



Health Professions Council of South Africa

HEALTH PROFESSIONS COUNCIL OF SOUTH AFRICA	
<u>GUIDELINES FOR RESTORATION/REGISTRATION OF OPTOMETRISTS AND DISPENSING OPTICIANS</u>	Version 3
PROFESSIONAL BOARD FOR OPTOMETRY AND DISPENSING OPTICIANS (PBODO)	
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Approved by: **HPCSA PROFESSIONAL BOARD FOR OPTOMETRY AND DISPENSING OPTICIANS**

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April 2020		ETRC	
October 2020	2022	ETRC	Section 5
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1. DEFINITIONS

Unless the context otherwise indicates

- 1.1 **“Act”** means the Health Professions Act, 1974 (Act No. 56 of 1974);
- 1.2 **“Board”** means the Professional Board for Optometry and Dispensing Opticians;
- 1.3 **“Deputy Company Secretary”** means the Manager of the Professional Board for Optometry and Dispensing Opticians;
- 1.4 **“The Applicant”** means an Optometrist and/or Dispensing Optician who wishes to be restored on the HPCSA register;
- 1.5 **“The Practitioner”** means Optometrist and/or Dispensing Optician;
- 1.6 **“Supervised Practice”** means a category under which the practitioner may be registered while being mentored by another experienced practitioner for a particular period;
- 1.7 **“The Supervisor”** means the practitioner who will be supervising the applicant/ practitioner registered under “supervised practice”.

2. PURPOSE

- 2.1 To assist an applicant who wishes to be registered after a certain period of obtaining their first qualification and/or to be restored on the register as an Optometrist and/or Dispensing Optician with the Professional Board for Optometry and Dispensing Opticians of the Health Professions Council of South Africa.
- 2.2 To outline the process to be followed by both the applicant and the Board for consideration of applications mentioned above.
- 2.3 To identify and guide the relevant parties on the required tasks in the application process.

3. SCOPE

These guidelines apply to qualified Optometrists and/or Dispensing Opticians who wish to be registered or restored on the register in terms of the Act.

4. GENERAL REQUIREMENTS

- In order to avoid delays in the processing of applications, **correctly certified** documents as per the requirements of the Board should be submitted **in one batch**
- All documentation required by the Board should be submitted in English. Where applicable, only original translations of the required documents done by a sworn translator and duly sealed and notarized will be accepted. In addition to such English translations, legible copies of the original documents, certified and duly sealed by a Notary Public should be submitted.
- Should there be any further documentation that may be required, the applicant will be notified within one month upon receipt of the application prior to processing of the application.

5. RESTORATION PROCESS REQUIREMENTS

Once the practitioner is off register it is assumed that he or she is no longer practicing the profession within South Africa and he or she is not allowed to perform any clinical work. Where the practitioner has been out of clinical work for more than 5 years, he or she will be subjected to a Board examination and only upon passing the Board examination, the practitioner may be restored on the register as an Independent Practitioner.

REGISTRATION PROCESS REQUIREMENTS

Once an individual does not register with the HPCSA after completion of their undergraduate qualification and does not enroll for postgraduate studies, it is assumed that he or she is not practicing the profession within South Africa and he or she is not allowed to perform any clinical work. Where the individual has been out of clinical work for more than 5 years, he or she will be subjected to a Board examination and only upon passing the Board examination, may be registered as an Independent Practitioner.

5.1. Practitioners who were off the HPCSA register for 5 years or less.

Process to be followed:

- a. Completion of the Restoration Form (Form 18) by the applicant;
- b. Paying of Restoration Fees (where applicable) and any other fees outstanding;

- c. Practitioners who were off the register for less than 2 years will be restored in the category Independent Practice when all requirements are met;
- d. Practitioners who were off the register for 2 to 5 years will be restored in the category Supervised Practice for a period of at least six months;
- e. Performance of Supervised Practice by the applicant for the specified period, which will be followed by the submission of a report from the supervisor to the Board about the competency of the applicant with recommendations;
- f. The practitioner and/or the supervisor may be requested to submit further supporting documents where required/ necessary;
- g. Based on the report and the decision by the Board, the applicant may be restored in the category that he/she was registered prior to the erasure;
- h. The applicant will be required to accrue the necessary CEUs as per the CPD Guidelines while under supervised practice, and submit the certificates thereof upon completion of the supervised practice.

5.2. Practitioners who were off the HPCSA register for more than 5 years.

Process to be followed:

- a. Completion of the Restoration Form (Form 18) by the applicant;
- b. Paying of Restoration Fees (where applicable) and any other fees outstanding;
- c. The applicant will be required to undertake a Board examination (Board examination fee applicable);
- d. Upon passing the Board examination (clinical), the applicant may be restored in the category that he/she was registered prior to the erasure;
- e. Upon restoration, the practitioner will be required to continuously comply with the CPD requirements.

5.3. Practitioners who were off the HPCSA register for 5 years or less, but practicing outside the country.

Process to be followed:

- a. Completion of the Restoration Form (Form 18) by the applicant;
- b. Paying of Restoration Fees (where applicable) and any other fees outstanding;
- c. Submission of the accrued CEUs during the period the applicant was off the register as per the CPD Guidelines;
- d. Submission of recent original Certificate of Status (Certificate of Good Standing) issued by the foreign registration authority where the applicant is currently registered, indicating that the applicant is in good standing. The certificate must have been issued within the preceding three months;
- e. Submission of an up to date Curriculum Vitae (CV) clearly detailing the applicant's work experience or employment history;
- f. Submission of a letter from the previous employer/s confirming employment as per CV. In a case where the applicant had his or her own practice, an affidavit/certified letter on a letterhead with confirmation by one (1) witness is required

to provide evidence that the applicant has been practicing (in another country) while off the HPCSA register;

- g. Once the Board is satisfied that the applicant meets all the requirements, the applicant may be restored in the category that he/she was registered prior to the erasure;
- h. Upon restoration, the practitioner will be required to continuously comply with the CPD requirements.

5.4. Practitioners who were off the HPCSA register for more than 5 years, but practicing outside the country.

Process to be followed:

- a. Completion of the Restoration Form (Form 18) by the applicant;
- b. Paying of Restoration Fees (where applicable) and any other fees outstanding;
- c. Submission of the accrued CEUs during the period the applicant was off the register as per the CPD Guidelines;
- d. Submission of recent original Certificate of Status (Certificate of Good Standing) issued by the foreign registration authority where the applicant is currently registered, indicating that the applicant is in good standing. The certificate must have been issued within the preceding three months;
- e. Submission of an up to date Curriculum Vitae (CV) clearly detailing the applicant's work experience or employment history;
- f. Submission of a letter from the previous employer/s confirming employment as per CV. In a case where the applicant had his or her own practice, an affidavit/certified letter on a letterhead with confirmation by one (1) witness is required to provide evidence that the applicant has been practicing (in another country) while off the HPCSA register;
- g. Proof that the practitioner was registered with a regulatory body in the foreign country;
- h. Practitioners will be subjected to a Board examination upon failure to submit all the required documents in (c-g) mentioned above;
- i. For an application that meets all the requirements, the applicant may be restored in the category that he/she was registered prior to the erasure;
- j. Upon restoration, the practitioner will be required to continuously comply with the CPD requirements.

5.5. Graduates who take 5 years or less to register with the HPCSA.

Process to be followed:

- a. Completion of the Application Form (Form 23) by the applicant;
- b. Graduates who apply for registration within 2 years of completing their qualification will be registered in the category Independent Practice when all requirements are met;
- c. Graduates who apply for registration between 2 to 5 years of completing their qualification will be registered in the category Supervised Practice for a period of at least six months;

- d. Performance of supervised practice by the applicant for the specified period, which will be followed by the submission of a report from the supervisor to the Board about the competency of the applicant with recommendations;
- e. The practitioner and/or the supervisor may be requested to submit further supporting documents where required/ necessary;
- f. Based on the report and the decision by the Board, the applicant may be restored in the category that he/she was registered prior to the erasure;
- g. Upon registration, the practitioner will be required to continuously comply with the CPD requirements.

5.6. Graduates who take 5 or more years to register with the HPCSA.

Process to be followed:

- a. Completion of the Application Form (Form 23) by the applicant;
- b. The applicant will be required to undertake a Board examination (Board examination fee applicable);
- c. Upon passing the Board examination (clinical), the applicant may be registered in the category Independent Practice;
- d. Upon registration, the practitioner will be required to continuously comply with the CPD requirements.

5.7. Graduates who were practicing outside the country immediately after completing their qualification.

Process to be followed:

- a. Completion of the Registration Form (Form 23) by the applicant;
- b. Submission of the accrued CEUs during the period the applicant was practicing outside the country;
- c. Submission of recent original Certificate of Status (Certificate of Good Standing) issued by the foreign registration authority where the applicant is currently registered, indicating that the applicant is in good standing. The certificate must have been issued within the preceding three months;
- d. Submission of an up to date Curriculum Vitae (CV) clearly detailing the applicant's work experience or employment history;
- e. Submission of a letter from the previous employer/s confirming employment as per CV. In a case where the applicant had his or her own practice, an affidavit/ certified letter on a letterhead with confirmation by one (1) witness is required to provide evidence that the applicant has been practicing (in another country) while not registered with the HPCSA;
- f. Once the Board is satisfied that the applicant meets all the requirements, the applicant may be registered in the category Independent Practice;
- g. Upon registration, the practitioner will be required to continuously comply with the CPD requirements.

NB!!! Examinations are conducted twice a year.

1. SUBMISSION OF APPLICATIONS TO THE HPCSA.

Duly completed application forms and supporting documents or written enquiries may be sent to:

The Registrar
HPCSA
P O Box 205
PRETORIA
0001

2. PROCEDURE FOR THE EVALUATION/ ASSESSMENT OF DOCUMENTS SUPPLIED BY APPLICANTS.

- All applications will be forwarded for the attention of the Registration Division, supervised practice reports will then be forwarded to Board Secretariat.
- The Education and Training Division will review applications that require a Board examination for completeness and accuracy in accordance with the requirements stipulated above.
- The Education and Training Division will, in line with the status of the application, inform the applicants of the outcome and what processes to follow.

3. BOARD EXAMINATION

For detailed information, reference may be made to the Board Examination Guideline.

- The Examiner(s) will be allocated (as appointed by the Board) upon receipt of the recommendation from the Board, that the applicant be granted admission to sit for Board examination.
- The Board Examination logistical arrangements (dates, venue, etc.) will be communicated with the candidate (applicant) through the Education and Training Division. The applicant will be provided with the details of the appointed examiner as well as the examination guide.

- An examination fee is payable prior to participating in the Board examination. Reference may be made to the latest fees payable as published.
- The main Examiner will arrange for the appointment of a Moderator and conduct the Board Examination in line with the **BOARD EXAMINATION GUIDELINES**.
- The main Examiner together with the Moderator will complete the **EXAMINATION REPORT** detailing the outcome of the examination and then forward the report to the Education and Training Division for further processing.
- Upon receipt of the Examination Report, the Education and Training Division will inform the applicant in writing about the outcome of the examination.
- A successful candidate will be recommended for restoration in the relevant category as per examination report.

4. SUBMISSION OF REGISTRATION RECORDS TO THE EDUCATION, TRAINING AND REGISTRATION COMMITTEE (ETRC) OF THE BOARD

- The Education and Training Division shall submit all records of processed applications for the period preceding the ETRC and Board meetings, for noting.