

## ADMINISTRATIVE POLICY

### Retention of Legal and Verifying Documents Policy

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The College of Opticians of Ontario (COO) may periodically request applicants or registrants to submit legal or verifying documents. These requests may be made at the time of application for registration or reinstatement of a certificate of registration, registration renewal, or between renewal periods if there is a change in status or other circumstances that require the submission of such documents.

The following are examples of some of the legal and or verifying documents applicants or registrants may be required to submit to the College:

#### **Legal Documents:**

1. Documentation to verify legal name, such as notarized photocopies of current passport, driver's license or birth certificate (accompanied by a valid government-issued photo ID).
2. Documentation to verify Canadian citizenship or immigration status. Acceptable documents include notarized photocopies of current Canadian passport, Canadian birth certificate, Canadian citizenship card, or Canadian citizenship certificate. Non-Canadian citizens may submit a notarized photocopy of their current permanent resident card, or valid work or study permit.

#### **Verifying Documents:**

1. Letter of standing from the regulatory authorities the applicant or registrant is registered with.
2. Documentation to verify English or French language proficiency, such as academic transcript(s) or standardized test report(s).
3. Documentation to verify education in opticianry or related field, such as academic transcript(s) and diploma/degree from an educational institution.
4. Documentation to verify qualifying examinations completed in opticianry or related field.
5. Evaluation report of academic credentials from World Education Services (WES)
6. Criminal record check reports

#### **When submission of original documents is required**

For verification purposes, COO may require applicants to submit original documents, including legal documents, academic transcripts, and diplomas/degrees. Other than the documents referred to below, all other original documents will be returned to the applicant or registrant once they have been verified.

#### **The following original documents will be retained on file indefinitely:**

1. Letters of standing from regulatory authorities
2. Standardized test reports
3. Academic transcripts received directly from educational institutions
4. Evaluation reports of academic credentials from WES
5. Criminal record check reports

**Inactive, Refused, and Withdrawn Applications**

If an application for a certificate of registration remains inactive for a period of one year, the application file will be closed and the legal and verifying documents will be returned to the applicant within 60 days.

If an applicant is refused registration with COO or decides to withdraw their application, the legal and verifying documents will be returned to the applicant within 60 days.