

Mobile Optometric Office Program FAQs

1. How do I begin my application for a MOO Owner and Operator registration?

Please visit the [BreEZe website](#) and click on the "New Registration" link. Once that process is complete, select the California State Board of Optometry, and apply for the Initial Registration for Ownership and Operation of a Mobile Optometric Office.

2. What information must I provide when applying for the Initial Registration?

- Name of Owner and Operator.
- Primary business address, address of record, and website address for Owner and Operator.
- Name, phone number, email address for a Point of Contact.
- Name and license numbers of optometrists providing care.
- Names, titles, addresses, telephone numbers, and social security numbers of elected or designated Officers and Officials.
 - Each of these individuals will need to be fingerprinted via a fingerprint application.
- Name and registration number of opticians providing care.
- Name of unlicensed staff providing care.
- Description of services rendered within MOO.
- Description of how follow-up care will be provided.
- Dates of Operation and Cities and Counties Served (if applicable).
- Catalog of Complaints (if applicable).
- Articles of Incorporation/Acknowledgement of Intent to Operate

3. What are the fees?

- Owner and Operator Application fee = \$360
- Mobile Optometric Office permit = \$472
- Biennial renewal fee = \$360

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- Fingerprint Application – no application fee, but the fee for Hard Card fingerprints is \$49 and for Live Scan varies.

4. How many MOO permits can an Owner and Operator have?

There is no cap on the number of MOO permits an Owner and Operator may have.

5. What is a Point of Contact?

The MOO program requires the Owner and Operator to provide the name and personal identifying information, including title, direct telephone number, and email address of an authorized contact person for the MOO applicant. Having only one person with which to communicate facilitates clear communication channels between the MOO and the Board. The Point of Contact is responsible for all matters related to the MOO, follow-ups, or any other Board inquiries.

6. What does "elected or designated officers and officials" mean?

The MOO regulations require the Owner and Operator to identify who the organization's officers or officials are. For many organizations, this will be the President, Vice President, Secretary, or Treasurer, but others may also be elected or designated. The applicant is to identify who these individuals are. All the identified individuals will need to create their own BreZE account and submit a Fingerprint Application.

7. How does the fingerprint application process work?

Every elected or designated officer and official, as determined by the organization, must successfully pass a fingerprint background check. Applications to own and operate a MOO will not be approved unless the identified officers/officials have passed the fingerprint background check. Fingerprints are done in one of two ways. Out of state officers/officials will do Hard Card and in-state officers/officials will do Live Scan. Hard Card requires rolling fingerprints at the local police station on a hard card the Board will mail to the applicant. Live Scan is an electronic fingerprint process done at various providers in California. If the officers/officials of the organization already have fingerprints on file with CSBO, such as if they are all licensed optometrists, then the fingerprint application will not need to be done.

Hard Card fee: \$49

Live Scan fee: varies, but generally \$75–\$125.

To request Hard Card the applicant will select that option in the fingerprint application and pay \$49. The Board will mail the Hard Card to the applicant who will take it to their local

police station, have their fingerprints rolled, and will mail the Hard Card back to the Board. The Board mails the Hard Card to DOJ who processes it. From start to finish this process takes approximately 1 month.

Once fingerprint background check results for all elected or designated offices or officials are complete, staff will match the results to the fingerprint application and if all other requirements are met, approve the initial registration.

8. What is the Mobile Optometric Office Permit?

A permit specific to each mobile optometric office (vehicle) is required. The permits expiration dates run concurrently with the owner and operator registration. The permit number must be used in all correspondence, annual reports, or other communication with the Board. The permit numbers must also be used in advertisements for the public.

Required information to be submitted in the permit application:

- Owner and Operator's legal name and certificate to operate number.
- Name and license number of any optometrist providing services.
- Address of record.
- If applicable, the statement of licensure number and address.
- Telephone number.
- Vehicle make, model, year, and license plate/registration number.
- Description of services to be rendered.
- Names and license numbers for all optometrists.
- Names and registration numbers for all opticians.
- Names of all unlicensed persons providing patient care under BPC 2544.
- Intended dates of operation.
- Cities and counties served
- Whether the MOO has the following:
 - Access ramp or lift or alternative method documented in written plan.
 - Accessible handwashing facility on the premise.
 - A means of sanitation for optometric equipment.

9. What is the annual report and is there a template to use?

Each MOO must electronically submit an annual report.

Submitting the annual report is a condition of renewal that the point of contact will attest to. Failure to provide the report, but attesting to having done so, would be considered unprofessional conduct and be grounds for discipline, including revocation, suspension, probation, or public reproof.

Here is a template for applicants to use: [MOO Annual Report Template](#)

Required information:

- MOO Office Number
- Date of Service.
- Organization and address serviced.
- Description of care provided.
- Optometrist and license number.
- Optician and registration number.
- Name of unlicensed persons.
- Name, address, phone number, email address of point of contact.

Section 2 Follow Up Care:

- Updated list of licensed optometrists available for follow up care.
- License number
- Medi-Cal number, if applicable.

10. Are there exemptions?

Yes. The following entities are exempt from the requirement to register as an owner and operator of a mobile optometric office:

- Optometric services provided remotely by an approved optometry school in California that meets the requirements of Section 1507 of Title 16 of the California Code of Regulations.
- A licensee engaged in the practice of optometry at a health facility, residential care facility, or home residence, as defined in Section 3070.1.

- A federally qualified health center, as defined in Section 1396d(l)(2)(B) of Title 42 of the United States Code.
- A nonprofit or charitable organization exempt from taxation pursuant to Section 501(c)(3), 501(c)(4), or 501(c)(6) of the Internal Revenue Code (26 U.S.C. Sec. 501(c)(3), 501(c)(4), or 501(c)(6)), which utilizes the volunteer services of licensees engaging in the temporary practice of optometry pursuant to subdivision (b) of Section 3070. This means a licensed optometrist who works at location other than their address of record for not more than five calendar days during a 30–day period, and not more than 36 days within a calendar year.
- A free clinic, as defined in subparagraph (B) of paragraph (1) of subdivision (a) of Section 1204 of the Health and Safety Code, which is operated by a clinic corporation, as defined in paragraph (3) of subdivision (b) of Section 1200 of the Health and Safety Code.
- A specialized vision health care service plan, as defined in subdivision (f) of Section 1345 of the Health and Safety Code, formed and existing pursuant to the provisions of the Nonprofit Corporation Law (Division 2 (commencing with Section 5000) of Title 1 of the Corporations Code).