

## Professional Portfolio Requirements When Changing Registration Class

Thank you for taking the time to review your professional portfolio and continuing education requirements. Whether you're planning to change your registration class or simply exploring your options, we want this process to be clear and manageable. If you have questions along the way, please email [QA@collegeofopticians.ca](mailto:QA@collegeofopticians.ca); we're here to support you.

### Inactive Opticians

Inactive opticians are not required to maintain a professional portfolio until they return to active status. When you're ready to change class, we are here to help ensure the transition is smooth and clear.

### Continuing Education (CE) Requirements when Changing Class

#### Inactive → Registered Optician

If you move from **Inactive to Registered Optician** class during the calendar year, you are required to maintain a professional portfolio once you change class. Your CE requirements are pro-rated based on the portion of the year you are registered. This helps make sure expectations remain fair and achievable.

CE hours required based on your date of change:

Date of Change	Accredited CE Hours	Self-Directed CE Hours
January 1- March 31	12 (100%) 4 CL*, 4 EG**, 4 PG***	4 (100%)
April 1-June 30	9 (75%) 3 CL, 3EG, 3 PG	3 (75%)
July 1- September 30	6 (50%) 2 CL, 2 EG, 2 PG	2 (50%)
October 1- December 31	3 (25%) 1 CL, 1 EG, 1 PG	1 (25%)

#### Registered Optician → Inactive

If you move from **Registered Optician to Inactive** during the calendar year, you must maintain a professional portfolio during the time you are active. Your CE hours are pro-rated based on how much of the year you were registered, making it easier to stay on track.

Date of Change	Accredited CE Hours	Self-Directed CE Hours
January –March 31	3 (25%) 1 CL*, 1 EG**, 1 PG***	1 (25%)
April 1- June 30	6 (50%) 2 CL, 2 EG, 2 PG	2 (50%)
July 1- September 30	9 (75%) 3 CL, 3 EG, 3 PG	3 (75%)
October 1- December 31	12 (100%) 4 CL, 4 EG, 4 PG	4 (100%)

**Registered Optician ↔ Inactive**

If you change class **more than once** during the calendar year, your CE hours are pro-rated based on how much of the year you spent in the Registered Optician class. We recommend you contact the College directly to confirm the number of hours you should complete.

<b>Number of Days in the Registered Optician Class</b>	<b>Accredited CE Hours</b>	<b>Self-Directed CE Hours</b>
1 day – 90 days	3 (25%) 1 CL*, 1 EG**, 1 PG***	1 (25%)
91 days –182 days	6 (50%) 2 CL, 2 EG, 2 PG	2 (50%)
183 days –274 days	9 (75%) 3 CL, 3 EG, 3 PG	3 (75%)
275 days –365 days	12 (100%) 4 CL, 4 EG, 4 PG	4 (100%)

\*CL = Accredited Contact Lens Hours

\*\*EG = Accredited Eyeglass Hours

\*\*\*PG = Accredited Professional Growth Hours