

CHECKLIST OF ITEMS TO BE SUBMITTED WITH YOUR LICENSE RENEWAL/APPLICATION

The following items **must be submitted with your license application:**

- Completed 2025 **License Renewal/Application**
- 1 **Passport Photo** verified by a witness's signature on the back to verify that it is your photo (can be anyone who knows you) unless you have already submitted one. Photos are to be updated every 3 years.
- A certificate of successful completion of the **Jurisprudence Module** unless you have already submitted one - renewed every 3 years.
- A certificate of successful completion of the **Social Media Module** unless you have already submitted one - renewed every 3 years.
- A certificate for successful completion of the Manitoba Health direct online version of the **Personal Health Information Act (PHIA)** training or a current certificate of successful completion of the PHIA refresher training as the certificate expires every 3 years. When it is due Manitoba Health will send you a notice with a link to the PHIA refresher training. the link can also be found on the OOM website.
- **A Criminal Record search report including a vulnerable sector search report completed by your local jurisdiction** if a report has not been submitted within the past 3 years.
- Proof of \$1 million Professional Errors and Omissions **Liability Insurance**.
- **Payment** of your License Fees.

Note: If **incomplete documents** are submitted and not rectified promptly, a **\$25.00 penalty** may be charged. **License ID badges and official receipts** will be mailed after all license applications have been completed. If applications submitted by November 1, were complete, applicants can expect that their licenses will be mailed to them by mid December.

Duplicate receipts are \$15.00. The fee for a **declined credit card** is \$100.00.

Opticians who **submit their license applications and/or payments after the November 1 deadline and up to December 31**, when their license expires, **will be charged a late fee of \$200.00.**

If a completed license **application including payment is not received by January 1**, in keeping with OOM bylaws, **license cancellation will result.** If your license has been canceled and you apply for a license after January, you will be required to apply to be reinstated. Both the **\$300.00 reinstatement fee and the license fee must be paid to be reinstated.**