

Student Dispensing Optician Info

ADONZ 2012

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WHAT TO DO DURING YOUR STUDIES

When you enrol in the optical dispensing course through OTEN/OptiBlocks you have approximately three years of study ahead of you. During this time you will be required to complete all of the modules you receive, and attend practical block courses at OptiBlocks in Gisborne. You will be invited to attend each prac blocks as you complete more of the course. Course fees and further information regarding the prac blocks will be outlined for you by OptiBlocks or you can go to the ADONZ website and look at the student section.

You need to re-enrol at the beginning of each year while you are studying, and the enrolment forms are available to download from the ADONZ website. It is important to enrol with these forms and follow the instructions for NZ students.

Most questions during this time should be directed to Steve Stenersen or Sue Kain at OptiBlocks (*contact details on page four*).

WHAT TO DO WHEN YOU FINISH EACH MODULE

After each module is complete, you will be required to apply to OTEN to sit the test for that module. You need to find a teaching institute, JP, Minister or someone appropriate to oversee the examination. Once you have completed all of the theory work, then you can sit the final practical exam. This is held in Gisborne over a day and a half and is normally in November.

This information has been compiled for you by the ADONZ, and was accurate at the time of printing.

TEXT BOOKS

Practical Optical Dispensing

- by David Wilson

Practical Optical Workshop

- by David Wilson & Steve Stenersen

As an enrolled New Zealand student with OTEN/OptiBlocks, you are entitled to the text book **Practical Optical Dispensing** for free. This is available through Eyleine Optical (*contact details on page four*)

***Practical Optical Dispensing** is sponsored by the **Kennemore Fund**.

This fund is made up of very generous donations from Denis & Enid Kennemore, and Essilor New Zealand to help optical dispensing students in their studies.

Please note that the text book is only free to you while you are enrolled with OTEN/OptiBlocks. Once you finish the course, or if you are completing the course through another provider, you are required to buy this text book.

RECORD OF TRAINING

In the final year of your study you should start completing your **Record of Training (log book)**. This is available to download from the ADONZ website in the student section. The ROT is a requirement of the Optometrists & Dispensing Opticians Board and should be sent in with your registration application.

WHAT TO DO ONCE YOU HAVE GRADUATED

Once you have received your official transcript from OTEN, and completed your Record of Training you should apply to be registered with the Optometrists & Dispensing Opticians Board. If you are not registered you are not allowed to call yourself a dispensing optician.

You can also apply for your Annual Practising Certificate (APC) at the same time as your registration – please read the notes on the Board website. You need an APC to be able to practise in NZ as it is illegal to practise without one.

You can also contact the Deputy Registrar of the O&DO Board if you need to have the forms posted to you, or if you have any questions (*contact details on page four*).

THE REGISTRATION PROCESS

Visit the O&DO Board website:
<http://www.odob.health.nz>

Click on **Want to Register?** and then **Apply to register as a Dispensing Optician**.

Click on **Apply Using this Form** in the fifth paragraph to download the application form. Follow the instructions carefully and send all of the required information together.

Below is a check list for your application form:

- A certified copy of your birth certificate, identification page of your passport, or driver's license
- An endorsed colour passport sized photograph attached to your application
- Evidence (original or certified copy) of any name change (e.g. Deed Poll, Marriage Certificate) if applicable
- Originals or certified copies of all relevant qualifications.
- A record (originals or certified copies) of criminal convictions (New Zealand) and/or a Police Clearance Certificate or its equivalent from any overseas jurisdiction, with an explanatory letter if applicable.
- Letter or Certificate(s) of Good Standing (originals or certified copies) dated not more than six (6) months old from all bodies with whom you have registered in the past 10 years.

- One character reference from a registered optometrist or registered dispensing optician who has known the applicant for at least a year, and who is not a relative.
- One character reference from a person who is of good standing in the community, who has no involvement in the optometric or optical dispensing profession, who has known the applicant for at least a year, and who is not a relative.
- Full curriculum vitae.
- Signed and witnessed statutory declaration
- Application fee (the current fee is listed on the Board website – please check as this may change). NB The application fee is not refundable whatever the outcome of the application.

NEW DISPENSING OPTICIAN GRADUATES MUST ALSO INCLUDE THE FOLLOWING:

A record of training book showing evidence of the completion of a minimum of 800 hours of optical dispensing practice over a period of no more than two years.

*** The Board will not process any application unless it is fully completed. You should send all of the required documents together (and make sure that it is no more than six months old). Read the application carefully – it is important to follow the instructions or your application will be delayed.**

The Board will take approximately 5 – 7 weeks to process your application.

When the Board has approved you for registration, your details will be listed in the Register of Dispensing Opticians.

You must always keep your contact details up to date with the O&DO Board and the ADONZ.

Once registered you should use the protected title “Dispensing Optician” rather than optical dispenser.

Regulated practitioners work within a competence assurance framework that does not apply to unregulated people. You should use your protected title to differentiate yourself from those who are not regulated. If you use your protected title the Board and the profession can begin to educate the public on the benefits of seeking optical care and advice from dispensing opticians and optometrists.

You are also entitled to use the following letters after your name: R.D.O.(NZ)

THE APC PROCESS

You can apply for your APC at the same time as your registration - the APC application will be considered as soon as your registration is complete. Download the APC application form from the Board website. If you have any questions about this form, contact the Deputy Registrar of the Board.

An APC application form will be sent to you on completion of your registration if you do not apply for both at the same time. It is recommended that you apply for your registration and APC together if you intend to practice straight away. Remember that you are required to gain CPD credits once you hold an APC.

You must hold a current APC to be able to practice as a dispensing optician.

THE ADONZ

The Association of Dispensing Opticians of New Zealand is a non profit association formed to help dispensing opticians and students. Membership is not compulsory, but there are many benefits including CPD which is provided at our Annual Conference at a reduced cost to members. Various regional branches also meet and hold CPD accredited lectures. Regular newsletters are produced for members; we can help with job resource and placement, networking, HR resources, and business advice. Results are also compiled from an annual wage and work survey completed by DOs

throughout the country. Most of this information is available for our members through the ADONZ website.

The ADONZ is completely separate from the Optometrists & Dispensing Opticians Board. Your registration fee that you pay to the Board does not cover membership to the ADONZ. You are welcome to become a student member at any stage of your studies, or a full member once you have registered with the O&DO Board. Please contact the office for information on subscription fees.

CPD recording and reporting has been contracted to the ADONZ by the O&DO Board - the association records and reports dispensing opticians' credits from accredited CPD activities. We maintain up to date records of credits gained which can be monitored by you through our website.

We also receive and process applications from providers who wish to present accredited sessions. These applications are sent on to the O&DO Board DO CPD Accreditation Committee.

THE OPTOMETRISTS & DISPENSING OPTICIANS BOARD

The O&DO Board is set up by legislation to protect the public, and there are two dispensing optician members on the Board. All registrations for optometrists and dispensing opticians in NZ are processed through the Board office, and they also issue Annual Practising Certificates. All payments for these go to the Board.

To be able to practice as a dispensing optician in NZ you need to hold an Annual Practising Certificate (APC). The Board will invoice you for your APC in February/March each year. It is important to remember that it is illegal to practice without an APC.

To maintain your APC, you must keep up to date with CPD and complete the 20 credit requirement in each two year CPD cycle. If you don't complete the required amount, you will receive an audit from the O&DO Board. If you continue to

remain in deficit you might have a restriction placed on your APC, or your APC might not be renewed.

For more information on registrations or APCs, please contact the deputy registrar (*contact details opposite*).

CPD

Optical dispensing is a registered profession in New Zealand, and so you must complete continuing professional development to prove that you are competent to practise as a dispensing optician. You are required to complete 20 CPD credits during the two year cycle which always finishes on 30 November of an odd numbered year. The ADONZ will record your CPD credits, and then report those to the Board. If you are in deficit at the end of the two year cycle, you will be required to complete an audit to prove your competency to practise.

When you graduate you will receive 10 CPD graduation credits. You are then entered into the CPD recording system on a pro rata basis when you gain your APC. Your graduation credits are only valid for the year after graduation, so if you do not register and gain your APC in that time, they will expire. You can not gain ordinary CPD credits at an event until you are registered and hold your APC.

The ADONZ is usually informed when you gain your APC and will send you a CPD information pack at that time. If you do not receive one, please contact the ADONZ office and request one.

QUESTIONS?

If you have questions at any stage, please don't hesitate to contact Hayley at the ADONZ office. We are here to help!

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CONTACT DETAILS: OPTIBLOCKS

Steve Stenersen or Sue Kain - directors

Email	ssopticians@extra.co.nz
Phone	06 867 5465
Training Premises	OptiBlocks NZ Ltd Level 3, Rockforte Towers cnr Gladstone Road and Grey Street Gisborne 4010
Post	211 Gladstone Road Gisborne 4010

THE OPTOMETRISTS & DISPENSING OPTICIANS BOARD

Lindsey Riley – Registrar

Chris McKeown – Deputy Registrar

Email	deputyregistrar@odob.health.nz
Website	www.odob.health.nz
Phone	04 474 0704
Post	O & DO Board PO Box 10140 The Terrace Wellington 6143

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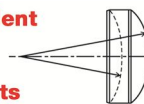
Hayley Bendall – Administrator

Hayley Bendall Administrator	hayley@adonz.co.nz
Andrew Judd President	ajudd65@hotmail.com or president@adonz.co.nz
Vanessa Cumming Vice President	vjcumming@ihug.co.nz
Phone/Fax	07 824 1044
Office Email	info@adonz.co.nz
Website	www.adonz.co.nz
Post	ADONZ PO Box 137 Morrinsville 3340

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