

Note for Applicants

Waiver of Registration and Related Fees for Healthcare Professionals

As a token of appreciation to healthcare professionals in the fight against coronavirus disease-2019, the fees payable in respect of statutory registration / enrolment as well as issuance and/or renewal of practising certificates for 13 healthcare professions that take effect during the 3-year concession period from 1 July 2020 to 30 June 2023 will be waived by the Government if certain criteria are met.

2. Pursuant to Optometrists (Fee Concessions) Regulation 2020, the fees payable for the first time registration in any part of the register, and the issuance / renewal of practising certificates for up to 3 times that first take effect during the concession period in respect of any part of the register will be waived.

Optometrists Board

SUPPLEMENTARY MEDICAL PROFESSIONS ORDINANCE
(Chapter 359)
OPTOMETRISTS (REGISTRATION AND DISCIPLINARY
PROCEDURE) REGULATION
Application for Registration
as an Optometrist

I _____ of
 (name in both English and Chinese)

_____ being
 (correspondence or home address in both English and Chinese)

qualified for registration under section 12(1)*(a)/(b)/(c) of the Supplementary Medical Professions Ordinance
 apply for registration as an optometrist and request that my name be placed on Part _____ of the Register.

2. I hold the following qualifications (please state qualifications obtained in chronological order):

Qualification	Issuing Authority	Date Issued

3. I have the following professional experience (please state professional experience obtained in chronological order):

Post Title	Name of Organization/Company	Period	
		From	To

4. My business address(es) *is/are as follows:

(English) _____

(Chinese) _____

5. My email address and telephone numbers are

Email address: _____

_____ (Mobile) _____ (Home) _____ (Office).

6. I *†have/have not been convicted in Hong Kong or elsewhere of an offence punishable with imprisonment. I *have/have not been found guilty in Hong Kong or elsewhere of unprofessional conduct. I *am/am not the subject of an existing order under section 22(1)(i) or (ii) of the Supplementary Medical Professions Ordinance.

I declare that the information given in this application is correct to the best of my knowledge and belief.

Signed at _____

the _____ day of _____ 20_____



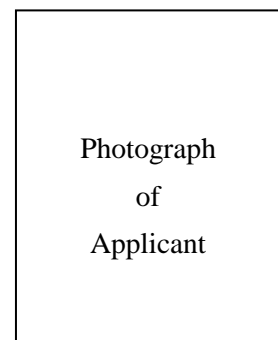
(Signature of Applicant)

Before me,

(Name in block letters)

(Signature)

* Optometrist registered in Part I of the Register / Barrister / Solicitor / Registered medical practitioner / Registered dentist / Commissioner for Oaths.



† Please supply details of conviction.
* Delete if inappropriate.

OPTOMETRISTS BOARD OF HONG KONG
REGISTRATION OF OPTOMETRISTS
GUIDE TO APPLICANTS

Introduction

1. The purpose of registration is to ensure the professional competence and good conduct of optometrists. The statutory basis for registration is contained in the Supplementary Medical Professions Ordinance (henceforth called the Ordinance), Cap. 359 and the Optometrists (Registration and Disciplinary Procedure) Regulation (henceforth called the Regulation). Registration of members of the optometrists profession commenced on 1 December 1994. Relevant provisions in the Ordinance which prohibit practice of optometry by unregistered persons has come into effect on 1 April 1996. Certain categories of persons are however exempted from registration. For details, please see Appendix I.

2. The register of optometrists is divided into four parts. Relevant details are contained in Appendix II.

How to obtain application forms

3. All applications for registration should be made on the prescribed form. Such forms are obtainable in person, or by written request, from the Central Registration Office, 17/F Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong.

Statement of purposes

4. The 'Statement of Purposes' in relation to the personal data provided in the application forms is at Appendix III.

Qualifications required for registration

5. Before completing the application form, applicants should study carefully the registrable qualifications as specified in Appendix IV, for entry in various parts of the register.

Registration in other part of the register

6. A registered optometrist may, after he has attained further qualifications which qualify him for registration in other part(s) of the register, submit a fresh application for this purpose.

How to complete application forms

7. Completed application forms should be witnessed and signed by a person belonging to one of the following categories:-

- (a) Optometrist registered in Part I of the register
- (b) Barrister

- (c) Solicitor
- (d) Registered medical practitioner
- (e) Registered dentist
- (f) Commissioner for Oaths

8. The place where the witnessing was done should be entered after 'Signed at' on page 2 of the application form.

9. If an applicant has more than one business address, he should indicate which is the principal one by a symbol '#'.

Documents to be submitted together with the completed application form

10. Applicants should submit four passport size (50mm x 40mm) photographs, including one to be pasted onto the photograph box in the application form. In addition, photocopies of the following documents, certified true by a person belonging to one of the categories stipulated in paragraph 7, should be submitted:-

- (a) Hong Kong Identity Card, or passport;
- (b) Diploma or certificate (if any) relating to qualifications in optometry (If the qualification is not one of those specified in sections B and C of Appendix IV, transcripts of study should also be produced.);
- (c) Documents certifying past professional experience (if any) in optometry (e.g. certification from employer); and
- (d) Documents certifying present employment (if any) as an optometrist (e.g. certification from employer).

Applicants who do not possess formal qualifications in optometry for submission under (b) should provide other relevant documents such as letter(s) certifying working experience from employers, duty lists, business registration certificates, membership cards of professional associations, attendance certificates at professional conferences, etc., to strengthen their proof of experience in practising this profession.

Deadlines for returning application forms

Application for registration under section 12(1) of the Ordinance

11. Section 21(1) of the Ordinance stipulates that '..... a person who practises a profession without being registered in respect of that profession commits an offence.' This section has come into effect on 1 April 1996 in relation to the optometrists profession. Registration under section 12(1) of the Ordinance is an on-going exercise without any deadline.

Application for provisional registration under section 15 of the Ordinance

12. The deadline for application for provisional registration under section 15 of the Ordinance is 31 May 1995. Late applications are not accepted since provisional registration is an one-off

exercise. This exercise will not be repeated in future.

Practising Certificates

13. Under section 16(1) of the Ordinance, ‘a person registered shall not practise a profession in Hong Kong unless he is the holder of a practising certificate which is then in force.’ This section has come into effect on 1 April 1996. Section 16(3) of the Ordinance states that ‘Where a practising certificate is issued pursuant to an application made under subsection (2), the certificate shall, subject to subsection (5), be in force for any period not exceeding 12 months and ending on 30 June in any year as may be specified in the certificate.’ The need for a person practising optometry in Hong Kong to hold a valid practising certificate has become a mandatory requirement since 1 April 1996. Applicants who wish to apply for a practising certificate are requested to complete the letter at Appendix V.

Self-addressed labels

14. Applicants are requested to complete the labels at Appendix VI. Future correspondence will be sent to the address written on the labels. These labels should also be submitted with the application form.

How to return completed application forms

15. Completed application forms, together with all related documents, may be returned in person (either by the applicant himself or his representative) or by post to the Central Registration Office, 17/F Wu Chung House, 213 Queen’s Road East, Wan Chai, Hong Kong.

Warning against false declaration

16. Under section 12(2) of the Ordinance, ‘a person who wilfully procures himself or any other person to be registered by making or producing or causing to be made or produced, any false or fraudulent representation or declaration, whether in writing or otherwise commits an offence.’ Please note that the Board may verify information and documents submitted by applicants with the appropriate organizations.

Fees

17. Fees for examinations, the issue of certificates of registration and practising certificates will be charged in accordance with the scale of charges shown in Appendix VII. Applicants will be notified later of the method of payment.

Office hours of counter services and enquiry telephone number

18. Counter services in relation to applications for registration are provided from 9:00 a.m. to 1:00 p.m. and from 2:00 p.m. to 5:45 p.m. from Tuesdays to Fridays; and from 9:00 a.m. to 1:00 p.m. and from 2:00 p.m. to 6:00 p.m. on Mondays (except public holidays).

19. The enquiry telephone number is 2961 8654/2961 8652 (office hours).

November 2020

Exemptions

A. Under section 30(2) of the Ordinance, the following persons practising optometry directly connected with and necessary for the discharge or performance of their duties shall while serving in the appointments specified be deemed to be registered :-

(a) a member of the Chinese People's Liberation Army; and

(b) a person holding an appointment in a ship.

However, section 30(2) of the Ordinance shall not extend to any person specified therein who is practising optometry privately in Hong Kong.

B. Extract from Schedule 4 to the Regulation :-

Exemptions from the Ordinance

<u>Item</u>	<u>Person Exempt</u>	<u>Exempt Section</u>
1.	A registered medical practitioner while practising medicine	21(1)
2.	A student in the course of following any course or undergoing any training in optometry or medicine at the University of Hong Kong, the Chinese University of Hong Kong or the Hong Kong Polytechnic University	21(1)
3.	Any person while -	21(1)
	(a) teaching or being engaged in research into optometry at the University of Hong Kong, the Chinese University of Hong Kong or the Hong Kong Polytechnic University; or	
	(b) being engaged in the clinical practice of optometry in connection with such teaching or research	

Registration System for Optometrists (OP) Profession

Qualification/Eligibility	Part of register	Restriction on practice
(1) Bachelor of Science Degree in Optometry awarded by the Hong Kong Polytechnic or the Hong Kong Polytechnic University; or (2) Professional Diploma in Optometry issued by the Hong Kong Polytechnic; or (3) Certificate of Attainment in Ocular Pharmacology issued by the Hong Kong Polytechnic University with one year or more practising experience after having been registered as a Part II optometrist	I	Allowed to use drugs approved by the Board (Note)
(1) Higher Certificate in Optometry issued by the Hong Kong Polytechnic; or (2) Passed OP Board exam leading to registration in Part II	II	Not allowed to use diagnostic agents except staining agents
Passed OP Board exam leading to registration in Part III	III	Refraction only
Passed OP Board exam on refraction and contact lens fitting leading to provisional registration or acquired knowledge, experience and skill recognized by the Board	IV (Provisional registration)	Not allowed to perform any function or engage in any activity other than work relating to refraction and contact lenses and not allowed to use any diagnostic agents other than staining agents
Passed OP Board exam on refraction leading to provisional registration or acquired knowledge, experience and skill recognized by the Board	IV (Provisional Registration)	Refraction only
Under section 12(1)(b) or (c) of the Ordinance	As determined by Supplementary Medical Professions Council	According to the restriction on practice for the relevant part of the register

Note : A list of drugs approved by the Board for the use of optometrists registered in Part I in the normal conduct of their practice is attached to the Code of Practice which will be sent to successful applicants.

Statement of Purpose

Purpose of Collection

The personal data provided by you to the Optometrists Board are to be used for the following purposes in relation to the Supplementary Medical Professions Ordinance (Cap 359) and the Optometrists (Registration and Disciplinary Procedure) Regulation:

- (i) to process your application for registration and/or examination;
- (ii) to compile statistics;
- (iii) to prepare, maintain and publish the register;
- (iv) to process complaints or enquiries;
- (v) to send you materials issued by the Optometrists Board; and
- (vi) any other legitimate purpose.

The provision of personal data is voluntary. However, if you do not provide sufficient information, the Optometrists Board may be unable to process your application for registration.

Disclosure of Personal Data to the Public

2. Under section 11 of the Supplementary Medical Professions Ordinance, a list of the names, addresses, qualifications and dates of the qualifications of all persons whose names appear on the register has to be published annually in the Government of the Hong Kong Special Administrative Region Gazette. The correspondence address that you provide to the Optometrists Board will appear in the Gazette and on the relevant Government website where the e-Gazette is published.

3. The names and the registration numbers of registrants will also be posted on the website (www.smp-council.org.hk/op/english/index.htm) of the Optometrists Board.

4. The main purpose of publishing such information is to protect the public by creating a public record of persons who are registered optometrists and are entitled to practise the profession in Hong Kong.

Classes of Transferees

5. The personal data that you provide are mainly for use within the Optometrists Board, but, if required, they may also be disclosed to other government departments, bureaux, agencies and authorities for the purposes mentioned in paragraph 1 above. Apart from such disclosure, your data may only be disclosed to other parties where you have consented to such disclosure or where such disclosure is allowed under the Personal Data (Privacy) Ordinance.

Access to Personal Data

6. You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by you during the occasions as mentioned in paragraph 1 above. A fee may be imposed for complying with a data access request.

Enquiries

7. Enquiries concerning the personal data provided, including the making of access and corrections, should be addressed to:

Secretariat, Optometrists Board
2/F, Shun Feng International Centre
182 Queen's Road East
Wan Chai, Hong Kong
Tel No.: 2527 8363
Fax No.: 2865 5540
Email: opb@dh.gov.hk

Qualifications

Registration eligibility is stipulated in sections 12(1) and 15 of the Ordinance. Under section 15A of the Ordinance, the Optometrists Board has the authority to hold examinations. Relevant extracts from the Ordinance are reproduced in section A of this Appendix. Qualifications for entry into various Parts of the register are described in sections B to E. Generally speaking, persons currently practising optometry when the registration commences but who have no recognised qualifications or formal training will be considered for provisional registration.

A. Extracts from the Ordinance

Section 12 (1) Subject to this Ordinance, the following persons are qualified to be registered -

- (a) a person who -
 - (i) holds such degree, diploma or other document as may be prescribed, issued by any examining body as may be prescribed or by the board; or
 - (ii) holds any such degree, diploma or other document and has the prescribed experience; or
- (b) a person who holds such other degree, diploma or any other document of any examining body, which together with appropriate experience, may from time to time be recognized by the Council as qualifying the holder thereof to be registered; and in deciding whether or not to so recognize the Council may consult the relevant board; or
- (c) a person, who, on the date on which this section commenced to apply to a profession, is practising that profession and who by reason of his education, training, professional experience and skill satisfies the Council, after consultation with the relevant board, that he is a fit person to be registered.

Section 15 (1) A person who is practising a profession on the date when this Part commenced to apply to that profession, but who, on that date, is not qualified under section 12 to be registered, may apply, within such period of time from such date as may be determined by the Council, to the secretary of the relevant board for provisional registration.

- (2) Subject to subsection (2A), if the board is satisfied that an applicant for provisional registration has acquired substantial knowledge, experience and skill in the practice of his profession the board may authorize its secretary, upon payment of the prescribed fee, to issue to such applicant a certificate of provisional registration with the word “provisional” and the words “臨時” endorsed thereon.
- (2A) The board may, in order to satisfy itself that an applicant for provisional registration has acquired substantial knowledge, experience and skill in the practice of his profession, require him to pass an examination held under section

15A for the purposes of this section.

- (3) The Board may, in exercising the powers conferred by subsection (2), impose on an applicant for provisional registration such conditions as it thinks fit.
- (4) Where the board has imposed conditions under subsection (3) it may cancel, amend or add to those conditions.
- (5) Any conditions imposed under subsection (3), as the same may have been amended or added to under subsection (4), shall be included in the certificate of provisional registration issued to the person to whom the conditions apply.
- (6) Where any person to whom such conditions apply fails to comply with those conditions, the board may cancel that person's provisional registration and direct that his name and particulars be removed from the register.
- (7) Section 12(2) and section 13 shall apply to every application for provisional registration under this section.
- (8) The names and particulars of persons to whom certificates of provisional registration are issued under this section shall appear in a separate part of the register.

Section 15A Each board may -

- (a) hold examinations for the purposes of sections 12(1)(a) and 15(2) and (2A) as and when it considers expedient or necessary;
- (b) conduct such examinations itself or appoint examiners to conduct them on its behalf; and
- (c) specify conditions as regards the eligibility of persons to sit for -
 - (i) any examination held under paragraph (a);
 - (ii) any examination so held which is of a particular class; or
 - (iii) any particular examination so held.

B. Qualifications eligible for registration in Part I of the register under section 12(1)(a) of the Ordinance

A person who holds one of the following qualifications will be registered in Part I of the register :-

- (i) a Bachelor of Science degree in Optometry awarded by the Hong Kong Polytechnic or the Hong Kong Polytechnic University; or
- (ii) a Professional Diploma in Optometry issued by the Hong Kong Polytechnic.

A Part II optometrist who holds a Certificate of Attainment in Ocular Pharmacology issued by the Hong Kong Polytechnic University **and** has practised for one year or more after having been registered as a Part II optometrist, or has other experience that is recognized by the Board will be registered in Part I of the register.

C. Criteria for registration in Part II of the register under section 12(1)(a) of the Ordinance

A person who holds one of the following qualifications will be registered in Part II of the register under section 12(1)(a) of the Ordinance:-

- (i) a Higher Certificate in Optometry issued by the Hong Kong Polytechnic; or
- (ii) a Certification from the Board that he has passed an examination in optometry conducted by the Board under section 15A of the Ordinance.

D. Criteria for registration under section 12(1)(b) of the Ordinance

A person who holds any non-local qualifications and qualifications other than those mentioned in sections B and C above may apply for registration under section 12(1)(b) of the Ordinance. They will be considered for registration in a part of the register as determined by the Supplementary Medical Professions Council.

2. Applicants should hold qualifications of a standard comparable to the bachelor programme conferred by the School of Optometry of the Hong Kong Polytechnic University. Some qualifications which may be recognized for registration and are subject to review by the Supplementary Medical Professions Council from time to time, are listed below -

(a) United Kingdom

Faculty of Life Science, University of Manchester
Master of Optometry

or

Passed the Professional Qualifying Examination of the College of Optometrists with -

- (i) a Bachelor of Science degree in optometry, or any qualification which replaces this, from the institutions listed below -

Optometry, Aston University
(formerly known as Department of Vision Sciences, University of Aston in Birmingham)

Bradford School of Optometry & Vision Science *(formerly known as Department of Optometry)*,
University of Bradford

School of Optometry and Vision Sciences,
Cardiff University
(formerly known as Department of Optometry, University of Wales Institute of Science and Technology or University of Wales College of Cardiff)

Department of Vision Sciences,
Glasgow Caledonian University
(formerly known as Department of Optometry and Vision Science, Glasgow Polytechnic / Glasgow Caledonian University or Department of Ophthalmic Optics, Glasgow College of Technology)

Department of Optometry and Visual Science,
City University

Faculty of Life Science,
University of Manchester
(formerly known as Department of Optometry and Neuroscience, University of Manchester Institute of Science and Technology)

Department of Optometry & Ophthalmic Dispensing,
Anglia Ruskin University
(formerly known as Anglia Polytechnic University)

School of Biomedical Sciences,
University of Ulster

or from any establishment which replaces any of the above-named establishments;
or

(ii) Fellow or Member of the College of Optometrists

(b) Australia

School of Optometry and Vision Science *(formerly known as School of Optometry)*,
University of New South Wales
Bachelor of Optometry

Department of Optometry and Vision Science
(formerly known as Department of Optometry),
University of Melbourne
Bachelor of Optometry *(formerly known as Bachelor of Science in Optometry or Bachelor of Applied Science in Optometry)*

Queensland Institute of Technology or Queensland University of Technology
Bachelor of Applied Science (Optometry) or
Diploma in Applied Science (Optometry)

(c) Canada

School of Optometry, University of Waterloo
Doctor of Optometry

L'Ecole d' Optometrie, University de Montreal
Doctor of Optometry

(d) New Zealand

Department of Optometry and Vision Science, the University of Auckland
Bachelor of Optometry or Diploma in Optometry

(e) Ireland

Fellowship Diploma of the Association of Ophthalmic Opticians, Ireland

Faculty of Science, Dublin Institute of Technology
Bachelor of Science in Optometry and passed the Professional examinations of the
Association of Optometrists, Ireland

(f) United States of America

A Doctor of Optometry degree from any of the following institutions -

School of Optometry, University of Alabama in Birmingham

Illinois College of Optometry, Chicago, Illinois

Indiana University, School of Optometry, Bloomington, Indiana

Southern California College of Optometry in Fullerton
(formerly known as *Los Angeles College of Optometry*), California

The New England College of Optometry, Boston, Massachusetts

State University of New York, College of Optometry, New York

The Ohio State University, College of Optometry, Columbus, Ohio

Pacific University, College of Optometry, Forest Grove, Oregon

Pennsylvania College of Optometry at Salus University, Elkins Park
(formerly known as *Pennsylvania College of Optometry, Philadelphia*), Pennsylvania

Southern College of Optometry, Memphis, Tennessee

University of California, School of Optometry, Berkeley, California

University of Houston, College of Optometry, Houston, Texas

Inter American University of Puerto Rico, School Optometry, Puerto Rico

Ferris State University, Michigan College of Optometry, Michigan

Northeastern State University Oklahoma College of Optometry, Oklahoma

Nova Southeastern University, College of Optometry, Florida

University of Missouri-St. Louis, College of Optometry
(formerly known as School of Optometry), Missouri

E. Criteria for registration in Part III of the register under section 12(1)(a) of the Ordinance

A person who holds a certification from the Board that he has passed an examination in refraction conducted by the Board under section 15A for the purposes of section 12(1)(a) of the Ordinance will be registered in Part III of the register.

F. Criteria for registration under section 12(1)(c) of the Ordinance

A person who possesses very rich experience in practising optometry but who does not possess any formal qualifications may apply for registration under section 12(1)(c) of the Ordinance. The Supplementary Medical Professions Council will consider each application and determine in which part of the register the name of the successful applicant shall be entered based on the applicant's education, training, professional experience and skill. Each application will be considered on its own merits.

G. Criteria for provisional registration under section 15 of the Ordinance

A person who has passed the Board examination on refraction or refraction and contact lens fitting leading to provisional registration will be admitted to Part IV of the register and permitted to practise refraction or refraction and contact lens fitting, as appropriate.

Central Registration Office
17/F Wu Chung House
213 Queen's Road East
Wan Chai
Hong Kong

Dear Sir/Madam,

Application for Practising Certificate

If my application for registration as an optometrist is granted, please treat this letter as my application for a practising certificate under section 16 of the Supplementary Medical Professions Ordinance Cap. 359.

Signature _____

Name _____

Hong Kong Identity Card / Passport No. _____

Date _____

IMPORTANT NOTE : The need for a person practising optometry in Hong Kong to hold a valid practising certificate has become a mandatory requirement since 1 April 1996.

Name _____
Address _____

Name _____
Address _____

Name _____
Address _____

Name _____
Address _____

Name _____
Address _____

Name _____
Address _____

Name _____
Address _____

Name _____
Address _____

FEES

With effect from **1 January 2016**, the above fee will be revised as follows:

Item	Particular	Fee (wef 1.1.2016)
1.	Registration under section 13 of the Ordinance	HK\$1,330
2.	Practising certificate issued under section 16 of the Ordinance (be in force for any period not exceeding 12 months and ending on 30 June in any year)	HK\$435