailed applications will NOT be accepted** as original signatures are required.

Thanking you for your cooperation.

APPENDIX B



OPTICIANS OF MANITOBA (OOM)

STUDENT REGISTRATION FORM- CONTACT LENSES

PLEASE NOTE:

- Students are responsible for advising the Registrar of the Opticians of Manitoba within fourteen (14) days, of any changes in the information provided on this application.
- A completed supervisor's agreement (APPENDIX C) must accompany this application.
- If a student does not have current registration as a student with the Opticians of Manitoba, they will not be given credit by NAIT for any student practicum hours which they submit.

All students registered with the OOM are entitled to receive all OOM members' benefits including the OOM newsletter, news releases, invitations to social events and annual meetings, Maintenance of Competency events and any other functions that the OOM may host.

New

Renewal

(Surname)

(Given Names)

_____ of

(Date of Birth)

(Street Address)

_____, Manitoba

(Town or City)

(Postal Code)

Phone: _____ Fax: _____ Email: _____

I hereby apply for Registration as a Student Contact Lens Optician. I am presently enrolled in or will enrol (at the earliest opportunity) in the NAIT/Opticians Association of Canada distance delivery course, or have previously completed the following course: _____

By signing this form I also understand that I will be subject to and must abide by the provisions of the Opticians Act of Manitoba and the policies, Standards of Practise, Practise Directives and By- laws of the Opticians of Manitoba.

Date: _____ Signature of applicant: _____

Opticians of Manitoba Current License Number : _____ Expiry Date: _____

FEES:

- The annual OOM Student Registration fee is payable **no later than two weeks prior to the commencement of the course**. Students who submit their application ***after*** the **two weeks deadline prior to the commencement of the course** will be charged a **late fee of \$30.00**. The **Registration fee, one passport photograph with the verification signed on the back and the original version of a criminal record search done within the previous five years must accompany your application**. If you have submitted a photograph and a criminal record search report to us within the previous **5 years** you do not have to submit them again. **INCOMPLETE applications will not be processed.**
- The amount of the annual registration fee is subject to changes in OOM bylaws.
- **WE CANNOT ACCEPT CASH OR DEBIT**
- All Personal cheques must be certified and made payable to the **Opticians of Manitoba**

Payment Method: Certified Personal Cheque, Business Cheque, Visa , Mastercard or Money Order

Credit Card Authorization

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

Credit card number: _____ Expirydate _____ / _____

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

Signature of cardholder: _____

- Please mail completed applications to: **The Registrar, Opticians of Manitoba, 215-1080 Portage Ave., Winnipeg, MB R3G 3M3, and Ph:204- 222-8404**
- Completed applications may also be dropped off at the OOM. **Faxed or emailed applications will NOT be accepted** as original signatures are required.

APPENDIX C



OPTICIANS OF MANITOBA (OOM)

SUPERVISOR'S AGREEMENT

Name of Student: _____

I agree to be physically present and provide direct ²supervision, check and approve the work of the above named student. By signing this form I also understand that I will be subject to and must abide by the provisions of the Opticians Act of Manitoba and the policies, Standards of Practise and By-laws of the Opticians of Manitoba.

Date: _____ Name of Supervisor: _____

Opticians of Manitoba License Number: _____

Signature of Supervisor: _____

SUPERVISORS PLEASE NOTE:

- **Supervising opticians have the right to refuse to supervise a student when the supervising optician, in the best interests of the public, deems such action to be appropriate.**
- As the Supervisor, you are responsible for advising the Registrar of the OOM of any changes in supervision within fourteen (14) of the change.
- All changes in Supervision must be approved by the Registration Committee of the Opticians of Manitoba.
- You **must** ensure that the student:
 - has obtained their required Student Registration with the Opticians of Manitoba by **checking the expiry date on their student registration card**
 - is displaying their current, student registration card at all times when working in the dispensary.

² **Direct Supervision** – means supervision must be onsite

Please note: If a student does not have current student registration with the Opticians of Manitoba, they will not be given credit by NAIT for any student practicum hours which they submit.

- If a student works for a dispensary which includes more than one location and the student will be working in more than one location, the student must have a supervisor at each location and each supervisor must sign a supervisor's agreement.
- If for any reason, the supervisor who signed the agreement is not on site in the dispensary where the student is working and is therefore unable to directly supervise the student, that supervisor may delegate their responsibility for supervising the student to another Licensed Optician whom they deem to have the knowledge and skills to do so. **While the student is being supervised by the Licensed Optician to whom the supervisor delegated their responsibility, the supervisor who signed the agreement, still retains full liability for the actions of the student.**