

# CHECK LIST OF ITEMS YOU MUST SUBMIT WITH YOUR 2019 LICENSE APPLICATION



The following items **must be submitted with your 2019 license application:**

- 1 passport photo verified by a witness's signature on the back to verify that it is your photo (can be anyone who knows you) unless **you submitted one within the past 5 years**, i.e. with your 2014, 2015, 2016, 2017 or 2018 license application:
- A certificate of successful completion of the Jurisprudence module **unless you have already submitted one**. The link to the Jurisprudence module is on the home page of the Opticians of Manitoba website at <http://www.opticiansofmanitoba.ca/about-us/jurisprudence-module-on-self-regulation/>. **You will need to contact the OOM office however to obtain the password to access the module.**
- If **incomplete documents** are submitted, a **\$25.00 penalty** will be charged. If the missing information has not been submitted by December 15, 2018, the \$200.00 late fee will be charged.
- **Official receipts and 2019 licenses** are mailed after the license application process has been completed. If applications submitted by November 1, 2018 were complete, applicants can expect that their licenses and receipts will be mailed to them by December 15, 2018. **Duplicate receipts are \$15.00. PLEASE NOTE THAT AS OF SEPTEMBER 1, 2017 LICENSE CARDS ARE NO LONGER BEING ISSUED TO INACTIVE OPTICIANS.**
- Opticians who **submit their 2019 license applications and/or payments after the November 1, 2018 deadline and up to December 31, 2018** when their 2018 license expires **will be charged a late fee of \$200.00.**
- Effective September 1, 2018 the fee for a **declined credit card** will be \$100.00.
- If a completed 2019 license **application including payment is not received by January 31, 2019**, in keeping with OOM bylaws, **license cancellation will result**. If your license has been cancelled and you apply for a license after January 31, 2019, you will be required to apply to be reinstated. Both the **\$300.00 reinstatement fee and the 2019 license fee must be paid to be reinstated.**
- **For your information, visit OOM's website and see miscellaneous fees at** <http://www.opticiansofmanitoba.ca/registration-and-licensing/fees/>



## **APPLICATION CHECK LIST**

**HAVE YOU ATTACHED YOUR:**

- Completed application form pages 1-7**
  - Contact information – **page 1-complete part A & B**
  - Information Release – **page 2- Part C- your signature is required**
  - **Check the box YES or NO** to indicate if you are willing to have your name and date of birth included in the national database.
  - Payment agreement – page 5 &6, **signature is required for credit card authorization.**

- Declarations (item 6, page 7) – complete and sign:**
  - For an **active** license - **page 7, plus Appendix A** (pages 8 & 9)
  - For an **inactive** license - **page 7, plus Appendix B** (page 10)

You must **print your name as you wish it to appear on your license (page 7).** If you commonly use a name that is not either your legal first name or middle name but you want to have it on your 2019 license, include it in brackets between your legal first or legal middle name and last name .

- Payment** by certified personal cheque, business cheque, money order OR Credit card (complete and sign Payment agreement on page 5 &6)  
**We do not accept cash or debit.**

- If choosing **two payment option**, cheques for both payments and additional credit card information **if you wish to use a different card for the second payment**

- Proof of \$1 million Professional Errors and Omissions Liability Insurance.**

If you wish to:

- **use your employer’s or your own privately purchased insurance**, you must submit the following with your 2019 license application:
  - the current insurance certificate- see pages 2 and 3 of application form.
  - **a completed Appendix C** , i.e. the “Certificate of Being Insured Under a Professional Liability Insurance Policy”
- **purchase OAC membership for 2019** which includes the insurance as a benefit of membership, you must submit a copy of your OAC insurance certificate **no later than December 15, 2018. Please note:** The OAC **does not send** your insurance certificates to the OOM. It is the responsibility of the optician to do so. Licenses for 2019 will not be sent to applicants until they have submitted their OAC insurance certificate. **If certificate are received after December 15, 2018, the license application will be treated as a late application and the \$200.00 late fee will be charged.**

- 1 passport photo** verified on the back if you have not submitted a photo within the past 5 years



**A Criminal Record search report including a vulnerable sector search report** if a report has not been submitted within the **past 3 years**. If you reside in Winnipeg you can request your report on line from the Winnipeg Police Service by using **Epic** at <https://policeinformationcheck.winnipeg.ca/>. The Opticians of Manitoba is a registered agency so if you apply on line your report will be sent by email directly to the Opticians of Manitoba usually within 2- 4 business days. If you live outside Winnipeg you can request your report from your local Police Service.

- A current certificate for successful completion of the Manitoba Health direct online version of the Personal Health Information Act (PHIA) training** <http://www.trainingtodo.com/mbhealth/secure/phia-for-individuals.asp>

**OR**

**a current certificate of successful completion of the PHIA refresher training.**

- A National database for Opticians** has been created to facilitate the “external” transfer of information between the provincial Opticianry regulatory bodies if an Optician moves from one province to another. Through the data base we will also be able to collect data related to the need for opticians in various parts of the country. **Check the box YES or NO on page 2 of the application to indicate if you are willing to have your name and date of birth included in the national database.**

**DO NOT FAX OR EMAIL YOUR APPLICATION** as original signatures are required.

**Applications must be mailed to or dropped off at the  
Opticians of Manitoba  
215 – 1080 Portage Avenue  
Winnipeg, MB R3G 3M3**

**MON-FRI 9:00 AM -5:00 PM.**

**NOTE:** If you wish to drop off your license application after hours or on weekends, there is a mail box on the outside of the CNIB building on the right hand side of the back door but let us know that you have done so as the box is not emptied daily.

*If you have any questions you can contact us by phone at 204-222-8404 or by email to [oom@optm.ca](mailto:oom@optm.ca)*

***Thank you for your cooperation!***