

# INSTRUCTIONS for OPTOMETRY LICENSE APPLICATION

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

- Application with all items completed (including photographs);
- Fee (\$150) – Money Order or Certified Check only. Make payable to Texas Optometry Board;
- If graduated from optometry school, either final official transcript from optometry school, or if final transcript is not immediately available, the completed certification by Dean on Part VII;
- If not graduated and in last semester of optometry school, the completed certification by Dean on Part VII; and
- Supporting documents if required by Part III of Application

**Additional documents, including fingerprints, will be required prior to issuance of license**

## 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.** Print 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.

### Examination Date Requested

Select the next available examination period by printing or typing the examination period in the box at the top left of the application (for example, "January 1 – 14, 2014"). Examination periods are posted on the website. <http://www.tob.texas.gov/exam-dates/index.html>

### Examination Administration

The Texas Jurisprudence Examination is administered by the NBEO (National Board of Examiners in Optometry). You must apply to the Texas Optometry Board **and** register with the NBEO. The deadlines are the same for the application to the Board and registration with the NBEO. The test may be taken on a computer connected to the Internet. See the NBEO Website for details on registering for the exam: <http://www.optometry.org/law.cfm>

### Additional Documents Required Prior to Issuance of License

Additional items that must be submitted prior to the issuance of a license, but may be submitted after application deadline (please check off). *All documents must be an original – copies cannot be accepted:*

- Proof of citizenship (see Part II Instructions)
- Fingerprints (see below)
- Official transcript of all pre-optometry colleges attended
- Final official transcript of all optometry colleges attended (optometry school graduates must submit final transcript *with application* unless Certification by School is completed in Part VII)
- License verifications from all states where the applicant is licensed or was previously licensed (form: <http://www.tob.texas.gov/files/PDFdocs/veriform.pdf>)
- NBEO scores for Parts I, II, III and TMOD sent directly from NBEO
- 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, copy acceptable)
- Military discharge (if applicable, copy acceptable)

*Note: a fee may be required to obtain these documents*

## **Mailing Application**

Mail application to Texas Optometry Board, 333 Guadalupe Street, Suite 2-420, Austin, Texas, 78701. Application must be received by Optometry Board on or before the deadline listed on the website.

## **EXAMINATION STUDY MATERIALS**

Download from the website (<http://www.tob.texas.gov/exam-study-materials/index.html>) the Texas Optometry Act (including the Contact Lens Prescription Act) and the Board Rules. The examination covers both documents.

## **FAILURE TO PROVIDE ALL INFORMATION**

Please fill out application carefully. Failure to provide accurate and complete information may result in disciplinary action, including a decision by the Board not to license the applicant.

## **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.texas.gov/fingerprints-applicants/index.html>. If you do not have access to the Internet, please contact the Board at 512-305-8500.

## **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**

*Supporting documents for Part II may be submitted after application is submitted, but must be submitted prior to issuance of license*

**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.

**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, misrepresents any facts, or does not disclose requested information on the 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*. A License Verification form must be sent to each state for that state to complete. A state may require a fee for this service. The form is available on the website; download the form and mail the printed version to each state where licensed or formerly licensed. The completed form or the official verification form of the state must be received before a license will be issued, but need not be attached to the application.

## **PART V INSTRUCTIONS**

List every pre-optometry college and college of optometry attended, as well as the high school from which you graduated. If you have not graduated from optometry school, enter “n/a” for the graduation date and see instructions for Part VII.

### **Transcripts**

Official paper transcripts from each pre-optometry college and optometry school attended must be received before a license will be issued, but need not be attached to the Application, with the following exception. Normally an applicant who has graduated from optometry school must include an official final transcript with the application, however if a final transcript is not immediately available, the applicant may include the completed certification by Dean on Part VII. In that case an official final optometry school transcript must be submitted to the Board before a license will be issued.

Transcripts must be paper official transcripts, but the Board does not require that the transcript be sent directly from the school.

Applicants in their last semester of optometry school must submit a final optometry transcript after graduation before a license will be issued

## **PART VI INSTRUCTIONS**

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

## **PART VII INSTRUCTIONS**

### **Applicants in the Last Semester of Optometry School**

State law allows student applicants to apply and take the Texas Jurisprudence Exam if the student:

- is in the last semester, in good standing, and eligible for graduation at the end of the semester, and so certified by the Dean of the optometry school on the application.

An Application of a student cannot be accepted without certification by the Dean.

**Applicants Who Have Graduated from Optometry School**

The final official transcript from optometry school should be attached to the application. However, if a final transcript is not immediately available, an application is acceptable if the Dean of the school of optometry certifies graduation. If the application uses the certification, a final official transcript must be received before a license will be issued.

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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	_____ Notary Public's Signature
(Seal)	