



# Board of Optometry

## Optometrist Application Process



# Preparing for Future Practice

- Study the laws that govern the scope of optometry.
- Review practice questions and materials.
- Consult your notes and lesson materials.
- Reach out to mentors, colleagues, instructors, & professional associations for assistance.
- Contact the State Board.





# **CSBO Application Process**

# Create Your BreEZe Account

[www.breeze.ca.gov](http://www.breeze.ca.gov)

## Your BreEZe Account:

- Is not your license.
- Allows you to complete and submit applications online.
- Allows access to license and certifications in one place.

### FOR CONSUMERS

Check Licenses and file complaints.

License  
SEARCH

File a  
COMPLAINT

### FOR APPLICANTS AND LICENSEES

Applicant and licensing needs are available here.  
You will need to [register](#), or use your existing user name and password

#### Returning User

Fields marked with \* are required

\* User ID:

\* Password:

[Forgot  
Password?](#)  
[Forgot  
User ID?](#)

[Sign In](#)

#### New Users

[BreEZe Registration](#)



# BreEZe



Use BreEZe to:

- Apply for your license
- Update or renew your license
- Pay with a credit card in a secure environment
- Apply for additional license or certification types
- Obtain real-time licensure information
- File a complaint against a licensee
- Request and pay for a Letter of Verification
- Make changes to address or name

# BreEZe Technical Difficulties

## **CSBO Staff Cannot:**

- Create your account or registration
- Reset a password or unlock an account
- Link licenses to account
- Troubleshoot BreEZe error messages

## **Contact BreEZe Help Desk**

- 916-557-1208 or
- [BreEZe@dca.ca.gov](mailto:BreEZe@dca.ca.gov)



# License Requirements

Set out in Business and Professions Code sections 3056 and 3057.

## **All Applicants must:**

- Pass the CLRE.
- Graduate from an accredited school of optometry.
- Pass all parts of the NBEO & TMOD.
- Live Scan fingerprinting.

## **Out of State Applicants must:**

- Submit Hard Card fingerprinting (replaces Live Scan)
- If licensed in another state, submit Letters of Verification.





# License Requirements

Fees are in Business and Professions  
Code section 3152.

## **Fees:**

- Part 1 - \$279 (\$275 to CSBO and \$4 to NPDB)
- Part 2 - \$125 (TPA-\$25, Lacrimal-\$50, Glaucoma-\$50)
- Live Scan (in-state) cost varies depending on location
- Hard card (out-of-state) fees are \$49 – payable either at time of request or via the Part 2 application





# Start Your Application

- Use BreEZe account to start a New Exam Request Application.
- **Please input your phone number and email address** as these are the fastest ways to reach you about your application.

The screenshot shows the BreEZe application portal. At the top, there is a header with the CA.GOV logo, the Department of Consumer Affairs, and the BreEZe logo. Navigation links include 'About BreEZe', 'FAQ's', and 'Help Tutorials'. A 'Skip navigation' link is also present. Below the header, a blue bar indicates the user is 'Logged in as test , arsha' and provides links for 'Update Profile', 'Logoff', and 'Contact Us'. The main content area is divided into two columns. The left column, titled 'Quick Start Menu', contains a sub-header 'Applications' and a button 'Start a New Application or Take an Exam'. Below this, there are two dropdown menus: 'California State Board of Optometry' and 'Exam Request Application', with a 'Select' button next to the second one. The right column, titled 'Additional Activities', contains two buttons: 'Add Authorized Representative' and 'License Notification Subscriptions', both with 'Select' buttons. A 'License/Registration Information' box on the right shows 'No License Information Available'. At the bottom, there are links for 'Back to Top', 'Conditions of Use', 'Privacy Policy', and 'Accessibility', along with a copyright notice for 2019 State of California.

CA.GOV Department of Consumer Affairs BREZE

About BreEZe FAQ's Help Tutorials

Skip navigation

Logged in as test , arsha Update Profile Logoff Contact Us

**Quick Start Menu**

To start, choose an option, and you will return to this Quick Start menu after you have

**Applications**

Start a New Application or Take an Exam

California State Board of Optometry

Exam Request Application Select

**Additional Activities**

Add Authorized Representative Select

License Notification Subscriptions Select

License/Registration Information

No License Information Available

Back to Top | Conditions of Use | Privacy Policy | Accessibility

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# Schedule Your Exam

- After you submit your application, you will be contacted by PSI to schedule your exam either via email or mail. **EMAIL is faster.**
- You should be contacted within two (2) weeks of your application submission if you used **EMAIL** – check your spam folder!
- PSI locations are located all over the US.
- Study guides are sent to you with information on how to take the exam
- If you fail the exam you will need to wait three (3) months to retake it.
- The exam is valid for five (5) years after you pass.



# You Passed the CLRE!

- Log back into your BreEZe account to complete your “Initial License Application – Part 2.” Click on the first “select” button under Manage my Application.
- **Required Documents for Initial License Application to be considered complete and ready for review:**
  - Live Scan fingerprinting
  - Transcripts
  - NBEO scores

Logged in as test , arsha [Update Profile](#) | [Logoff](#) | [Contact Us](#)

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**Quick Start Menu**  
To start, choose an option, and you will return to this Quick Start menu after you have

**License/Registration Information**  
No License Information Available

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**Applicant Activities**

- **Manage your application**
- Optometrist File #10001484
- Initial License [Select](#)

**Additional Activities**

- Payment Receipts (1) [Select](#)
- Add Authorized Representative [Select](#)
- License Notification Subscriptions [Select](#)

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**Applications**

- Start a New Application or Take an Exam
- <Choose Board> [v](#)
- <Choose Application> [Select](#)



# Application Review

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Once the Initial License Application is submitted and **all** required documents received, your application will be reviewed.

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If your application meets the requirements, your license will be issued.

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If your application is missing items or information, we will contact you to let you know what is outstanding.

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Your license cannot be issued until your application meets all requirements.

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# Application Review

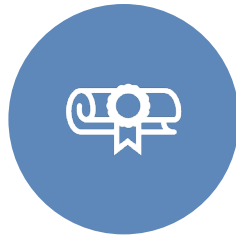
## Heading to a Residency Program?

- ☐ Application Valid for ONE (1) year
- ☐ Exemption from CE only valid if the CA license is issued within one (1) year of graduation.

# Processing Times



Approximately 1-3 weeks for completed applications.



Your transcripts and board scores are sent to us from your University and NBEO after you graduate.



High call volume and email communication can lengthen processing times overall.



Keep your contact information updated!

# What do I do after I get my license?

- Notify the Board of every location you are practicing optometry.
- These secondary locations can be applied for on BreEZe via the Statement of Licensure application.
- If you will own your own practice, you may need a Fictitious Name Permit.
- If you are desiring to incorporate you must file with the Secretary of State's office as a professional corporation. Corporate names will need a Fictitious Name Permit.



# When are Renewals?

- Your initial license is active for two (2) years and expires at the end of the month it was issued in, if not renewed.
- There is **NO** Continuing Education (CE) requirement for your initial renewal **if your license was issued within one (1) year of graduation.**
- All other renewal periods **require** 50 hours of CE, with 35 hours in topics related to ocular disease, with 10 of those hours in glaucoma.

# CE AUDITS

- Annually, the Board randomly selects 5-10 percent of renewing licensees for CE audits.
- If selected, the Board will first review CE hours on ARBO OE Tracker. If compliance is obtained the audit will conclude at this step.
- If more information is necessary, the Board will contact you requesting submission of additional CE information within 30 days.
- Cooperation during the audit is critical to ensuring a successful outcome.
- Failing a CE audit could lead to a citation and fine.

# The Board's Website

## Access to:

- Board meetings.
- Notices regarding changes in laws and regulations.
- License lookup
- Fact Sheets

**[www.optometry.ca.gov](http://www.optometry.ca.gov)**



**Good Luck and Much  
Success!**



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