

STATE OF NEVADA
BOARD OF DISPENSING OPTICIANS

4790 Caughlin Parkway; PMB 241; Reno, NV 89519 • Telephone 775 / 433-1700
Email: info@nvopticians.org • Website: www.nvbdo.nv.gov

Application for Additional Renewal of Apprentice License

An Apprentice Dispensing Optician license **may be renewed 3 times** (if issued between February 1 and October 31 of any year) **or 4 times** (if issued between November 1 and January 31 of any year) **before it expires permanently** (R067-23, Section 4(5)). The Board may grant a request for **one additional renewal** of an apprentice license if you meet the following conditions:

- 1) You must submit this completed form and any supporting documentation **at least 90 days before the final expiration date of your license.**
- 2) You must demonstrate to the satisfaction of the Board that:
 - a) You were unable to complete your apprentice education and training requirements due to unforeseen or emergency circumstances or other circumstances that were outside your control; and
 - b) If the additional renewal is granted, you could reasonably complete any remaining apprentice education and training requirements within the time provided by the additional renewal of your license.

Per Board policy, the following are examples of circumstances that meet the threshold requirement of “unforeseen or emergency” circumstances: accident, injury, illness, etc. requiring hospitalization, extreme financial hardship such as loss of home caused by fire, flood, or other act of God, military deployment. The following are examples of circumstances that do not meet the threshold requirement: Interpersonal transitions (marriage, divorce), locational transitions (moving to a new home or place of employment), financial hardship due to unemployment. These are non-exhaustive lists, and each request will be reviewed on its unique merits.

Instructions: Complete this form in its entirety. Do not leave blank spaces; give explanations for any missing information. You must supply supporting documentation for any claims of unforeseeable or emergency circumstances (exceptions to the documentation requirement will be considered on a case-by-case basis; these documents *will not* be made public and are for purposes of Board review only). Your request may require consideration by the Board at a regularly scheduled meeting and **must be received at least 15 days in advance of the meeting at which it is to be reviewed.**

Name _____ License # _____

Phone _____ Email _____

1. Please give a description of the unforeseeable/emergency circumstances that prevented you from completing your apprenticeship requirements within the allotted number of renewal cycles (you must supply supporting documentation):

2. Which of the apprenticeship requirements have you already completed, and which do you have yet to complete?

3. Provide a timeline describing how/when you will complete your remaining requirements. Be as specific as possible:

4. Send this request and any supporting documentation to the Board office by email at: **info@nvopticians.org**, or by mail at: **4790 Caughlin Pkwy, PMB 241; Reno, NV 89519-0907**

By signing below, you affirm that all representations made in this application are true and complete in every respect and you authorize the Nevada Board of Dispensing Opticians to make any and all inquiries it deems necessary to verify the accuracy of said representations. You also acknowledge you may be subject to disciplinary action by the Board, including possible revocation of your license, if any of the supplied information is determined to be false or fraudulent.

Signature: _____ *** Date:** _____

**Per Nevada Open Meeting Law provision NRS 241.033(l)(a) and (b), you must receive notice of the time and place of the meeting during which the Board will consider your application. The notice must be served personally to you at least 5 working days, or via certified mail at least 21 working days, before the meeting date. By signing this application, you agree to waive your legal right to such notice, and to allow the board to review any and all portions of this application at its next regularly scheduled board meeting.*