



Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing

Dispensing Opticians

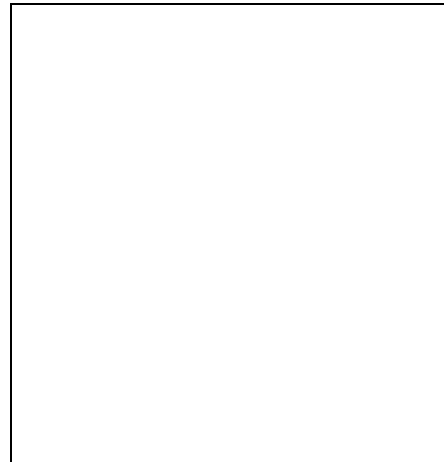
P.O. Box 110806, Juneau, Alaska 99811-0806

Phone: (907) 465-2543 ★ E-mail: license@alaska.gov

Website: www.commerce.state.ak.us/occ/pdop.htm

**DISPENSING OPTICIAN
BIENNIAL LICENSE RENEWAL**

July 1, 2011 – June 30, 2013



IT IS TIME TO RENEW YOUR DISPENSING OPTICIAN LICENSE

Your license to practice as a Dispensing Optician in the State of Alaska expires on **June 30, 2011**. It is illegal for you to practice if your license has expired. **There is no grace period.** To renew your license for the period from July 1, 2011 through June 30, 2013, return this **signed** application to the above address with a check or money order payable to the State of Alaska or pay with a credit card by completing the attached "Credit Card Payment" form. **This is the only renewal notice you will receive.** Incomplete applications or insufficient fees will result in your renewal being rejected.

PROCESSING TIME

The processing time for a correct and completed renewal application can be three to four weeks after receipt. Plan accordingly and submit your renewal application by June 1, 2011 to ensure processing by the expiration date of June 30, 2011.

MAILED RENEWAL FORMS

If you received this renewal application in the mail with a barcode in the upper right hand corner of the first page, **do not duplicate this form for another professional's use.** The barcode is specific to your name and license number. Forms without the barcode are available on our website at <http://commerce.alaska.gov/occ/pdop.htm>

EXPIRED LICENSES

There is no "inactive" license status. Licenses which have expired more than five years cannot be renewed.

EFFECTIVE DATE OF RENEWED LICENSE

The effective date of a renewed license will be the date a complete renewal application is filed with the Division as determined by 12 AAC 02.920 and 12 AAC 02.940.

RANDOM AUDIT

The Division will audit a percentage of the license renewals. If your renewal is randomly selected for audit, you will be notified and **required** to submit documentation to verify completion of the continuing education requirements as stated on this renewal application. You must save your documents for at least four years so you can respond to audits (12 AAC 02.960).

CONTINUED COMPETENCY

Your license cannot be renewed unless you have met the continuing competency requirements of 12 AAC 30 (see page 4).

SOCIAL SECURITY NUMBERS

Alaska Statute 08.01.060(b) requires an applicant for a professional license to provide a United States (US) Social Security Number. An applicant who does not have a US social security number must complete a "Request for Exception for Social Security Number" form (08-4372), which is located on the Division's website at: www.commerce.state.ak.us/occ or contact the Division for the form.

PAYMENT OF CHILD SUPPORT AND STUDENT LOANS

If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, or if the Alaska Commission on Post-Secondary Education has determined you are in loan default, you may be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900 or the Post-Secondary Education office at (907) 465-2962 or 1-800-441-2962 to resolve payment issues.

BUSINESS LICENSES

Renewal applications for business licenses are mailed separately. For more information about business licenses, call (907) 465-2550 or use Internet address: http://commerce.alaska.gov/occ/home_bus_licensing.html

ABANDONMENT

An application is considered abandoned when 12 months have elapsed since correspondence was last received from or on behalf of the applicant (12 AAC 02.910). An abandoned application is denied without prejudice.

PERSONAL HISTORY QUESTIONS

Since your last Alaska Dispensing Optician license was issued have you: YES NO

- 7. been a patient in any sanitarium, hospital, or mental institution for mental illness?..... YES NO
- 8. experienced or been treated for bipolar disorder, schizophrenia, paranoia, a psychotic disorder, substance abuse, or any other mental emotional illness which may impair or interfere with your ability to practice as a Dispensing Optician?..... YES NO
- 9. been addicted to or excessively or illegally used, or have you undergone treatment for the use of alcohol, narcotics, or drugs?..... YES NO

A "Yes" answer may not prejudice your application, failure to report honestly may.

If you answered "Yes" to any of the above question (1-9), please explain dates, locations, and circumstances on a separate piece of paper. Also, submit any/all supporting documents that are applicable (court records, Board actions, investigation notices, etc.)

If you answered "Yes" to questions 7-9 you must also submit a statement from your health care provider indicating your ability to practice as a Dispensing Optician.

COMPLIANCE WITH CONTINUING EDUCATION REQUIREMENTS

License 1 though 291 must have 10 hours of continuing competency for each aspect (spectacles and contact lenses).

License 292 through 302 must have 5 hours of continuing competency for each aspect (spectacles and contact lenses).

License 303 and above no hours requested for this renewal

- 10. Do you certify that you have complied with the continuing competency requirements of 12 AAC 30.220 during the licensing period from July 1, 2009 through June 30, 2011?..... YES NO

WARNING: The Department may deny, suspend, or revoke the license of a person who has obtained or attempting to obtain a license to practice as a Dispensing Optician by fraud or deceit. The person may also be subject to criminal charges for perjury (AS 11.56.200).

By my signature below, I declare that all facts, statements, and answers contained in this renewal application are true and correct. I am not omitting any information that might be of value to the Division in determining my qualifications for renewal of my Alaska Dispensing Optician license, whether it is called for or not.

SIGN HERE

Applicant's Signature

Date: _____

NOTIFICATION OF PROPOSED REGULATION CHANGES

If you would like to receive notice of all proposed Dispensing Opticians regulation changes, please send a written request adding your name to the Dispensing Opticians Interested Parties List to:

REGULATIONS SPECIALIST
Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
P.O. Box 110806
Juneau, Alaska 99811-0806

**ARTICLE 3.
CONTINUING COMPETENCE.**

Section

200. Approved continuing competence experience

210. Documenting continuing competence

220. Continuing competence requirements

12 AAC 30.200. Approved continuing competence experience. (a) Attendance at a seminar or course conducted by one of the following organizations is accepted as meeting the continuing competence requirements of AS 08.71.130(d) and 12 AAC 30.220:

- (1) the Opticians Association of America;
- (2) the Contact Lens Society of America;
- (3) the America Optometric Association;
- (4) the American Academy of Ophthalmology;
- (5) the Optical Wholesalers Association;
- (6) the Opticians Association of Alaska, Incorporated; or
- (7) other recognized professional organizations in the field of opticianry.

(b) If specifically approved by the board, the following educational experiences meet the continuing competence requirements of AS 08.71.130(d) and 12 AAC 30.200 – 12 AAC 30.220:

- (1) satisfactory completion of a course conducted by a recognized school of opticianry;
- (2) instruction by a licensed ophthalmologist, optometrist, dispensing optician, or optional manufacturer outside of the normal work situation, if there are at least three students in attendance; or
- (3) acting as an instructor of opticianry outside the normal work situation, if there are at least three students in attendance.

(c) Credit for a course not actually taken or graded is not acceptable for continuing competence credit.

12 AAC 30.210. Documenting continuing competence. (a) An applicant for license renewal shall submit, on a renewal form provided by the department, a signed statement that the applicant has complied with the continuing competence requirements of 12 AAC 30.220.

(b) An applicant for renewal is responsible for maintaining adequate and detailed records of completed continuing competence courses, seminars, or experiences and shall make them available to the board upon request.

(c) Falsification of any written evidence submitted to the board under this section is grounds for license revocation or suspension under AS 08.71.170.

12 AAC 30.220. Continuing competence requirements. (a) An applicant for renewal of a dispensing optician license shall complete at least 10 hours of continuing competence acceptable to the board under this chapter during the concluding licensing period.

(b) Continuing competence experiences must relate directly to the aspect of dispensing opticianry for which the applicant is licensed. However, for each biennial renewal, no more than two hours may be in the aspect for which the applicant is not licensed and no more than two hours may be in business management.

(c) An applicant must complete the requirement set out in (a) of this section for each aspect of dispensing opticianry in which the applicant is licensed. A person licensed to dispense both spectacles and contact lens must meet the requirement of (a) of this section for both of those aspects.

(d) On quarter-hour of academic credit from a college or university course directly related to optics, anatomy, or physiology of the eye constitutes five hours of continuing competence.

(e) One semester-hour of academic credit from a college or university course directly related to optics, anatomy, or physiology of the eye constitutes 10 hours of continuing competence.

(f) A dispensing optician who is applying for license renewal for the first time shall certify having completed at least five contact hours of continuing education for each complete calendar year that the applicant was licensed during the concluding licensing period.



State of Alaska
 Department of Commerce, Community, and Economic Development
 Division of Corporations, Business and Professional Licensing
 PO Box 110806, Juneau, Alaska 99811-0806
 Phone: (907) 465-2550
 Fax: (907) 465-2974

OFFICE USE ONLY

CREDIT CARD PAYMENT

For security purposes, please **do not email or fax** credit card information. Mail this form with the completed renewal to the Division. Completion of this form is not proof of payment until the division processes the information contained herein. If any information on this form is illegible, the form will be rejected. Please print.

Name of Applicant or Licensee: _____
Corporate or Individual (first, middle, last)

License Number (if applicable): _____

Type of License: _____

I wish to make payment by credit card for the following (check all that apply):

- | | Amount |
|---|--------|
| <input type="checkbox"/> Application fee | _____ |
| <input type="checkbox"/> License (or renewal) fee | _____ |
| <input type="checkbox"/> Fine | _____ |
| <input type="checkbox"/> Other (specify): _____ | _____ |
| Total: | _____ |

Print Name on Credit Card: _____

Complete Mailing Address: _____

Telephone Number: _____

Email Address (optional): _____

Credit Card Type (check one): VISA MASTERCARD

Signature of Credit Card Holder: _____

Card Number: _____ **Expiration Date:** _____

The bottom section of this form will be destroyed upon processing of the payment.