Instructions on how to do this are here.

## **Open a New Place of Practice**

Before you open a new place of practice ("clinic"), you must obtain name approval from the Registrar by delivering a completed Place of Practice - Requests for Name Approval Form.

Please ensure that the following is completed: Has the same or similar clinic name you Please complete a **Declaration of** Step 1 Yes are requesting been previously Transferring Controlling interest form, approved for you or another registrant? If you are the owner of that approved clinic name, please provide an affiliation letter. No Bylaw 115.1(5) Does the clinic name have the word You must fulfil the requirement outlined Step 2 "optometrist" or a derivative of that word? in Section 10 of the College bylaws. Yes Two or more clinic names cannot be Is there another clinic name Step 3 approved for the same address. Therefore, Yes approved for this address? your request will not be approved. In this case, please phone the College office. No If you were the owner of the records, Step 4 Will you be transferring existing patient's Yes submit the **Transfer of Record Containing** records to this place of practice? **Personal Information Form** No Are you the Responsible Registrant Step 5 Have the RR complete Section C on (RR) for this clinic? No Form 19. Note: A registrant cannot be the RR for more than 4 clinics (Bylaw 119). Yes Step 6 Complete Section C on Form 19. Ensure that the requirements outlined in Bylaw 103 are met. Have the owner of No Are you the owner of patient records Step 7 records complete Section D on Form 19. at this clinic? Proceed to Step 9. If more than one registrant owns Yes Not sure patient records at this clinic, please have all registrants with ownership Step 8 Complete Section D on Form 19. complete Section D on Form 19. For any other inquiries, please contact the College office. Ensure all applicable fields on Form 19 are Step 9 completed and signed. Submit the form (and any affiliation/declaration, if applicable) to the College office. Step 10 Note: Approval may take up to 20 working days. Ensure that all applicable forms are completed and signed. Once you receive approval, log on to your online profile and add your clinic. Step 11