



South Carolina Department of Labor, Licensing and Regulation  
**South Carolina Board of Examiners in Opticianry**

110 Centerview Dr. • Columbia • SC • 29210

P.O. Box 11329 • Columbia • SC • 29211-1329

Phone: 803-896-4681 • [Contact.Opticianry@llr.sc.gov](mailto:Contact.Opticianry@llr.sc.gov) • Fax: 803-896-4515

[llr.sc.gov/opti](http://llr.sc.gov/opti)

## **Contact Lens Dispensing Optician Requirements for Licensure and Application Process**

### **Contact Lens Dispensing Optician Licensure**

A person is qualified to receive a certificate of licensure if the following requirements are met:

- Submission of a completed application and payment of licensure fee
- Pass the National Contact Lens Examiners (NCLE) examination
- Hold a current, in good standing, SC Opticianry License

### **Application Process**

*Your application is good for one (1) year from the date of receipt. If all required information is not received within this one (1) year period; you must begin the application process from the beginning. This includes, but is not limited to, the application fee, examination verifications, etc.*

1. Application – In addition to the a completed application, the following must also be sent:
  - a. Check or money order only, in the amount of \$100 payable to SC Opticianry Board (Fees are non-refundable). A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds. **NO CASH IS ACCEPTED**
  - b. Proof of Passage of the Contact Lens Registry Examination administered by National Contact Lens Examiners (NCLE)
  - c. Notarized Verification of Lawful Presence
2. Documents to be sent directly to the Board from issuing agency/institution
  - a. NCLE Exam Scores: If you have passed the Contact Lens Registry Examination, you will need to contact ABO/NCLE and request your scores be released to the Board.

You may check the current status of your application online by visiting the board's website at <https://www.llr.sc.gov/opti/>.



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### Contact Lens Dispensing Optician Application

**You must hold a current, in good standing, Opticianry License with South Carolina**

**Submit the following with your application to the above address:**

- Check or Money Order only, in the amount of \$100 payable to SC Opticianry Board. (Fees are non-refundable) A returned check fee of up to \$30, or an amount specified by law, **may** be assessed on all returned funds. **NO CASH IS ACCEPTED.**
- Proof of Passage of the Contact Lens Registry Examination administered by National Contact Lens Examiners (NCLE).

For Office Use Only
Check No.: _____
Amount: _____

#### APPLICANT INFORMATION:

Full Name: \_\_\_\_\_ SC Optician License No.: \_\_\_\_\_

Home Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Mailing Address: \_\_\_\_\_  
(If different than above)

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

#### ATTESTATION:

I, the undersigned, understand that by submitting this application to the South Carolina Board of Examiners in Opticianry (the Board), I certify that all of the information contained in this application is truthful, complete, correct, accurate, and agree that all such information is subject to verification by the Board.

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date*

#### PRIVACY DISCLOSURE:

*South Carolina Law requires that every individual who applies for an occupational or professional license provide a social security number for use in the establishment, enforcement and collection of child support obligations and for reporting to certain databanks established by law. Failure to provide your social security number for these mandatory purposes will result in the denial of your licensure application. Social security numbers may also be disclosed to other governmental regulatory agencies and for identification purposes to testing providers and organizations involved in professional regulation. Your social security number will not be released for any other purpose not provided for by law.*

Other personal information collected by the Department for the licensing boards it administers is limited to such personal information as is necessary to fulfill a legitimate public purpose. The South Carolina Freedom of Information Act ensures that the public has a right to access appropriate records and information possessed by a government agency. Therefore, some personal information on the application may be subject to public scrutiny or release. The Department collects and disseminates personal information in compliance with The South Carolina Freedom of Information Act, the South Carolina Family Privacy Protection Act, and other applicable privacy laws and regulations. Additionally, the Department shares certain information on the application with other governmental agencies for various governmental purposes, including research and statistical services.