

POLICY 001

To: FILE
From: COUNCIL
CC: Office
Date: April 12, 2016
Re: Administrative Policy on Re-Licensing

In order to provide consistency with the re-licensing provisions, the council has approved the following policy on the administration of re-licensing under Section 5 of the Regulatory Bylaws.

To be considered as “Maintaining” educational requirements one is to provide a history of regular education.

To be considered “meeting the continuing educational requirements”, one is to provide proof of the existence of the minimal education requirements.

1. Any person who has not practiced as a practicing member or contact lens practitioner for a period not exceeding three years shall be issued a license upon providing proof of meeting the continuing educational requirements for re-licensing.

2. Members, that have been inactive for a period in excess of three years, but less than five years, that have remained current by maintaining their continuing educational credits, retained their inactive status, and paid their fees shall;
 - (a) work under the supervision of a practicing member for a period to be determined by the Registrar, and upon completion of that period and upon recommendation of the supervisor, be issued a licence to practice; or

 - (b) where a member has been inactive for a period exceeding five years, while Maintaining the educational requirements, shall complete hands on re-training under the supervision of a practicing member for a period to be determined by the registrar and upon completion, successfully complete the college approved competency assessment.

3. Members that have been allowed re-entry to the workforce through a period of supervision, as set out in subparagraphs 2(a) and (b) above, shall have their progress reviewed at the mid-point of their supervised period. To assist with the review, the designated supervisor shall, upon request, provide a mid-term report to the registrar(s), setting out the members over all progress, including the areas noted in the supervisors agreement. Upon completion of the review, the registrar(s), may at their discretion, change or modify the remaining terms of supervision, to meet the specific needs/requirements of the member.
4. Former members that leave the profession for a period of in excess of three years, and that have not retained their active status, and have not maintained their continuing educational credits may at the discretion of the registrar or the council, complete college approved competency assessment or challenge the NACOR licensing exam.
5. Decisions of the registrar are a delegated authority made pursuant to Subsection 21(1) of the *Opticians Act*. Appeals from that decision may be made pursuant to subsection 21(4) of the *Act*, by applying to the council for a review of the decision.