Open a New Place of Practice

Before you open a new place of practice ("clinic"), you must obtain name approval from the Registrar by delivering a completed Place of Practice - Requests for Name Approval Form.

Please ensure that the following is completed:

Step 1 Has the same or similar clinic name you are requesting been previously approved for you or another registrant?

- Yes → Please complete a Declaration of Transferring Controlling interest form, or, If you are the owner of that approved clinic name, please provide an affiliation letter. Bylaw 115.1(5)
- No ↓

Step 2 Does the clinic name have the word "optometrist" or a derivative of that word?

- No → You must fulfil the requirement outlined in Section 10 of the College bylaws.
- Yes ↓

Step 3 Is there another clinic name approved for this address?

- Yes → Two or more clinic names cannot be approved for the same address. Therefore, your request will not be approved. In this case, please phone the College office.
- No ↓

Step 4 Will you be transferring existing patient's records to this place of practice?

- Yes → If you were the owner of the records, submit the Transfer of Record Containing Personal Information Form
- No ↓

Step 5 Are you the Responsible Registrant (RR) for this clinic?
Note: A registrant cannot be the RR for more than 4 clinics (Bylaw 119).

- No → Have the RR complete Section C on Form 19.
- Yes ↓

Step 6 Complete Section C on Form 19.

Step 7 Are you the owner of patient records at this clinic?

- No → Ensure that the requirements outlined in Bylaw 103 are met. Have the owner of records complete Section D on Form 19. *Proceed to Step 9.*
- Not sure → If more than one registrant owns patient records at this clinic, please have all registrants with ownership complete Section D on Form 19. For any other inquiries, please contact the College office.
- Yes ↓

Step 8 Complete Section D on Form 19.

Step 9 Ensure all applicable fields on Form 19 are completed and signed.

Step 10 Submit the form (and any affiliation/declaration, if applicable) to the College office.
Note: Approval may take up to 20 working days. Ensure that all applicable forms are completed and signed.

Step 11 Once you receive approval, log on to your online profile and add your clinic. Instructions on how to do this are here.