INSTRUCTIONS FOR APPLICATION FOR REGISTRATION

A. Eligibility for application for registration

1. Applicant must meet stipulated criteria to be eligible to apply for registration:
   a. Possess an approved opticianry or optometry qualification (please refer to List of Approved Qualifications);
   b. Have an offer of employment as an optician or optometry in Singapore; and
   c. Be of good standing/reputation/character.

2. All applications for registration must be submitted online via the Professional Registration System (PRS). Please ensure that you have read and understood the instructions before applying for registration.

B. Documents Required for Submission of Application

1. Before you proceed with the application online, please ensure that you have the following with you:
   a. A copy of NRIC for Singaporeans and Permanent Residents (PR) or valid Work Permit/ S-Pass/ Employment Pass (front and back) for foreigners;
   b. A copy of recent passport size photograph, please refer to requirement below:
      specifications for photograph:
      Your photograph image must be:
      - Sharp and clear, and taken within the last 3 months;
      - The photo should be taken against white background;
      - Preferably no white attire as it will not print out well on PC;
      - Must be 400 by 514 pixels;
      - The image of your face from the chin to the crown of your head should occupy at least 2/3 of your photograph;
      - The photo is taken full face, with you front-facing, head straight and eyes open with no hair across and/or covering your eyes/ eyebrows;

   c. Copy of optometry/ opticianry qualification certificate [front and back with scroll/ serial number applicable to qualification from Singapore Polytechnic]
   d. Copy of academic transcript(s) (if any)
   e. Copy of proof of completion of National Service (if any)
   f. Completed Form P1 for information on current/ prospective employer and current/ prospective supervisor. The form is available on under ‘Form and Download’.
   g. If this is not your 1st application for registration, you are required to provide a reason for further registration on page 3 of the Form P1.
   h. If your prospective employer is a new set-up company/ outlet, please support your submission with a BizFile. However, if you do not have access to the BizFile, please seek your management/ HR assistance to submit the BizFile to us directly.
C. Additional Documents Required for Foreign Qualifications and/ or Overseas Practice Experience

Supporting Documents for Foreign Qualification
1. If you are holding any foreign qualification(s), please arrange the conferring institution(s) to email a Letter of Verification (LV) directly to the Board at enquiries@oob.gov.sg using the conferring institution’s official email or post the original LV to us.

LVs must be printed on the letterhead of issuing authorities/ conferring institutions and contain the following information:

   a. Name of graduate
   b. Date of entry into the programme
   c. Date of conferment/ year of completion
   d. Title being conferred
   e. Medium of instruction for the course

Or if online verification is available on the institution official website, applicant must email the verification link and provide the following details:

   a. Name of graduate (as printed in your qualification)
   b. Date of entry into programme
   c. Title of qualification conferred
   d. Other information necessary for verification

2. Please note that OOB shall not be responsible for any payments incurred by the applicant and/or interested parties arising from the request of LVs.

3. Any documents in foreign language shall be submitted together with the certified English translations & original copies of the documents.

Supporting Documents for Overseas Practice experience:
1. In addition, applicant with overseas working experience must submit
   - Copy of testimonial or documents to support previous optometry and/or opticianry experience.

2. If you are registered or previously registered with other optometry/ opticianry licensing authority, please also
   a. Submit copy of registration and practising certificate with (if any);
   b. Arrange original Certificate of Good Standing (CGS) or Certificate of Current Professional Status from licensing authority in the country of last practice (if any) to be sent directly to us at our correspondence address:

   **Optometrists and opticians Board**
   16 College Road
   #01-01 College of Medicine Building
   Singapore 169854

D. Submission of Application

1. After you have prepared the required documents, you may submit your application online via www.oob.gov.sg by log in Professional Registration System (PRS).

2. With effect from 15 Jan 2017, login to PRS will be via SingPass only. This means that in addition to your SingPass ID and password, you will need to enter a One-Time Password (OTP) sent via SMS, or generated through a OneKey token. For further information on eligibility and application for SingPass, please refer to www.singpass.gov.sg or contact Singpass at 6643 0555.
3. If you are **not** eligible for SingPass
   a. You are required to apply for 2FA onekey token via PRS concurrently with your application for registration. *If we do not receive any application for registration, we would not process any application for onekey token.*
   b. Please take note of the following details:
      - You must key in your foreign passport number as part of your identification number even you are holding a valid work permit.
      - Provide a valid email address.
      - Token will be issued and posted by Assurity (appointed vendor) and hence, a valid address is required.
      - Cost of $15 per token will be borne by applicant for local address, cost for overseas will be $70. For loss of parcel, you are required to contact Assurity at 6566 3539 or email helpdesk@assurity.sg for further assistance.
      - This token could be used to access to OOB’s PRS only.
      - For new applicant, a grace period of 60 days is granted from the day of your application for 2FA onekey token and activation of your account. Once you have created an account with OOB, a temporary user account and password will be email to you. This allow you to submit your online application for registration including upload of all the mandatory documents. Failing to activate your account within the grace period, your account will be deactivated.
      - For existing practitioner, a grace period of 60 days is granted from the day of your application for 2FA onekey token and activation of your account. You are required to use your registration number and password to log in followed by One-Time Password (OTP) via the 2FA onekey to activate your account. Otherwise, your account will be deactivated.

4. Label your supporting documents mentioned in Section B and C, then upload accordingly.

5. **Do not** upload copy of your OOB’s practising or registration certificate.

6. You are reminded to be prudent and truthful when applying for registration with the Board. Any false statements will lead to your application being rejected or to the annulment of a registration already granted and may also render yourself liable to prosecution under the Optometrists and Optician Act which deals with the application.

### E. Applicable Fees

1. The prescribed application fee must be paid together with the application online. The application fee is non-refundable.

   The following fees are applicable upon application for registration:
   a. Application fee - $ 50
   b. Registration - $ 200

2. Payment must be made by Credit/Debit Card (VISA and MasterCard only)

### F. Outcome of Application

1. We would only process the application upon successful receipt of payment and complete documentation.

2. The Board will take a minimum of 3-4 weeks to process a standard application.

3. If your application is approved, you will be receiving an email notification from the Board. However, you are still required to complete the registration formalities **in person** before engaging in any practising opticianry/optometry.

4. Overseas applicant is advised to time their application. If you are unable to complete the registration in time, this will result your application being rejected.
IMPORTANT NOTE: Applicant shall not engage in any act of optometry or opticianry pending the approval of your application. Any breaches would constitute to an offence and may have adverse implication to your application.

For clarification, you may contact the Secretariat at 6355 2533 or email to enquiries@oob.gov.sg