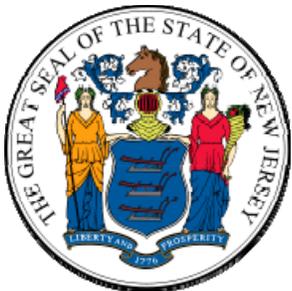


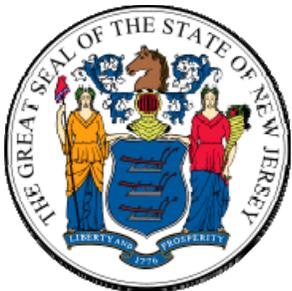
New Jersey State Board of Optometrists

# Application Process Overview



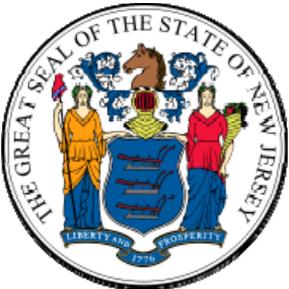
# New Jersey State Board of Optometrists

- License qualified individuals
- Regulates the practice of optometry
- Investigates complaints and takes disciplinary action



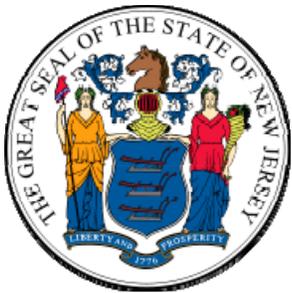
# License to Practice

- No one may practice as a registered optometrist 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



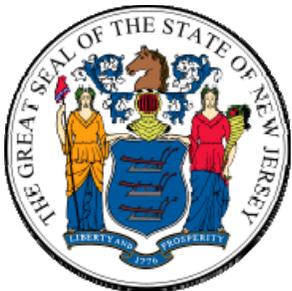
# License to Practice

- 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/opt/>

Board Home

Alerts

Members

Meetings

Disciplinary Actions

**Applications and Forms**

Top Tips for License Applicants

Laws and Regulations

Continuing Education

License Verification

Frequently Asked Questions

Useful Links

## New Jersey State Board of Optometrists

### Applications and Forms

New applicants, for licensure in the State of New Jersey must obtain the following:

1. Application for an Optometry License
2. Oral Therapeutic Pharmaceutical Agents (T.P.A.) Certification

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#### Additional Application

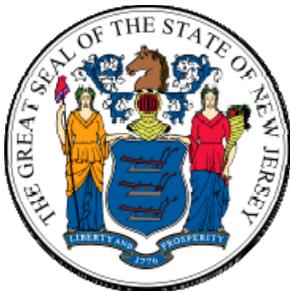
- Application for a Branch Office Certificate
- Initial Application for Registration for Dispenser/Prescriber (*New Jersey Drug Control Unit*)

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#### Additional Resources

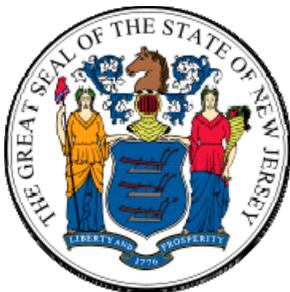
- Approved NJPB Printer Vendor and Sales Representative List
- New Jersey Drug Control Unit

*Last Modified: 2/17/2015 7:50 AM*



# Application Process

1. Submit an application for a license
  - *\$125 application fee (when applying for OM and OA at the same time)*
  - *\$250 for Optometry License (OA)*
  - *\$250 for Oral T.P.A. License (OM)*
2. Receive fingerprint instructions and jurisprudence exam
3. Schedule a time to submit your fingerprints
4. Submit additional information as it calls for on the application



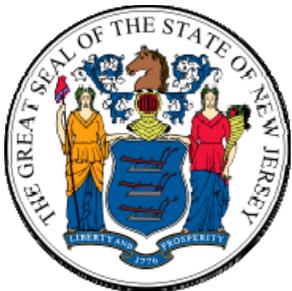
# Active vs. Inactive-paid

- Active License - you have a place of work
  - Along with your application, submit to the board the address at which you have been promised work
  - Include the names and license numbers of the other optometrists/ ophthalmologists at that place of work
- Inactive - you have a license but have not been promised a place of work in NJ
  - Registration fee is \$100 / \$50



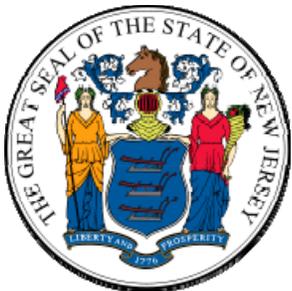
# Application Fees

- Application Fee:
  - \$125
  - 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



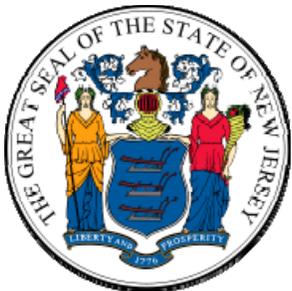
# Jurisprudence Orientation

- FREE
- Helps you understand that regulations exist, what they say, and where to find them
- Exam will be mailed to you
- Statutes and Regulations are available on the Board's website:  
[www.NJConsumerAffairs.gov/opt](http://www.NJConsumerAffairs.gov/opt)
- Remember to review the statutes, regulations and uniform regulations



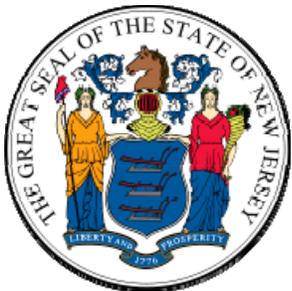
# Criminal History Background Check

- 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.



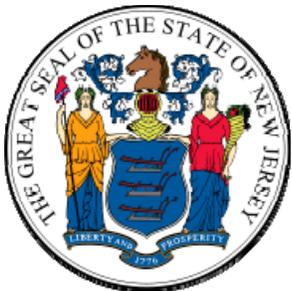
# Criminal History Background Check “Tips”

- 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 approximately 7-10 days after the digital scan



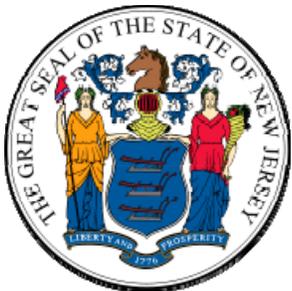
# Initial Registration Fee

- Once your application has been approved you will receive an “*Initial Registration Form*”
- You must verify the information and return with the appropriate fee:
  - \$250 for active status if between May 1<sup>st</sup> of every odd year and Feb. 20<sup>th</sup> of every even year
  - \$125 for active status if between May 1<sup>st</sup> of every even year through Feb. 20<sup>th</sup> of every odd year



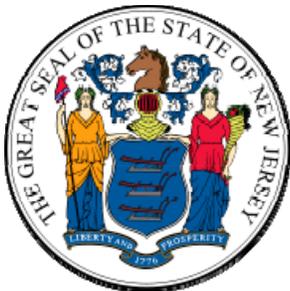
# Keeping Your License Current

- Licenses are valid for 2 years
- Every optometrist license expires in May of odd-numbered years
- You must keep your address current with the Board to receive renewal notices
- Renewals are done online and require a renewal fee for both your OA and OM licenses



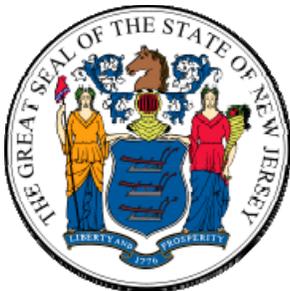
# Continuing Education

- You must complete your continuing education prior to renewal  
*(May 31 of every odd-numbered year)*
- Registered Optometrists must complete 50 credits during each two-year period
  - 30 of the 50 must consist of Therapeutic Pharmaceutical Agents (TPA) credits
  - 10 of the 30 must consist of oral TPA credits
- 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*



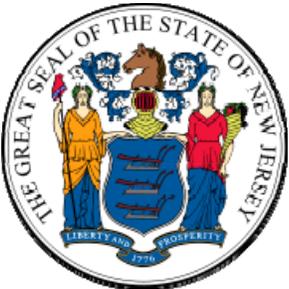
# Where Do I Send Mail for the New Jersey State Board of Optometrists?

## **Mailing Address:**

New Jersey State  
Board of Optometrists  
P.O. Box 45012  
Newark, NJ 07101

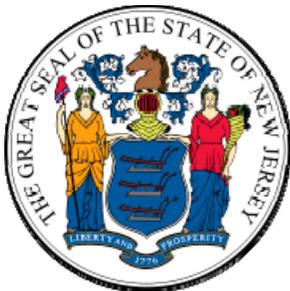
## **Physical Address:**

New Jersey State  
Board of Optometrists  
124 Haley Street  
Newark, NJ 07101



# Tips for the Application Process

- Make sure you complete both the Optometry and Oral T.P.A. Certification Licenses
- 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

Board of Optometrists

[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)

