



# ISSUE MEMORANDUM

<b>DATE</b>	December 9, 2022
<b>TO</b>	Members, California State Board of Optometry (CSBO)
<b>FROM</b>	Randy Love, Assistant Executive Officer
<b>SUBJECT</b>	Executive Officer’s Report – Examination and Licensing Programs

The Licensing Unit spent the spring, summer and fall focusing on licensing optometry graduates and to date has licensed all 2022 graduates with completed applications. With Optometry graduation season behind us, licensing staff is prioritizing a backlog of Fictitious Name Permit (FNP) applications. The loss of staff to transfers, promotions, and retirements, led to a significant delay in FNP application processing. Approximately 100 backlogged FNP applications exist, and staff has implemented a plan which is expected to eliminate the backlog by the end of the year.

The Licensing Unit currently has several vacancies and in the coming months the priority is filling and onboarding these positions. The Licensing Unit is also exploring bringing on temporary retired annuitant help to assist with the more challenging applications and to examine our application and licensing processes.

Licensing Analyst Arsha Qasmi works continuously with the Department of Consumer Affairs’ (DCA’s) BreEZe Team on updates to the BreEZe database that increase functionality, add more application types, and clarify questions and information available. Currently, Ms. Qasmi is working on adjustments that will allow BreEZe to automatically send mail to an address an Optometrist licensee has designated as a mailing address. Licensees have already been able to add a mailing address, but these adjustments will make the designation more functional and enable more efficient communication We expect these changes to be implemented around the first quarter of 2023.

## **i. Statistical Review, Quarter 1, Fiscal Year 2022-2023**

A statistical review of Quarter 1 of the current fiscal year (2022-2023) is provided as Attachment A. Attachment A shows the number of applications received and approved by type. Also included are the totals for the prior fiscal year (2021-2022).