



Dispensing Opticians Program

PO Box 110806, Juneau, AK 99811

Phone: (907) 465-2550

Email: DispensingOpticians@Alaska.Gov

Website: ProfessionalLicense.Alaska.Gov/DispensingOpticians

Dispensing Optician Apprentice Registration Application Instructions

Before starting an apprenticeship, the apprentice shall register by submitting this form in its entirety.

The following must be received by the division before your application for Dispensing Optician Apprentice License can be reviewed:

1. APPLICATION

A signed, completed application (#08-4002, pages 1-4).

2. FEES

Fees made payable to "State of Alaska."

Nonrefundable Application Fee: \$ 50.00

Apprentice Registration Fee: \$250.00

Total Fees Due: \$300.00

3. AUTHORIZATION FOR RELEASE OF RECORDS

A completed Authorization for Release of Records form (#08-4002a).

4. STATEMENT OF RESPONSIBILITY

A completed Statement of Responsibility form (#08-4754) completed by the licensed instructor (supervisor) who must hold a current license in Alaska as a dispensing optician, optometrist, or physician.

OTHER INFORMATION

Please read the applicable statutes and regulations pertaining to apprenticeships (AS 08.71.160; AS 08.71.240; 12 AAC 30.110; and 12 AAC 30.900).

No hours of apprentice training earned before registering as a dispensing optician apprentice in Alaska will be counted toward the 1,800-hour requirement in AS 08.71.110(a)(2)(A).

Documentation of any hours of apprentice training or employment as a dispensing optician outside of Alaska must be verified on a form provided by the department (#08-4002b) at the time of initial registration for review by the department.

"Regular Supervision" means that the licensed supervisor (1) is physically present at the same site as the person being supervised at least once each day while dispensing optician tasks are being performed by the supervisee; (2) frequently observes and reviews the supervisee's performance of those tasks; (3) ensures that the supervisee performs all dispensing optician's tasks correctly under the supervision of the supervisor; (4) is not away from the location where the supervision takes place for more than two hours each day. No more than two apprentices may be under the supervision of one licensed dispensing optician at the same time.

If the apprenticeship training is interrupted or discontinued, this office MUST be notified within 30 days to avoid a loss of training hours. The apprentice must submit a new Statement of Responsibility form (#08-4754) to register under a new sponsor. Training hours under the new supervisor will not be accepted until the form and fees have been received by the department.

At the end of training or a change in supervisors, it is the apprentice's responsibility to give the former sponsor an Apprentice Verification of Training form (#08-4002b) for their completion; no hours will be considered by the department until the department office receives this completed form. The department will review and notify the apprentice of approval in writing.

General Information

APPLICATION PROCESSING:

The average time to process a paper application varies by program but can take several weeks from the date it is received in this office complete with all correct forms, supporting documents and appropriate fees paid. When the application is complete and correct, and all supporting documents have been received and all fees have been paid, the license will be issued. Start the process far enough in advance to allow for processing time. Applications are reviewed in order of receipt in our office, and walk-in customers should not expect immediate review.

LICENSE TERM:

There is no "inactive" status. If you choose not to renew your license, it will lapse. Licenses are issued for a two-year period and expire on June 30 of odd-numbered years, regardless of the date of issuance, except licenses issued within 90 days of the expiration date are issued to the next biennial expiration date. Renewal notices are provided at least 30 days prior to the expiration date on file, in accordance with AS 08.01.050. Failure to receive a renewal notice does not relieve a licensee from the responsibility of renewing a license on time.

PROFESSIONAL FITNESS QUESTIONS:

A "yes" response in the application does not mean your application will be denied. If you have responded "yes" to any professional fitness questions in the application, be sure to submit a signed and dated explanation, and the charging document and judgement.

DENIAL OF APPLICATION:

Please be aware that the denial of an application for licensure may be reported to any person, professional licensing board, federal, state, or local governmental agency, or other entity making a relevant inquiry or as may be required by law.

RANDOM AUDIT:

If your program requires continuing education, the Division will audit a percentage of the license renewals. If your license is randomly selected for audit, a letter will be sent with instructions to submit documentation as proof you satisfied the continuing competency requirements as stated on this renewal form. Licensees are randomly selected by computer and may be randomly selected as often as the computer program chooses. You must save your documents for at least four years so you can respond to audits.

ADDRESS OR NAME CHANGE:

In accordance with 12 AAC 02.900, it is the applicant's/licensee's responsibility to notify the Division, in writing, of changes of address or name. Name and address change notification forms are available on the Division's website. The address of record with the division will be used to send renewals and all other official notifications and correspondence. The name appearing on the license must be your current legal name.

CERTIFIED TRUE COPIES:

If any of the required documents will be issued under a former name, indicate on the application and submit marriage license and/or court documents that are notarized as a "certified true copy of the original document". To obtain a certified true copy, you must present the notary with the original document along with the photocopy. You must write, "I certify this is a true copy of the original document" and sign your name. The notary will compare the original document with the copy and then notarize your signature.

SOCIAL SECURITY NUMBERS:

AS 08.01.060 and 08.01.100 require that a U.S. Social Security Number be on file with the division before a professional license is issued or renewed for an individual. If you do not have a U.S. Social Security Number, please complete the Request for Exemption from Social Security Number Requirement form (#08-4372) located at *ProfessionalLicense.Alaska.Gov* or contact the division for a copy of the form. This form is required with every application if you do not have a U.S. Social Security Number.

PUBLIC INFORMATION:

Please be aware that all information on the application form will be available to the public, unless required to be kept confidential by state or federal law. Information about current licensees, including mailing addresses, is available on the division's website at *ProfessionalLicense.Alaska.Gov* under License Search.

ABANDONED APPLICATIONS:

Under 12 AAC 02.910, an application is considered abandoned when 12 months have elapsed since correspondence was last received from or on behalf of the applicant. An abandoned application is denied without prejudice. At the time of abandonment, the division will send notification to the last known address of the applicant, who has 30 days to submit a written request for a refund of biennial license and other fees paid. The application fee will not be refunded. If no request for refund is received within that timeframe, no refund will be issued, and all fees will be forfeited.

BUSINESS LICENSES:

The status of a professional license will directly impact the status of an associated business license. Renewal applications for business licenses are mailed separately. For more information about business licenses, (907) 465-2550 or *BusinessLicense.Alaska.Gov*

STALE DOCUMENTS:

Application forms, authorizations and verifications older than 12 months from the date the document was received by the division will be considered stale; the document must be resubmitted as appropriate before the application will be considered by the division or a licensing board. Application documents include the application documents and verifications of licensure from other licensing jurisdictions. (12 AAC 02.915)

PAYMENT OF CHILD SUPPORT:

If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, you may be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900 to resolve payment issues.

STATUTES AND REGULATIONS:

The complete set of statutes and regulations for this program are available by written request or online at the division's website: *ProfessionalLicense.Alaska.Gov*

If you would like to receive notice of all proposed regulation changes for your program, please send a request in writing with your name, preferred contact method (mail or email), and the specific program you want to be updated on to the address below.

Regulations Specialist
Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
EMAIL: *RegulationsAndPublicComment@Alaska.Gov*



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Dispensing Optician Apprentice Registration Application

If you are **currently registered** as an apprentice dispensing optician in the state of Alaska and want to change your sponsor, please use the Statement of Responsibility form (#08-4754).

PART I Payment of Fees

Required Fees:	<input type="checkbox"/> Nonrefundable Application Fee	\$ 50.00
	<input type="checkbox"/> Apprentice Registration Fee	\$250.00

PART II Personal Information

Full Legal Name:			
Provide all other names used (maiden, nicknames, aliases). If any documentation will be received in a prior name, you must provide a certified true copy of the documentation showing proof of legal name change(s).			
<input type="checkbox"/> Not Applicable			
<input type="checkbox"/> Other Names Used: _____			
Mailing Address:	P.O. Box or Street	City	State Zip
Contact Phone:	Date of Birth:		
EMAIL AGREEMENT: By choosing to receive correspondence on any matter affecting my license or other business with the Alaska Division of Corporations, Business and Professional Licensing, I agree to maintain an accurate email address through the MY LICENSE web page. I understand that failure to check my email account or to keep the email address in good standing may result in an inability to receive crucial information, potentially resulting in my inability to obtain or maintain licensure.			
Email Address:	Select One: <input type="checkbox"/> Send my Correspondence Electronically <input type="checkbox"/> Send my Correspondence by Mail		
<i>Note: If both boxes are selected above, you will receive correspondence electronically.</i>			
SOCIAL SECURITY NUMBER: AS 08.01.060 requires you to provide your United States Social Security Number. It is considered confidential information and will not be publicly disclosed; it may be used to verify inter-state licensure.			

PART III Employment Information

Place of Employment:			
Physical Address:	Street	City	State Zip
Supervisor Name:			
License Number:		License Type:	<input type="checkbox"/> Optometry <input type="checkbox"/> Dispensing Optician <input type="checkbox"/> Physician

PART IV Out-of-State Training

List any previous dispensing optician experience received outside the State of Alaska. Only out-of-state training documented at the time of initial registration will be considered towards registration for dispensing optician.

Start Date	End Date	Name of Optical Company	Hours Earned

PART V Professional Fitness Questions

The following questions must be answered. "Yes" answers may not automatically result in license denial.

For each "yes" response to any question, you must provide an explanation and documentation. Use the letter of explanation form (#08-4752) appended to this application; include full details, dates, locations, type of action, organizations or parties involved, and specific circumstances. A separate letter of explanation form must be provided for each "yes" answer documented below. Documentation includes copies of court orders, charging documents, board, or license actions, etc.

When in doubt about your response, disclose and provide the required explanation and documents. Applications submitted without the required attachments will be considered incomplete and will not be processed.

The contents of licensing files are generally considered public records. If you believe that the additional information you are attaching to explain a "yes" answer should be considered confidential, state that in the attachment. A request for confidentiality may or may not be granted.

When in doubt, disclose and explain.

1. Have you been convicted of a crime or are you currently charged with committing a crime, or is any such action pending? For purposes of this question, "crime" includes a misdemeanor, felony, or a military offense, including (but not limited to) a conviction involving driving under the influence (DUI) or driving while intoxicated (DWI), driving without a license, reckless driving, or driving with a suspended or revoked license. "Convicted" includes having been found guilty by verdict of a judge or jury, having entered a plea of guilty, nolo contendere or no contest, or having been given probation, a suspended imposition of sentence, or a fine. Yes No
2. Have you had a professional license denied, revoked, suspended, or otherwise restricted, conditioned, or limited or have you surrendered a professional license, been fined, placed on probation, reprimanded, disciplined, or entered into a settlement with a licensing authority in connection with a professional license you have held in any jurisdiction including Alaska and including that of any military authorities or is any such action pending? Yes No
3. Are you now or have you been in the last five years diagnosed with or treated for bipolar disorder, schizophrenia, paranoia, psychotic disorder, substance abuse, depression (except for situational or reactive depression) or any other mental or physical disability? Yes No
4. Are you now or have you been in the last five years been treated for, or addicted to, or excessively used, or misused, alcohol, narcotics, barbiturates, or habit-forming drugs? Yes No

"Yes" Answers

If you answered "yes" to questions 3 or 4, in addition to your personal statement, you must submit a statement from your health care provider indicating your ability to safely practice. Applications submitted without the appropriate attachments will be considered incomplete and will not be processed.



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Signature Page

Applicant Name:	
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PART VI Agreement

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted herewith are true and correct.

I understand that any falsification or misrepresentation of any item or response in this application, or any attachment hereto, or falsification or misrepresentation of documents to support this application, is sufficient grounds for denying, revoking, or otherwise disciplining a license, certificate, or permit to practice in the state of Alaska.

I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

Applicant Signature:	Date Signed:	
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Authorization for Release of Records

I hereby authorize the Alaska Division of Corporations, Business, and Professional Licensing and its investigators to examine my employment, educational records, and records pertaining to litigation, judgments, suits and/or settlements, and any law enforcement records pertaining to me and discuss them with persons having possession of them. I also expressly permit and authorize the release of any and all such records pertaining to me to the Alaska Division of Corporations, Business, and Professional Licensing and its investigators.

I authorize the division to discuss my records with persons or organizations that are considered appropriate by the division in connection with an official investigation, and to provide copies of my records to those persons or organizations deemed appropriate by the division.

I request that upon presentation of this release, or a Certified True Copy thereof, that you provide copies of those records to the division and/or its investigators, and/or representatives of the Office of the Attorney General of the State of Alaska.

This authorization is given expressly in connection with the application (initial, renewal, reactivation) for issuance of a dispensing optician apprentice registration.

I hereby release you, your organization, the Alaska Department of Commerce, Community, and Economic Development, Division of Corporations, Business, and Professional Licensing and its investigators, and all others directly and/or indirectly involved in this matter from any liability or damage which may result from furnishing the information requested.

This authorization expires one (1) year from the date of my signature below.

Name:	First	Middle	Last
Full Address:	P.O. Box or Street	City	State Zip
Phone:		Date of Birth:	
Email:			
Signature:		Date Signed:	



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Apprentice Verification of Out-of-State Training

12 AAC 30.110(c) states the department will, in its discretion, accept out of state apprenticeship training hours received before registration when those hours are documented at the time of initial registration and are verified by the department, **before** beginning an apprenticeship in the state. You must also include a completed Check Sheet Verification form (#08-4002c) with this form. Incomplete Apprentice Termination forms or Check Sheet Verification forms will be returned.

Apprentice Name:		License Number:	
Business Name where Training was Received:		Phone Number:	
Mailing Address:	P.O. Box or Street	City	State Zip
Supervisor Name:		License Number:	
License Type:	<input type="checkbox"/> Optometrist <input type="checkbox"/> Dispensing Optician <input type="checkbox"/> MD/DO		
Licensed For: (If Dispensing Optician)	<input type="checkbox"/> Contacts <input type="checkbox"/> Spectacles <input type="checkbox"/> Both		
Contacts Training Start Date:	Contacts Training End Date:		Total Hours of Contacts Training:
Spectacles Training Start Date:	Spectacles Training End Date:		Total Hours of Spectacles Training:
Comments:			
.....			
.....			

Notarized Signature

I HEREBY CERTIFY that the above apprentice received the hours of training listed above in accordance with 12 AAC 30.120 and that I have complied with the supervision of apprentice requirements in accordance with 12 AAC 30.125. I understand that this report is subject to audit, and that I have completed the Check Sheet Verification form (#08-4002c) in accordance with 12 AAC 30.120.

Notary Stamp	Printed Name:		Title:	
	Signature:			
	Notary Public for State of:		Subscribed and Sworn to Before me on this Day:	
	Notary Signature:		My Commission Expires:	



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Check Sheet Verification Form

This form is to be completed by the supervisor.

PART I Spectacles Training

Please identify any skills or operations that you have personally observed. 12 AAC 30.120(a)(1)-(14):

(a) Apprenticeship training under AS 08.71.110 relating to spectacles must include instruction in the following subject areas. Initial each area the apprentice has been trained in.

Subject Area	Supervisor Initials
1. Customer relations, including communication and interaction	
2. Knowledge and application of basic optical concepts and principles;	
3. Knowledge and application of practical anatomy and physiology	
4. Knowledge and implications of common ophthalmic disorders	
5. Knowledge of frame and lens materials and application of materials based on the selection of ophthalmic products	
6. Applicable laws and regulations relating to the practice of dispensing opticianry in the state	
7. Customer instruction on the care and use of ophthalmic products, with emphasis on health and safety	
8. Interpretation of prescriptions	
9. Proper fitting of spectacles to the customer	
10. Selection of spectacles with consideration of the customer's lifestyle, occupation, cosmetic needs, and the availability of ophthalmic products	
11. Knowledge and application of instruments and measurements necessary to fit or adjust spectacles to the customer	
12. Knowledge and use of optical equipment to verify specifications of optical goods, including a lensometer, calipers, lens clock, and other measuring devices	
13. Management skills necessary for record keeping, billing, and the ordering of optical goods and supplies	
14. Knowledge and use of aseptic techniques	

PART II Contact Lens Training

Please identify any skills or operations that you have personally observed. 12 AAC 30.120(b)(1)-(14):
 (b) Apprenticeship training under AS 08.71.110 relating to contact lens must include instruction in the following subject areas.
 Initial each area the apprentice has been trained in.

Subject Area	Supervisor Initials
1. Customer relations, including communication and interaction	
2. Knowledge and application of basic optical concepts and principles;	
3. Knowledge and application of practical anatomy and physiology	
4. Knowledge and implications of common ophthalmic disorders	
5. Applicable laws and regulations relating to the practice of dispensing opticianry in the state	
6. Interpretation of prescriptions	
7. Obtaining and documenting the customer's relevant medical history through oral interview and records	
8. Assessment of the technical aspects of the customer's ocular status for contact lens wear by using instruments or other methods to determine appropriate contact lens options	
9. Knowledge of instruments used to determine the customer's contact lens options, including proper calibration of instruments, evaluation of instrument readings and application to the customer's needs	
10. Selection of contact lens material and design based on previously gathered information to conduct diagnostic lens evaluation, if trial fitting is deemed beneficial	
11. Insertion of trial contact lens material and evaluation of subjective and objective findings to determine appropriate lens selection	
12. Determination of contact lens parameters using the results obtained from the diagnostic contact lens trial fitting and evaluation of the objective findings and the customer's subjective responses to fitting so that the appropriate contact lens may be ordered	
13. Knowledge of instruments and recognized standards necessary to verify contact lens parameters by comparing contact lens ordered to assure accuracy	
14. Education of the customer on all aspects of contact lens wear including disinfection, storage, care, maintenance of contact lenses and supplies, and wearing schedules by providing verbal and written instructions and hands on practice with contact lenses to encourage compliance	

PART III Personal Information

Apprentice Name:	
Supervisor Name:	



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Supervisor Statement of Responsibility

This form must be completed and signed by the licensed physician, optometrist, or dispensing optician who will provide the training and supervision of the hours obtained in dispensing optician's duties. The primary or alternate sponsor must submit this form directly to the letterhead address. Do not return it to the applicant.

PART I Payment of Fees	
Sponsor Type:	<input type="checkbox"/> New Sponsor \$ 0.00
	<input type="checkbox"/> Change Sponsor \$50.00 <i>(Apprentice Verification of Training form (#08-4151b) also required)</i>
	<input type="checkbox"/> Alternate Sponsor <i>(If the apprentice already has a sponsor.)</i> \$ 0.00
Primary Sponsor Name: _____ License Number: _____ License Type: _____	

PART II Sponsor Information	
Apprentice Name:	
Sponsor Type:	<input type="checkbox"/> Primary <input type="checkbox"/> Alternate Training Type: <input type="checkbox"/> Spectacles <input type="checkbox"/> Contacts <input type="checkbox"/> Both
Sponsor Name:	
Full Address:	P.O. Box or Street _____ City _____ State _____ Zip _____
Email Address:	Contact Phone: _____
Alaska License Number:	Expiration Date: _____
License Type:	<input type="checkbox"/> Optometrist <input type="checkbox"/> Physician <input type="checkbox"/> Dispensing Optician with an endorsement to dispense: <input type="checkbox"/> Spectacles <input type="checkbox"/> Contacts

PART III Employer Information

Employer Name:				
Facility Name:				
Facility Address:	Street	City	State	Zip

PART IV Notarized Signature

I hereby certify that I will provide regular supervision of this apprentice within the scope of practice authorized by my license and will work at the same facility for the same employer as the apprentice. I will provide an alternate supervisor who may provide supervision to this apprentice when I am unavailable. I acknowledge I can have no more than two apprentices registered under my supervision.

I further acknowledge that I am responsible for the proper performance of any dispensing optician task that I delegate to the apprentice. I will notify the Dispensing Opticians Section within 30 days of the termination of my supervision. I understand that I will be asked to certify the apprentice's training and competency at the end of my supervision.

I certify under penalty of perjury that the above information is true and correct.

Notary Stamp	Sponsor Printed Name:			
	Sponsor Signature:			
	Notary Public for State of:		Subscribed and Sworn to Before me on this Day:	
	Notary Signature:		My Commission Expires:	



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Letter of Explanation for a Professional Fitness “Yes” Answer

Use this form only to explain and document any professional fitness “Yes” answers. A “Yes” answer is not necessarily disqualifying but concealing one may be.

Each “Yes” answer requires a separate explanation and associated documentation. Submit all relevant documentation with this form, even if you have previously provided it.

- **Explanations** include full details, dates, locations, type of action, organizations or parties involved, and specific circumstances. If the space provided is insufficient, make additional copies as needed.
- **Documentation** includes copies of court orders, charging documents, board or license actions, decisions against your professional certification, satisfaction of consent agreements (fines paid, community service completed, off probation, etc.), and fitness to practice letters (statement from your provider that you are safe to practice if you check “Yes” to any of the questions regarding mental or physical health, or drug or alcohol abuse or addiction).
- **Disciplinary actions** may include but not be limited to: suspension, surrender, revocation, probation, academic probation, reprimand, censure, restricted license, limited license, conditioned license, or letters of counseling, concern, advice, warning, caution, admonishment, or reprimand.

If you have multiple “Yes” answers or multiple incidents for any professional fitness question, you must use a separate copy of this form and provide a full explanation and documentation for each incident.

The contents of licensing files are public records. If you believe that the additional information you are attaching to explain a “Yes” answer should be considered confidential, state that in the attachment. A request for confidentiality may or may not be granted according to state law.



Write the professional fitness question number you are answering “Yes” to in the box.

Location of Incident:		Date of Incident:	
Explanation of Incident:			
When in doubt, disclose and explain. Make copies as necessary.			

Did you attach all applicable documents associated with this incident?

- Court orders
 Consent agreements
 Disciplinary actions
 Charging documents
 Court records
 Fitness to practice
 All other documentation related to this incident
 I have additional incidents for this “Yes” answer, or “Yes” answers to other Professional Fitness questions and have attached a separate copy of this form for each incident.

Full Name:		PL Code:	
Signature:		Date:	

You must submit one form for each “Yes” answer. Make copies of this form as necessary.



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Credit Card Payment Form

All major credit cards are accepted. For security purposes, do not email credit card information. Include this credit card payment form with your application.

Name of Applicant or Licensee: _____

Profession Type (e.g., Acupuncture): _____

License Number (if applicable): _____

I wish to make payment by credit card for the following (check all that apply):

AMOUNT

Application Fee: _____

License or Renewal Fee: _____

Other (fine, exam, etc.): _____

1. _____

2. _____

TOTAL: _____

Name (as shown on credit card): _____

Mailing Address: _____

Phone Number: _____ Email (optional): _____

Signature of Credit Card Holder: _____

08-4438

Rev 12/06/2022

Credit Card Payment Form (all major cards accepted)

CREDIT CARD INFO: Your payment cannot be processed unless all fields are completed!	
1. Credit Card Number: _____	All 3 fields MUST be completed! This section will be destroyed after the payment is processed.
2. Expiration Date: _____	
3. Security Code: _____	