

**STATE OF NEVADA**  
**BOARD OF DISPENSING OPTICIANS**

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

**Application for Extension of Apprenticeship Deadline**

*Per NAC 637.285(3) and (4), an apprentice dispensing optician must complete the program not more than 40 months after the date of his or her initial licensure as an apprentice dispensing optician. The apprentice may request an extension of the 40-month time limit. Such an extension: (a) may not exceed 12 months, (b) must be submitted on a form provided by the Board, and (c) must be submitted to the Board not later than 90 days before the expiration of the 40-month time limit. Upon receipt of the request, the Board will grant the request if the Board finds that: (a) the reason for or cause necessitating the request for an extension is the result of circumstances that are emergent or were unforeseeable or otherwise outside the control of the apprentice dispensing optician, (b) the length of the requested extension is reasonable under the circumstances, and (c) the apprentice dispensing optician will be able to complete his or her educational program within the requested extension of time.*

Per Board policy, the following are examples of circumstances that meet the threshold requirement of “emergent or unforeseeable”: 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. This is a non-exhaustive list and each request will be reviewed on its unique merits.

**Instructions: Complete this application in its entirety. Do not leave blank spaces; give explanations for any missing information. You must supply supporting documentation to support any claims of emergent or unforeseeable circumstances (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 emergent/unforeseeable circumstances that prevented you from completing your apprenticeship requirements by the 40-month deadline (you must supply supporting documentation):

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

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3. How much additional time (in months, maximum 12) are you requesting the board grant to complete your apprentice training requirements? \_\_\_\_\_

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

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5. Send this request and any supporting documentation to the Board office at the address below. Exceptions to the documentation requirement will be considered on a case-by-case basis.

**Nevada State Board of Dispensing Opticians  
4790 Caughlin Pkwy, #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 my 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(1)(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.*

*\*\*Your request must be submitted no later than 90 days prior to the 40-month deadline (your final license expiration date) to be considered.*