



NEW GRADUATE OF A NON-ACOE ACCREDITED SCHOOL OF OPTOMETRY

APPLICATION CHECKLIST, PRELIMINARY APPLICATION FORM & STATUTORY DECLARATION

Please be advised that all new graduates of non-ACOE accredited Schools of Optometry are required to:

- a) Have their credentials assessed by FORAC. Complete information on the FORAC credentialing process is available on the FORAC website: www.forac-faroc.ca. Those individuals whose credentials are assessed as acceptable may move on to the next step.
 - b) Challenge the Internationally Graduated Optometrist Evaluating Examination (IGOEE). Those who achieve a satisfactory level on the IGOEE may apply for the Advanced Standing Program at the University of Waterloo. Complete program and registration information is available at <https://uwaterloo.ca/advanced-standing-optometry-preparatory-program/>
 - c) Following completion of the Advanced Standing Program, individuals are allowed to challenge the Optometry Examining Board of Canada (OEBC) Exam and then submit their application to the ACO.
1. **Preliminary Application Registration Fee** - The Preliminary Application Registration Fee is \$400.00 (Canadian funds only). The ACO office accepts VISA, MasterCard, money orders, cheques or cash.
 2. **Official Transcripts** - Please ensure that official copies of all of your post-secondary transcripts are forwarded to the ACO office. You may request that the University send your transcript(s) directly to the ACO office or have them sent to you. If the transcript(s) is sent directly to you, you must forward this documentation to the ACO office in its **original sealed envelope**. Opened or unsealed envelopes will not be accepted. Official transcripts include courses taken during your B.Sc., M.Sc., O.D., Ph.D. or other equivalent program(s).
 3. **Certification** - The ACO requires that all new Regulated Members be TPA certified and Advanced Scope certified (definitions on pages 5 & 6). A Practice Permit will not be issued unless the applicant is both TPA and Advanced scope certified.

4. **CPR Certification**- A copy of your current Basic Life Support (BLS) Cardiopulmonary Resuscitation (CPR) Certificate must accompany your application. CPR certificates are available from a variety of providers such as Red Cross, Heart & Stroke Foundation, YMCA, St. John's Ambulance, etc.
5. **ACO Jurisprudence Exam** - The ACO Jurisprudence Exam is a one hour, closed book exam based on provincial legislation (available on the ACO website) and ACO Standards of Practice. It is structured in a true/false and multiple choice format. The exam can be written:
 - a) At the Alberta College of Optometrists office in Edmonton; or,
 - b) At an office in Calgary.

Please contact the Alberta College of Optometrists office for registration and additional information about this process.

6. **Criminal Records Check** - The ACO requires a Criminal Records Synopsis that includes a Vulnerable Sector Search for all new applicants. The fee for obtaining this document from the Royal Canadian Mounted Police (RCMP) or local Police Detachment is the responsibility of the applicant. Please visit www.rcmp-grc.gc.ca for further information on this requirement. You must forward this documentation directly to the ACO office in its **original sealed envelope**. Opened or unsealed envelopes will not be accepted.
7. **Recent Notarized Picture**: Must be included with your application package.
8. **Optometry Degree and/or Diploma** – Please forward a certified copy of your optometry Degree and/or Diploma. Copies are considered certified when they are notarized by a lawyer, public notary, Justice of the Peace, University official or Commissioner of Oaths.
9. **National Optometry Board Exam** – Once you have successfully passed the OEBC Exam, please mail (or drop off) one original copy of your successful completion to the Alberta College of Optometrists office (as fax and email scan copies are not accepted).

PLEASE COMPLETE AND SUBMIT YOUR PRELIMINARY APPLICATION FORM, STATUTORY DECLARATION, APPLICATION FEE AND REQUIRED DOCUMENTS (AS NOTED ABOVE) TO:

**The Alberta College of Optometrists
#102, 8407 Argyll Road NW, Edmonton, Alberta T6C 4B2**

Dr. Gordon Hensel, Registrar and CEO
Tel: (780)466-5999 or E-Mail registrar@collegeofoptometrists.ab.ca
- or -
ACO General Administrative Office
Tel: (780)466-5999 or E-Mail admin@collegeofoptometrists.ab.ca

Visit our website at www.collegeofoptometrists.ab.ca for additional information about the governance and practice of Optometry in Alberta.



PRELIMINARY APPLICATION REGISTRATION CHECKLIST

- Completed, Signed and Dated Preliminary Application Registration Form**
 - Completed, Signed and Dated Statutory Declaration**
 - Attach Preliminary Application Registration Fee (Canadian funds only)**
 - Official Transcripts of all Post-Secondary Pre-Optometry Programs**
 - Official Transcript of Optometry Program**
 - Certified Copy of Optometry Degree and/or Diploma**
 - Certified Copy of Letter of Successful Completion of the Advanced Standing Program at the University of Waterloo (if applicable)**
 - Original Copy (with official seal) of OEBC Exam Results**
 - Current CPR Certificate – Basic Life Support (BLS) Level**
 - RCMP or Local Police Detachment Criminal Records Check which includes a Vulnerable Sector Search**
 - ACO Jurisprudence Exam**
 - Certified Copy of TPA Certification (if applicable)**
 - Certified Copy of Advanced Scope Certification (if applicable)**
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**NEW GRADUATE OF A NON-ACOE
ACCREDITED OPTOMETRY SCHOOL
PRELIMINARY APPLICATION REGISTRATION FORM**

Please be advised that by signing this form you hereby authorize and consent to the collection, use and disclosure of your personal information as described in the ACO Privacy Policy. This form cannot be processed if not signed and dated.

1. PERSONAL INFORMATION:

Name: _____

[Surname]

[Given Name(s)]

Current Mailing Address: _____

_____ [postal code]

Permanent Mailing Address: _____

_____ [postal code]

Home Telephone No. () _____

Personal Cell Number () _____

Date of Birth: _____ Gender: Male [] Female []
 month day year

Current E-Mail Address: _____

Permanent E-Mail Address: _____

Have you ever tested positive for HIV	yes [<input type="checkbox"/>]	no [<input type="checkbox"/>]
Have you ever tested positive for Hepatitis B	yes [<input type="checkbox"/>]	no [<input type="checkbox"/>]
Have you ever tested positive for Hepatitis C	yes [<input type="checkbox"/>]	no [<input type="checkbox"/>]

2. ACADEMIC INFORMATION:

Pre-Optometry Education:

Degree	Date	School
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Degree	Date	School
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Optometry Education:

School Name: _____

School Address: _____

Length of Program: _____

Program Commenced: _____ Date Completed: _____

Advanced Program Date Commenced: _____ Date Completed: _____

TPA and Advanced Scope Education (description and the number of hours of didactic instruction and clinical experiences if taken separately from optometry curriculum:

3. CERTIFICATION

The ACO requires **all** new Regulated Members to be TPA and Advanced Scope certified.

TPA certification is defined as:

- a) Passing the entire OEBC, CACO or CSAO exam for practitioners who graduated after January 1, 1996 from an accredited School of Optometry.
- b) Registering in another Canadian province with the NBEO and being declared TPA certified by that province before transferring to Alberta.
- c) Completing a separate TPA Certification Course (minimum of 100 hours long of which 60 hours are didactic and 40 hours are clinical) for practitioners who graduated before January 1, 1996.
- d) Completing appropriate therapeutic care clinical hours and patient experiences for graduates of non-accredited Schools of Optometry.

Advanced Scope certified is defined as:

- a) Graduating after January 1, 2015 and passing the entire OEBC or CACO exam.
- b) Graduating after January 1, 2012 and registering in another Canadian province with the NBEO and passing the Alberta Advanced Scope Certification Course final exam before transferring to Alberta.

- c) Graduating in 2012 to 2014 and passing the CACO exam; and, passing the Alberta Advanced Scope Certification Course final exam.
- d) Graduating in 2011 or earlier and passing the complete Alberta Advanced Scope Certification Course or equivalent.
- e) Being registered and certified in a jurisdiction with similar legislation and certification requirements and passing the Alberta Advanced Scope Certification Course final exam.

4. CPR CERTIFICATION

CPR Certificate - Please attach a copy of your current CPR certificate.

5. ACO JURISPRUDENCE EXAM

Please indicate your preference to challenge the ACO Jurisprudence exam.

- I wish to challenge the ACO Jurisprudence Exam in the ACO office in Edmonton.
- I wish to challenge the ACO Jurisprudence Exam at an office in Calgary.

Location, time and date I request to undertake the exam: _____

6. EVIDENCE OF GOOD CHARACTER

Canadian Police Information Centre (CPIC) Criminal Records Synopsis:
To be submitted by the RCMP directly to the Alberta College of Optometrists.

Have you ever been found guilty of a criminal offense in any jurisdiction: yes no

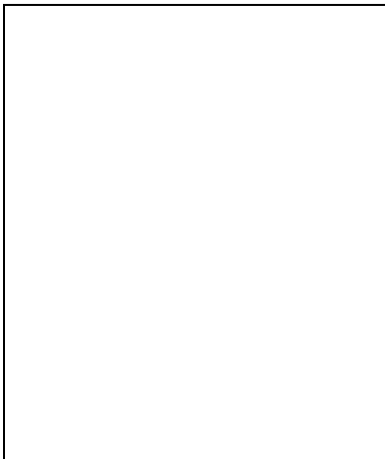
Have you ever been investigated, disciplined, charged or convicted of any activity of a sexual nature: yes no

Have you ever had your license or registration refused or rejected in any jurisdiction: yes no

Have you ever had any disciplinary action in any other jurisdiction: yes no

Practice Information: List jurisdiction(s) in Canada or elsewhere in which you are now, or ever had been registered as a practicing optometrist:

7. Please attach a recent notarized picture of yourself in this space:



Signed: _____ Date: _____



STATUTORY DECLARATION

In the matter of my preliminary application to the Alberta College of Optometrists for academic approval for registration:

I, _____, of _____
(City/Town)

in the Province/State of _____ DO SOLEMNLY

DECLARE:

[1] That I was born on _____ at _____
[month day year] [place]

Immigration status in Canada _____

[2] That I am the person referred to in the documents submitted in support of my application, and that these documents present a true and accurate account of my qualifications;

and

[3] That the following is a true chronological summary of my post-secondary educational history, giving names of institutions attended, dates of attendance and degrees or diplomas achieved:

and 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”.

[4]

I hereby attest that I have **never** challenged the OEBC, CACO or CSAO Examinations before the date of this declaration.

-or-

I have **previously** challenged the OEBC, CACO or CSAO Examinations and I hereby list all of the previous dates.

[date]

[date]

[date]

[5] I hereby attest that I successfully completed the Advanced Standing Program at the University of Waterloo during the following dates:

Date Commenced _____ Date Completed _____

[6] That I:

- Have never been found guilty of unprofessional conduct
- Have never been investigated, disciplined, charged or convicted of any activity of a sexual nature
- That I have been found guilty of the following (include dates)

Declared before me at _____

in the Province/State of _____ this _____ day of _____, 20_____.

Declarant's Signature

Commissioner for Oaths, Notary Public or Justice of the Peace in

and for the Province/State of _____.