

POLICY NUMBER:

Effective Date: 2015

Category: Students

Date of Last Amendment: April 2024

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. All individuals who:

- are planning to enroll for the first time in an accredited opticianry program which includes eye glasses, contact lenses, refracting, and auto refracting are required to meet the requirements for Registration as an active student with the Opticians of Manitoba (OOM).
- have completed the first session of an accredited opticianry program and are planning to enroll in a subsequent session, are required to reapply for active student registration and meet the requirements for Registration as an active student with the OOM
- are required to complete a period of supervised practice as part of a bridging or remedial program are required to meet the requirements for Registration as an active student with the OOM
- are Licensed Opticians who are also enrolled as a student contact lens optician, must also apply for student registration, and pay the student registration fee.

APPLICANTS APPLYING FOR STUDENT REGISTRATION FOR THE FIRST TIME

Individuals **who are applying for student registration in Manitoba for the first time** are required to submit:

- a completed student registration form **Appendices A (Eyeglasses) & B (Contact Lenses)**
- a completed supervisor's agreement form (**Appendix C**)
NOTE: A student supervisor may supervise two eyeglasses students but only one contact lens student at a time.
- the student registration fee
- the original version of a criminal record search report which includes a vulnerable sector search, completed within the previous three years
- one passport size photo with the verification stamp and signature on the back
- documentation as proof that the student is enrolled in an accredited opticianry program once they have received it from the Opticians Association of Canada.

(A list of accredited Opticianry Programs can be found at <https://accreditation.ca/assessment-programs/health-education-accreditation/programs/>)

Canada

Accreditation client	City	Educational program	Status	Expiry
Collège La Cité	Ottawa	Opticianry	Accredited	2028/01/31
Douglas College	Coquitlam	Dispensing Optician	Accredited with condition	2025/09/30
Georgian College of Applied Arts and Technology	Barrie	Opticianry	Accredited with condition	2026/02/28
New Brunswick Community College	Fredericton	Opticianry	Registered	
Northern Alberta Institute of Technology	Edmonton	Continued Education – Optical Sciences	Accredited	2024/09/30
Ontario College of Optics	London	Opticianry	Registered	
Seneca College	Toronto	Optician	Accredited	2028/02/29
Southern Alberta Institute of Technology	Calgary	Opticianry	Accredited with condition	2024/06/30
Stenberg College	Surrey	Optician Diploma	Accredited	2029/02/28
Vancouver Community College	Vancouver	Optician Diploma	Accredited with condition	2026/03/31

Last updated 04-2024.

Most students in Manitoba complete The NAIT Optical Sciences Programs through The Opticians Association of Canada. OAC requires that all applicants for the NAIT Optical Sciences Program provide proof that they are registered with the OOM in the active student category before they will be permitted to begin the course. Please submit your OAC/NAIT Application and your Student Registration with OOM at the same time. Both offices communicate with one another and will conform your enrollment.

Applicants must:

1. Submit their OOM student registration application and payment **no later than two weeks prior to the commencement of the course**, by mail or in person to the Registrar, Opticians of Manitoba, Unit 215-1080 Portage Ave, Winnipeg, MB R3G 3M3. **They are not to be sent to the Opticians Association of Canada** (OAC) with their NAIT Optical Sciences Program application package as we are two separate entities. The Opticians of Manitoba will advise the OAC that a student has applied for registration with the OOM.

2. Submit the Optical Sciences Program application to within two weeks of applying for student registration in Manitoba.

If applying for the NAIT Program the OAC will contact the Opticians of Manitoba to confirm that the student has applied for student registration. The OOM will not process and approve an application for student registration and send the student registration card to the applicant until they have been notified by the OAC that the student has applied for acceptance into the NAIT Optical Sciences Program.

Please note: The above timelines DO NOT outline application deadlines of the NAIT Programs. You are required to ensure that your application to NAIT is submitted on or before the required application deadline as outlined in the application package sent to you by the Opticians Association of Canada (OAC).

3. Once the Opticians of Manitoba approves the application for student registration they will advise the OAC who will then approve the student's application into the NAIT Optical Sciences Program.

RENEWAL OF STUDENT REGISTRATION

Student registrations must be renewed if a student is planning to enroll in a second or subsequent session of an accredited opticianry program, **no later than two weeks prior to the commencement of the course.**

EXPIRATION OF STUDENT REGISTRATION

Student **registration will expire one month following the official completion date** of the program in order to allow students time they may need to complete their required hours of practice.

Students who do not 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 category of the OOM student register one month after the date of the notice unless their student registration is renewed. The student's employer/supervisor will also be notified that the student's name has been removed from the active student 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 student category of the OOM register, it is illegal for the student to practise as a student optician in Manitoba, even under supervision. An inactive student who continues to practice while his or her student registration is inactive may be prosecuted and fined.

STUDENT BENEFITS

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 direct² 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 and Practice Directions governing the profession of opticianry in Manitoba.

Unregistered students are also subject to the delegation polices 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

Complaints received regarding the conduct or actions of students who are registered with the OOM will be addressed 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.

NATIONAL EXAMINATION

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.

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

- Graduates of an accredited optical sciences program are eligible to sit the NACOR National Optical Sciences examination and are allowed up to three years to sit the exam.
- Individuals who have graduated from an accredited program but have not attempted to sit the national exam within 3 years following their graduation will be required to take a future course of training approved by the OOM council and upon successful completion will again be given permission from the council to sit the national licensing exam.
- Individuals who have successfully completed a required bridging program and submitted proof of successful completion of the bridging program to the Registrar will have 3 years to successfully challenge the National Optical Sciences examination.
- Individuals who have successfully completed a required bridging program but fail however to challenge the National Optical Sciences examination within the 3 years, will be required to successfully complete the Prior Learning Assessment and Recognition (PLAR) process to determine their eligibility to sit the exam.
- If an individual fails the national examination on the second attempt, they must wait one year before they can resit the examination
- If an individual fails the national examination three times ,they will be are required to submit a remedial plan to be approved by the Council of the Opticians of Manitoba prior to sitting the examination a fourth time.

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 Directions and Guidelines - Opticians of Manitoba www.opticiansofmanitoba.ca

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 registrant 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 hold. Although students do not have voting privileges or rights to hold a position on the OOM Council, they may sit on a committee of Council.

[] New

[] Renewal

(Surname)

(Given Names³)

(Date of Birth)

(Street Address)

(Town or City), Manitoba, (Postal Code)

Phone:

Email:

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

Phone: Fax: Email:

3 The name of a natural person recognized on official records, especially as recorded on a birth certificate or as changed by legal process. NOTE: If an abbreviated version of a legal name or an alias is generally used by the applicant such as "Jim" for the name "James", the applicant may request that the abbreviated version or alias be used on their registration card in brackets between your legal first and legal surname. e.g. James (legal first name) " JIM" (abbreviated name or alias) Smith (legal surname).

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/Renewal as a Student Optician. I am presently enrolled in or will enroll (at the earliest opportunity) in an accredited opticianry program, or have previously completed the following course (s): ie. EG1, EG2, CL, Year One, Year Two, etc.

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, Practise Directions and By- laws of the Opticians of Manitoba.

Date: _____ Signature of applicant: _____

Payment Method: Cheque, E-transfer, or Credit Card (please circle one)

Credit Card Authorization

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

Credit card number: _____ **Expiry date:** ____ / ____
(MM / YYYY)

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

Signature of cardholder: _____

- Please submit completed applications to: **The Registrar, Opticians of Manitoba, Unit 215-1080 Portage Ave., Winnipeg, MB R3G 3M3, and Ph:204- 222-8404**

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 registrant 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 hold. Although students do not have voting privileges or rights to hold a position on the OOM Council, they may sit on a committee of Council.

New

Renewal

(Surname)

(Given Names4)

(Date of Birth)

(Street Address)

(Town or City), Manitoba, (Postal Code)

Phone:

Email:

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

Phone: Fax: Email:

4 The name of a natural person recognized on official records, especially as recorded on a birth certificate or as changed by legal process. NOTE: If an abbreviated version of a legal name or an alias is generally used by the applicant such as "Jim" for the name "James", the applicant may request that the abbreviated version or alias be used on their registration card in brackets between your legal first and legal surname. e.g. James (legal first name) "JIM" (abbreviated name or alias) Smith (legal surname).

List previous Optician training, completed courses 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/Renewal as a Student Optician. I am presently enrolled in or will enroll (at the earliest opportunity) in an accredited opticianry program for the following course(s): ie. EG1, EG2, CL, Year One, Year Two, etc.

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, Practise Directions and By- laws of the Opticians of Manitoba.

Date: _____ Signature of applicant: _____

Payment Method: Cheque, E-transfer, or Credit Card (please circle one)

Credit Card Authorization

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

Credit card number: _____ **Expiry date:** ____ / ____
(MM / YYYY)

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

Signature of cardholder: _____

- Please submit completed applications to: **The Registrar, Opticians of Manitoba, Unit 215-1080 Portage Ave., Winnipeg, MB R3G 3M3, and Ph:204- 222-8404**

Thanking you for your cooperation.

APPENDIX C



OPTICIANS OF MANITOBA (OOM)

SUPERVISOR'S AGREEMENT

Name of Student: _____ Student Number: _____

I agree to be physically present and provide direct⁵supervision, 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, Practice Directions and By-laws of the Opticians of Manitoba.

Date: _____ Name of Supervisor: _____

Supervisor's License Number: _____

Signature of Supervisor: _____

SUPERVISORS PLEASE NOTE:

- **A student supervisor may supervise two eyeglasses students but only one contact lens student at a time.**
- **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 Supervisors must have held an active license and been practising for a minimum of three years as a Licensed Optician if supervising an Eye Glasses student and three years as a Contact Lens Licensed Optician if supervising a contact lens student, be in good standing and be approved by the Registration Committee
- All changes in Supervision must be approved by the Registration Committee of the Opticians of Manitoba.
- You **must** ensure that the student:

⁵ **Direct Supervision** – means supervision must be onsite

- has current valid Student Registration with the Opticians of Manitoba by **checking the expiry date on their student registration card**
- is displaying their student registration card at all times when working in the dispensary.

Please note: If a student does not have current, valid 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.
- The optician who signed the supervisor's agreement must provide a minimum of 70 % of the supervision provided for the student themselves. If for any reason however 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, the 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. The amount of supervision provided in these circumstances must not however exceed 30% of the total number of supervised hours for the student. **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.**
- **If two opticians in a dispensary agree to jointly provide the required hours of direct supervision for an eye glasses student, if the opticians are only working in the dispensary part time or due to other responsibilities they have in the dispensary, can only supervise a student part time , each supervisor must provide 70% of the hours of direct supervision that they have agreed individually to provide to the student.**
- **If two opticians in a dispensary agree to jointly provide the required hours of direct supervision for a contact lens student, if the opticians are only working in the dispensary part time or due to other responsibilities they have in the dispensary, can only supervise a student part time , each supervisor must provide 85 % of the hours of direct supervision that they have agreed individually to provide to the student.**
- **The *Opticians Act* permits students registered by the Opticians of Manitoba to perform Reserved Acts of dispensing, under the direct supervision of a licensed optician or contact lens licensed optician. The tasks in dispensing eyewear are not simply delegated, however, to students. The supervising optician remains responsible and accountable for the safety and the quality of the care provided by**

the student. Before permitting students to perform a Reserved Act, the supervising optician must ensure that he/she has assessed the potential harm associated with the act and has determined that the student has the knowledge, skills, and judgement to perform the act safely and effectively.