



## EXISTING PRACTITIONER LICENSED IN A JURISDICTION IN THE UNITED STATES

### APPLICATION CHECKLIST, PRELIMINARY APPLICATION FORM & STATUTORY DECLARATION

1. **Letter of Good Standing** - Have the Registrar in all jurisdictions you have been licensed and/or practiced in forward a Letter of Good Standing directly to the Registrar of the Alberta College of Optometrists (ACO) stating that you are currently (or were upon leaving) a member in good standing. In addition, the letter must:
  - State whether you are currently under investigation or whether you have ever been found guilty of unprofessional conduct in the past.
  - Be dated within 30 days of processing your application.
  - State that you have maintained your Continuing Competence requirements such as continuing education credits, practice assessment and hours of active practice while practicing in that jurisdiction.
2. **Labor Mobility** – The Canadian Free Trade Agreement (CFTA) that became effective July 1, 2017, does not apply to applicants from jurisdictions outside of Canada.
3. **National Optometry Board Exam** - If you are a graduate of an ACOE-accredited School of Optometry (those located in Canada or the US), you may apply directly to the Optometry Examining Board of Canada (OEBC) to challenge the OEBC exam. Please visit [www.oebc.ca](http://www.oebc.ca) regarding prerequisites, exam dates, fees, etc. A directory of accredited Schools of Optometry is also listed on the ACO website.
4. **IOBP and Advanced Standing Program** - All graduates of non-ACOE accredited Schools of Optometry (those located outside of Canada or the United States) are required to:
  - a) Pass the FORAC Credentialing process. Complete credentialing information is available on the FORAC website: [www.forac-faroc.ca](http://www.forac-faroc.ca).
  - b) Challenge the IGOEE for placement in the Advanced Standing Program at the University of Waterloo. Complete information is available at: <https://uwaterloo.ca/advanced-standing-optometry-preparatory-program/>
5. **Preliminary Application Registration Fee** - The Alberta College of Optometrists (ACO) levies a Preliminary Application Registration Fee of \$400.00 (Canadian funds only). The ACO office accepts Visa, MasterCard, money orders, cheques or cash.
6. **Optometry Degree and/or Diploma** – Please forward a certified copy of your optometry Degree and/or Diploma. This certification must be notarized by a lawyer, public notary, Justice of the Peace, University official or Commissioner of Oaths.

7. **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).
8. **Certification** – The ACO requires that all new Regulated Members must 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.
9. **ACO Jurisprudence Exam** - The ACO Jurisprudence Exam is a one hour, closed book exam based on based on provincial legislation and the ACO Standards of Practice (available on the ACO website) and 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.
10. **CPR Certificate** - All applications must include a current Basic Life Support (BLS) Cardiopulmonary Resuscitation (CPR) Certificate. CPR certificates are available from a variety of providers such as Red Cross, Heart & Stroke Foundation, YMCA, St. John’s Ambulance, etc.
11. **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. In addition, the document must be **submitted directly to the ACO office**. Please visit [www.rcmp-grc.gc.ca](http://www.rcmp-grc.gc.ca) for further information on this requirement.

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

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

Should you require additional information please contact:

**Dr. Kim Bugera**

Registrar and CEO

Tel: (780)466-5999 or E-Mail [registrar@collegeofoptometrists.ab.ca](mailto:registrar@collegeofoptometrists.ab.ca)

or

ACO General Administrative Office

Tel: (780)466-5999 or E-Mail [admin@collegeofoptometrists.ab.ca](mailto:admin@collegeofoptometrists.ab.ca)

Visit our website at [www.collegeofoptometrists.ab.ca](http://www.collegeofoptometrists.ab.ca) for additional information about the governance and practice of optometry in Alberta.



## **PRELIMINARY APPLICATION REGISTRATION CHECKLIST**

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- Completed, Signed and Dated Preliminary Application Registration Form**
  - Completed, Signed and Dated Statutory Declaration**
  - Attach Preliminary Application Registration Fee (Canadian funds only)**
  - Letter of Good Standing from the Registrar of all jurisdictions you have been previously licensed and/or practiced in**
  - 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 IOBP or the Advanced Standing Program at the University of Waterloo (if applicable)**
  - Original Copy (with official seal) of OEBC, CACO or CSAO Exam Results**
  - Certified Copy of Your TPA Certification (if applicable)**
  - Certified Copy of Your Advanced Scope Certification (if applicable)**
  - Current CPR Certificate – Basic Life Support (BLS)**
  - RCMP or Local Police Detachment Criminal Records Check which includes a Vulnerable Sector Search**
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## 2. ACADEMIC INFORMATION:

### Pre-Optometry Education:

Degree	Date	School

### Optometry Education:

School Name: \_\_\_\_\_

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

Length of Program: \_\_\_\_\_

Program Commenced: \_\_\_\_\_ Date Completed: \_\_\_\_\_

IOBP or Advanced Standing Program (if applicable - for graduates of non-ACOE accredited Schools):

Date Commenced: \_\_\_\_\_ Date Completed: \_\_\_\_\_

TPA and Advanced Scope Education: (description and the number of hours of didactic & clinical instruction if taken separately from School of Optometry curriculum).

Practice Information: List all jurisdiction(s) and dates of registration in the U.S.A., Canada or elsewhere in which you are now, or ever have been registered as a practicing optometrist:

## 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 course.
- 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**

Study materials for this exam are the Health Professions Act, Optometrists Profession Regulation, ACO Bylaws, ACO Standards of Practice, ACO Continuing Competence Program and the ACO Continuing Education Requirement. All of these documents can be accessed on the ACO website under the Resources or Quick Links tab.

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 & date I have selected to undertake the exam:

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Time

Date

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Location

## 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.

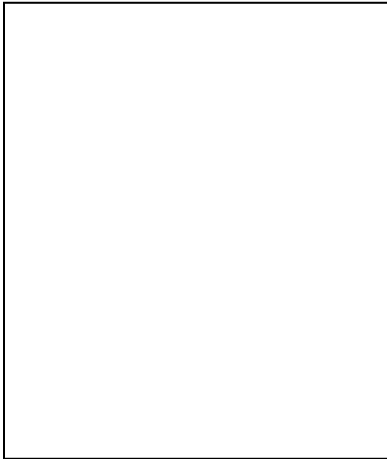
Have you ever been found guilty of a criminal offense in any jurisdiction:  yes  no

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

## 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 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:

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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.

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[date]

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[date]

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[date]

[5] That I am TPA certified via:

- Passing the entire OEBC, CACO or CSAO exam for practitioners who graduated after January 1, 1996 from an accredited School of Optometry.
- Registering in another Canadian province with the NBEO and being declared TPA certified by that province before transferring to Alberta.
- 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.
- Completing appropriate therapeutic care clinical hours and patient experiences for graduates of non-accredited Schools of Optometry.

[6] That I am Advanced Scope certified via:

- Graduating after January 1, 2015 and passing the entire OEBC or CACO exam.
- 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.
- Graduating in 2012 to 2014 and passing the CACO exam; and, passing the Alberta Advanced Scope Certification Course final exam.
- Graduating in 2011 or earlier and passing the complete Alberta Advanced Scope Certification Course or equivalent.
- Being registered and certified in a jurisdiction with similar legislation and certification requirements and passing the Alberta Advanced Scope Certification Course final exam.

[7] That I am currently not under any investigation in my jurisdiction.

[ ]

[8] 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)

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Declared before me at \_\_\_\_\_

in the Province/State of \_\_\_\_\_ this \_\_\_\_\_ day of

\_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Declarant's Signature

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

and for the Province/State of \_\_\_\_\_.