

## **RENEWAL CHECK LIST**

**Please Ensure All Documents Are Complete**  
**OR It Will Be Send Back To You**

- RENEWAL Form: **with current updated information**
- STEP 3: Continuing Competency Program (**not mandatory**)
- Copy of Proof of E & O Insurance: provided by Employer, *or* If Purchasing E & O Insurance through OAC, please send directly to **Opticians Association of Canada**. If paying by Cheque or Money Order make out to **Opticians Association of Canada** and note on your renewal form and **send COA a copy after you receive it**
- Undertaking (**ONLY** if Non-Practicing)
- Payment: Visa/MasterCard/Cheque/Money Order (**No cash/American Express please**)

*Thank you,  
Lynda Willey  
Registration Administrator*

**IF FAXING YOUR RENEWAL, PLEASE CALL WITHIN 15 MINUTES TO SEE IF WE HAVE RECEIVED IT, THANK YOU.**