

Administrative Policy No: 014

To: Council
From: Regulations Committee and Registrar
Date: October 24, 2022
Re: Upgrading Plan for Eligibility to Challenge the NACOR Licensing Examination

Passing the NACOR Eyeglasses or Contact Lens Licensing examination is a mandatory requirement for general qualifications for initial registration and licensure as an optician or contact lens practitioner. The Administrative Bylaws, Section 12(2), state, as provided in Subparagraph 3(1)(d), a student shall be permitted three (3) attempts to pass the NACOR licensing examination in opticianry or contact lens technique. Where a person is unsuccessful on the third attempt, that person shall be required to take a further course of training approved by the Council and, upon completion, shall be granted permission from the Council to again take the NACOR licensing examination.

POLICY:

To be granted permission to challenge the NACOR Eyeglass or Contact Lens Licensing examination for the fourth (4) time, the member must provide the College with an Upgrading Plan that will set out the following:

- 1. Upgrading Proposal:** An applicant must submit an upgrading proposal to the Quality Assurance Committee, which consists of mentoring, tutoring, and/or upgrading courses/bridging modules offered by NACOR or an accredited educational institution.
- 2. Contents of Proposal:** A suitable upgrading proposal must demonstrate how the proposed mentoring, tutoring or upgrading courses correlate to the examination areas where the candidate was previously unsuccessful or where they performed poorly. The proposal should be sufficiently detailed so that the Registrar or Quality Assurance Committee can determine whether the upgrading will satisfactorily address the applicant's areas of weakness.
- 3. Upgrading Mentors/Tutors:** If an applicant wishes to pursue a tutoring or mentoring arrangement, the upgrading proposal should be developed by the applicant, indicating all focused areas of learning by the mentor or tutor selected by the applicant. An acceptable mentor would be a registered, licensed optician, licensed contact lens practitioner or a registered optometrist in good standing, with appropriate knowledge, skill, and judgement in the subject matter.

Once the member has successfully completed the approved Upgrading Plan, they will be eligible to challenge the NACOR Eyeglass or Contact Lens Licensing examination.

Passed by Council October 26, 2022