

## Administrative Policy No: 005

### Temporary Licensing

---

#### PURPOSE

To establish clear and consistent guidelines for granting temporary practising licences to opticians who are licensed in another jurisdiction and seek short-term authorization to practice in Saskatchewan. This policy supports **Labour Mobility and Fair Registration Practices** while ensuring public protection and compliance with regulatory standards. This policy has been approved by Council pursuant to Sections **2(4)** and **3(4)** of the Regulatory Bylaws and the **Mutual Recognition Agreement (MRA)** amongst Canadian opticianry regulators to ensure that opticians licensed in one Canadian province or territory will have their qualifications recognized in another Canadian province or territory.

#### POLICY:

##### 1. Eligibility

A temporary practising licence may be granted to an individual who:

- a) is currently registered and in good standing with a regulatory body for opticians in another Canadian province or territory.
- b) requires registration for a specific, limited duration to attend or provide opticianry services at a clinic, or temporary work placement; and
- c) submitted a complete application in the prescribed form along with required documentation.

##### 2. Application Requirements

To apply for a temporary practicing licence, the applicant must:

- a) Submit an application form to the SCO Office [registrar@skopticians.com](mailto:registrar@skopticians.com).
- b) Provide the following supporting documents:
  - Proof of current registration and licence in another jurisdiction.
  - A Letter of Good Standing from the applicant's current or most recent regulatory body.
  - Proof of Professional Liability Insurance with minimum coverage of \$1,000,000 (*one million dollars*).
  - A passport-size photograph and a current Criminal Record Check
- c) Pay the temporary licence fee, including applicable registration fees, based on the duration of the licence.
- d) Submit the complete application at least two weeks prior to the intended start date of practice.

##### 3. Conditions of Temporary Licence

- a) A temporary licence is issued for a specific duration, not exceeding 3 consecutive months, unless an extension is granted by the **Regulation & Registration Committee**.
- b) A temporary licensed registrant:

- may use the title “**Licensed Optician**” or “**Licensed Contact Lens Practitioner**” during the validity of the licence.
- are not eligible to vote, nominate, or hold office within the College.
- must comply with Regulatory and Administrative Bylaws, policies, Standards of Practice, Code of Conduct, and legislative requirements applicable to full registrants.
- may apply to transfer their licence to a permanent practising licence upon meeting the eligibility requirements outlined in the Regulatory Bylaws and must complete the Continuing Competency Assessment (CCA) requirement during the annual licence renewal process.

#### 4. Revocation or Denial

The College reserves the right to deny or revoke a temporary practising licence if the applicant:

- fails to meet the eligibility or documentation requirements; or
- does not maintain the ongoing licensure requirements for the Province of Saskatchewan at any point during the licence period.

#### 5. Appeal Process

- If an applicant is dissatisfied with the college’s decision, they may submit a written appeal to the Council, accompanied by any relevant supporting documentation at [office@scoptic.ca](mailto:office@scoptic.ca)
- The Council will review the appeal and make a final decision.

---

Policy Number - 005	Policy name - Policy on Administrative Policy on Temporary Licensing (Previous Policy date-July 03, 2014)
Policy Amended version -v2	Approved by – SCO Council
	Approved and thereby in force on August 01 2025