



**Policy No: 001 (AMENDED)**

To: FILE  
From: COUNCIL  
CC: Office  
Date: 18/04/2017  
Re: Administrative Policy on Re-Licensing

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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 education 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 education credits up to date, retained their inactive status, and paid their fees shall;
  - (a) where a non-practicing 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 non-practicing member has been inactive for a period exceeding five years, the member shall complete a refresher course and successfully complete the College re-entry assessment as follow:
    - (i) the refresher course shall consist of an on the job work assignment for a period to be determined by the Registrar. The returning member will be issued a restricted license to practice, with conditions, to allow for the hands-on refreshment of skills and abilities. The restricted license shall be issued for the duration of the workplace

assignment. Upon completion of the assignment, the returning member shall arrange to complete the College re-entry assessment without delay. A temporary restricted license may be issued at the discretion of the Registrar until successful completion of the Competency Gap Analysis (CGA).

(ii) The re-entry assessment shall consist of the computerized CGA, which is an assessment tool designed to determine whether a person meets the minimum standards for licensing. If the person meets the minimum standards, a practicing member license is issued. Returning members that do not meet the minimum standards will be required to complete a bridging course or courses to bring them up to minimum standards. Upon successful completion of the bridging process, a practicing member license is issued.

(iii) Supervision during the fresher is not mandated, and is therefore at the discretion of the supervisor/dispensary, who will determine the amount and type of supervision necessary, to ensure the returning member the best possible opportunity of success during the College re-entry assessment;

3. Former members that leave the profession for a period in excess of three years, and that have not retained their active status, regardless of whether their continuing education credits are up to date may at the discretion of the Registrar, complete the College approved (CGA) and challenge the NACOR Licensing Examination.
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.