



A STEP BY STEP GUIDE TO ONLINE LICENSE RENEWALS

SCO members can now renew their annual license online. Up to now members have already been able to check their continuing education credits and update their profile information all done through our website www.scoptic.ca.

User IDs and passwords were sent to each member in 2014. If you have forgotten or lost your user ID and or password, please contact the office at 306-652-0769 or via email at office@scoptic.ca. You will need this information to renew your license online, as well as use the other login features such as checking continuing education credits and keeping your profile updated throughout the year.

To help reduce costs and streamline licensing, members are encouraged to use the online licensing. We accept Visa, MasterCard and Discover. Your private information and credit card number will be safe and secure in our system. No credit card information is ever stored, tracked or viewed. Personal information is kept in a secure, internal, password-protected database, which is not stored online. **We now accept eTransfers!!!**

You can also renew online and mail a cheque for your license fees. As always, for those that wish to continue to renew their licenses through the mail, can continue to do so.

Please make sure your continuing education credits are up to date before renewing your license.

A step by step guide to online renewals is included on the next pages and will also be posted on our website.

If you would like further information or need any assistance with your online renewal, please contact the SCO office.

Please remember to include a copy of your liability insurance as your license will not be renewed without it.

STEP 1: LOG ON TO THE SCO WEBSITE AT WWW.SCOPTIC.CA

STEP 2: CLICK ON
"LICENSE RENEWAL LOGIN"



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Opticians


ABOUT OPTICIANS EVENTS PUBLIC INFORMATION THE EYE OPENER

WELCOME

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LICENSE RENEWAL LOGIN
License renewals are due by April 1st 2015.

STEP 2: CHOOSE **RENEW CURRENT REGISTRATION** AND CLICK ON **PROCEED**



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[Home](#)

Registration Options

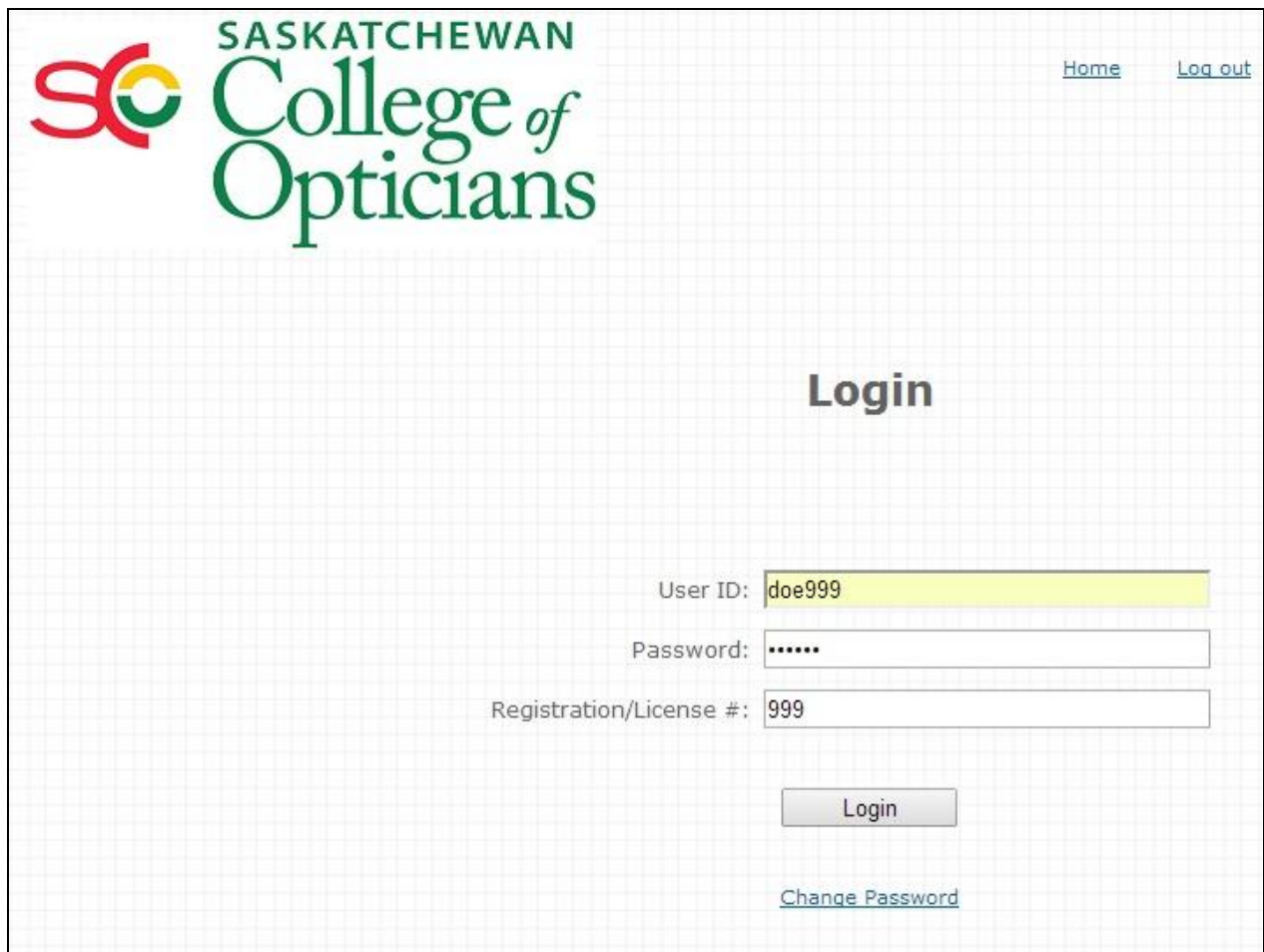
Renew Current Registration
 Update My Profile

Proceed

STEP 4: ENTER YOUR **USER ID, PASSWORD & LICENCE NUMBER.**

IF YOU HAVE LOST YOUR USER ID AND OR PASSWORD, PLEASE CONTACT THE SCO OFFICE

IF YOU HAVE ANY DIFFICULTY LOGGING IN PLEASE CALL THE SCO OFFICE.



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[Home](#) [Log out](#)

Login

User ID:

Password:

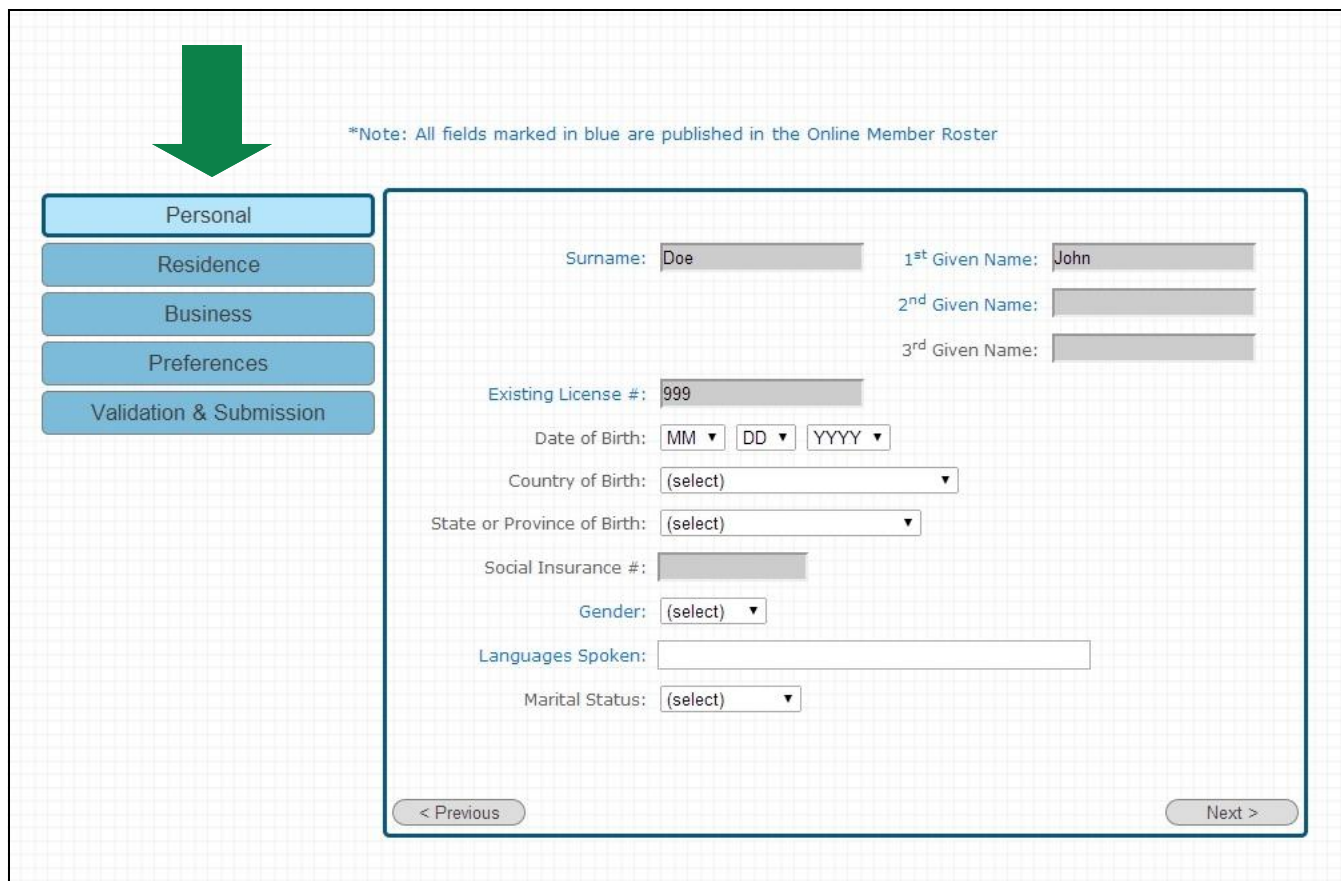
Registration/License #:

[Change Password](#)

STEP 5: UPDATE YOUR PERSONAL, RESIDENCE, BUSINESS & PREFERRED COMMUNICATION METHOD

USE THE **PREVIOUS** AND **NEXT** BUTTONS TO GO FROM ONE SECTION TO ANOTHER OR CLICK ON THE SCREEN TITLES ON THE LEFT TO GO TO A SECTION.

NOTE: FIELDS IN BLUE ARE PUBLISHED ON THE ONLINE MEMBERSHIP DIRECTORY.



*Note: All fields marked in blue are published in the Online Member Roster

Personal
Residence
Business
Preferences
Validation & Submission

Surname: Doe 1st Given Name: John
2nd Given Name:
3rd Given Name:

Existing License #: 999

Date of Birth: MM DD YYYY

Country of Birth: (select)

State or Province of Birth: (select)

Social Insurance #:

Gender: (select)

Languages Spoken:

Marital Status: (select)

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STEP 6: THE UNDERTAKING SECTION ASKS IF YOU ARE PRACTICING OR NON-PRACTICING.



IF YOU ARE **PRACTICING**, CHOOSE **NO** AND CLICK **NEXT**

IF YOU ARE **NON-PRACTICING**, CHOOSE **YES** AND READ THE DECLARATION AND CHECK THE BOX TO CONFIRM YOU UNDERSTAND AND WILL NOT PERFORM OPTICIANRY DUTIES WHILST REGISTERED AS NON-PRACTICING

MEMBERS THAT GO NON-PRACTICING ARE NOW REQUIRED BY THE REGULATIONS TO HAVE THEIR STATUS REVIEWED AFTER **THREE YEARS** OF BEING NON-PRACTICING. MEMBERS SHOULD ALSO KEEP THEIR EDUCATIONAL CREDITS UP TO DATE TO ENSURE AN EASIER TRANSITION TO ACTIVE PRACTICE.

Renew Current Registration

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Personal	<p>The SCO has a category of Non-Practicing status. This non-practicing status indicates that you will not practice Opticianry during the time you are a Non-Practicing member. This status is typically used for women on maternity leave, out of country, or if you are leaving the field but wish to maintain your Optician license.</p> <p>Are you Non-Practicing? <input type="text" value="Yes"/> </p> <hr/> <p>NON-PRACTICING LICENSES</p> <p>BY registering as a NON-PRACTICING member of the Saskatchewan College of Opticians I hereby agree that I will not actively perform opticianry duties in the Province of Saskatchewan. I further agree that performing such duties in Saskatchewan while registered as inactive is considered 'dispensing without a licence', and I will be subject to the appropriate disciplinary actions of the Saskatchewan College of Opticians.</p> <p>Solemn Declaration</p> <p>I do solemnly swear, that I have completed the questions above to the best of my knowledge and believe the completed form hereto affixed is correct and true. 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.</p> <p><input type="checkbox"/> I agree with this statement </p>
Residence	
Business	
Preferences	
Undertaking	
Validation & Submission	

STEP 7: CHECK TO MAKE SURE YOU HAVE YOUR **CON ED CREDITS UP TO DATE BEFORE CHECKING THE BOX.**

ENTER YOUR **INSURANCE POLICY INFORMATION **AND** SEND PROOF OF THE POLICY TO THE SCO OFFICE.**

CHECK THE SOLEMN DECLARATION TO CONFIRM ALL THE INFORMATION YOU ENTERED IS CORRECT AND ACCURATE.

Renew Current Registration

*Note: All fields marked in blue are published in the Online Member Roster

- Personal
- Residence
- Business
- Preferences
- Undertaking
- Validation & Submission

Step 3

I have reviewed my continuing education requirements for the current three (3) year period and the record of my professional activities is accurate.

Insurance

In accordance with Section 4 of the Regulatory Bylaws, each member must submit proof of liability insurance in the amount of at least \$1 million before their license can be processed. Please fill in your insurance details and fax or email proof of insurance to the SCO office at 306-652-0784 or email office@scoptic.ca

Liability Insurance

4 Every member in good standing upon payment of their fees shall provide to the Registrar proof of liability insurance in an amount approved by the College before a License to practice or restricted License to practice will be issued.

Insurance Company:

Policy Number:

Expiry Date:

Solemn Declaration

I do solemnly swear, that I have completed the questions above to the best of my knowledge and believe the completed form hereto affixed is correct and true. 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.

CHOOSE YOUR PAYMENT TYPE:

MASTERCARD, VISA & DISCOVER ARE ACCEPTED ONLINE. ENTER THE CARD INFORMATION AND CLICK SUBMIT.

IF YOU WISH TO PAY BY **CHEQUE**, CHOOSE OTHER FOR PAYMENT TYPE AND CLICK SUBMIT.
YOUR RENEWAL WILL NOT BE PROCESSED UNTIL THE CHEQUE IS RECEIVED.

I agree with this statement

Fees Information

For fees and registration instruction for:

[Opticians of Saskatchewan](#)

Fees and Payment Information

Fees:

<u>Category</u>	<u>Fee + Tax</u>
I want to renew as a Optician & Contact Lens Practitioner and pay by Cheque	\$716.63

Payment Information:

Paid Via:

Name on Credit Card:

Address Line 1:

Address Line 2:

City:

Province/State:

Country:

Postal Code/Zip:

Phone: Area Code: Number:

Credit Card Number:

Credit Card Expiry: /

Send Confirmation Email To:

STEP 8: WHEN YOU HAVE SUBMITTED YOUR REGISTRATION SUCCESSFULLY YOU WILL SEE THIS MESSAGE. YOUR RENEWAL WILL BE THEN BE CHECKED AND PROCESSED BY THE SCO OFFICE AND YOUR LICENSE AND RECEIPT WILL BE MAILED TO YOU.



IF THE REGISTRATION COMPLETE MESSAGE DID NOT APPEAR, THEN SCROLL TO THE TOP TO SEE ANY MISSING INFORMATION THAT MUST BE COMPLETED BEFORE SUBMITTING AGAIN.

