



ALBERTA college  
of OPTOMETRISTS

## **NEW GRADUATE FROM AN ACCREDITED SCHOOL OF OPTOMETRY**

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

1. **National Optometry Board Exams** - The Alberta College of Optometrists (ACO) will accept new graduate applicants who have successfully passed either the Canadian Standard Assessment in Optometry (CSAO) or the American National Board of Examiners in Optometry (NBEO). All applicants must register directly with either the Canadian Examiners in Optometry (apply at [www.ceo-eco.org](http://www.ceo-eco.org)) to challenge the CSAO exam or the National Board of Examiners in Optometry (apply at [www.optometry.org](http://www.optometry.org)) to challenge the NBEO exam. Once you have successfully passed either 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).
2. **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 ACO office. (NOTE: At the present time, the ACO does not accept credit card or debit card payments.)
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 either the Ocular Therapeutics (OT) portion of the CSAO exam or the imbedded Treatment and Management of Ocular Disease (TMOD) portion of the NBEO exam.
4. **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).

5. **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.
6. **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,
  - c) 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.
7. **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.
8. **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. In addition, the document must be submitted from the RCMP or local police directly to the ACO office. Please visit [www.rcmp-grc.gc.ca](http://www.rcmp-grc.gc.ca) for further information on this requirement.

***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 -

**Mrs. Bonnie Sniedze**

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 REGISTRATION 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 of CSAO or NBEO Exam Results (no faxed, scanned or email copies are allowed)**
  - Current CPR Certificate – Health Care Professional (HCP) Level**
  - RCMP or Local Police Detachment Criminal Records Check**
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## 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)

## TPA CERTIFICATION

All new regulated members must be TPA certified. TPA certification for new graduates is defined as passing the Ocular Therapeutics (OT) portion of the CSAO exam or the imbedded Treatment and Management of Ocular Disease (TMOD) in the NBEO exam.

## EVIDENCE OF GOOD CHARACTER

Canadian Police Information Centre (CPIC) Criminal Records Synopsis: (Please check)  
 To be submitted by the RCMP or local police detachment directly to the Alberta College of Optometrists

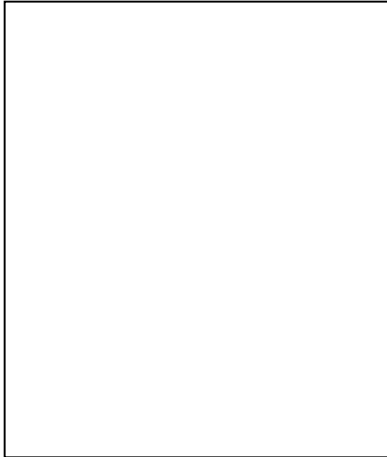
Have you ever been found guilty of a criminal offense in any jurisdiction:  yes  no

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

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

Please attach a notarized picture of yourself in this space.



## ACO JURISPRUDENCE EXAM

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

**(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.)**

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



## STATUTORY DECLARATION

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

I, \_\_\_\_\_, of \_\_\_\_\_  
(Name) (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 have previously challenged the CSAO and/or NBEO Examinations and I hereby list all of the previous dates.

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

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

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

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

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 \_\_\_\_\_.

ACCREDITED SCHOOLS & COLLEGES RECOGNIZED BY THE ALBERTA COLLEGE OF OPTOMETRISTS

University of Alabama at Birmingham  
School of Optometry  
University Station  
Birmingham, AL 35294  
[www.uab.edu/optometry](http://www.uab.edu/optometry)

University of California, Berkeley  
School of Optometry  
Minor Hall  
Berkeley, CA 94720  
<http://optometry.berkeley.edu>

Ferris State University  
College of Optometry  
Big Rapids, MI 49307  
[www.ferris.edu](http://www.ferris.edu)

University of Houston  
School of Optometry  
4901 Calhoun  
Houston, TX 77044  
[www.opt.uh.edu](http://www.opt.uh.edu)

University of Incarnate Word  
School of Optometry  
4301 Broadway  
San Antonio, TX  
78203-6397  
<http://optometry.uiw.edu>

University of Montreal  
School of Optometry  
Case Postale 6128, Succursale "A"  
Montreal, PQ H3C 3J7  
[www.opto.umontreal.ca](http://www.opto.umontreal.ca)

New England College of Optometry  
424 Beacon St.  
Boston, MA 02115  
[www.neco.edu](http://www.neco.edu)

State University of New York  
State College of Optometry  
100 East 24th Street  
New York, NY 10010  
[www.sunyopt.edu](http://www.sunyopt.edu)

Northeastern State University  
College of Optometry  
Tahlequah, OK 74464  
<http://arapaho.nsuok.edu/~optometry>

The Ohio State University  
College of Optometry  
338 West Tenth Avenue  
Columbus, OH 43210  
[www.optometry.osu.edu](http://www.optometry.osu.edu)

Illinois College of Optometry  
3241 South Michigan Ave.  
Chicago, Illinois 60616  
[www.ico.edu](http://www.ico.edu)

Indiana University  
School of Optometry  
800 East Atwater  
Bloomington, IN 47405  
[www.opt.indiana.edu](http://www.opt.indiana.edu)

Inter-American University of Puerto Rico  
School of Optometry  
G.P.O. Box 3255  
San Juan, PR 00936  
[www.optonet.inter.edu](http://www.optonet.inter.edu)

University of Missouri St. Louis  
School of Optometry  
8001 Natural Bridge Road  
St. Louis, MI 63121  
[www.umsl.edu/divisions/optometry](http://www.umsl.edu/divisions/optometry)

Midwestern University  
Arizona College of Optometry  
19555 N. 59<sup>th</sup> Ave.  
Glendale, AZ  
85308  
[www.midwestern.edu](http://www.midwestern.edu)

Pacific University  
College of Optometry  
2043 College Way  
Forest Grove, OR 97116  
[www.opt.pacificu.edu](http://www.opt.pacificu.edu)

Salus University  
5360 Old York Road  
Elkins Park, PA 19027  
[www.pco.edu](http://www.pco.edu)

Southern California College  
of Optometry  
2575 Yorba Linda Blvd.  
Fullerton, CA 92631  
[www.scco.edu](http://www.scco.edu)

Southern College of Optometry  
1245 Madison Ave.  
Memphis, TN 38104  
[www.sco.edu](http://www.sco.edu)

University of Waterloo  
School of Optometry  
Faculty of Science  
Waterloo, ON N2L 3G  
[www.optometry.uwaterloo.ca](http://www.optometry.uwaterloo.ca)

Nova, Southeastern University  
College of Optometry  
3200S. University Drive  
Ft. Lauderdale, FL 33280  
[www.nova.edu](http://www.nova.edu)

Western University of Health Sciences  
College of Optometry  
309E Second St.  
Pomona, California 91766-1854  
[www.westernu.edu](http://www.westernu.edu)