

FOR OFFICE USE ONLY

Optician Checklist

- Endorsement Examination
- Application and Fee
- Date: _____ Check: _____
- Birth Certificate
- Photo
- HS Transcript or 2 year Optician School
- ABO Score/Certification
- Post-grad 1-yr. Internship
- Apprenticeship program 2-yr.
- Employment 1-yr. (other state)
- Exam – Learning Curve
- License Verification from other states
- SSN Verification



FOR OFFICE USE ONLY

Application Approved:

License Number:

Issue Date:

Signature of Board Administrator

ID#:

Receipt #:

**Rhode Island
Board of Opticianry**

Room 104
3 Capitol Hill
Providence, RI 02908-5097

***Instructions and Application For
License As An***

Optician

by

Endorsement

Examination

License # _____

Name _____

Applicant - Print Name (First/MI/Last)

Phone: (401) 222-2828

TTY/TDD: (800) 745-5555

Fax: (401) 222-1272

GENERAL INFORMATION

Enclosures

The following materials and information should be enclosed within this application packet:

Application Process Overview.....	3
Instructions for Completing Application.....	4
Application Materials	
Application.....	5-8
Application Checklist.....	9
Interstate Verification Form - Other State License(s).....	10
Mandatory Addendum to License Application (Verification of Social Security Number).....	11

Licensure Requirements:

- Application fee of **\$50.00** Make check or money order payable to the “*Rhode Island General Treasurer*”. **NOTE: APPLICATION FEES ARE NON-REFUNDABLE.**
- Recent passport type photograph (approximately 2” X 2”, head and shoulder view).
- Birth certificate (***original or a copy notarized as being a true copy of the original***), or if born outside the United States, proof of citizenship or lawful alien status, (***original or a copy notarized as being a true copy of the original***).
- Score/certification sent directly from the American Board of Opticianry (ABO).
- Official transcript from accredited school of opticianry (two (2)-year program) **and** verification of post-graduate one (1)-year internship.
- Successful completion of the **practical** examination approved by HEALTH and the Rhode Island Board of Opticianry. (Exam is administered in May and November of each year; please contact HEALTH for registration).

OR

- Certification of completion of at least a two (2)-year apprenticeship program.
- Verification of at least one (1)-year licensure in another state (Use Interstate Verification Form on page 10 for this purpose).
- **Notarized** verification of at least one (1)-year of opticianry employment in state of licensure or other state.
- High School transcript **sent directly** from the high school to the RI Board of Opticianry.

Endorsement Applicants:

- In addition to requirements listed above;
- Verification of Licensure **sent directly** from other state(s) boards of opticianry in which the applicant holds or has held a license to the Rhode Island Board of Opticianry (Use Interstate Verification Form on page 10 for this purpose).

Rules and Regulations

The “Rules and Regulations Pertaining to Opticians” (R5-35-OPTI) can be obtained from the Board web site:

<http://www.health.ri.gov/hsr/professions/optic.php#Requirements>

APPLICATION PROCESS OVERVIEW

The licensure process in the State of Rhode Island is conducted by the Rhode Island Department of Health (HEALTH), Office of Health Professionals Regulation, and the Rhode Island Board of Opticianry (Board).

Application Process

In addition to the application, you must submit additional information directly to the Board. All items listed on the “checklist” (page 9) must be submitted for an application to be considered complete. All applications are considered valid for 1 year from the day they are received at HEALTH. If you do not complete the application process and obtain a license within 1 year a new application must be submitted.

Please allow a minimum of 4-6 weeks for the entire licensure process to be completed. If you have malpractice criminal or disciplinary history, in Rhode Island or another state, it can take an additional 2 or 3 months for all pertinent documentation to be received, and a decision to be made regarding issuance of your license.

Licenses will be issued within 7-10 working days following approval of the license. Wallet-sized license cards are mailed within 3 weeks from the date of issuance, and are mailed to the address furnished in the application. You are responsible for notifying the Board office, in writing, if your address changes in the interim. The Board may be emailed an address change. The email address is located at the following web site.

<http://www.health.ri.gov/hsr/professions/optic.php>

To obtain your license number prior to receiving your license card, please refer to the HEALTH Licensee Lookup web site:

<http://www.health.ri.gov/hsr/professions/license.php>

HEALTH will not, for any reason, accelerate the processing of one applicant at the expense of others. Once completed, the application will be reviewed, and you will be contacted in writing.

Please continue to review the remaining portions of this application packet for instructions and other materials necessary to complete the application. If you have any questions about this application process, or would like to check on the status of your application, please contact the board staff at (401) 222-2828.

INSTRUCTIONS FOR COMPLETING THE LICENSE APPLICATION

Read the following instructions and those throughout the application packet carefully before completing the application. **Only complete applications with the appropriate fee will be accepted.** Failure to submit all required information and appropriate documentation may result in processing delays.

General Instructions

1. Make a copy of the application and forms before you begin in case you make a mistake.
2. Type your information or print in blue or black ball-point pen. HEALTH staff will not make assumptions about illegible information.
3. Provide a response to each section or question; otherwise mark "N/A" for Not Applicable.
4. We suggest that you make a copy of your completed application before submitting it to HEALTH.
5. It is your responsibility to check on the status of your application.

Completing your Application

1. Complete the application (pages 5-8). You must respond to all components of the application as instructed. If you attach separate pages in continuation of the application, such pages **MUST** clearly indicate the section for which such information is being reported.
2. Make check or money order (in U.S. funds only) for the application fee of **\$50.00** payable to **Rhode Island General Treasurer** and staple it to the upper left-hand corner of the first (Top) page of the application. This application fee is NON-REFUNDABLE
3. **For those born in US:** An original or notarized copy of birth certificate. **For those born outside US:** An original or notarized copy of citizenship or lawful alien status.
4. Affix a recent **2 X 2 photo** of yourself in the space provided.
5. An official high school transcript **sent directly** from the high school to the RI Board of Opticianry. **No student copies will be accepted** (not required if applicant has graduated from a two (2)-year school of opticianry).
6. Results of written national exam **sent directly from** the American Board of Opticianry (ABO) to the RI Board of Opticianry.
7. A completed official transcript **sent directly from** the accredited school of opticianry to the RI Board of Opticianry. **No student copies will be accepted.**

AND

Verification/attestation of successful completion of a one (1)-year post-graduate internship under the supervision of a duly licensed optometrist or optician. Verification/attestation must be notarized, include dates of internship and **be sent directly** from the duly licensed supervisor to the RI Board of Opticianry.

For applicants who have **not** completed an accredited opticianry program (above), please submit the following:

- (a) verification of successful completion of at least a two (2)-year apprenticeship program (**sent directly from program** to the RI Board of Opticianry)
 - (b) verification of licensure in another state (at least one (1)-year (**sent directly from the state agency** to the RI Board of Opticianry). Please send the license verification form on page 10 to all states in which applicant holds or has held a license.
 - (c) verification of at least one (1)-year full-time employment in state of licensure or other state **sent directly from the employer** to the RI Board of Opticianry). Verification must be notarized.
 - (d) An official high school transcript **sent directly** from the high school to the RI Board of Opticianry. **No student copies will be accepted.**
8. **(Endorsement Candidates):** Please send the license verification form on page 10 to all states in which **applicant** holds or has held a license. Be sure to sign and complete the identifying information on the form. The RI Board of Opticianry must receive these verifications **directly** from the licensing authority in each state.
 9. Massachusetts licensees who have successfully completed a practical exam with "The Learning Curve" must have results **sent directly** from The Learning Curve or Massachusetts Opticianry Board to the RI Board of Opticianry.
 10. Mail the application and documentation to: **Rhode Island Department of Health - Board of Opticianry
3 Capitol Hill, Room 104
Providence, RI 02908-5097**



State of Rhode Island Board of Opticianry

Application for License as an Optician

Refer to the Application Instructions when completing these forms. Type or block print only. Do not use felt-tip pens.

1. Name(s)

This is the name that will be printed on your License/Permit/Certificate and reported to those who inquire about your License/ Permit/ Certificate. Do not use nicknames, etc.

Title (i.e., Mr., Mrs., Ms., etc.)

First Name

Middle Name

Surname, (Last Name)

Suffix (i.e., Jr., Sr., II, III)

Maiden, if applicable

Name(s) under which originally licensed in another state, if different from above (First, Middle, Last).

2. Social Security Number

 - -

U.S. Social Security Number

Please Refer to "Mandatory Addendum to License Application" on the last page of this application

3. Gender

 Male Female

4. Date and Place of Birth

 / / 19

Month Day Year

City and State; OR Province and Country, etc., if NOT U.S.

5. Home Address

It is your responsibility to notify the board of all address changes.

1st Line Address (Apartment/Suite/Room Number, etc.)

Second Line Address (Number and Street)

City

Country, If NOT U.S.

 -

Home Phone

State

 -

Zip Code

Postal Code, If NOT U.S.

 -

Home Fax

Email Address (Format for email address is Username@domain e.g. applicant@isp.com)

6. Business Address (ONLY if it is RELATED to your license.)

It is your responsibility to notify the board of all address changes.

This address will appear on the Department of Health web site.

Name of Business/Work Location

1st Line Address (Department/Suite/Room Number, etc.)

Second Line Address (Number and Street)

City

Country, If NOT U.S.

 -

Business Phone

Extension

State

 -

Zip Code

Postal Code, If NOT U.S.

 -

Business Fax

<p>7. Preferred Mailing Address Please check <u>ONE</u></p>	<p><input type="checkbox"/> Please use my Home Address as my preferred mailing address</p> <p><input type="checkbox"/> Please use my Business Address as my preferred mailing address</p>																
<p>8. Qualifying Education Please list the name and information about the school that you attended that qualifies you for this license.</p>	<p><input style="width:100%; height:15px;" type="text"/> Type of School (University, College, Technical School, etc.)</p> <p><input style="width:100%; height:15px;" type="text"/> Name of School</p> <p>Date Graduated: <input style="width:30px; height:15px;" type="text"/> <input style="width:30px; height:15px;" type="text"/> Month Year</p> <p><input style="width:100%; height:15px;" type="text"/> Degree Received (Bachelor of Arts, Master of Science, Diploma, etc.)</p>																
<p>9. Other State License(s) Please answer the question and list state(s), if applicable</p>	<p>Have you ever held, or do you currently hold, a license in another state? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If the answer to this question is “yes”, enter all other state licenses in Question 10 (below):</p>																
<p>10. Licensure List all states or countries in which you are now, or ever have been licensed to practice your profession.</p>	<table style="width:100%; border:none;"> <tr> <td style="width:50%; border:none;"> State/Country: _____ <input type="checkbox"/> Active <input type="checkbox"/> Inactive </td> <td style="width:50%; border:none;"> State/Country: _____ <input type="checkbox"/> Active <input type="checkbox"/> Inactive </td> </tr> <tr> <td style="border:none;"> _____ <input type="checkbox"/> Active <input type="checkbox"/> Inactive </td> <td style="border:none;"> _____ <input type="checkbox"/> Active <input type="checkbox"/> Inactive </td> </tr> <tr> <td style="border:none;"> _____ <input type="checkbox"/> Active <input type="checkbox"/> Inactive </td> <td style="border:none;"> _____ <input type="checkbox"/> Active <input type="checkbox"/> Inactive </td> </tr> <tr> <td style="border:none;"> _____ <input type="checkbox"/> Active <input type="checkbox"/> Inactive </td> <td style="border:none;"> _____ <input type="checkbox"/> Active <input type="checkbox"/> Inactive </td> </tr> <tr> <td style="border:none;"> _____ <input type="checkbox"/> Active <input type="checkbox"/> Inactive </td> <td style="border:none;"> _____ <input type="checkbox"/> Active <input type="checkbox"/> Inactive </td> </tr> <tr> <td style="border:none;"> _____ <input type="checkbox"/> Active <input type="checkbox"/> Inactive </td> <td style="border:none;"> _____ <input type="checkbox"/> Active <input type="checkbox"/> Inactive </td> </tr> <tr> <td style="border:none;"> _____ <input type="checkbox"/> Active <input type="checkbox"/> Inactive </td> <td style="border:none;"> _____ <input type="checkbox"/> Active <input type="checkbox"/> Inactive </td> </tr> <tr> <td style="border:none;"> _____ <input type="checkbox"/> Active <input type="checkbox"/> Inactive </td> <td style="border:none;"> _____ <input type="checkbox"/> Active <input type="checkbox"/> Inactive </td> </tr> </table>	State/Country: _____ <input type="checkbox"/> Active <input type="checkbox"/> Inactive	State/Country: _____ <input type="checkbox"/> Active <input type="checkbox"/> Inactive	_____ <input type="checkbox"/> Active <input type="checkbox"/> Inactive	_____ <input type="checkbox"/> Active <input type="checkbox"/> Inactive	_____ <input type="checkbox"/> Active <input type="checkbox"/> Inactive	_____ <input type="checkbox"/> Active <input type="checkbox"/> Inactive	_____ <input type="checkbox"/> Active <input type="checkbox"/> Inactive	_____ <input type="checkbox"/> Active <input type="checkbox"/> Inactive	_____ <input type="checkbox"/> Active <input type="checkbox"/> Inactive	_____ <input type="checkbox"/> Active <input type="checkbox"/> Inactive	_____ <input type="checkbox"/> Active <input type="checkbox"/> Inactive	_____ <input type="checkbox"/> Active <input type="checkbox"/> Inactive	_____ <input type="checkbox"/> Active <input type="checkbox"/> Inactive	_____ <input type="checkbox"/> Active <input type="checkbox"/> Inactive	_____ <input type="checkbox"/> Active <input type="checkbox"/> Inactive	_____ <input type="checkbox"/> Active <input type="checkbox"/> Inactive
State/Country: _____ <input type="checkbox"/> Active <input type="checkbox"/> Inactive	State/Country: _____ <input type="checkbox"/> Active <input type="checkbox"/> Inactive																
_____ <input type="checkbox"/> Active <input type="checkbox"/> Inactive	_____ <input type="checkbox"/> Active <input type="checkbox"/> Inactive																
_____ <input type="checkbox"/> Active <input type="checkbox"/> Inactive	_____ <input type="checkbox"/> Active <input type="checkbox"/> Inactive																
_____ <input type="checkbox"/> Active <input type="checkbox"/> Inactive	_____ <input type="checkbox"/> Active <input type="checkbox"/> Inactive																
_____ <input type="checkbox"/> Active <input type="checkbox"/> Inactive	_____ <input type="checkbox"/> Active <input type="checkbox"/> Inactive																
_____ <input type="checkbox"/> Active <input type="checkbox"/> Inactive	_____ <input type="checkbox"/> Active <input type="checkbox"/> Inactive																
_____ <input type="checkbox"/> Active <input type="checkbox"/> Inactive	_____ <input type="checkbox"/> Active <input type="checkbox"/> Inactive																
_____ <input type="checkbox"/> Active <input type="checkbox"/> Inactive	_____ <input type="checkbox"/> Active <input type="checkbox"/> Inactive																

DOCUMENTATION NEEDED for Endorsement Applicants:



YOU must send an “Interstate Verification Form” (See page 10) to each state in which you are, or ever have been, licensed as an Optician (Make copies as needed).

13. Affidavit of Applicant

Complete this section and sign in the presence of a notary public.

Make sure that you and the notary public have completed all components accurately and completely.

I, _____, being first duly sworn, depose and say that I am the person referred to in the foregoing application and supporting documents.

I have read carefully the questions in the foregoing application and have answered them completely, without reservations of any kind, and I declare under penalty of perjury that my answers and all statements made by me herein are true and correct. Should I furnish any false information in this application, I hereby agree that such act shall constitute cause for denial, suspension or revocation of my license to practice as an Optician in the State of Rhode Island.

I understand that my records are protected under the Federal and State Regulations governing Mental Health Patient Records and cannot be disclosed without my written consent unless otherwise provided in the law. I understand that my records are protected under the Federal and State Laws and Regulations governing Confidentiality of Alcohol and Drug Abuse Patient Records, 42 CFR Part 2, and cannot be disclosed without my written consent unless otherwise provided in the regulations.

I understand that this is a continuing application and that I have an affirmative duty to inform the Rhode Island Board of Opticianry of any change in the answers to these questions after this application and this affidavit is signed.

Signature of Applicant

Date of Signature (MM/DD/YY)

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____, by _____, who is personally known to me or has produced _____ as documentation and did / did not take an oath.

Name of Notary (Print, Type or Stamp)

Signature of Notary

Notary Seal

Notary No/Commission No.

Commission Expiration Date (MM/DD/YY)



14. Recent Photograph

Securely tape or glue in this square a current 2" x 2" photograph of yourself (alone).

Photographs must be recent, passport type photo, clear, front view, full face without a hat or dark glasses.

Full length photos will not be accepted.



Write your name on the back of the photograph, and provide the date that the photograph was taken.

Date of Photograph

APPLICATION CHECKLIST

Please review the following checklist to ensure that all the components of the application process have been satisfied. Some items may not apply.

Board Application

- I have read and understand the “Instructions for Completing the Application”.
- I have completed the Rhode Island Board application as instructed (pages 5-8).
- I have attached the cover page of the application.
- I have completed Section 13, “**Affidavit of Applicant**”, and had the form notarized by a notary public.
- I have attached a photograph to Section 14, “**Recent Photograph**” as instructed. I have verified that it meets the photograph requirements as stated in the application.
- I have attached a birth certificate (**original or a copy notarized as being a true copy of the original**), or if born outside the United States, proof of citizenship or lawful alien status, (**original or a copy notarized as being a true copy of the original**), and understand that submitted documents will not be returned.
- I have a **check or money order** (preferred), made payable (in U.S. funds only) to the: “**Rhode Island General Treasurer**” in the amount of **\$50.00** and attached it to the upper left-hand corner of the first (Top) page of the application.
- I have arranged my Board Application materials in the following order.
 1. Fee (attached as instructed).
 2. Board Application (including cover page) and pages 5-8.
 3. Supporting documentation as required. [**Note:** Pages containing additional information in continuation of the Board application] **MUST** indicate the section for which the information is being reported.]
 4. Completed “Mandatory Addendum to License Application” Verification of Social Security Number - Page 11
- I have mailed the above application materials directly to the Rhode Island Board of Opticianry.

Required Forms

- I have completed and mailed the following forms as instructed.
 1. Interstate Verification Form(s) - Other State License(s) (Endorsement Candidates Only).

Other Documents

- I have requested a high school transcript (if applicable).
- I have requested my certification or score (ABO) as instructed.
- I have requested a transcript from the School of Opticianry (if applicable).
- I have requested a verification of post-graduate one (1)-year internship (if applicable).
- I have requested a verification of apprenticeship program (if applicable).
- I have requested a verification of my one (1)-year licensure (if applicable)
- I have requested verification of one (1)-year of employment in other state (if applicable)
- I have requested verification of my practical exam score from “The Learning Curve” (if applicable)



Substitute forms are not acceptable, copy this form as needed.

Rhode Island Board of Opticianry

Room 104, 3 Capitol Hill
Providence, RI 02908-5097
(401) 222-2828

INTERSTATE VERIFICATION FORM - OTHER STATE LICENSE(S)

I am applying for a license to practice as an Optician in the State of Rhode Island. The Rhode Island Board of Opticianry requires that the following form be completed by the jurisdiction(s) in which I hold or have held a license. This constitutes authority for you to release all information in your files, favorable or otherwise, directly to the Rhode Island Board of Opticianry at the above address.

Print/Type Full Name	Signature	Date
Previous Names Used	Social Security Number	Date of Birth
License Number	Date Issued	

THIS SECTION TO BE COMPLETED BY THE OPTICIANRY BOARD

Opticianry Program Completed:	Location:	Graduation Date:
Licensed by Examination? <input type="checkbox"/> Yes <input type="checkbox"/> No	Applicant has completed and passed the National Certification Exam: <input type="checkbox"/> Yes <input type="checkbox"/> No	
License Status: <input type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> Lapsed	Original Date Issued:	Expiration Date:

Questions:

- Has this licensee ever been investigated by your Board? Yes No
- Has this licensee incurred any disciplinary proceedings in your state, or is any action pending? Yes No
- Has the applicant's license ever been denied, surrendered, reprimanded, suspended, revoked or placed on probation? Yes No
- Do you know of any information that may discredit this person? Yes No

If you answer "Yes" to questions 1-4, please provide a written explanation below, and attach a copy of all supporting documentation (e.g., Board order, complaint, etc.).

Certification:

Signature	Date
Type or Print Name	
Title	
Full Name of Licensing Board	



Please return directly to the Board at the above address. Thank you for your prompt cooperation.



Rhode Island Department of Health

3 Capitol Hill, Providence RI , 02908-5097

MANDATORY ADDENDUM TO LICENSE APPLICATION
Tax Payer Status Affidavit / Identity Verification

All persons applying or renewing any license, registration, permit or other authority (herein after called "licensee") to conduct a business or occupation in the state of Rhode Island are required to file all applicable tax returns and pay all taxes owed to the state prior to receiving a license as mandated by state law (RIGL 5-76) except as noted below.

In order to verify that the state is not owed taxes, licensees are required to provide their Social Security Number, or Federal Tax Identification Number (for businesses) as appropriate. . These numbers will be transmitted to the Division of Taxation to verify tax status prior to the issuance of a license.

Licensee Declaration

- I hereby declare, under penalty of perjury, that I have filed all required state tax returns and have paid all taxes owed.
- I have entered a written installment agreement to pay delinquent taxes that is satisfactory to the tax administrator.
- I am currently pursuing administrative review of taxes owed to the state.
- I am in federal bankruptcy. (Case # _____)
- I am in state receivership. (Case # _____)
- I have been discharged from bankruptcy. (Case # _____)

Type of Professional License for which you are applying.

Full Name (Please Print or Type)

Social Security Number

Signature

Phone Number (including area code if not 401)

Date

This form must be completed, signed and attached to your license application for processing.