

## **QUICK TIP: Prior to Renewal of Optician License**

Log in: <https://eLicense.Ohio.gov>

Once you have logged in:

Click “**OPTIONS**” button:

Click any of the following on the dropdown menu:

Renew

Reinstate

Change Address

Change Name

Send Verification

License Upgrade

Employment History

Update Secondary Email

Submit Additional Documentation

License Downgrade

Waiver of Continuing Education

Manage Affiliations

Request To Go Inactive

Duplicate/Replacement Wall Certificate

### **Prior to renewal you need to submit a request for:**

#### **1. Change Name**

Upload an acceptable document. Submit change document within 30 days of name change. Documents include:

- a) Driver's license
- b) State ID
- c) Marriage Certificate
- d) Divorce/Dissolution Decree
- e) Other court ordered documents or US Immigration & Citizenship Services issued Green Card.

#### **2. License Upgrade**

A license upgrade is when a license is changed from a Spectacle Only License to a Spectacle / Contact Lens License. Must complete a one-year apprenticeship under a Contact Lens Licensed Optician and passed the NCLE exam.

### **3. License Downgrade:**

A license downgrade is when a license is changed from a Spectacle / Contact Lens License to a Spectacle or Contact Lens Only License. Must return the Wall Certificate to the board office when the request in [eLicense.Ohio.gov](http://eLicense.Ohio.gov) is made to downgrade the license.

### **4. Waiver of Continuing Education:**

The board may grant a waiver of continuing education for opticians and ocularists only for the following reasons:

- a) Hardship;
- b) Illness; or
- c) Military service.

All requests for waivers must go before the board members during a board meeting. Required documentation from a doctor for the hardship / illness and papers for deployment for the military waiver are needed.

**NOTE:** *To avoid late fees and possibly having to take double the number of required CE's, please submit the request for a waiver at least 30 days prior to the last board meeting of the year. The board staff will be able to present information to the board members for a decision.*