



**Secretary of State
Office of Professional Regulation**

**OPTICIAN
Application Instructions**

A. EXAMINATION: First time applicants

1. Submit an online application and pay the non-refundable application fee. Applications are found within the online licensing system at:
https://secure.professionals.vermont.gov/prweb/PRServlet/app/default/ybVBLEIGHMIPa8qpM9BaiNEZfDPENuF*/!STANDARD
2. Documentation of education.
 - a. If your training was through a school, request official transcripts be sent to the Office directly from the institution by US mail or email to SOS.OPRLicensing1@vermont.gov. If the school provides you with your transcript, it will only be accepted if they are in a sealed envelope from the school.
 - b. If your training was through experience as a registered Optician Trainee
 - i. Upload a scanned copy of your high school diploma or GED.
 - ii. Upload a Completed Affidavit of Registered Training (Apprenticeship) form to verify two years (4,160 hours) of experience, signed by you and your employer where training was acquired. OR
 - iii. Verification of completion of the National Academy of Opticianry Ophthalmic Career Progression Program (NAO), including at least one year (2,080 hours) of practical training and experience
3. Proof of passing the American Board of Opticianry (ABO) National Board Examination. Contact ABO to request verification of your scores or visit their website at www.abo-ncle.org for more information.

B. ENDORSEMENT: Applicants currently licensed in another state

To qualify, an applicant must be licensed or certified in good standing in another state or jurisdiction in which the standards and qualifications required for regulation in that jurisdiction are substantially equivalent to Vermont's.

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2. Documentation of Education
 - a. If your training was through a school, request official transcripts be sent to the Office directly from the institution by US mail or email to SOS.OPRLicensing1@vermont.gov. If the school provides you with your transcript, it will only be accepted if they are in a sealed envelope from the school.
 - b. If your training was through experience as a registered Optician Trainee
 - i. Upload a scanned copy of your high school diploma or GED.
 - ii. Completed Affidavit of Registered Training (Apprenticeship) form to verify two years (4,160 hours) experience, signed by you and your employer where training was acquired.
3. Documentation of passing the American Board of Opticianry (ABO) National Board Examination. Contact ABO to request verification of your scores or visit their website at www.abo-ncle.org for more information.
4. Request an official verification of license be sent to OPR for your initial state of licensure and most recent state of licensure. This must be sent directly from the licensing authority and can be sent by email to SOS.OPRLicensing1@vermont.gov or by post office mail. It is not required that the other state complete the Vermont verification form.

Provisional Licensure

If you are otherwise qualified for licensure **and** verification of licensure is the ONLY outstanding deficiency and all other licensing requirements are met including applicable education and exam requirements, you may be issued a 90-day provisional license while the Office awaits receipt of your license verification. If you wish to request a provisional license (if applicable), please indicate within the application.

C. FAST TRACK ENDORSEMENT:

To qualify to be licensed, an applicant must be actively licensed or certified in good standing in another jurisdiction for three or more years preceding this application.

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https://secure.professionals.vermont.gov/prweb/PRServlet/app/default/ybVBleIGIHMIPa8qpM9BaiNEZfDPENuF*/!STANDARD
2. Request an official verification of license be sent directly to the Office. Verification must show proof of continuous licensure in good standing for 3 years preceding the date of this application. This must be sent directly from the licensing authority and can be sent by email to SOS.OPRLicensing1@vermont.gov or by post office mail. It is not required that the other state complete the Vermont verification form.
3. If applicable, complete and upload the specific VT State Jurisprudence exam answer sheet. This is found within the online application.

Provisional Licensure

If you are otherwise qualified for licensure **and** verification of licensure is the ONLY outstanding deficiency and all other licensing requirements are met including applicable education and exam requirements, you may be issued a 90-day provisional license while the Office awaits receipt of your license verification. If you wish to request a provisional license (if applicable), please indicate within the application.

NOTE: Any change of address or other contract information, by an applicant or licensee, must be forwarded to this office no later than thirty (30) days after change occurs.