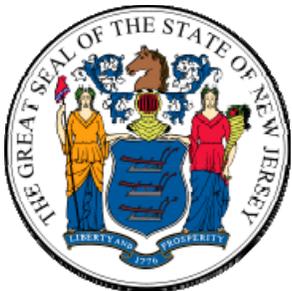


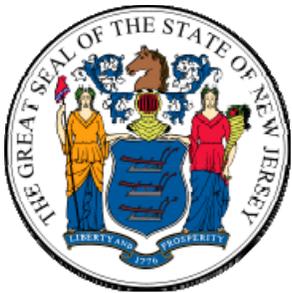
State Board of Examiners of Ophthalmic Dispensers and Ophthalmic Technicians

# Application Process Overview



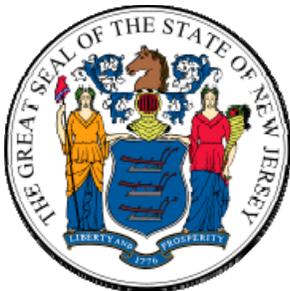
# State Board of Examiners of Ophthalmic Dispensers and Ophthalmic Technicians

- License qualified individuals
- Regulates the practice of ophthalmic dispensers, ophthalmic technicians, and ophthalmic dispenser and technician apprentices
- Investigates complaints and takes disciplinary action



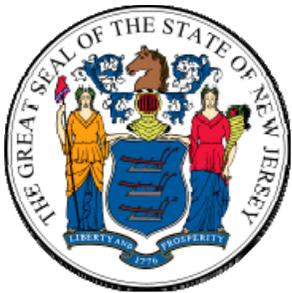
# License to Practice

- No one may practice as a registered ophthalmic dispenser without a current, active license
- You worked hard to complete your educational program, but you cannot practice unless you have a license
- Once you get your license, you need to keep it active and in good standing



# License to Practice

- How do you get a license?
- How do you keep a license in good standing?



# When Should I Begin the Application Process?

- Start Early!
- Right now would be a good time.



# How Do I Get an Application Form?

Applications can be downloaded from the Board's website at:

<http://www.NJConsumerAffairs.gov/oph/>

Home Division Units Boards & Committees NJPMP News Contact **File a Complaint**

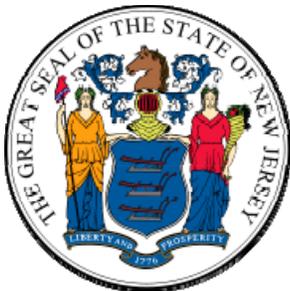
Board Home  
Members  
Meetings  
Disciplinary Actions  
**Applications and Forms**  
Exam Information  
Top Tips for License Applicants  
Laws and Regulations  
License Verification  
Frequently Asked Questions  
Request a List

## State Board of Examiners of Ophthalmic Dispensers and Ophthalmic Technicians

### Applications and Forms

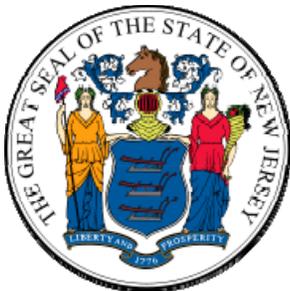
- Application for a Permit as an Apprentice Ophthalmic Dispenser or an Apprentice Ophthalmic Techni...
- Application for a Temporary Permit to Practice as an Ophthalmic Dispenser for Out of state applicants

*Last Modified: 2/17/2015 8:13 AM*



# Application Process

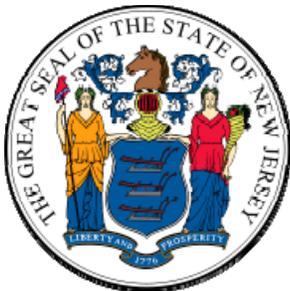
1. Submit an application (*\$100*)
2. Send supporting documents to the Board
3. Receive fingerprint instructions
4. Schedule a time to submit your fingerprints
5. Complete the NJ Orientation Program
6. Submit additional information (*as required*)
7. Submit Registration Form (*\$420 / \$210*)



# Application Fees

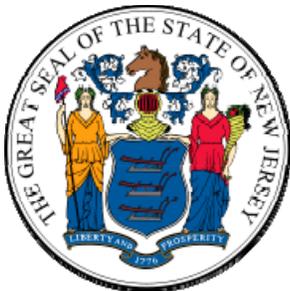
## Application Fee

- \$100
- Payable by check or money order
- ***NO CASH***



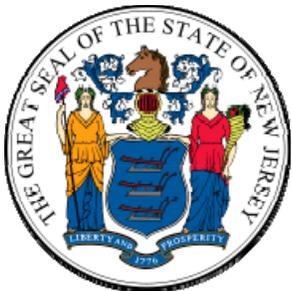
# Application Questions

- Moral Character – Arrests / Convictions
- Student Loans
- Child Support
- Ability to Practice – Physical / Cognitive
- Use of Illegal Chemical Substances



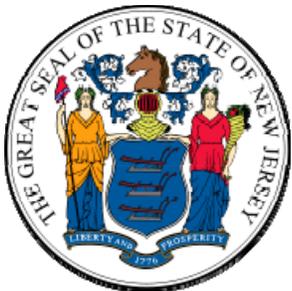
# Criminal History Background Check

- You must complete the “*Certification and Authorization Form*” as part of the application
- You will receive a letter with instructions on how to schedule an appointment to have your fingerprints digitally recorded
- Go online to schedule an appointment and pay the fee directly to the MorphoTrust.



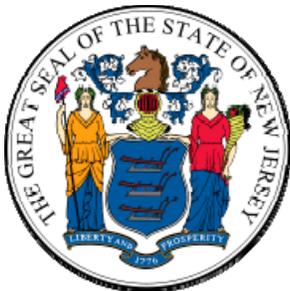
# Criminal History Background Check “Tips”

- This can be the longest part of the application process
- You can schedule an appointment as soon as you receive the notice to schedule
- Processing time is 7-10 days after the digital scan



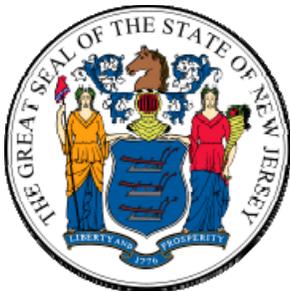
# Initial Registration Fee

- Once your application has been approved you will receive an “*Initial Registration Form*”
- You must verify the information and return with the appropriate fee (\$420 / \$210)



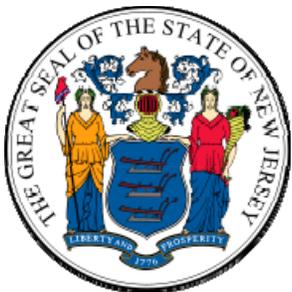
# Keeping Your License Current

- Licenses are valid for 2 years
- You must keep your address current with the Board to receive renewal notices
- Renewals are done online and require a renewal fee



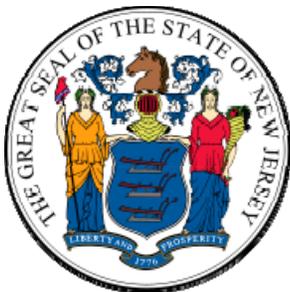
# Continuing Education

- You must complete your continuing education prior to renewal
- Registered Ophthalmic Dispensers must complete 12 credits during each two-year period
  - 3 of the 12 credits shall be in the dispensing of contact lenses
- You may be able to complete less continuing education during the first period in which you are licensed.



# Communication

- If you get a letter from the Board – *read it*
- If the Board asks for you to respond to it – *do it in a timely fashion (duty to cooperate)*
- If you move, change your name, start working in a new location – *contact the Board and update your information*



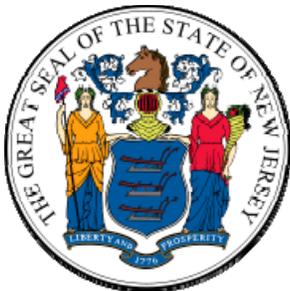
# Where Do I Send Mail for the New Jersey Board of Ophthalmic Dispensers?

## Mailing Address

State Board of Examiners of Ophthalmic Dispensers and Ophthalmic Technicians  
P.O. Box 45011  
Newark, NJ 07101

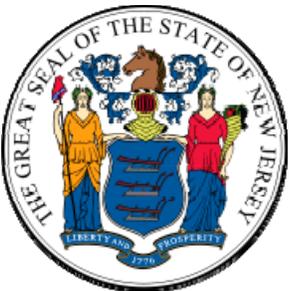
## Physical Address

State Board of Examiners of Ophthalmic Dispensers and Ophthalmic Technicians  
124 Halsey Street  
Newark, NJ 07102



# Tips for the Application Process

- Mail the application with as much supporting information as possible
- Be clear about what name(s) appear on your application and supporting documents
- Use the P.O. Box to mail items to the Board
- Submit as much information as possible, if you answer “yes” to any of the questions



# Useful Links

State Board of Examiners of Ophthalmic Dispensers and Ophthalmic Technicians

[www.NJConsumerAffairs.gov/opt](http://www.NJConsumerAffairs.gov/opt)

Application Status

[www.NJConsumerAffairs.gov/Pages/licensingboards.aspx](http://www.NJConsumerAffairs.gov/Pages/licensingboards.aspx)

License Verifications

[www.NJConsumerAffairs.gov/Pages/licensingboards.aspx](http://www.NJConsumerAffairs.gov/Pages/licensingboards.aspx)

