

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

4790 Caughlin Pkwy. #241; Reno, NV 89519 • Telephone 775 / 689-0132  
Email: info@nvopticians.org • Website: www.nvbdo.nv.gov

## **Nevada Ophthalmic Dispenser License Application**

### **Instructions**

Nevada apprentices who have **completed their apprenticeship requirements must pass the ABO and NCLE Advanced and Practical Exams** and a **Nevada Law and Ethics Exam** in order to obtain their Ophthalmic Dispenser Licenses. To qualify for these exams, complete this form and submit it to the Board office along with all requisite materials listed below (mail only; please do not fax or email documents to the Board).

Once your application is complete, the Board will notify the American Board of Opticianry of your qualification to take the ABO/NCLE Advanced and Practical exams. You must submit this application and all attendant materials at least 30 days prior to the date you plan to register to take your exams. Once you have passed your ABO exams, you will be issued the Nevada Law and Ethics Exam by mail. The exam, which is open-book, must be completed and submitted to the Board before you will be issued a license.

### **Checklist**

- Complete application form: **An incomplete application will be returned to you.**
- Copy of birth certificate or other proof you are a U.S. citizen or lawfully entitled to work in the U.S.
- Copy of high school diploma or GED certificate
- Copy of degree certificate for AAS in Ophthalmic Dispensing **or** Certificates of Completion for board-approved distance education programs (ophthalmic and contact lens)
- Official transcript **mailed directly to the board office by your school** (if applicable)
- Copy of ABO Standard Certification (current)
- Copy of NCLE Standard Certification (current)
- Contact Lens Training Record: 100 hours documented contact lens training, including dates, times, and signatures of supervisor(s) and/or licensed individual(s) who provided training
- Three letters of reference (at least one from a person who has worked in the optical field with you) **mailed directly to the board office by your references**
- Check or money order for \$100 application fee (nonrefundable), payable to: Nevada Board of Dispensing Opticians

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## PERSONAL INFORMATION

Full Name (first, m, last): \_\_\_\_\_  
Social Security #: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Birthplace: \_\_\_\_\_  
Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
High School: \_\_\_\_\_ Location: \_\_\_\_\_ Grad/GED Date: \_\_\_\_\_\*

## SCREENING QUESTIONS

1. **Do you currently or have you previously held a Nevada Apprentice Dispenser License or Nevada Ophthalmic Dispenser License?**

Yes  No

If yes, please provide the license number(s): \_\_\_\_\_ and dates held: \_\_\_\_\_

2. **Are you a citizen of the United States?**

Yes  No  *If not, you must provide proof (such as a copy of a current Worker Visa) that you are lawfully entitled to remain and work in the U.S.*

3. **Have you ever served in the United States military?**

Yes  No

Branch(es) of service: \_\_\_\_\_ Dates of Service: \_\_\_\_\_

4. **Are you subject to a court order that requires you to pay for the support of one or more children?**

Yes  No

**Are you in compliance with that order?** *If you answered "no" to the above question, mark N/A.*

N/A  Yes  No

5. **Nevada Business License #** (must be provided if you own an optical business): \_\_\_\_\_

**If you answer yes to either of the screening questions below, you must attach a written explanation:**

6. Have you ever had disciplinary action taken against your occupational or professional license or privilege to practice, or certification/registration of any kind (*other than your driver's license or vehicle registration*) or surrendered a professional license in any jurisdiction?

Yes  No

7. Have you ever had a criminal conviction (*other than a minor traffic violation*), whether misdemeanor or felony, or a civil judgment rendered against you in any jurisdiction?

Yes  No

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## EDUCATION AND TRAINING REQUIREMENTS

- I have an AAS Degree in Ophthalmic Dispensing and at least **one year** of dispensing experience (including at least **1,000 hours** of work at the fitting table and in the laboratory) under the supervision of a licensed optician, optometrist, or ophthalmologist.

**OR**

- I have completed Board-approved ophthalmic and contact lens theory distance/home-study programs and have at least **three years** of dispensing experience (including at least **3,000 hours** of work at the fitting table and in the laboratory) under the supervision of a licensed optician, optometrist, or ophthalmologist.

**List all optical employers, beginning with the most recent. Attach additional pages as needed.**

**Employer Name** \_\_\_\_\_ **Primary Supervisor** \_\_\_\_\_ **Lic. #** \_\_\_\_\_  
**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_  
**Telephone** \_\_\_\_\_ **Dates of employment: (from)** \_\_\_\_\_ **(to)** \_\_\_\_\_ **Hours/week** \_\_\_\_\_

Description of specific training and/or duties:

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**Employer Name** \_\_\_\_\_ **Primary Supervisor** \_\_\_\_\_ **Lic. #** \_\_\_\_\_  
**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_  
**Telephone** \_\_\_\_\_ **Dates of employment: (from)** \_\_\_\_\_ **(to)** \_\_\_\_\_ **Hours/week** \_\_\_\_\_

Description of specific training and/or duties:

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**Employer Name** \_\_\_\_\_ **Primary Supervisor** \_\_\_\_\_ **Lic. #** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **Dates of employment: (from)** \_\_\_\_\_ **(to)** \_\_\_\_\_ **Hours/week** \_\_\_\_\_

Description of specific training and/or duties:

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If you have not obtained the requisite years/hours of training during your current apprenticeship, you may apply for prior experience credit with the Board. The Board will grant up to three years of credit for experience gained during a previous Nevada apprenticeship and up to two years of credit for experience gained outside of a Nevada apprenticeship (e.g. while working under a doctor’s license or working in another state). To obtain credit, you must complete the **Prior Experience Credit Application** (available on the Board’s website). Your application will reviewed by the Board at a public meeting.

**Are you submitting an application for prior experience credit along with this application?**

Yes  No

### AFFIRMATION

I, \_\_\_\_\_ (applicant) affirm that all representations I have made in this application are true and complete in every respect. I hereby authorize the Nevada Board of Dispensing Opticians to make inquiries as it deems necessary to verify the accuracy and completeness of all representations I have made as part of my application.\* \*\*

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*\*Your signature affirms you have reviewed, understand, and will fully comply with the provisions of Chapter 637 of the Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) that govern the practice of an apprentice optician (these laws and regulations are available on the Board’s website: [www.nvbdo.nv.us](http://www.nvbdo.nv.us)).*

*\*\*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.*