

Instructions for Completing an Application for Licensure As An Out-of-State Licensed 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/colleges, the national exam vendor, 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 **Incomplete or outdated applications will be returned.**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:** Complete and submit the “Application for Licensure as An Out-of-State Licensed Optometrist.”
2. **Fee:** Include with your application a \$275 application fee. A check or money order should be made payable to the “Board of Optometry.”
3. **One color passport photo:** Please write your name on the back of the photo, and tape to the area indicated on page 2.
4. **Fingerprints:** California Business and Professions Code § 144 requires applicants to submit to a criminal background search. In order to facilitate the search, applicants must submit fingerprints to the California DOJ. Applicants may choose from the following fingerprint methods:

Live Scan. If you reside in the State of California you may use the “Live Scan” service which, typically, processes fingerprints within 48 hours of scanning. This method is performed in California sheriff offices, police stations and other select fingerprinting services.

Request For Live Scan Service Form

For information on “Live Scan” fingerprinting, please visit the California Department of Justice website at <http://ag.ca.gov/>. 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 a √ 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 mailed to you.

Fingerprint Card. Out of state applicants who cannot be fingerprinted in California must have their fingerprints rolled onto a DOJ fingerprint card by a certified fingerprinting service in their state of residence. Typically, the processing of fingerprint cards takes approximately four to six weeks. To request a fingerprint card, please indicate that on your application by placing a √ in the box titled “Fingerprint Card (Out of State),” or you may contact the Board by telephone and request that a fingerprint card be mailed to you. Once you have received your fingerprint card you must have your fingerprints done by a certified fingerprint roller. You may want to contact the provider to inquire about their fee schedule and whether an appointment is necessary. Return the fingerprint card to the Board along with a \$49.00 non-refundable processing fee.

An optometric license will not be issued until fingerprint clearances have been received from the Department of Justice and the Federal Bureau of Investigation.

Application Form – OLA-2

- Item 1:** Enter your first, middle and last names (the name indicated will be shown on the license you receive). If you have no middle name enter “NMN” (no middle name).
- Item 2:** Enter your mailing address. This is the address where all Board correspondence will be sent. This address will appear on the Board’s web site for consumer licensing information.
- Item 3:** Enter your date of birth (this information is mandatory and will be needed to issue a license).
- Item 4:** Enter your Social Security number (this information is mandatory and will be needed to issue a license).
- Item 5:** Enter the name of the school/college of optometry you graduated from, and the date your degree was conferred.
- Item 6:** Enter the month and year you sat or will sit for the California Laws and Regulations Examination (CLRE).

Item 7: Enter the name and date of the examination which satisfied the licensure requirement for the state in which you were initially licensed.

NOTE! IF YOU PASSED PART III OF THE NBE0 AFTER JANUARY 1, 2000, DO NOT COMPLETE THIS APPLICATION. YOU WILL NEED TO SUBMIT THE STANDARD APPLICATION (OLA-1) PLEASE CONTACT THE BOARD FOR INFORMATION.

Item 8: List all states you are/were licensed and the license number(s) issued to you.

NOTE! A letter of good standing must be sent directly to the California Board from each state board where you have held or currently hold a license to practice optometry.

Item 9: If you answered “Yes” to this question, you must give a full and detailed explanation, including any and all charge(s), place of suspension or revocation, and the final outcome. Please use a separate piece of paper and attach it to this application.

Item 10: If you answered “Yes” to this question, you must give a full and detailed explanation, including any and all charge(s), place of conviction, and the final outcome. Please use a separate piece of paper and attach it to this application.

Item 11: You must complete the “Certification of 5,000 Practice Hours” form (LBC-4) to show proof that you have been in active practice in a state in which you are licensed in 5 of the seven consecutive years immediately preceding the date of this application. Complete the form and submit it along with the application.

NOTE! Out of State licensed optometrists displaced due to a federally declared emergency may qualify for licensure with less than 5,000 hours if a sufficient period in active practice can be verified by the Board and all other requirements are met. For information on licensing procedures please contact the Board.

Item 12: Indicate whether you have met the required minimum continuing optometric education (CE) requirements for the current and preceding year. If you marked “Yes”, you must submit certificates of completion substantiating that you have met the required 50 hours of Board-approved CE. The requirements are listed below:

Licensed Optometrist (TPA, TPL, TPG or TLG-certified):

50 hours of Board approved continuing education, 35 of which must be in the diagnosis, treatment and management of ocular disease in any combination of the following areas:

- Glaucoma, ocular infection,
- Inflammation,
- Topical steroids,
- Systemic medication, or
- Pain medication

If you are glaucoma certified (TPG or TLG), 10 hours of the 35 hours in the diagnosis, treatment and management of ocular disease must be in glaucoma specific continuing education.

Item 13: Declaration: You are declaring that the information you have entered on the application is true and correct. Any misstatements may be grounds to deny your application.