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Sacramento, CA 95834  
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[www.optometry.ca.gov](http://www.optometry.ca.gov)

**To:** Board Members **Date:** August 4, 2017

**From:** Jessica Sieferman **Telephone:** (916) 575-7170  
Executive Officer

**Subject: Agenda Item 13 – Discussion and Possible Action on Paperless Licenses and Renewals**

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Currently, prints and mails engraved wall certificates, paper renewals and “pocket cards” to licensees upon initial licensure and renewals (Attachment 1). In addition, whenever a licensee requests a replacement license (for lost, stolen or destroyed licenses and/or name/address changes), the licensee applies for the replacement and pays a \$25 replacement fee. These printing/postage services cost the Board roughly \$12,000 last fiscal year.

In addition to printing costs, it can take a few weeks for licensees to obtain the replacement license through the mail. While renewal cycle times are dramatically reduced when licensees apply online, it still takes a couple weeks to print and mail the paper licenses/renewals to the licensees. Although processed renewals are reported online as they occur, some licensees have reported their employers will not let them work until they have the physical proof of the paper renewal for posting.

There is no statute or regulation requiring the Board to issue paper licenses.

Staff would like the Board to consider moving to completely paperless licenses and renewals. Ideally, staff would work with DCA’s Office of Information Services (OIS) and BreEZe teams to electronically generate paper licenses just as they currently appear. The difference would be, upon successful processing, the licensee would be able to click on a link to a pdf license available for printing and posting instead of waiting for the physical document in the mail.

Some licensees prefer not utilizing online services and may still insist paper licenses to be mailed. To accommodate these licensees, printing and mailing services can be available upon licensee request.

This would save printing/ mailing costs and provide immediate service to licensees. Potentially, this also could remove the need for licensees to request replacement licenses.

Although there is no statute or regulation requiring the Board to issue paper licensees, this is a long standing process impacting all licensees. In addition, changing this process will take staff time for researching, developing and testing.

**Action Requested:**

Please discuss and determine whether the Board should pursue a primarily paperless service rather than the current printing and mailing process.



State of California  
Board of Optometry

License Number  
OPT99999-TLG

**JOE SMITH**

*Having shown the possession of qualifications required by law by furnishing evidence and passing an examination satisfactory to the State Board of Optometry, is hereby granted this certificate as a*

**Licensed Optometrist**

*which confers the right to practice the profession of Optometry in the State of California, from and after date hereof, pursuant to Chapter 7, Division 2 of the Business and Professions Code.*

*IN TESTIMONY WHEREOF, The President of the State Board of Optometry has affixed her signature this 2nd day of July, 2016, at Sacramento, California.*



\_\_\_\_\_  
*Cyd Brandvein, President  
Board of Optometry*

\_\_\_\_\_  
*Licensee*

Remove your new Pocket License from the receipt portion and carry it with you at all times.

(Please cut along the dotted lines)

Board of Optometry  
2450 Del Paso Road, Suite 105  
Sacramento, CA 95834  
(916) 575-7170

**I M P O R T A N T**

1. Please include your license number on any correspondence to this office.
2. Notify the Board of any name or address change in writing.
3. Report any loss immediately in writing to the Board.
4. Please sign and carry the pocket license with you.

License No.	Expiration Date	Receipt No.
OPT99999 TLG	10/31/2017	1234

JOE SMITH

This is your RECEIPT. Please save for your records.

4201.CERT02.081616

**Board of Optometry**  
2450 Del Paso Road, Suite 105  
Sacramento, CA 95834  
(916) 575-7170



**LICENSED OPTOMETRIST**

License No.	Expiration
OPT99999 - TLG	10/31/2017

JOE SMITH  
123 MAIN ST.  
BEVERLY HILLS, CA 90210

Receipt No.  
1234

Signature \_\_\_\_\_

# Board of Optometry



## Branch Office License

License No. BOL9999

Issue Date: 07/21/2017

JOE SMITH  
123 MAIN ST.  
BEVERLY HILLS, CA 90210

The above is licensed with the State Board of Optometry as a Sole Owner.

JOE SMITH

PLACE RENEWAL LICENSE HERE

Valid Until: 02/01/2018

Receipt No. 123

The Original License must be kept for the life of the license and posted in Public View.

In accordance with Section 3077 of the Business and Professions Code, the branch office named above is hereby licensed at the above address, and is subject to the rules and regulations of the California State Board of Optometry. Licenses are non-transferable and are renewed annually on or before February 1<sup>st</sup>. Any change in location or ownership requires cancellation of this license and submission of a new application.

California State Board of Optometry  
2450 Del Paso Road, Suite 105  
Sacramento, CA 95834  
(916) 575-7170

- - - POST IN PUBLIC VIEW - - -



# BRANCH OFFICE

License No. BOL9999

Receipt No. 123

Valid Until: 02/01/2018

**JOE SMITH**  
123 MAIN ST.  
BEVERLY HILLS, CA 90210

In accordance with the provisions of Section 3077 of the Business and Professions Code, this Branch Office License is valid only at the address shown.

----- NON-TRANSFERABLE ----- POST IN PUBLIC VIEW -----

WOPBOL 1/2012



California State Board of Optometry  
**STATEMENT OF LICENSURE**  
SOL12345



THIS STATEMENT OF LICENSURE IS ISSUED AS OF 10/11/2016, AT SACRAMENTO, CALIFORNIA

Valid Until  
07/31/2017

As of this date, JOE SMITH, holds a valid certificate numbered SOL12345 as a licensed optometrist and, pursuant to Section 3075 of the Business and Professions Code, and Title 16, California Code of Regulations, Section 1506, is authorized to post this statement of licensure in lieu of said certificate in the office for the practice of optometry only at the following address:

JOE SMITH  
123 MAIN ST.  
BEVERLY HILLS, CA 90210

CONDITIONS: This statement of licensure may not be posted in any other office and may not be altered or assigned. It is to be immediately surrendered to the Board (1) upon expiration, suspension or revocation of the above – named optometrist's license or (2) when the office designated above ceases to be an additional office as referred to in Title 16, California Code of Regulations, Section 1506

WOPSOL 6/2015

# Board of Optometry



## Fictitious Name Permit

License No. FNP9999

Issue Date: 07/21/2017

JOES OPTOMETRY  
123 MAIN ST.  
BEVERLY HILLS, CA 90210

The above is licensed with the State Board of Optometry as a Sole Owner.

JOE SMITH

PLACE RENEWAL LICENSE HERE

Valid Until: 01/31/2018

Receipt No. 1234

The Original License must be kept for the life of the license and posted in Public View.

In accordance with Section 3078 of the Business and Professions Code, the individual operating under a fictitious name permit named above is hereby licensed at the above address, and is subject to the rules and regulations of the California State Board of Optometry.

Licenses are non-transferable and are renewed annually on or before January 31<sup>st</sup>. Any change in location or ownership requires cancellation of this permit and submission of a new application.

California State Board of Optometry  
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Sacramento, CA 95834  
(916) 575-7170

- - - POST IN PUBLIC VIEW - - -



# FICTITIOUS NAME PERMIT

License No. FNP9999

Receipt No. 123

Valid Until: 01/31/2017

JOES OPTOMETRY  
123 MAIN ST.  
BEVERLY HILLS, CA 90210

In accordance with the provisions of Section 3078 of the Business and Professions Code, this Fictitious Name Permit is valid only at the address shown.

----- NON-TRANSFERABLE ----- POST IN PUBLIC VIEW -----

WOPFNP 1/2012