GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HEALTH - HEALTH PROFESSIONAL LICENSING ADMINISTRATION

NEW LICENSE APPLICATION

Board of Optometry

Please read instructions before completing this form. If you have any questions, call HPLA's toll-free Customer Service line at **1-877-672-2174** Monday through Friday, 8:30AM to 4:30PM EST. **A charge of $65.00 will be imposed for dishonored checks (public Law 89-208).**

SECTION 1. REQUESTED LICENSE TYPE/FEES (includes non-refundable application fee – see instructions)

Check ALL that apply with appropriate fees:

☐ OP – Optometrist by Examination (Includes TPA & DPA authorities)	$433.00
☐ OP – Optometrist by Endorsement (Includes TPA & DPA authorities)	$433.00
☐ DC Licensed Optometrist - Adding DPA authority DC OP license number OP _____	$176.00
☐ DC Licensed Optometrist - Adding TPA authority (This authority type automatically receives a DPA authority.) DC OP license number OP _____	$230.00
☐ Criminal Background Check (Required for all applicants)	$50.00
☐ Duplicate Licenses (limit 5) _____X $34.00 =	$____.00
Total Enclosed	**$____.00**

Make check or money order payable to: DC Treasurer.

MAIL TO:

DC Board of Optometry
P.O. Box 37802
Washington, D.C. 20013

SECTION 2. APPLICANT NAME/DEMOGRAPHIC INFORMATION

Enter your name exactly as it should appear on the license. If your name has changed at any point since you first attended college or university, please complete Section 4 on page 2. You must also provide a copy of a legal name change document for EACH time that it has changed. Acceptable documents for individuals are marriage certificates, divorce decrees, or court orders.

FIRST NAME | MI | LAST NAME | SUFFIX (Jr, Sr, etc.)

SOCIAL SECURITY NUMBER ___ – ___ – ____
If applicant does not provide a social security number, a sworn affidavit is required.

DATE OF BIRTH M M – D D – Y Y Y Y

PLACE OF BIRTH
Provide City and State for US birthplace or Country for foreign place of birth.

GENDER
Please check the correct box.
Female ☐ Male ☐

OE TRACKER NUMBER

SECTION 3. SUPPORTING DOCUMENTS REQUIRED

Please indicate the supporting documents you have included with this package or requested to be sent to the Board of Optometry. Keep a photocopy of all supporting documents for your records.

A.	Two recent identical passport-type photos of the applicant's face (approx. 2"X2") with applicant's name and Social Security number on the back. The photos must be original photos and cannot be computer-generated copies of paper copies.	YES ☐ NO ☐
B.	If applying by **examination** for an Optometry license, please have all certified official transcript (s) with registrar's seal, in a separate sealed envelope, sent directly from the educational institution (s) to the DC Board of Optometry.	YES ☐ NO ☐
C.	If applying by **endorsement**, a **Request of Verification of State Licensure** from (attachment in the Application and Instructions Forms package) from all states/jurisdictions that you held a license or certificate in, including all active and inactive status, must be sent. Please remember to make copies of the form for each state of jurisdiction where you held a license and have the completed Request of Verification of State Licensure sent directly to the DC Board of Optometry.	YES ☐ NO ☐
D.	f applying for or adding a **DPA or TPA authority,** you must provide proof that you passed the Treatment and Management of Ocular Disease (TMOD) section of the examination administration administered by the National Board of Examiners in optometry (NBEO). The results must be sent directly to the DC Board of Optometry.	YES ☐ NO ☐
E.	Supplement Informational and Signed Statement of Understanding form.	YES ☐ NO ☐
F.	Professional Character Reference of Moral Character form.	YES ☐ NO ☐
G.	Copies of legal documents supporting all name changes.	YES ☐ NO ☐

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SECTION 4. PREVIOUS NAMES

If your name has changed at any point since you first attended college or university, you must provide a copy of a legal name change document for EACH time that it has changed. Acceptable documents for individuals are marriage certificates, divorce decrees, or court orders.

Changed to current name by: ☐ Marriage ☐ Divorce ☐ Court Order ☐ Spouse Death Certificate

FIRST NAME | MI | LAST NAME | SUFFIX (Jr, Sr, etc.)

Changed to current name by: ☐ Marriage ☐ Divorce ☐ Court Order ☐ Spouse Death Certificate

FIRST NAME | MI | LAST NAME | SUFFIX (Jr, Sr, etc.)

Changed to current name by: ☐ Marriage ☐ Divorce ☐ Court Order ☐ Spouse Death Certificate

FIRST NAME | MI | LAST NAME | SUFFIX (Jr, Sr, etc.)

Changed to current name by: ☐ Marriage ☐ Divorce ☐ Court Order ☐ Spouse Death Certificate

FIRST NAME | MI | LAST NAME | SUFFIX (Jr, Sr, etc.)

SECTION 5A. HOME ADDRESS

Even if you have a PO Box, a street address should also be provided, if applicable.

☐ APARTMENT ☐ SUITE ☐ FLOOR ☐ PO BOX NUMBER

HOME STREET ADDRESS 1 (If applicable, use this line for additional building information. Otherwise, use this line to indicate STREET NUMBER and STREET NAME)

HOME STREET ADDRESS 2 (If additional space is needed, use this line to indicate STREET NUMBER and STREET NAME)

CITY

STATE | ZIP CODE + 4

HOME PHONE NUMBER | HOME FAX NUMBER | E-MAIL ADDRESS

SECTION 5B. BUSINESS ADDRESS

Please note: This information will be made available to the public.

Even if you have a PO Box, a street address should also be provided, if applicable.

COMPANY NAME **(Please Note that your business address will appear on the DOH web site.)**

☐ APARTMENT ☐ SUITE ☐ FLOOR ☐ PO BOX NUMBER

BUSINESS STREET ADDRESS 1 (If applicable, use this line for additional building information. Otherwise use this line to indicate STREET NUMBER and STREET NAME)

BUSINESS STREET ADDRESS 2 (If additional space is needed, use this line to indicate STREET NUMBER and STREET NAME)

CITY

STATE | ZIP CODE + 4

BUSINESS PHONE NUMBER | BUSINESS FAX NUMBER | E-MAIL ADDRESS

SECTION 5C. PREFERRED MAILING ADDRESS

Indicate your preferred mailing address by placing an "X" in the appropriate box. This will be the address to which all future licensing documents will be mailed.

☐ HOME ☐ BUSINESS

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SECTION 6A. PROFESSIONAL SCHOOLS ATTENDED

List all colleges and universities attended prior to and including professional schools. List in reverse chronological order, beginning with the most recent at the top.

School Name, City, State, Country	Number of Hours Completed	Date of Graduation	Type of Degree/Certificate

SECTION 6B. POSTGRADUATE EXPERIENCE

List all employment history and experience since graduation from college or professional school, in reverse chronological order, beginning with the most recent. For "Type of Position," use the letter from the key below.

Organization/Institution	Location	Start Date	End Date	Type of Position (Use Key Below)*	Full Time	Part Time

* TYPE OF POSITION KEY

A. Employment
B. Private Practice
C. Clinical Rotations
D. Instructor
E. Internship/Residence
F. Other (specify on separate sheet of paper)

SECTION 6C. PROFESSIONAL LICENSES IN OTHER STATES/JURISDICTIONS

List all states and jurisdictions in which you have ever held a similar professional license. You must request and provide verification of licensure for all of these licenses, past and/or present.

Jurisdiction	Date License Was First Obtained	License Number

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SECTION 7. QUESTIONS - Applicants MUST answer all of the following questions.

Please answer all of the following questions by questions by placing an "X" in the appropriate boxes. If you answer "YES" to question A through J below, you must provide full infor-

A.	**Clean Hands Before Receiving a License or Permit Act of 1996 Certification Form Requirement.** Please read the information below carefully before responding to this "YES' no 'NO" question, as any false information provide requires that the Department of Health proceed immediately to revoke your License or Permit for which you are now applying, and fine you one thousand dollars ($1,000.00), pursuant to D.C. Official Code Section 476-2864 (2001). IF YOU ANSWERED "YES" TO THIS QUESTION, PLEASE SUBMIT PROOF OF THE ARRANGEMENTS YOU HAVE MADE TO PAY THE OUTSTANDING DEBIT. IF YOU DO NOT HAVE AN APPROVED PAYMENT SCHEDULE TO PAY THE AMOUNT YOU OWE OR IF NO APPEAL IS PENDING, THE LAW REQUIRES THAT YOUR RENEWAL APPLICATION BE DENIED. As of this date, do you owe more than one hundred dollars ($100.00) to the District of Columbia Government as a result of any of the following: 1. Fine, penalties, or interest assessed pursuant to D.C. Official Code Title 8, Chapter 8 (Litter Control Administrative Act of 1985); 2. Fines or interest assessed pursuant to D.C. Official Code Title 8, Chapter 9 (Illegal Dumping Enforcement Act of 1994); 3. Fine, penalties, or interest assessed pursuant to D.C. Official Code Title 2, Chapter 18 (Civil Infractions Act of 1994); 4 Past due taxes; 5 Past due District of Columbia Water and Sewer Authority service fees: 6. Fines or penalties assessed pursuant to D.C. Official Code Title 50, Chapter 23 (Traffic Adjudication)? The information presented above is in compliance with the requirement to submit with your application for licensure or permit under the Clean	YES ☐ NO ☐
B.	Have you ever been convicted or investigated of a crime or misdemeanor (other than traffic violations) not previously report?	YES ☐ NO ☐
C.	Are you now or have you ever been licensed in DC or any other state/jurisdiction? (If "YES" be sure to complete section 6C of the form.)	YES ☐ NO ☐
D.	Have you ever been party to a malpractice action or had malpractice action brought against you?	YES ☐ NO ☐
E.	Have you ever voluntarily surrendered a license after formal changes have been filed against you or while under investigation?	YES ☐ NO ☐
F.	Have you been termination from or resigned from a clinical or professional training program?	YES ☐ NO ☐
G.	Do you have a physical or medical condition that currently impairs your ability to practice your profession?	YES ☐ NO ☐
H.	Has the use of drugs and/or alcohol and resulted an impairment of your ability to practice your professional?	YES ☐ NO ☐
I.	(1) Have you withdrawn an application (in DC or any other state/jurisdiction) to you Professional? (2) Has any authority or peer review board taken adverse action against your license or privileges? (3) Are you currently under investigation or were you investigated by any authority or peer review board for any violation of state, federal, or local law? (4) Has any authority or peer review board informed you of any pending charges (s) or investigation not previously reported to this Board?	YES ☐ NO ☐ YES ☐ NO ☐ YES ☐ NO ☐ YES ☐ NO ☐
J.	Have you ever been terminated or asked to resign from employment since obtaining your (professional) license?	YES ☐ NO ☐

SECTION 8. LICENSE APPLICATION ATTESTATION AND SIGNATURE

I hereby attest that the information given in this application, including all writings and exhibits attached hereto, is true and complete to the best of my knowledge. I understand that the making of a false statement on this application, including all writings and exhibits attached hereto, is punishable by criminal penalties.

LICENSEE SIGNATURE	NAME (Please Print)	DATE