Douglas A. Ducey
Governor

Dale Nyblade
Chairman

Sheri Mayes
Vice-Chairman

ARIZONA STATE BOARD OF DISPENSING OPTICIANS
1400 W. Washington, Room 230, Phoenix, Arizona 85007
Telephone (602) 542-8158 FAX (602) 542-3093
www.do.az.gov

Lori D. Scott
Executive Director
director@asbdo.state.az.us

Instructions for Application for Practical Examination

Please Read Carefully:

1. The Board Office is now accepting applications for the ***March 1, 2017,*** Practical Examination. Your application **must** be received in the Board Office ***forty-five days*** prior to the exam (January 16, 2017).

2. Applications should be typewritten (if you do not have access to a typewriter, ***PLEASE PRINT LEGIBLY)*** and sent to:

Arizona State Board of Dispensing Opticians
1400 W. Washington, Room 230
Phoenix, Arizona 85007

3. Each application shall be accompanied by a non-refundable fee of $100.00 which allows the applicant to take the State Practical Examination. The prescribed fee should be submitted in the form of a **MONEY ORDER** or **CASHIER'S CHECK** made payable to the Arizona State Board of Dispensing Opticians.

4. The Board will act only upon those applications that are completely and properly filled out by the applicant. Therefore, answer all questions relative to your application as completely as possible. The application **must be NOTARIZED**. You must submit at least two letters from ophthalmologists, optometrists or licensed dispensing opticians stating that you worked as a dispensing optician for the required number of years, as stated in A.R.S. Section 32-1683.5(a) or (b) or (c) or (d). In addition, you must submit three letters verifying the fact that you are of good moral character (from non-family members who have know you at least two years). This makes a **MINIMUM** of **FIVE** letters that must be submitted. The name of the signer must be printed under the signature and must include a telephone number where the Board may reach said person. A copy of your high school diploma or G.E.D. and a picture of yourself taken within the past six months must also be included (Read Rules & Statutes for all requirements).

5. Applications must be received by the Board at least ***45 days*** prior to the examination date. Exams are given in March and September of each year. Exact dates are listed above.

6. Each applicant will be notified of the time and place of the Practical Examination upon approval of the application by the Board.

7. All applicants will be advised of their examination results by mail. The results will be mailed to your home address unless you request the results mailed to a different address.

8. Verification of your successful passage of the national competency examinations as provided in A.R.S. Section 32-1682.D. must be included with your completed application. A copy of the original notice of test results, or a copy of the original certificate that states that you passed the national exam, must be enclosed. If you are unable to provide copies of these original documents, you must contact the American Board of Opticianry/National Contact Lens Examiners, 6506 Loisdale Road, Suite 209, Springfield, VA 22150 (telephone number 1-800-296-1379) and ask them to send a letter to the Board office verifying that you successfully passed their examination. Their exams are administered the third Sunday in May and the third Wednesday in November. Registration is always two months prior to the examination date, with no exceptions. Contact the above address for applications to sit for the national examinations.

9. The **Arizona Statement of Citizenship** must be completed and returned with the proper documentation along with the application form.

10. As part of the practical examination: you will be required to neutralize three pair of eyeglasses on a lensometer; you must take a split pd for a progressive bifocal and measure for fitting height; you will use a pupilometer as well as a pd ruler. In addition to taking keratometric readings, the contact lens portion will include measuring six contact lenses to determine power and diameter. You will also be required to identify all characteristics and material of five different uncut lenses, converting two prescriptions, determine contact lens insertion position and measure lens thickness with calipers.

(Portions of the examination are timed).

11. If you currently hold a valid license in another state, and wish to obtain an Arizona license under the provisions of A.R.S. Section 32-1683.5(a) and 32-1685, you should contact the Board Office to determine if your license may be granted by comity. (You must hold a current license issued by a licensing board in the United States with similar requirements for licensure.)

12. Copies of the Arizona Statutes and Rules are available on the website**. You are required to read them** and be familiar with them before signing your Application in the presence of a notary public.

13. **NO ONE WILL BE ADMITTED TO THE EXAMINATION ROOM AFTER THE SCHEDULED TIME ON THE DATE OF THE EXAM.** The door to the examination room will be closed and anyone arriving late will be required to take the next scheduled examination depending on availability. Please arrive on time.