



STATE BOARD OF OPTOMETRY
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Instructions for Completing an “Application For Licensure As An Optometrist”

The California State Board of Optometry (Board) issues licenses to practice optometry to qualified individuals. The Board verifies licensure eligibility through a number of sources, including optometry schools, the National Board of Examiners in Optometry (NBEO), the California Department of Justice (DOJ), and the Federal Bureau of Investigation (FBI). Your application and supporting documents will be used to determine your eligibility to be licensed. When the required documentation is received and eligibility confirmed you will be issued a license. **Incomplete or outdated applications will be returned.**

Use the following as a checklist for submitting a completed application:

WHAT YOU WILL NEED TO SUBMIT

1. **Application:** Submit the “APPLICATION FOR LICENSURE AS AN OPTOMETRIST.”
2. **Fee:** Include with your application a \$275 application fee. Applicants who graduated from an accredited school/college of optometry on or after May 1, 2008, are given “TLG” certification upon licensure. “TLG” is the abbreviation for all of the certifications provided by the Board which are, **Therapeutic Pharmaceutical Agent (TPA)** with approval to perform **L**acrimal irrigation and dilation for patients over the age of 12 years (**TPL**) and treat **G**laucoma for patients over the age of 18 years (**TPG** or **TLG**). Effective April 28, 2009, a total fee of \$85 was added for these certifications (TPA - \$25, TPL - \$50, TPG - \$60, or TLG - \$85). This fee is non-refundable. Please submit a check or money order in the amount of the application fee and certification fee due payable to the “Board of Optometry”.
3. **Fingerprints:** California Business and Professions Code section 144 requires applicants to submit to a criminal background search. In order to facilitate the search, applicants must submit fingerprints to the California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI). Applicants may choose from the following fingerprint methods:
Live Scan. If you reside in the State of California, you may use the “Live Scan” method of fingerprinting which, typically, has a processing time of 72 hours. This method is performed in California sheriff offices, police stations and other select fingerprinting services.

Request For Live Scan Service Form

For more information on “Live Scan” fingerprinting, please visit the DOJ web site at <http://ag.ca.gov/> and access the link titled “Fingerprint Submissions.” To locate a “Live Scan” service provider, access the link of the county where you wish to have your fingerprints scanned. Once you have determined where you want to have the service performed you may want to contact the provider to inquire about their fee schedule and whether an appointment is necessary. In addition to the scanning fee, you will be charged a fee of \$49.00 for the processing of your fingerprint report. If you are unable to download the “Live Scan” form and would like the Board to mail it to you, indicate that on your application by placing an in the box titled “Live Scan Form (California Only)” or you may contact the Board by telephone and request that a “Live Scan” form be sent to you.

Fingerprint Card. Out-of-state applicants who cannot be fingerprinted in California must have their fingerprints rolled onto a DOJ (BID-7) or FBI (FD-258) fingerprint card by a qualified fingerprinting service in their state of residence. Typically, the processing of fingerprint cards takes approximately four to six weeks.

To request this card, please contact the Board and request that a fingerprint card be sent to you. Once you have received your fingerprint card, you must have your fingerprints done by a qualified finger printer. You may want to contact the agency to find out their fee schedule and whether an appointment is necessary. Return the card to the Board along with a \$49.00, non-refundable fingerprint processing fee.

4. Transcripts:

Optometry School/College. You must request that an official transcript from your school/college of optometry be sent directly to the Board. The transcript must document that you were issued a degree in *Doctor of Optometry* and the date it was conferred.

National Board Exams. You must request that an official score report (OSR) from the National Board of Examiners in Optometry (NBEO) be sent directly to the Board. If you sat for Part III of the exam before January 1, 2000, you must apply for licensure on an “*Application for Licensure as an Out of State Optometrist*” form. Please contact the Board to obtain this form.

California Laws and Regulations Examination. The California Laws and Regulations examination (CLRE) is administered Mondays through Fridays by the Board’s examination vendor known as PSI. In order to be considered for the CLRE applicants must complete and submit an “Application for Licensure As An Optometrist” and processing fee. Once the application and fee have been processed the information will be exported to the exam vendor who, in turn, will notify the applicant of their eligibility to apply for the CLRE by sending them an e-mail message or regular US mail notification.

5. One color passport photo: Include a 2” x 2” passport quality photograph taken within sixty days of submitting your application to the Board. Please write your name on the back of the photo, and tape it to the area indicated on page 2 of the application.

INSTRUCTIONS FOR FILLING OUT THE APPLICATION

- Item 1: Enter your Social Security number.
- Item 2: Enter your date of birth (Month/Date/Year).
- Item 3: Enter your legal name (Last, First, Middle). Use the letters "NMN" if you have no middle name.
- Item 4: Enter your mailing address (Street, City, State, Zip Code).
- Item 5: Enter your telephone number, cellular phone number*, and e-mail address* (*if applicable).
- Item 6: Enter the month and year you completed Parts I – III of the NBEO examinations.
- Item 7: Enter the month and year you completed the California Laws and Regulations examination.
- Item 8: Enter the month and year you previously applied for an optometrist's license in California.
- Item 9: List each state or territory where you have been licensed as an optometrist.
- (NOTE: A letter of good standing must be sent directly to this Board from each State Board where you have held or hold a license to practice optometry.)
- Item 10: If you answer "Yes" to this question, please attach a detailed explanation of the circumstances surrounding the arrest/conviction or disciplinary proceedings taken by another state or governmental agency and attach any documentation (i.e., arrest report/court documents/accusations) that you may have.
- Item 11: If you answer "Yes" to this question, please attach an explanation and any related documents regarding the conviction(s). You must disclose all convictions even if they had been expunged or previously reported to the Board. It is not, however, necessary for you to resubmit official documentation previously submitted to the Board. A written statement indicating that you believe the information has already been submitted to the Board will suffice.

(Convictions dismissed under section 1203.4 of the Penal Code must be disclosed. You need not include offenses prior to your 18th birthday. You may also omit traffic infractions under \$300 that did not involve alcohol, dangerous drugs, or controlled substances.)