

# LWOE APPLICATION INSTRUCTIONS

Acceptable application contains all of the following (please check off):

- ☐ Application with all items completed (including photographs);
- ☐ Fee (\$300) – Money Order or Certified Check only;
- ☐ Final official transcript from optometry school
- ☐ Final official transcript from pre-optometry school(s)
- ☐ Birth certificate (or proof of citizenship)
- ☐ License verifications from all states where the applicant is licensed or was previously licensed <http://www.tob.state.tx.us/lwoeverif.pdf> (verification forms may be submitted separately, but application is not complete until received);
- ☐ Paper copy of a self query ordered from the National Practitioner's Databank (NPDB). Start at <https://www.npdb.hrsa.gov/pract/selfQueryBasics.jsp> Order the self query and mail the original document to the Optometry Board
- ☐ Copy of document changing name (if applicable);
- ☐ Military discharge (if applicable); and
- ☐ Supporting documents if required by Part III of Application

**All applicants must provide fingerprints. See last page.**

## GENERAL INSTRUCTIONS

### Printing Application

This application is a permanent document. Please print application on quality paper.

### Complete every item

If an item does not apply, write “n/a.” **Incomplete applications will be returned.** Please print legibly or type information.

### Name and Social Security Number:

Write or type your name and social security number at the top of every page.

### Keep the instructions for your records

Checking off the items required will insure that all required documentation is submitted.

### Board Meeting Date

Fill in the date of the Board Meeting to consider the application. Dates are posted on the website: <http://www.tob.state.tx.us/tobcalendar.htm> Applications must be received thirty days prior to the Board Meeting.

## EXAMINATION MATERIALS

Download from the website (<http://www.tob.state.tx.us/forms.htm#down>) the Texas Optometry Act (including the Contact Lens Prescription Act) and the Board Rules. The examination covers both documents.

## PART I INSTRUCTIONS

**Photographs:** Attach two recent photographs showing current appearance. Staple photographs to the application. Before stapling, *sign the back of one of the photographs*. Photographs must be passport size and quality.

**Address:** If you move after submitting an application, notify the Board immediately of your new address (the Board will need to send you information during the application and examination process).

## **PART II INSTRUCTIONS**

**Citizens of the United States: Birth:** If you were born in the United States, you must submit an official (certified) copy of your birth certificate prior to being licensed. Contact your state or county of birth.

**Naturalization:** If you are a citizen by naturalization, you must submit a copy of the naturalization document or a copy of your United States Passport. This copy must be made by a notary (see end of instructions for sample statement to be made by notary). A notary (or notary public) may be found in the phone book, at most financial institutions, and at many schools of optometry. In the alternative, if you are taking the Texas Jurisprudence Exam directly administered by the Texas Optometry Board (and not the NBEO), you may bring the original naturalization document or United States Passport for examination by Board Staff.

**Citizens of Foreign Country:** If you are a citizen of a foreign country, you must submit a notarized copy of your passport showing birthplace and citizenship. A form for the notary to use is at the end of these instructions. If you are living in the United States, a license may only be issued if you have an appropriate work visa or a permanent residence card.

## **PART III INSTRUCTIONS**

Answer each question honestly and completely. The Board may discipline an applicant or refuse to issue a license if the applicant is dishonest on the application or misrepresented the facts on an application. If you answer yes to any question, attach a detailed explanation including relevant dates and locations. The Board may contact you requesting additional information.

### **Instructions for Specific Questions**

**Question 2:** The question "Have you failed an optometric examination in any jurisdiction" includes the NBEO.

**Question 3:** Applicants must report two different types of criminal history: 1) "charged" with a crime and 2) convicted of a crime. "Charged" includes being arrested, ticketed, cited or indicted. "Convicted" includes conviction; deferred adjudication; and court ordered community or mandatory supervision (with or without an adjudication of guilt). "Convicted" also includes a revocation of parole, probation or court ordered supervision.

Applicants must check "yes" if the applicant has been charged with or convicted of a crime, with the exception of a minor traffic violation (Class C Misdemeanor traffic violation in Texas or a traffic violation in another jurisdiction in which the maximum authorized punishment does not include jail or prison). Court ordered expunged, sealed or non-disclosed arrests or convictions do not need to be reported. An applicant should not assume that an arrest or conviction has been expunged, sealed or ordered non-disclosed. The applicant may provide a copy of the court order expunging or sealing the arrest or conviction as evidence of the court's action. If the applicant has questions about the reporting of an arrest or conviction, an attorney should be consulted. The Board will receive a criminal history report from the FBI and state police based on the submission of fingerprints. Failure to report conviction or being charged with a crime without a valid exception is cause for disciplinary action by the Board.

Please refer to [Board Rule 271.2](#) regarding the definition of conviction, and [Board Rule 277.5](#) for information on the effect of criminal convictions on the license application process.

**Question 5:** Please refer to Texas [Optometry Act Section 351.501\(a\)\(4\)](#) regarding authority of Board to refuse to issue license or impose practice limitations on applicants with a chemical dependency.

**Question 6:** Please refer to [Board Rule 279.15](#) for information on the practice limitations of licensees with certain contagious or infectious diseases.

## **PART IV INSTRUCTIONS**

List all states in which you are licensed or have been licensed. Include the dates you practiced

therapeutic optometry (or engaged in full-time teaching at a college of optometry). A License Verification form must be sent to each of these states for that state to complete. The states may require a fee for this service. The form: (<http://www.tob.state.tx.us/lwoeverif.pdf>) Download the form and mail the printed version to the states where licensed or formerly licensed. These forms must be received on or before application deadline.

## **PART V INSTRUCTIONS**

List every pre-optometry college and college of optometry attended, as well as the high school from which you graduated.

### **Transcripts**

Official paper transcripts from each pre-optometry college and optometry school attended must be received on or before application deadline. Transcripts must be official paper transcripts, but the Board does not require that the transcript be sent directly from the school.

## **PART VI INSTRUCTIONS**

Application must be signed and dated by the applicant. Please note the statements made by the applicant when signing the application.

## **FINGERPRINTS**

State law requires that every applicant be fingerprinted. Applicants must be fingerprinted before a license will be issued. Instructions, including contact information for the locations that take fingerprints, are on the website: <http://www.tob.state.tx.us/fingerprint.htm>. If you do not have access to the Internet, please contact the Board at 512-305-8500.

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Statement That May be Used When Copies are Made by Notary (Part II Instructions)

<b>CERTIFIED COPY OF A NON-RECORDABLE DOCUMENT</b>	
State of _____ County of _____	
On this _____ day of _____, _____, I certify that the preceding or attached document, and the duplicate retained by me as a notarial record, are true, exact, complete, and unaltered photocopies made by me of (description of document: _____), presented to me by the document's custodian, _____, and that, to the best of my knowledge, the photocopied document is neither a public record nor a publicly recordable document, certified copies of which are available from an official source other than a notary.	
Date _____  (Seal)	Notary Public's Signature _____