Relocate a Place of Practice

If you are relocating your place of practice ("clinic"), you must complete the following:

Step 1 — Will the clinic name remain the same?

→ **No** → You will need to follow the instructions to change a clinic name here, in addition to steps 2-7 below.

↓ **Yes**

Step 2 — You will need to complete a *Place of Practice – Request for Name Approval Form* ("Form 19").

Step 3 — Will the Responsible Registrant (RR) for this clinic remain the same?

→ **No** → The previous RR must notify the College that he/she is no longer assuming responsibilities at this clinic.
The new RR must complete Section C on Form 19.
Note: A registrant cannot be the RR for more than 4 clinics (Bylaw 119).

↓ **Yes**

Step 4 — Have the same RR complete Section C on Form 19.

Step 5 — Will the owner of patient records at this clinic remain the same?

→ **No** → Ensure that the requirements outlined in Bylaw 103 are met. Have the owner(s) of patient records complete Section D on Form 19A.

↓ **Yes**

Step 6 — Have the same owner of patient records complete Section D on Form 19.

Step 7 — You must also complete a *Transfer of Records Containing Personal Information* Form.
Ensure that the *Disposing Registrant* section indicates the previous clinic address, and *Recipient Registrant* section indicates the new clinic address.
If the owner of patient records is remaining the same, the *Disposing* and *Recipient Registrant* will be completed by the same registrant(s).

Step 8 — Ensure all applicable fields on all forms are completed and signed.

Step 9 — Submit the forms to the College office.
Note: Approval may take up to 20 working days.
Ensure that all applicable forms are completed and signed.

Step 10 — Ensure that, as per College Policies, you have removed any signage that indicates the old clinic address is an optometric place of practice.