

BOARD OF OPTOMETRY

INSTRUCTIONS/CHECKLIST FOR COMPLETING AN APPLICATION FOR LICENSURE TO PRACTICE AS A TPA-CERTIFIED OPTOMETRIST IN VIRGINIA

READ THE FOLLOWING INFORMATION CAREFULLY BEFORE PROCEEDING:

- **Laws and Regulations:** Application requires an attestation to having read the applicable [laws and regulations](#).
- **Application documentation:** Applicant is responsible for notifying the source of the required documents to submit information directly to the board office by email, fax or postal mail. Optional forms for [licensure](#) and [employment](#) verification are available, if needed.
- **Application Fee:** Application fee of **\$250.00** is required. A credit card may be used for online applications. Application submitted by postal mail must be accompanied by check or money order payable to the “Treasurer of Virginia.” **All fees are nonrefundable.**
- **Application payment receipt:** An receipt may be printed upon approval of an online payment. Receipts for other forms of payment may be requested by email to optbd@dhp.virginia.gov.
- **Application tracking:** To view the application checklist, [log into](#) the individual application account and select “View Checklist” located in the “Pending Licenses” section. The link is not visible to applicants or the Board until required fee is paid. Allow approximately 21 business days for initial update to the checklist. Subsequent updates occur and documentation is received. For issues related to the checklist, send email to optbd@dhp.virginia.gov.
- **Initial license expiration dates:** Licenses issued prior to October 1 of the current year will expire on March 31 of the following year (example: License issued July 1, 2020 will expire on March 31, 2021). Licenses issued on or after October 1 of the current year expire on March 31 of the second year (example: License issued October 1, 2020 will expire March 31, 2022).
- **Board Communication:** The Board’s method of communication with applicants is via email.

APPLICATION METHODS AND REQUIRED DOCUMENTATION:

Option 1 – Graduation from an accredited school of optometry and holds no license in another U.S. jurisdiction

- Official copy of transcript from a school of optometry accredited by the Council on Optometric Education or other accrediting body deemed by the board to be substantially equivalent. (**NOTE:** Administration of therapeutic pharmaceutical agents by injection to treat chalazia requires submission of [written evidence](#) that you have completed a didactic and clinical training course provided by an accredited school or college of optometry that includes training in administration of TPAs by injection. Optional [form](#) is available, if need.)
- Passing scores for Parts I, II, III and TMOD of the NBEO examination. (**NOTE:** Please ensure with NBEO that your scores have been electronically released to Virginia. Providing your OETracker number during the application process will allow the Board to retrieve your scores.)

Option 2 – Graduation from accredited school of optometry, licensed or previously licensed in another jurisdiction, and engaged in active practice within the 12 months immediately preceding application

- Official copy of transcript from a school of optometry accredited by the Council on Optometric Education or other accrediting body deemed by the board to be substantially equivalent. (**NOTE:** Administration of therapeutic pharmaceutical agents by injection to treat chalazia requires submission of [written evidence](#) that you have completed a didactic and clinical training course provided by an accredited school or college of optometry that includes training in administration of TPAs by injection. Optional [form](#) available, if needed.)
- Passing scores for Parts I, II, III and TMOD of the NBEO examination. (**NOTE:** Please ensure with NBEO that your scores have been electronically released to Virginia. Providing your OETracker number during the application process will allow the Board to retrieve your scores.)
- Licensure verification of all licenses ever held, including expired, in another U.S. jurisdiction. (**NOTE:** Staff will obtain licensure verification from the states that provide online primary source verification that includes disciplinary history).

Option 3 – Graduation from accredited school of optometry, has been licensed or previously licensed in another jurisdiction, and has not been engaged in active practice within the 12 months immediately preceding application

- Official copy of transcript from a school of optometry accredited by the Council on Optometric Education or other accrediting body deemed by the board to be substantially equivalent. (**NOTE:** Administration of therapeutic pharmaceutical agents by injection to treat chalazia requires submission of [written evidence](#) that you have completed a didactic and clinical training course provided by an accredited school or college of optometry that includes training in administration of TPAs by injection. Optional [form](#) available, if needed.)
- Passing scores for Parts I, II, III and TMOD of the NBEO examination. (**NOTE:** Please ensure with NBEO that your scores have been electronically released to Virginia. Providing your OETracker number during the application process will allow the Board to retrieve your scores).
- Submit a completed [Continuing Education \(CE\) Reporting Form](#) and documentation of 20 hours of CE (copies of completed certificates) as specified in [18VAC105-20-70](#).
- Licensure verification of all licenses ever held, including expired, in another U.S. jurisdiction. (**NOTE:** Staff will obtain licensure verification from the states that provide online primary source verification that includes disciplinary history).

Option 4 – Graduation from a non-accredited school of optometry and engaged in active practice

- Licensure verification of a current unrestricted license in another U.S. jurisdiction (**NOTE:** Staff will obtain licensure verification from the states that provide online primary source verification that includes disciplinary history).
- Documentation of completion of a full-time, post graduate or equivalent graduate-level optometric training program in therapeutic pharmaceutical agents. (**NOTE:** Administration of therapeutic pharmaceutical agents by injection to treat chalazia requires submission of [written evidence](#) that you have completed a didactic and clinical training course provided by an accredited school or college of optometry that includes training in administration of TPAs by injection. Optional [form](#) available, if needed.)
- Passing scores for Parts I, II, III and TMOD of the NBEO examination. (**NOTE:** Please ensure with NBEO that your scores have been electronically released to Virginia. Providing your OETracker number during the application process will allow the Board to retrieve your scores).
- Documentation of active practice as an optometrist for at least 36 months of the past 60 months immediately preceding application. Active practice may be verified on the Board's optional [Employment Verification Form](#), company letterhead or tax returns (1040).
- Licensure verification of all licenses ever held, including expired, in another U.S. jurisdiction. (**NOTE:** Staff will obtain licensure verification from the states that provide online primary source verification that includes disciplinary history).