



ALBERTA college  
of OPTOMETRISTS

## EXISTING PRACTITIONER FROM A JURISDICTION IN THE UNITED STATES

### APPLICATION CHECKLIST, PRELIMINARY APPLICATION FORM & STATUTORY DECLARATION

1. **Preliminary Registration Fee** - The Alberta College of Optometrists (ACO) levies a Preliminary Registration Fee of \$400.00 (Canadian funds only please). Please ensure that your cheque or money order is attached with your Preliminary Registration Form when mailing the application form and statutory declaration to the ACO office. (NOTE: At the present time, the ACO does not accept credit card or debit card payments.)
2. **Official Transcripts** - Please ensure that official copies of all of your post-secondary transcripts are forwarded to the ACO office. You may request that the College or University send your transcript(s) directly to the ACO office or have them sent to you. If the transcript(s) is sent directly to you, **you must forward this documentation to the ACO office in its original sealed envelope**. Opened or unsealed envelopes will not be accepted. Official transcripts include courses taken during your B.Sc., M.Sc., and O.D., Ph.D. or other equivalent program(s).
3. **TPA Certification** - All applicants must be TPA certified.
4. **CPR Certificate** - All applications must include a current Health Care Practitioner (HCP) Cardiopulmonary Resuscitation (CPR) Certificate. CPR certificates are available from a variety of sources such as Red Cross, Heart & Stroke Foundation, YMCA, St. John's Ambulance, etc
5. **ACO Jurisprudence Exam** - The jurisprudence exam is based on provincial legislation and is structured in a true/false and multiple choice format. The exam is a closed book exam and one hour is allocated to sit the exam. The jurisprudence exam can be written:
  - a) at the same time as the CACO exams at the University of Waterloo or the University of Montreal;
  - b) at the Alberta College of Optometrists office in Edmonton; or, at a remote location in North America to be proctored by an approved proctor. Please contact the Alberta College of Optometrists office for additional information about this process.
6. **Criminal Records Check** - The ACO requires a Criminal Records Synopsis for all new applicants. The fee for obtaining this document from the Royal Canadian Mounted Police (RCMP) is the responsibility of the applicant. Please visit [www.rcmp-grc.gc.ca](http://www.rcmp-grc.gc.ca) for further information on this requirement. **You must forward this documentation to the ACO office in its original sealed envelope**. Opened or unsealed envelopes will not be accepted.

7. **Post-Secondary Degree and/or Diploma** - A certified copy of your degree or diploma in optometry must accompany your application. Copies are considered certified when they are notarized by a lawyer, public notary, Justice of the Peace, University official or Commissioner of Oaths
8. **Letter of Good Standing** - Have the Registrar in your State forward a letter directly to the Registrar of the Alberta College of Optometrists (ACO) stating that you are currently a member in good standing. In addition, the letter must declare whether you are currently under investigation or whether you have ever been found guilty of unprofessional conduct in the past. **The letter must be dated within 30 days of processing your application.**
9. **Canadian Assessment of Competency in Optometry (CACO)** - If you are a graduate of an accredited School of Optometry (refer to attached list), you may apply directly to the Canadian Examiners in Optometry (CEO) to challenge the CACO exam. Please visit [www.ceo-eco.org](http://www.ceo-eco.org) regarding prerequisites, exam dates, fees, study materials, etc
10. **Summary of Continuing Education Credits** - Request that the Registrar in your State forward a summary of your continuing education credits for the past three years directly to the ACO Registrar.
11. **Mutual Recognition Agreement (MRA)** - No mutual recognition or labor mobility agreement exists between any of the jurisdictions in the United States and Canada.
12. **National Board of Examiners in Optometry** – At the present time, the results of your NBEO or TMOD exams are not valid in Alberta.

***PLEASE COMPLETE YOUR PRELIMINARY REGISTRATION AND STATUTORY DECLARATION FORMS; ENCLOSE THE APPLICATION FEE AND THE REQUIRED DOCUMENTS (AS NOTED ABOVE); AND, MAIL OR COURIER TO:***

**The Alberta College of Optometrists  
#102, 8407 Argyll Road NW  
Edmonton, Alberta  
T6C 4B2**

Should you require additional information please contact:

**Dr. Gordon Hensel**  
Registrar and CEO  
Tel: (780)466-5999 or E-Mail [registrar@collegeofoptometrists.ab.ca](mailto:registrar@collegeofoptometrists.ab.ca)  
- or -  
**Ms. Julie Berghuys**  
Administrative Assistant  
Tel: (780)466-5999 or E-Mail [admin@collegeofoptometrists.ab.ca](mailto:admin@collegeofoptometrists.ab.ca)

Visit our website at [www.collegeofoptometrists.ab.ca](http://www.collegeofoptometrists.ab.ca) for additional information about the governance and practice of Optometry in Alberta.



## **PRELIMINARY APPLICATION CHECKLIST**

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- Completed, Signed and Dated Preliminary Registration Form**
  - Completed, Signed and Dated Statutory Declaration**
  - Attach Preliminary Registration Fee (cheque or money order - Canadian funds only)**
  - Letter of Good Standing from the Registrar of your current Jurisdiction**
  - Summary of Your Continuing Education Credits for the Past Three Years**
  - Official Transcripts of all Post-Secondary Pre-Optometry Programs**
  - Official Transcript of Optometry Program**
  - Certified Copy of Optometry Degree or Diploma**
  - Certified Copy of Your Letter of Successful Completion of International Optometric Bridging Program (IOBP) (if applicable)**
  - Original Copy (with official CEO seal) of CSAO or CACO Exam Results**
  - Certified Copy of Your TPA Certification (if applicable)**
  - Current CPR Certificate – Health Care Professional (HCP) Level**
  - RCMP Criminal Records Check**
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## 2. ACADEMIC INFORMATION:

### Pre-Optometry Education:

Degree	Date	School

### Optometry Education:

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

Length of Program: \_\_\_\_\_

Program Commenced: \_\_\_\_\_ Date Completed: \_\_\_\_\_

International Optometric Bridging Program (for graduates of non-accredited Schools):

Date Commenced: \_\_\_\_\_ Date Completed: \_\_\_\_\_

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Practice Information: List jurisdiction(s) in the U.S.A., Canada or elsewhere in which you are now, or ever have been registered as a practicing optometrist:

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## 3. TPA CERTIFICATION

The ACO requires all new regulated members to be TPA certified. For all 1996 and earlier graduates of accredited Schools of Optometry please forward a copy of your Therapeutic Pharmaceutical Agent (TPA) certificate or have the Registrar in your province write a letter stating that you are TPA certified. The minimum TPA Certification Course should be 100 hours long (of which 60 hours are didactic and 40 hours are clinical).

For all 1997 and later graduates, successful completion of the CSAO or CACO is considered proof of competency. Graduates of non-accredited Schools of Optometry will be assessed on an individual basis.

TPA Education: (description and the number of hours of didactic & clinical instruction)



## 6. EVIDENCE OF GOOD CHARACTER

Canadian Police Information Centre (CPIC) Criminal Records Synopsis: (Please check)

To be submitted by the RCMP directly to the Alberta College of Optometrists

Have you ever been found guilty of a criminal offense in any jurisdiction:  yes  no

Have you ever had your license or registration refused or rejected in any jurisdiction:

yes  no

Have you ever had any disciplinary action in any other jurisdiction:  yes  no

## 7. PLEASE ATTACH A NOTARIZED PICTURE OF YOURSELF IN THIS SPACE



**Please be advised that by signing this form you hereby authorize and consent to the collection, use and disclosure of your personal information as described in the ACO privacy policy. This form cannot be processed if it is not signed and dated.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## STATUTORY DECLARATION

In the matter of my application to the Alberta College of Optometrists for approval for registration:

I, \_\_\_\_\_, of \_\_\_\_\_

(City/Town)

in the Province/State of \_\_\_\_\_ DO SOLEMNLY

DECLARE:

[1] That I was born on \_\_\_\_\_ at \_\_\_\_\_  
[month day year] [place]

Immigration status in Canada \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

[2] That I am the person referred to in the documents submitted in support of my application, and that these documents present a true and accurate account of my qualifications;

and

[3] That the following is a true chronological summary of my post-secondary educational history, giving names of institutions attended, dates of attendance and degrees or diplomas achieved:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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”.

[4]  I hereby attest that I have never challenged the CSAO or CACO Examinations before the date of this declaration.

-or-

I have previously challenged the CSAO or CACO Examinations and I hereby list all of the previous dates.

\_\_\_\_\_ [date] \_\_\_\_\_ [Applicant from which province]

\_\_\_\_\_ [date] \_\_\_\_\_ [Applicant from which province]

\_\_\_\_\_ [date] \_\_\_\_\_ [Applicant from which province]

[5] That I am TPA certified via:

Successfully completing an approved TPA course

Passing the CSAO or CACO exam

[6] That I am currently not under any investigation in my jurisdiction.

[7] That I:

Have never been found guilty of unprofessional conduct

That I have been found guilty of the following (include dates)

\_\_\_\_\_  
\_\_\_\_\_

Declared before me at \_\_\_\_\_

in the Province/State of \_\_\_\_\_ this \_\_\_\_\_ day of

\_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Declarant's Signature

\_\_\_\_\_  
Commissioner for Oaths, Notary Public or Justice of the Peace in

and for the Province/State of \_\_\_\_\_.