

## NEW GRADUATE FROM AN ACCREDITED SCHOOL OF OPTOMETRY

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

1. **Preliminary Registration Fee** - The Preliminary Registration Fee is \$400.00 (Canadian funds only). Please attach your cheque or money order when mailing your Preliminary Registration Form, Statutory Declaration and all other required documents to the Alberta College of Optometrists (ACO) office.
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., O.D., Ph.D. or other equivalent program(s).
3. **TPA Certification** - The ACO requires all new regulated members to be TPA certified. TPA certification is defined as graduating from an accredited School of Optometry and passing the CACO exam, or, taking an approved 100 hour TPA course (of which 40 hours must be clinical and 60 hours didactic).
4. **CPR Certificate** - A copy of your current Health Care Practitioner (HCP) Cardiopulmonary Resuscitation (CPR) Certificate must accompany your application. 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 a one hour, closed book exam based on provincial legislation and is structured in a true/false and multiple choice format. The exam can be written:
  - a) at the same time as the CSAO 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) or local police detachment 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. **Notarized Picture**: Must be included with your application package.
8. **Post-Secondary Degree and/or Diploma** - A certified copy of your degree or diploma in optometry is required. This copy can be sent at a later date than the submission of your preliminary application package. Copies are considered certified when they are notarized by a lawyer, public notary, Justice of the Peace, University official or Commissioner of Oaths.
9. **National Optometry Board Exams** – The ACO will accept new graduate applicants who have successfully passed the Canadian Assessment of Competence in Optometry (CACO). All applicants must register directly with the Canadian Examiners in Optometry (apply at [www.ceo-eco.org](http://www.ceo-eco.org)). Once you have successfully passed the CACO Exam, please mail one original copy of your successful completion to the Alberta College of Optometrists office (as fax and email scan copies are not accepted). At the present time, the ACO does not recognize the American NBEO exam.

***PLEASE COMPLETE YOUR APPLICATION FORM AND STATUTORY DECLARATION;  
ENCLOSE THE APPLICATION FEE AND 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 practice and governance of the profession 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)**
  - Official Transcripts of all Post-Secondary Pre-Optometry Programs**
  - Official Transcript of Optometry Program**
  - Certified Copy of Optometry Degree or Diploma**
  - Original Copy (with official CEO seal) of CACO results**
  - Certified Copy of Additional TPA Certification (if applicable)**
  - Current CPR Certificate – Health Care Professional (HCP) Level**
  - RCMP or Local Police Detachment Criminal Records Check**
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## 2. ACADEMIC INFORMATION:

### Pre-Optometry Education:

Degree	Date	School
Degree	Date	School

### Optometry Education:

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

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

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

Program Commenced: \_\_\_\_\_ Date Completed: \_\_\_\_\_  
(month / day / year)

## 3. TPA CERTIFICATION

All new regulated members must be TPA certified. TPA certification for new graduates is defined as graduating from an accredited school and passing the CACO exam.

## 4. CPR CERTIFICATION

CPR Certificate - Please attach a copy of your current CPR certificate - Health Care Practitioner (HCP) Level

## 5. ACO JURISPRUDENCE EXAM

Please note that study materials for this exam are the Health Professions Act, The Optometrists Regulation, and the ACO Bylaws which you can obtain by contacting our ACO office via email at [admin@collegeofoptometrists.ab.ca](mailto:admin@collegeofoptometrists.ab.ca), or, you can access our website at [www.collegeofoptometrists.ab.ca](http://www.collegeofoptometrists.ab.ca) and look for the ACO Jurisprudence Exam Tab.

Please indicate your preference to challenge the ACO Jurisprudence exam.

- I wish to challenge the ACO Jurisprudence Exam at the same time as the CSAO Exams in Montreal or Waterloo.
- I wish to challenge the ACO Jurisprudence Exam in the ACO office in Edmonton.
- I wish to challenge the ACO Jurisprudence Exam at a remote location in North America administered by a proctor approved by the ACO.

If you wish to have the exam proctored in your community, please provide the name and address of the proctor plus the time and date you have arranged with this individual. The proctor must be a professional person, but not an optometrist.

Application must be made via this form before the jurisprudence exam can be forwarded to your chosen proctor.

Any cost associated with the appointment of a proctor outside of the College is the financial responsibility of the applicant.

Proctor Name: \_\_\_\_\_

Proctor's Mailing Address:

\_\_\_\_\_ [postal code]

Time & Date I have selected to undertake the exam:

\_\_\_\_\_

Time	Date
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**(PLEASE NOTE\* Allow at least 4 weeks after your application is forwarded to the ACO office before selecting the time and date. This time frame is required to ensure that your chosen proctor receives a copy of the ACO jurisprudence exam in ample time prior to the date you have selected.)**

## **6. EVIDENCE OF GOOD CHARACTER**

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

To be obtained by you from the RCMP or local police detachment and submitted to the ACO office.

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

Practice Information: List jurisdiction(s) in Canada or elsewhere in which you are now, or ever had been registered as a practicing optometrist:

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



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



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

\_\_\_\_\_  
[date] [CSAO or CACO] [test location]

\_\_\_\_\_  
[date] [CSAO or CACO] [test location]

\_\_\_\_\_  
[date] [CSAO or CACO] [test location]

(If applicable please list all other dates/locations on a separate paper)

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 \_\_\_\_\_.