



## NAIT/OAC Optical Sciences – HOW TO APPLY (Students Outside of Alberta)

Applicants must complete the Optical Sciences Application form beginning on page 3 of this document and forward it with the appropriate fees to the Opticians Association of Canada (OAC) office. The application form can be completed online and then printed; however, you cannot apply online. The Personal Information section of the application form must be typed to ensure accuracy of this information.

### 1. Admission Requirements

Applicants must already be working in an optical dispensary and have someone qualified to oversee their practical training such as a licensed Optician, Contact Lens Optician, Optometrist or Ophthalmologist (Sight Testing students only). A completed Contract of Practicum, signed by the student and the supervisor, must be submitted with your application package.

Applicants must have obtained a Canadian High School Diploma or the assessed equivalent. If the applicant was educated outside of Canada, you must have your credentials assessed. For a list of credential assessment services in Canada, go to:

<http://www.cicic.ca/415/credential-assessment-services.canada>

If you have any questions regarding admission requirements, please contact the OAC office.

### 2. Official Transcripts (Eyeglasses Year One Applicants Only)

As part of the application process, Eyeglasses Year One applicants must provide the OAC with an original, official High School Transcript. Official transcripts are original academic documents bearing the official seal, stamp and/or signature of the issuing institution or agency. Please indicate on your transcript request form that the original transcript be mailed to your HOME ADDRESS and NOT to the OAC. **Please submit your original, official High School Transcript with your application package.**

To order your High School Transcript please visit the website below. Click on the province you graduated from for further instructions.

<http://alis.alberta.ca/ec/ep/pps/high-school-transcripts.html>

### 3. When to Apply

**September Intake** – Eyeglasses Year One, Eyeglasses Year Two, Advanced Practice Year One, Advanced Practice 2 – Contact Lenses, Advanced Practice 2 – Sight Testing, Automated Refracting Theory

Applications for the September 2011 intake will be accepted starting May 1, 2011 until the registration deadline of August 8, 2011. You will be notified in writing of your acceptance during

this registration period. This intake begins September 12, 2011. (*Advanced Practice 2 – Sight Testing and Automated Refracting Theory only run if there are a sufficient number of applicants*)

#### **February Intake - Automated Refracting Theory Only**

Applications for the February 2012 intake will be accepted starting December 1, 2011 until the registration deadline of January 13, 2012. You will be notified in writing of your acceptance during this registration period. This intake begins February 1, 2012 and only runs if there are a sufficient number of applicants.

#### **4. Tuition**

**Eyeglasses Year One – \$2749.00** (includes courses ODP1, ODP525 & ODP526)

**Eyeglasses Year Two – \$2749.00** (includes courses ODP2, ODP527 & ODP528)

**Advanced Practice Year One - \$2965.00** (includes courses ODP550, ODP529 & ODP530)

**Advanced Practice Year Two Contact Lenses - \$2965.00** (includes courses ODP552, ODP531 & ODP532)

**Advanced Practice Year Two Sight Testing - \$2982.00** (includes courses ODP551, ODP533 & ODP534)

**Automated Refracting Theory – \$1155.00** (includes course ODP700)

#### **5. A complete application must include:**

##### Eyeglasses Year One

- All necessary information on the NAIT Optical Sciences Application Form
- A completed, witnessed, Contract of Practicum Form
- An original, official Canadian High School Transcript or assessed equivalent
- Full payment of tuition fees by cheque or money order (payable to Opticians Association of Canada), VISA or Mastercard

##### Eyeglasses Year Two

- All necessary information on the NAIT Optical Sciences Application Form
- A completed, witnessed, Contract of Practicum Form
- Full payment of tuition fees by cheque or money order (payable to Opticians Association of Canada), VISA or Mastercard

##### Advanced Practice Year One, Advanced Practice Year Two – Contact Lenses and Advanced Practice Year Two – Sight Testing

- All necessary information on the NAIT Optical Sciences Application Form
- A completed, witnessed, Contract of Practicum Form
- A copy of your Opticians License Certificate or Card, or a letter from your Provincial Regulatory Body, confirming proof of active Licensure (*Advanced Practice 2 - Sight Testing applicants must be licensed to fit Contact Lenses*)
- A letter of good standing from your Provincial Regulatory Body
- Full payment of tuition fees by cheque or money order (payable to Opticians Association of Canada), VISA or Mastercard

## Automated Refracting Theory

- All necessary information on the NAIT Optical Sciences Application Form
- A copy of your Opticians License Certificate or Card, or a letter from your Provincial Regulatory Body, confirming proof of active Licensure
- Full payment of tuition fees by cheque or money order (payable to Opticians Association of Canada), VISA or Mastercard

**PLEASE NOTE: You cannot be enrolled in any NAIT/OAC Optical Sciences course until full payment is provided**

## 6. Withdrawal Policy

**Students who wish to withdraw from a course must fill out a NAIT Distance Education Withdrawal Form. This form can be obtained from the OAC office.**

Students who withdraw on or before September 1<sup>st</sup> will be provided with a full refund, minus an administration fee of \$75.00.

Students who withdraw after September 1<sup>st</sup> and within fourteen days (14) days of the course start date will be provided with a full refund, minus an administration and restocking fee of \$225.00 (\$75.00 per course).

Students are responsible for the cost of shipping their orientation package, including official receipts, practicum levels and student guides, back to the Opticians Association of Canada office. A refund will not be provided until these materials are received.

**A NAIT Distance Education Withdrawal Form must be received in the OAC office prior to the above deadline.** Forms are to be sent to the attention of the Education Department at the Opticians Association of Canada office and can be sent via facsimile, email or regular mail. *No refunds will be provided after these deadlines. This rule applies to ALL students and does not change based on enrolment date.*

## 7. Where to submit a completed application package

Opticians Association of Canada  
2706-83 Garry Street  
Winnipeg, Manitoba  
R3C 4J9

Phone. 1-800-847-3155 or  
1-204-982-6060



# NAIT/OAC Optical Sciences Application Form (Students Outside of Alberta)



PROVINCE OF RESIDENCE \_\_\_\_\_

**Personal Information**

Previous NAIT Student  Yes  No NAIT ID # \_\_\_\_\_

Legal First Name _____	Middle Name _____
Legal Last Name _____	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Previous Legal Last Name _____	Date of Birth (mm/dd/year) _____
Home Address _____	
City, Province _____	Postal Code _____
Home Phone # _____	
Email Address _____	
Business Name _____	
Business Address _____	
City, Province _____	Postal Code _____
Business Phone # _____	Business Fax # _____
Preferred Mailing Address: (Check One) <input type="checkbox"/> Home <input type="checkbox"/> Business	

**Citizenship Status**

<input type="checkbox"/> Canadian Citizen	<input type="checkbox"/> Permanent Resident	<input type="checkbox"/> Study Permit (Student VISA)
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**Prerequisite**

Eyeglasses Year One – Canadian High School Diploma	<input type="checkbox"/> Yes <input type="checkbox"/> No	Attached <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Advanced Practice &amp; Automated Refracting Students:</b>		
Supply Your Provincial License Number _____		
Province of Licensure _____		

**DECLARATION:**

I hereby declare that the information provided in the foregoing application is complete and true in all respects and I make this solemn declaration believing it to be true and knowing that it is of the same force and effects as if made under oath by virtue of the Canadian Evidence Act.

\_\_\_\_\_  
Declarant's (Student) Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Witness Name (Printed)



### NAIT/OAC Optical Sciences Application Form (Students Outside of Alberta)



Program/Course Applied For \_\_\_\_\_

Legal Last Name \_\_\_\_\_

Legal First Name \_\_\_\_\_

<input type="checkbox"/> <b>Eyeglasses Year One (ODP1)</b> Eyeglasses Practicum - Level 1 (ODP525) Eyeglass Practicum – Level 2 (ODP526)	<input type="checkbox"/> <b>Advanced Practice Year One (ODP550)</b> Advanced Practice Practicum – Level 1 (ODP529) Advanced Practice Practicum – Level 2 (ODP530)
<input type="checkbox"/> <b>Eyeglasses Year Two (ODP2)</b> Eyeglasses Practicum - Level 3 (ODP527) Eyeglass Practicum – Level 4 (ODP528)	<input type="checkbox"/> <b>Advanced Practice Year Two – Contact Lenses (ODP552)</b> Advanced Practice Practicum – Level 3 (ODP531) Advanced Practice Practicum – Level 4 (ODP532)
<input type="checkbox"/> <b>Automated Refracting Theory (ODP700)</b>	<input type="checkbox"/> <b>Advanced Practice Year Two – Sight Testing (ODP551)</b> Advanced Practice Practicum – Level 5 (ODP533) Advanced Practice Practicum – Level 6 (ODP534)
<input type="checkbox"/> <b>Practicum Renewal (ODP54)</b>	

**Intake: (Check One)**    September    March  
(Refer to "When To Apply" section of the application package for courses that are available during each Intake)

Include with this application:

1. A completed, witnessed Application Form (Page 4 & 5)
2. A completed, witnessed Contract of Practicum (not applicable for Automated Refracting Theory students) (Page 6)
3. An original, official High School Transcript or assessed equivalent (Eyeglass Year One students only)
4. A copy of your Opticians License Certificate or Card, or a letter from your Provincial Regulatory Body, confirming proof of current Licensure (Advanced Practice and Automated Refracting Theory students only)
5. A letter of good standing from your Provincial Regulatory Body (Advanced Practice students only)
6. Full payment of tuition by cheque, money order, VISA or Mastercard.

Mailing, Courier or Drop Off Address

Opticians Association of Canada Attn: Education Department Suite 2706 – 83 Garry Street Winnipeg, Manitoba R3C 4J9 CANADA	Phone: 1.800.847.3155 or 204.982.6060
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Payment Options

Full payment must accompany application.

Cheque payable to Opticians Association of Canada (attached)

Money Order

Credit Card      Card Type:    VISA    Mastercard

Credit Card Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

Name of Credit Card Holder \_\_\_\_\_

Signature of Card Holder \_\_\_\_\_ Authorized Amount \$ \_\_\_\_\_





# NAIT Optical Sciences - Textbook List/Order Form

## NAIT Bookstore

11762 - 106 Street, Edmonton, Alberta, Canada T5G 2R1

Phone: 780-491-3104 Fax: 780-471-1966

Email: [mailorders@nait.ca](mailto:mailorders@nait.ca)

Fill out this form OR shop on-line at [www.nait.ca/bookstore](http://www.nait.ca/bookstore)

### How to Order:

To place your order, fill out this form with your name and shipping address.  
Indicate the quantity of books you wish to order. PLEASE PRINT CLEARLY.

### Deliver to:

Name/Company: \_\_\_\_\_

Address: \_\_\_\_\_

Province or State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Country: \_\_\_\_\_

Qty	Course Code	Course Abbreviation	Part No.	Title & Author of REQUIRED Textbooks	Price
	ODP1	EG1	044550	System for Ophthalmic Dispensing by Brooks/Borish, 3E 2007	\$ 140.25
	ODP1	EG1	041866	Dictionary of Eye Terminology by Cassin, 5E 2006	38.50
	ODP1	EG1	039768	Optical Formulas Tutorial by Stoner, 2E 2005	74.25
	ODP2	EG2		<i>Continued use of 3 ODP1 textbooks above</i>	
	ODP550	AP1	030613	Fundamentals for Ophthalmic Technical Personnel by Cassin, 1E	112.75
	ODP550	AP1	040361	Slit Lamp Examination & Photography by Martonyi, 3E	109.80
	ODP551	ST2	044552	Primary Care Optometry by Grosvenor, 5E 2006	163.75
	ODP551	ST2	030613	Fundamentals for Ophthalmic Technical Personnel by Cassin, 1E	112.75
	ODP552	CL2	041864	Contact Lens Practice by Efron, 2E <b>New</b>	272.50
	ODP552	CL2	041865	Manual of Contact Lens Prescribing & Fitting by Horn/Bruce, 3E	112.95
	All courses		037510	Sharp EL-531 WBBK calculator (Not Required - Recommended)	14.95
				Textbook/Supplies Amount	
				NAIT Shipping Fees	
				Subtotal	
				GST	
				Total	

Prices are in Canadian dollars and are always subject to change

Attention: US Students  
Form of payment is credit card only

### For Cheques

Contact bookstore first to determine total amount. Make cheque payable to NAIT Bookstore. Mail to:

NAIT Bookstore  
11762 - 106 Street, Room X114  
Edmonton, Alberta, Canada T5G 2R1

### For Credit Card Orders

Contact bookstore first to determine total amount. Complete below. Fax to 780-471-1966

Please charge my VISA/ Mastercard/ American Express (Please Circle) with the sum of: \$ \_\_\_\_\_

Credit Card No.: \_\_\_\_\_ Expiry Date (mm/year): \_\_\_\_\_

Credit Card Holder's Name: \_\_\_\_\_ Signature: \_\_\_\_\_