

QUICK TIP: Continuing Education (CE) Hours – Electronically Reporting

OPTOMETRIC EDUCATION TRACKER (OE)

Log in: <https://elicense.ohio.gov>

Once you have logged in:

click “**OPTIONS**” button

click “**CE COMPLETED.**”


Welcome to your eLicense Dashboard

[+ APPLY FOR A NEW LICENSE](#) [MY HISTORY](#)

Are you looking to apply for a new business license? First, add your business by clicking here before applying.

Your Licenses

To renew, edit, or update your license, please click on the Options button. Applications for a license are also shown on the bottom of the dashboard page.

License Information	Status	Expiration Date	Options
 Vision Professionals Board Therapeutic Optometrist OPT.003570 Vision Professionals Board	ACTIVE	EXP DATE 12/31/2019	<input type="button" value="OPTIONS"/> <ul style="list-style-type: none">RenewReinstateRequest To Go InactiveCE CompletedContinuing Education WaiverUpdate Secondary EmailSend License VerificationChange AddressChange NameReplacement Certificate

New License Applications

To edit or withdraw an application, please click on the Options button.

Please read "INSTRUCTIONS."

Enter in "REASON FOR SUBMITTING ADDITIONAL DOCUMENTATION REQUEST."

Click "SAVE AND UPLOAD DOCUMENTS."

Additional Documentation

Submit Additional Documentation

Enter the reason for your submission of additional documentation in the text box to the right. Then click 'Save and Upload Documents'.

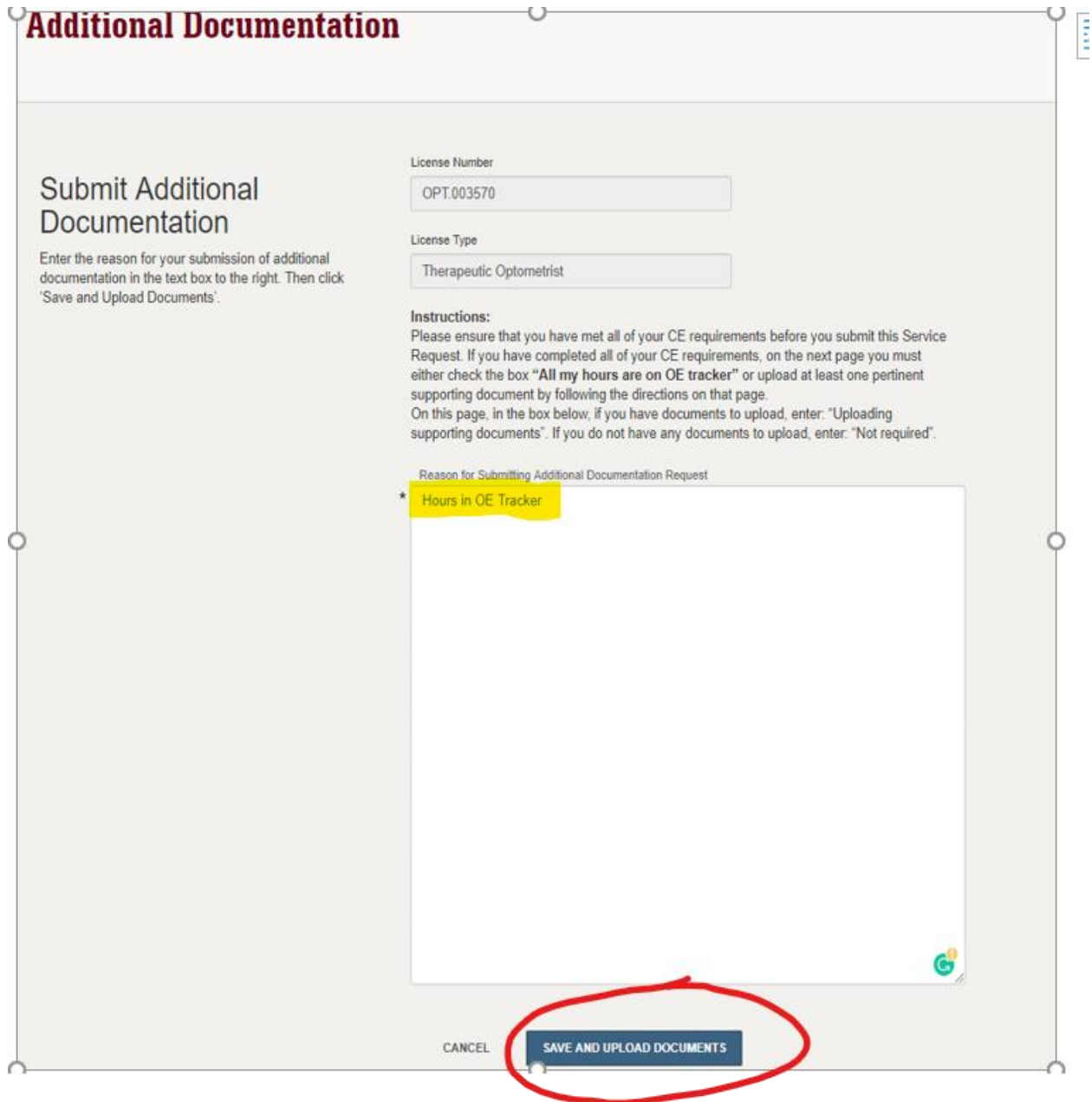
License Number
OPT.003570

License Type
Therapeutic Optometrist

Instructions:
Please ensure that you have met all of your CE requirements before you submit this Service Request. If you have completed all of your CE requirements, on the next page you must either check the box "All my hours are on OE tracker" or upload at least one pertinent supporting document by following the directions on that page.
On this page, in the box below, if you have documents to upload, enter: "Uploading supporting documents". If you do not have any documents to upload, enter: "Not required".

Reason for Submitting Additional Documentation Request
* Hours in OE Tracker

CANCEL **SAVE AND UPLOAD DOCUMENTS**



Check box "ALL MY HOURS ARE ON OE TRACKER."

Click "SUBMIT."

Additional Documentation

All my hours are on OE tracker.

Submission List for this service request

Please either upload an electronic copy of the documents by clicking the 'Upload' button, or Acknowledge that you or the appropriate third party will send the documents to the Board by clicking the 'Acknowledge' button. If uploading an attachment as a submission, it is necessary that the name of the file attachment is less than 80 characters in length for it to be received successfully. The character limit does include the file attachment extension, such as (.doc) and (.pdf). The file size limit for attachments is 10MB.

Action	Title	Description	Acknowledge	Uploads	Complete
<input type="button" value="Upload"/>	Proof of CE Completion	Attach documentation the designates the proof of completion of your Continuing Education. **Do not submit any documentation that is within ARBO**			

CANCEL

Click "DONE."

Service Request Submitted

Thank you for submitting a service request! Your service request Id is: **SR-243359**

We will address your request as soon as possible

After the annual 25 CE hours are audited by the VPB staff, you will receive a confirmation email pictured below from the following email address: eLicense-noreply@das.ohio.gov

Ohio



**Ohio Vision
Professionals Board**

This message is automatically generated based upon recent activity on your certificate/license at the Ohio Vision Professionals Board.

Please do not reply to this email

Dear

Congratulations! Your Continuing Education has been approved by the board to renew your license as a(n) Therapeutic Optometrist in the State of Ohio.

For your convenience, your certificate/license information is listed below:

License Number: OPT.00
License Type: Therapeutic Optometrist
Effective Date: 1/1/2019
Expiration Date: 12/31/2019

You may go to verify your certificate/license online at the Ohio eLicense Center portal at <https://eLicense.ohio.gov>. On November 1st, you will be renewal eligible and you may go to the portal, click **OPTIONS** and **RENEW** on the license to complete the renewal application.

If you have any questions concerning this notification, please contact the Board via email at board@vision.ohio.gov

Thank you,

Ohio Vision Professionals Board