

BRIEFING NOTE

TO: Board of Directors

FROM: Derick Summers, Chair, Registration Committee

DATE: June 1, 2026

SUBJECT: Inactive Class Policy
Appendix A: Inactive Class Policy (Current & marked with changes version)
Appendix B: Inactive Class Policy (Clean & proposed updated version)

☒ For Decision

☐ For Information

☐ Monitoring Report

Purpose:

To consider approval of proposed updates to the Inactive Class Policy, following the end of the July 1, 2025 transitional period.

Background:

The Inactive Class Policy was first approved on June 3, 2024, to reflect the creation of the Inactive class in the [Registration Regulation](#).

The policy outlines the requirements to move to the Inactive class, the conditions of being an optician in the Inactive class, the annual renewal requirements, and how to return to active practice.

For Consideration:

The current policy with visible tracked changes is attached as Appendix A and the proposed clean version of the policy is attached as Appendix B so that the Board can view what edits are being proposed.

A footnote in this policy referencing the July 1, 2025 transition period that the College had that allowed suspended Registered Opticians to move to the Inactive class without first having to reinstate their Registered Optician (RO) certificate still appears in this policy.

Now that the transition period has past, the Committee has proposed to remove this language from the policy to ensure that the policy is concise and clear.

Public Interest Considerations:

The Committee considered that the removal of the transition footnote will remove any confusion as to what the requirements to applying to the Inactive class are.

Diversity, Equity, and Inclusion Considerations:

The Committee reviewed whether the removal of the footnote would affect accessibility access for registrants. The removal does not change the requirements for moving to the Inactive class or the conditions of the Inactive class.

Risk Management Considerations:

The Committee considered that by removing the transition language in this policy, it removes confusion for registrants as to what they need to move to the Inactive class. The proposed changes also allow the College to be efficient and clear in delivering important information.

Action Required:

That the Board approve the proposed updates to the Inactive Class Policy or request a further review.



College of
Opticians
of Ontario

REGISTRATION POLICY

Inactive Class

The Inactive Class is a class of registration for opticians who are not currently practising the profession, but who wish to maintain their registration with the College of Opticians of Ontario (the College).

Reasons to apply for an Inactive Class of registration include, but are not exclusive to parental leave, educational leave, medical or personal leave, move to another jurisdiction, change of profession, or retirement.

Applying to the Inactive Class

Opticians, wishing to register in the Inactive Class, must submit a written request to the College and meet the following requirements set out in section 13 of the Registration Regulation:

1. The applicant must hold a certificate of registration as a Registered Optician. The Registered Optician certificate must be in good standing and cannot be suspended (e.g. for non-renewal/non-payment of fees).[±]
2. The applicant must undertake not to practise opticianry while holding a certificate of registration as an inactive optician.
3. The applicant must have paid all outstanding fees to the College and have provided all outstanding information requested of the applicant by the College.
4. The applicant must not be subject to any outstanding requirements of the quality assurance program.

Conditions of the Inactive Class of Registration

Opticians registered in the Inactive Class must not:

1. Practice opticianry, including under the supervision, assignment or delegation of a registered optician, optometrist or physician.
2. Supervise the practice of opticianry.
3. Display their certificate of registration at any location that is visible to the public.

~~*Under a temporary Transition Policy that is in place until July 1, 2025, Registered Opticians who have been suspended for non-renewal/non-payment of fees are eligible to apply for a certificate of registration in the Inactive Class. After July 1, 2025, suspended opticians must first reinstate their Registered Optician certificate prior to applying to join the Inactive Class.~~

Inactive Class Policy

Date Approved: June 3, 2024

Date Last Revised: ~~N/A~~ **Date TBC**

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- 4. Use the title “Registered Optician”. Instead, registrants in the Inactive Class may only use the title “Registered Optician (Inactive)”, the abbreviation “RO (inactive)” or a variation of these titles.
- 5. Represent to the public that they are entitled to practise opticianry.

Annual Renewal, Professional Liability Insurance, and Quality Assurance Program Requirements

Opticians in the Inactive Class must renew their registration on an annual basis and pay the applicable fees.

Inactive Class registrants are not required to carry professional liability insurance and are not required to participate in the quality assurance program while inactive.

Returning To Practice

Registrants wishing to return to active practice must request a class change from the Inactive Class to the Registered Optician class and meet the requirements set out in the [Reinstatement and Changing from Inactive to Active Practice Policy](#).

Registrants returning to active practice will be required to demonstrate that their knowledge and skills are current. For more information see the [Reinstatement and Changing from Inactive to Active Practice Policy](#).

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Inactive Class Policy
Date Approved: June 3, 2024
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