

## PROFESSIONAL BOARD FOR OPTOMETRY AND DISPENSING OPTICIANS

### GUIDELINES FOR REGISTRATION

#### FOREIGN QUALIFIED OPTOMETRISTS AND DISPENSING OPTICIANS

These guidelines are for those applicants who hold foreign qualifications and wish to register with the Professional Board for Optometry and Dispensing Opticians in South Africa.

#### 1. Professional Studies

- 1.1 An applicant must hold a qualification equivalent to the recognised South African qualification.
- 1.2 The minimum period of education must correspond with the education required from candidates qualifying in South Africa.

#### 2. Practical /Professional Experience

Each applicant must also submit official documentary evidence of having completed full-time practical and/or professional experience as required by the qualification.

#### 3. Applications

The following documents must be submitted to the Professional Board at the address provided in (4) below:

- The attached application form, completed fully.
- Copies of all degree/diploma certificates or similar academic qualifications certified by an attorney in his capacity as notary public and bearing the official stamp as well as a sworn translation of these into English. Copies certified only by a Commissioner of Oaths **are not acceptable**.
- Original academic transcripts (academic record) issued by your educational institution indicating course content of each qualification and a sworn translation of these into English (copies of original documents will only be accepted if duly certified as outlined above).
- A recent original Certificate of Status (Certificate of Good Standing), indicating that the applicant is in good standing, issued by the foreign registration authority where the applicant is currently registered which has been issued within the preceding three months.
- A copy of a valid Passport or Identity Document as proof of current citizenship, duly certified by a notary public as indicated above.
- A letter of endorsement in support of the application for registration issued by the Foreign Workforce Management Program (FWMP) of the National Department of Health. (Form 176 DOH attached hereto for this purpose). Applications should be directed to The Programme Manager, FWMP, Room S1011, Civitas Building, National Department of Health, Private Bag X828, Pretoria, 0001, RSA (Corner of Struben and Thabo Sehume (Andries) Streets).

#### 4. Address/Enquiries

Duly compiled applications or written enquiries may be sent to:

The Registrar  
HPCSA  
P O Box 205  
PRETORIA  
0001

5. No application will be considered without all requested documentation being submitted.
6. Applications for registration are submitted to the Education Committee of the Professional Board for consideration at pre-scheduled meetings. A response on the outcome of an application can only be given after an Education Committee meeting has been held.

**APPLICATION FOR REGISTRATION AS:** .....

Category: .....

1. Title: (Dr/Mr/Mrs/Miss): ..... Surname: .....

2. Maiden name: .....

3. First name(s): .....

4. Date of birth: ..... Birth Place: .....

5. Postal address: .....

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Tel. (Work): .....(Home): .....

E-mail address: ..... Cell: .....

6. Present employer: .....

Position/appointment held: .....

**7. Qualifications**

Name of Degree/Diploma	University/Training Institution where degree/qualification was obtained	From		To	
		Month	Year	Month	Year

**8. Practical Training** (Completed concurrent with or after completion of professional education)

Name of Institution	Category in which training was completed	From		To	
		Month	Year	Month	Year

**9. Professional Experience** (In chronological order)

Name of institution	Nature of appointment held	Full-time/part-time	From	To	Total period in months	Enclosed documentary evidence marked A, B, etc

10. Any other relevant facts which the applicant wishes to bring to the attention of the Professional Board:

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I accept that my application may be delayed should I fail to submit all the relevant documentation or to provide the relevant information.

Signature:      Date: .....

**(Refer to paragraph 3 of the guidelines for documentation to be attached to this application.)**

**OFFICIAL USE**

<b>Documents received</b>	<b>Yes</b>	<b>No</b>
Copies of all degree/diploma certificates		
Academic transcripts or record - Curricula		
Letter of endorsement - Foreign Workforce Management Programme (FWMP)		
Certificate of status issued by foreign registration authority		
Passport or Identity Document		