



## **Administrative Policy No: 001**

To: FILE  
From: COUNCIL  
CC: Office  
Date: 15/04/2013  
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.

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, that have remained current by keeping their continuing educational credits up to date, retained their inactive status, and paid their fees shall;
  - (a) where a member has been inactive for a period not in excess of five years, 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, 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 re-entry exam.
3. Former members that leave the profession for a period of in excess of three years, and that have not retained their active status, regardless of whether their continuing educational credits are up to date may at the discretion of the registrar or the council, complete the PLAR and challenge the NACOR licensing exam.

4. 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.