

REGISTRATION POLICY

Retiring or Resigning

The purpose of this policy is to provide guidance to registrants who wish to retire or resign their certificate of registration with the College of Opticians of Ontario (College).

Retiring

The College's Registration Regulation does not provide a formal process for retiring from the practice of opticianry. Registered opticians who are retiring and do not wish to continue with their registration with the College will have the following options:

1. **Become Inactive:** Retired opticians may change their registration status to Inactive. Opticians in the Inactive Class are not entitled to practise opticianry or use the title Registered Optician. Opticians in this class pay a reduced annual registration fee and may be re-issued a certificate as a Registered Optician if they meet the requirements set out in the Reinstatement and Changing from Inactive to Active Practice Policy.

Retired opticians in the Inactive class will have an option of displaying their registration status as "Inactive – Retired" on the public register.

2. **Administrative Suspension:** Retired opticians may opt not to renew their certificate of registration. As a result, their certificate will be suspended following a short notice period. Opticians may indicate in the registrant portal that they wish the Public Register to display that they are retired. Please note, however, that suspended certificates are revoked after a 3-year period has elapsed, unless the certificate is reinstated within that period. Once a certificate is revoked, it cannot be reinstated. Applicants would be required to re-apply for registration and go through the same process as new applicants. For more information regarding reinstatement, please refer to the Reinstatement and Changing from Inactive to Active Practice Policy.
3. **Resign:** Retired opticians may choose to resign their registration with the College. Opticians who resign their registration will no longer be permitted to practise opticianry or use the title Registered Optician. In order to return to practice following resignation, they would be required to re-apply to the College as a new applicant and meet the registration requirements in place at the time of their re-application. For more information, please see the Resignation section of this policy.

Opticians who are retiring must notify the College in writing of their intent to retire and indicate whether they wish to change their class of registration to inactive, have their certificate of registration administratively suspended, or resign their certificate of registration.

Resigning a Certificate of Registration

Opticians who do not intend to practise the profession in Ontario may opt to resign their certificate of registration with the College. Opticians who resign and later wish to resume practice in Ontario, must apply for a new certificate of registration, pay all applicable fees, and meet all registration requirements at the time of their application.

Opticians who wish to resign their certificate of registration must formally notify the College by:

- I. Submitting a completed Resignation Form (if resigning outside of the registration renewal period), or
Submitting a notice of resignation via the online registrant portal (if resigning during the renewal season);
- II. Including the reason(s) for resignation, and
- III. paying all outstanding fees, penalties, or other amounts owed to the College.

Once resigned, a certificate of registration expires, and the holder is no longer permitted to:

- perform the controlled acts of dispensing eyeglasses, contact lenses, or sub-normal vision devices as a Registered Optician in Ontario;
- use the titles Registered Intern Optician or Registered Optician;
- hold themselves out as a registrant of the College; or
- supervise any student practicums or intern opticians or delegate any controlled acts to non-opticians.

Opticians who engage in any of the prohibited activities noted above may be subject to prosecution for unauthorized practice.

Please be aware that after resigning, a registrant is still subject to the College's jurisdiction in cases of alleged professional misconduct or incompetence for conduct during the period of time before resignation. Therefore, a resignation will not prevent the COO College from investigating a registrant's alleged professional misconduct or incompetence.