

**Illinois Department of Financial and Professional Regulation
Optometry License Renewal Instructions**

Failure to follow instructions will result in your license renewal being delayed. Practice after the expiration of your license shall constitute unlicensed practice, which could result in civil/criminal penalties and discipline of your license.

OPTOMETRY LICENSE RENEWAL INSTRUCTIONS

PART A:

CONTINUING EDUCATION REQUIREMENTS - Please read the enclosed CE Fact Sheet regarding Continuing Education requirements. If you are required to meet the CE Requirements, you must answer the question in Part A regarding compliance. **If you are submitting this renewal after the expiration date, you are required to submit photocopies of your continuing education attendance slips as proof of compliance.**

CPR CERTIFICATE - Answer as to whether or not you have a current CPR certificate.

INACTIVE STATUS - No fee is required to place your Optometry license on inactive status prior to the expiration of your license. **Licensees whose license is on an inactive status shall not practice in Illinois.** *To restore your license from Inactive or Non-Renewed Status, contact the Department's Licensure Maintenance Unit at 217/782-0458.*

PART B: CHILD SUPPORT STATEMENT: Illinois law requires you to respond to the Child Support question in Part B. Licensees required to pay child support must certify on the renewal form to not being more than 30 days delinquent in complying with a child support order. If you are not subject to a child support order, answer "No."

PART C: SIGNATURE SECTION: You must sign the application in the space provided and indicate your Social Security Number. **Failure to sign your renewal and provide your Social Security Number, if you have one, will result in your renewal being returned to you for proper completion.** (See **NOTICES** for Social Security Number Disclosure)

LICENSE FEES: The License Fee Summary on your renewal provides a listing of your current Optometry and Controlled Substance licenses. The list includes the License Number, the PIN number required for Credit Card Renewals and the fees prior to and after the expiration date of your license. If you have more than

two Controlled Substance licenses, renewal pages for those additional licenses are enclosed.

NAME CHANGES: To change your name you must submit a copy of one of the following: marriage certificate, divorce decree, court order, etc. **If you have changed your name you CANNOT renew by Credit Card.**

CONTROLLED SUBSTANCE LICENSE RENEWAL INSTRUCTIONS

A valid Illinois Controlled Substance license is required to prescribe controlled substances; therefore, you must renew at least one controlled substance license if you wish to continue prescribing controlled substances. The address of your Controlled Substance License **MUST BE IN ILLINOIS.**

Renewal or registration for other business or practice locations is only required if drugs are stored or located at these locations.

If you **DO NOT** wish to renew your Controlled Substance Licenses, please check the appropriate statement on each Controlled Substance License Renewal section.

ANCILLARY OFFICE RENEWALS

Important Notice Regarding Ancillary Licenses:

Beginning January 1, 2010 the Department will no longer issue Ancillary licenses in accordance with P.A. 096-0270.

You will not be required to renew current Ancillary Offices.

Optometrists are required to continue to report additional practice locations to the Department prior to practicing at these locations.

There will be no fee required for reporting additional practice locations to the Department.

You may report additional locations by accessing the Department's web site at www.idfpr.com where you will be provided further information regarding the required notification.

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PAYMENT OPTIONS

You may renew your license by using **ONE** of the following methods:

MAILED APPLICATIONS: Mail **ALL** renewal forms with the correct fee in the envelope provided. Only checks and money orders made payable to the **Department of Financial and Professional Regulation** will be accepted. **DO NOT SEND CASH. Placement of a STOP PAYMENT on a check results in a \$50 fine.**

Write your license number on the front of your check or money order.

Be sure the Department's address is in the window of the return envelope.

Renewals submitted by mail typically require 2-4 weeks for processing.

PLEASE DO NOT MAIL THIS APPLICATION IF YOU RENEW BY CREDIT CARD!

CREDIT CARD RENEWALS: Renewing your license(s) by credit card is fast, easy and convenient. You may renew 24-hours a day, seven days a week with no waiting.

Internet: Log on to **www.idfpr.com** Click on "Professional License Renewal" and follow the instructions on-line.

Touch Tone Telephone: Call **1-800-823-6100** and follow the step-by-step instructions.

You **MAY NOT** renew with a credit card if you are renewing after your license expiration date, changing your name, requesting a waiver of Continuing Education requirements or submitting documentation with your renewal.

Licenses renewed by credit card are processed and mailed within one week.

NOTICES

SOCIAL SECURITY NUMBER DISCLOSURE: Disclosure of your U.S. social security number, if you have one, is mandatory in accordance with 5 Illinois Compiled Statutes 100/10-65 to obtain a license. The social security number may be provided to the Illinois Department of Public Aid to identify persons who are more than 30 days delinquent in complying with a child support order, or to the Illinois Department of Revenue to identify persons who have failed to file a tax return, pay tax, penalty or interest shown in a filed return, or to pay any final assessment of tax penalty or interest, as required by any tax Act administered by the Illinois Department of Revenue, or to other entities for verification of identification.

ELDER ABUSE REPORTING: Pursuant to Public Act 91-0244, effective January 1, 2000, if you have reason to believe that an adult 60 years of age or older who resides in a domestic living situation who, because of dysfunction is unable to seek assistance for himself or herself has, within the previous 12 months been subject to abuse, neglect or financial exploitation, the mandated reporter shall, within 24 hours after developing such belief, report this suspicion to the Department on Aging at 1-800-252-8966.

CHILD ABUSE REPORTING: Public Act 91-0244 also requires that if you have reasonable cause to believe a child known to you in your professional capacity may be an abused or neglected child you are required to report such possible neglect or abuse to the Department of Children and Family Services at 1-800-25abuse.

CONTINUING EDUCATION FACT SHEET OPTOMETRISTS

- **DO NOT SUBMIT PROOF OF C.E. UNLESS SPECIFICALLY REQUESTED BY THE DEPARTMENT.**
- **YOU NEED NOT COMPLY WITH C.E. FOR THE FIRST RENEWAL OF LICENSE.**
- **YOU MAY ACCESS A COMPLETE COPY OF THE OPTOMETRY ADMINISTRATIVE RULES (INCLUDING CONTINUING EDUCATION REQUIREMENTS) ON OUR WEB SITE AT www.idfpr.com.**

Continuing Education (CE) Hour Requirements

For the March 31, 2010 renewal, a licensee is required to complete 30 hours of continuing education relevant to the practice of optometry between the dates April 1, 2008 and March 31, 2010.

1. A CE hour equals 50 minutes. After completion of the initial CE hour, credit may be given in one-half hour increments.
2. Optometrists licensed in Illinois but residing in other states must comply with the CE requirements.
3. All renewal applications must attest to current certification in cardiopulmonary resuscitation (CPR).

Approved Continuing Education

1. Each licensee shall complete 18 hours of regular continuing education and 12 hours of credit which is certified by an approved optometry college, osteopathic or medical college or university pursuant to the Medical Practice Act of 1987 or a pharmacy college pursuant to the Pharmacy Practice during each prerenewal period.
2. Each certified course shall include at least 2 hours of actual course presentation and shall include the successful completion of a post-course evaluation of the attendee's understanding of the course material.
 - a. The post-course evaluation may be taken on-site immediately following the course presentation. An examination distributed on-site shall not be removed from the site.
 - b. The post-course evaluation may be a correspondence evaluation mailed to the attendee and returned to the provider. The sponsor shall not distribute a post-course evaluation at the site.
 - c. At the sponsor discretion, the attendee may be allowed one retake of a failed post-course evaluation in order to receive credit as certified continuing education.
 - d. Licensees who attend a certified education course without passage of a post-course evaluation may apply actual course hours toward fulfillment of the additional continuing education requirements.

- e. Transcript quality continuing education courses shall be deemed equivalent to the certified courses if they meet the requirements.
 - f. Certified continuing education courses shall be courses in which the attendees are in actual attendance. No self instruction or correspondence courses shall be considered certified continuing education courses.
3. Eighteen (18) hours of CE credit may be earned as follows (not accepted for certified CE):
 - a. A maximum of 12 hours per prerenewal period for papers prepared and delivered before recognized optometric organizations, papers published in nationally recognized optometric journals, or a chapter in a book of optometry, each appropriately verified.
 - b. A maximum of 12 hours per prerenewal period for verified teaching of students at an optometry school approved by the Department, or practicing optometrists in CE programs approved by the Department. One hour of teaching at an optometric school is equal to one hour of CE.
 - c. A maximum of 4 hours per prerenewal period for verified self-instruction or video teleconferencing that is sponsored or cosponsored by any previously approved optometry college, institution or national, state or local optometry association.
 - d. A maximum of 4 hours per prerenewal period for courses in practice management which includes business management.
 - e. A maximum of 2 hours of continuing education in cardiopulmonary resuscitation certified by the American Red Cross, American Heart Association, an Illinois licensed hospital or approved medical or optometric institution may be earned per renewal period.
 4. Continuing education credit hours used to satisfy the CE requirements of another state may be submitted for approval for fulfillment of the CE requirements of the State of Illinois.
 5. Credit shall not be given for courses taken in Illinois from unapproved sponsors.

NOTE: If you are requesting a waiver of the continuing education requirement OR if you are changing your name, you are not eligible to renew by telephone.

Continuing Education Earned in Other Jurisdictions

1. If a licensee has earned CE hours in another jurisdiction for which he/she will be claiming credit toward full compliance in Illinois, the applicant shall submit an out-of-state CE approval form along with a \$20 processing fee prior to the program or within 90 days after completion of the program. The Board shall review and recommend approval or disapproval of this program.
2. If the licensee fails to submit an out-of-state CE approval form within the required 90 days, late approval may be obtained by submitting the application along with the \$20 processing fee plus a \$50 per hour late fee not to exceed \$300. The Board shall review and recommend approval or disapproval of this program.
3. The Board has determined that the Council on Optometric Practitioner Education (C.O.P.E.) approved courses are acceptable for out-of-state continuing education. If a licensee attends an out-of-state C.O.P.E. approved course, the licensee will not be required to submit the out-of-state CE approval form and \$20 fee.

Certification of Compliance with CE Requirements

Each renewal applicant shall certify, on the renewal application, full compliance with the CE requirements with the exception of licensees renewing for the first time.

The Department may require additional evidence demonstrating compliance with the CE requirements (e.g., certificate of attendance) during the random audit which is conducted immediately following the renewal. It is the responsibility of each renewal applicant to retain or otherwise produce evidence of compliance. **However, unless requested to, do not submit any CE documents.**

Waiver of CE Requirements

1. Any renewal applicant seeking renewal of a license without having fully complied with these CE requirements shall file with the Department a renewal application, the renewal fee, a statement setting forth the facts concerning noncompliance and a request for waiver of the CE requirements on the basis of these facts. If the Department, upon the written recommendation of the Board, finds from such affidavit or any other evidence submitted that good cause has been shown for granting a waiver, the Department shall waive enforcement of such requirements for the renewal period for which the applicant has applied.
2. Good cause shall be determined on an individual basis by the Board and be defined as an inability to devote sufficient hours to fulfilling the CE requirements during the applicable prerenewal period because of:
 - a. Full-time service in the armed forces of the United States of America during a substantial part of the prerenewal period;
or

- b. An incapacitating illness documented by a statement from a currently licensed physician; *or*
 - c. A physical inability to travel to the sites of approved programs documented by a currently licensed physician; *or*
 - d. any other similar extenuating circumstances (e.g., illness of family member).
3. If an interview with the Board is requested at the time the request for such waiver is filed with the Department, the renewal applicant shall be given at least 20 days written notice of the date, time and place of such interview by certified mail, return receipt requested.
 4. Any renewal applicant who submits a request for a waiver shall be deemed to be in good standing until the Department's final decision on the application has been made.

HOW THE DEPARTMENT PROCESSES YOUR CONTINUING EDUCATION WAIVER REQUEST IF YOU HAVE NOT COMPLETED YOUR CONTINUING EDUCATION REQUIREMENTS

The Department of Financial and Professional Regulation makes every effort to process your renewal in a timely fashion. The renewal process is delayed when all of the questions on the application are not answered, when supporting documentation is missing, the fee is incorrect or missing, or your check is not signed.

You must do the following prior to the expiration date of your current license:

1. Return the completed renewal application along with the \$400 renewal fee to the Department (**fees are non-refundable**);
2. Include a statement setting forth the facts concerning your noncompliance with the continuing education requirements together with a request for a waiver of these requirements based on the reason(s) previously outlined.

If the Department determines your application, waiver request, and other documentation are in proper order, a new license will be mailed to you.

THE ISSUANCE OF YOUR LICENSE AT THIS TIME SHOULD NOT BE CONSIDERED TO BE AN INDICATION THAT YOUR WAIVER REQUEST HAS BEEN APPROVED.

The Board will review your waiver request and then make a recommendation to the Director.

If your request for waiver is approved, you will be notified in writing.

If your request for waiver is denied, you will receive written notification of the denial and your license will be placed into non-disciplinary non-renewed status.

A waiver request will not be granted if you are no longer practicing your profession.