

A Note Regarding Apprenticeship Supervision - 2015

- ✓ **Each licensed optician will be allowed a total of two apprentices for whom they are primarily responsible. Primary responsibility includes the following:**
 1. Ensuring the apprentice knows, understands, and follows Nevada ophthalmic dispensing law.
 2. Ensuring the apprentice makes the required yearly educational progression for license renewal. If the apprentice does not make the required progression, the primary supervisor must ensure the apprentice does not work after the expiration date on his/her license.

- ✓ **Each apprentice will have one primary supervisor. Any other licensed optician who supervises the apprentice is a “temporary” supervisor – not a supervisor of record.**

Each apprentice must keep an Apprentice Supervision Form on file with the board office. If there is a change of primary supervisor, a new form must be submitted to the board office within ten (10) days.

- ✓ **When you assume primary responsibility for an apprentice, you determine whether that apprentice may work under the supervision of other licensed opticians in your absence. If you do not consent to this, your apprentice may only work under your personal direction.**
 1. Please remember, temporary supervisors are not “supervisors of record” – you assume responsibility for ensuring your apprentice knows and follows Nevada dispensing law, even when the apprentice works under the direction of another licensed person.
 2. The board will no longer be collecting supervision charts, temporary supervision forms (“one-day-onlies”), or prior versions of the Change of Supervision form (please obtain an updated copy on the NVBDO website).
 3. If there is a change to the roster of temporary supervisors, both the apprentice and primary supervisor are responsible for filling out/signing a new supervision form and submitting it to the board office within ten (10) days of the change.

- ✓ **Ophthalmic employers remain responsible for ensuring their opticians do not supervise more than two apprentices at any one time. The board may demand documentation (e.g. work schedules or payroll records) to ensure the proper supervisor-to-apprentice ratio or to verify who was supervising an apprentice on a given day. The board will also be continuing with random workplace inspections.**