



## NAIT OPTICAL SCIENCES EYEGLASSES PROGRAM

# - APPLICATION PROCESS -

**Before beginning the application process, please ensure you read through the Enrollment Guide and the course information that pertains to your province found on our website at <https://opticians.ca/NAIT/>**

The following information outlines the application process for the NAIT Optical Sciences Eyeglasses Program for students OUTSIDE of the province of Alberta and Territories.

Whether applying as a new student, or a repeat student, you must follow the application process steps.

Pages 1 and 2 provide you with detailed information about what documents and information you need to apply for enrollment. Pages 3 to 7 provide you with step-by-step instructions on the proper process to apply.

**Please PRINT this document, read the information CAREFULLY and follow the ‘Steps to Apply’.**

## WHEN TO APPLY

- **Fall 2026 Intake (September 1 start) – Application period: June 1 to August 5**  
This intake runs courses for Eyeglasses Semester One and Eyeglasses Semester Three.
- **Winter 2027 Intake (January 7 start) – Application period: October 15 to December 1**  
This intake runs courses for Eyeglass Semester One, Semester Two and Semester Four.
- **Spring 2027 Intake (May 3 start) – Application period: April 1 to April 20**  
This intake runs courses for Eyeglass Semester Two as well as limited Semester Three & Four courses for students repeating courses. This intake is for existing students only. More details will be sent to eligible students directly from the OAC.

## REQUIRED DOCUMENTATION FOR APPLICATION

### Eyeglasses Year One Applicants (New and Repeat Students)

#### *Applicants for Eyeglasses Semesters One and Two*

**Make sure you have all required documentation and information listed below ready before starting the online application. You will need to upload the required documents online when completing your application. Incomplete applications will be denied. If your application is denied, you will be required to re-do the online application process again.**

- ✓ An official Canadian high school transcript OR transcript from post-secondary education in Canada OR assessed equivalent. **You must upload this document during the online application process. Allowed file formats for upload are: .jpg or .pdf; maximum file size allowed is 4 MB. Applicable for first time applicants only; not required for repeat students.**
- ✓ A completed Overview of Clinical Placement Site Form – you will receive this form by email after your preceptor has applied and been pre-approved (see further information under STEPS TO APPLY on page 3 of this document). **You must upload this completed form during the online application process. Allowed file formats for upload are: .jpg or .pdf; maximum file size allowed is 4 MB.**



- ✓ A completed, witnessed, Contract of Practicum Form(s) – you will receive this form by email after your preceptor has applied and been pre-approved (see further information under STEPS TO APPLY on page 3 of this document). **You must upload this completed form during the online application process. Allowed file formats for upload are: .jpg or .pdf; maximum file size allowed is 4 MB.**
- ✓ One colour head-shot photo – **must be uploaded during the online application process** **Allowed file formats for upload are: .jpg or .pdf; maximum file size allowed is 4 MB.** Please keep in mind that this is a photo for schooling purposes. Please include a photo of you from the shoulders up. You can smile in this photo. Please do not upload a copy of your passport or driver's license. **Applicable for first time applicants only; not required for repeat students.**
- ✓ Proof of registration as a current Student Optician/Apprentice with the Provincial Regulatory College of Opticians in your province\*, if applicable – **must be uploaded during the online application process** (refer to Non-academic requirements in the Eyeglasses course information package) **Allowed file formats for upload are: .jpg or .pdf; maximum file size allowed is 4 MB.** \*Applicants in the following provinces are required to register as Student Optician/Apprentice members: SK, MB, NB, NL & NS. If you are an applicant from Manitoba or Saskatchewan, you will apply for Student Optician member status with the Provincial Regulatory College immediately after you apply for the Eyeglasses Program. You are not required to upload your proof of registration during the online application process.
- ✓ Proof of English Language Proficiency, if applicable – **must be uploaded during the online application process. Allowed file formats for upload are: .jpg or .pdf; maximum file size allowed is 4 MB.** Applicable only if required and for first time applicants only; not required for repeat students - Refer to course information package
- ✓ Proof of Permanent Resident Status, if applicable – **must be uploaded during the online application process. Allowed file formats for upload are: .jpg or .pdf; maximum file size allowed is 4 MB.** Only applicable if you are not a Canadian Citizen and if you are enrolling in the program while living in Canada.

## Eyeglasses Year Two Applicants (New and Repeat Students)

### Applicants for Eyeglasses Semesters Three and Four

**Make sure you have all required documentation and information listed below ready before starting the online application. You will need to upload the required documents online when completing your application.** Incomplete applications will be denied. If your application is denied, you will be required to re-do the online application process again.

- ✓ A completed Overview of Clinical Placement Site Form – you will receive this form by email after your preceptor has applied and been pre-approved (see further information under STEPS TO APPLY on page 3 of this document). **You must upload this completed form during the online application process. Allowed file formats for upload are: .jpg or .pdf; maximum file size allowed is 4 MB.**
- ✓ A completed, witnessed, Contract of Practicum Form(s) – you will receive this form by email after your preceptor has applied and been pre-approved (see further information under STEPS TO APPLY on page 3 of this document). **You must upload this completed form during the online application process. Allowed file formats for upload are: .jpg or .pdf; maximum file size allowed is 4 MB.**



- ✓ Proof of registration as a current Student Optician/Apprentice with the Provincial Regulatory College of Opticians in your province\*, if applicable – **must be uploaded during the online application process** (refer to Non-academic requirements in the Eyeglasses course information package) **Allowed file formats for upload are: .jpg or .pdf; maximum file size allowed is 4 MB.** \*Applicants in the following provinces are required to register as Student Optician/Apprentice members: SK, MB, NB, NL & NS. If you are an applicant from Manitoba or Saskatchewan, you will apply for Student Optician member status with the Provincial Regulatory College immediately after you apply for the Eyeglasses Program. You are not required to upload your proof of registration during the online application process.
- ✓ Proof of Permanent Resident Status, if applicable – **must be uploaded during the online application process.** **Allowed file formats for upload are: .jpg or .pdf; maximum file size allowed is 4 MB.** Only applicable if you are not a Canadian Citizen and if you are enrolling in the program while living in Canada.

## – STEPS TO APPLY –

Before proceeding with the online application, you **must** have all required documentation saved on your computer/device, as outlined previously and ready to upload when following these steps.

**DO NOT APPLY until you have all information and documents ready. INCOMPLETE APPLICATIONS WILL BE DENIED, WHICH WILL RESULT IN A STUDENT HAVING TO GO THROUGH THE PROCESS TO APPLY AGAIN.**

Please read thoroughly and follow the steps outlined in order below.

### STEP 1 – PRECEPTOR APPLICATION & APPROVAL PROCESS

To be eligible to apply for the NAIT Optical Sciences Programs, you require an approved supervisor(s) (called 'Preceptors') at your workplace. The individual(s) who wish to act in this role must **first apply and be pre-approved BEFORE you can apply for enrollment.** *A Preceptor can supervise a maximum of two (2) students at one time.*

The following is a link to the step-by-step instructions on how your preceptor(s) apply to supervise you while enrolled in the NAIT program:

CLICK HERE: **STEP-BY-STEP PRECEPTOR APPLICATION & APPROVAL PROCESS**  
[https://opticians.ca/Common/Uploaded files/OAC/NAIT/CourseInformation/Preceptor\\_ApplicationProcess.pdf](https://opticians.ca/Common/Uploaded files/OAC/NAIT/CourseInformation/Preceptor_ApplicationProcess.pdf)

**THIS STEP MUST BE COMPLETED BY YOUR POTENTIAL PRECEPTOR(S).** Do not log into your student account to complete this step. Please provide your preceptor with the information and link above to apply.



## STEP 2 – CREATE AN OAC STUDENT ACCOUNT (New applicants only)

***DO NOT COMPLETE THIS STEP if you are a past NAIT program applicant or student with OAC-NAIT; you already have an account in our system.***

Applicants outside of the province of Alberta and Territories apply directly through the Opticians Association of Canada (OAC) for enrollment in the NAIT Optical Sciences Programs. To be able to apply, you must have an account with the OAC.

Follow the steps below to create your OAC account:

1. Go to: <https://opticians.ca/NAIT/> and select Sign In (located in the bar at the top of the webpage).
2. Because you do not have an account, you will select the option to 'Create an Account'.
3. Follow the instructions and input **all information** to set up your Account with the OAC. Be sure to include the information outlined below on your profile because this information will be included on your application for enrollment.
  - First and Last Name
  - Previous Last Name (if applicable)
  - Date of Birth
  - Personal Email Address
  - Home Address
  - Company Name and Address
  - Phone Numbers
4. You will be prompted to create a username & password for future access to your OAC Account and specific areas of our websites. Please keep this information for your records and for future use.
5. Once you complete the above process, you will receive an email confirming that your OAC account has been set up.
6. You are now ready to proceed with the steps below.

**STOP HERE! DO NOT PROCEED WITH ANY FURTHER STEPS UNTIL YOU RECEIVE THE EMAIL THAT YOUR PRECEPTOR HAS BEEN PRE-APPROVED.**

## STEP 3 – APPLY FOR ENROLLMENT

Once you have a Preceptor that has been pre-approved you can proceed with the online application. There is a one-time Eyeglass program application fee (\$50 + GST) that is required during this process.

1. Go to: <https://opticians.ca/NAIT/>
2. Under *Eyeglasses* in the menu bar at the top of the webpage, choose '**Applicant Dashboard**'  
*Please note: If you are not logged in, you will be prompted to LOGIN to your OAC account to be able to proceed further.*



3. You are required to **pay a one-time Eyeglasses Program application fee** (\$50 + GST) before you can apply for enrollment. If you have not already paid this fee, you will see a button to pay this fee at the top of your Applicant Dashboard. Payment is required online by VISA, MasterCard, AMEX, Discover or E-transfer (ACH).
4. To be able to submit a NAIT Optical Sciences Program Application, you are required to have the information listed below on your OAC profile. On your Applicant Dashboard, you will be prompted to add this information to your profile if it is not included. **Please ensure this information is up to date because it will be included on your application for enrollment.**
  - First and Last Name
  - Previous Last Name (if applicable)
  - Date of Birth
  - Personal Email Address
  - Home Address
  - Company Name and Address
  - Phone Numbers
5. Once your Eyeglasses Program application fee is paid and your OAC profile status shows complete on your Applicant Dashboard, you can now apply for enrollment. Click on the 'Submit A New Application' button from your Applicant Dashboard.
6. Follow the instructions carefully and complete the online application form, providing all information and uploading all necessary documents. ALL required documents MUST be uploaded during this online application process. **Allowed file formats for upload are: .jpg or .pdf; maximum file size allowed is 4 MB.** Refer to *REQUIRED DOCUMENTATION FOR APPLICATION* on pages 1 - 3 of this document.

**Here are some tips when completing the online application:**

- If you do not have all documents scanned and ready to upload from your device during this process, DO NOT APPLY. Your application will not be accepted if any necessary documents are missing.
  - When selecting your courses during the application process, please choose all courses for the academic year\* (consisting of 2 semesters), unless you have already successfully completed some of the courses. If you have successfully completed some of the courses, do not select courses already completed. \**Eyeglass Year One students, choose all courses in Semester One and Two. Eyeglass Year Two students, choose all courses in Semester Three and Four.*
  - If you work at more than one (1) optical location, you must complete an Overview of Clinical Placement form for each location. This form will be included in the email you receive when your preceptor is pre-approved. Please combine your Overview of Clinical Placement forms into one (1) document to upload during your online application.
  - If you have more than one (1) preceptor, you must complete and upload your Contract of Practicum form for each preceptor separately during this process. This form will be included in the email you receive when your preceptor is pre-approved.
7. Once you submit your application, give the system a moment to process. Once it has finished processing, a 'SUBMITTED!' screen will appear with further information. You will also receive an email confirming your application within 24 hours of submitting your online application. If you do not receive this email, please let us know at [education@opticians.ca](mailto:education@opticians.ca)



## STEP 4 – APPLICATION REVIEW & NOTIFICATION

After you have completed the application process, your application will be reviewed for approval. **This process can take up to ten (10) business days.**

- **If approved**, you will receive an email of acceptance that includes further details regarding payment of your semester tuition fees\*.
- **If denied**, you will receive an email indicating why your application was denied. You are welcome to reapply again, once you have rectified the reasons for your denial.

If you do not receive an email within ten (10) business days of the date you complete your online application, please contact us at [education@opticians.ca](mailto:education@opticians.ca)

*\*Tuition fees are paid per semester/term and are due approximately fourteen (14) days prior to the semester start date.*

### WITHDRAWAL POLICY

**Students who wish to withdraw from the Eyeglasses Program/Course(s) must fill out a NAIT Distance Education Withdrawal Form. These forms are available through the OAC office. Please contact us at [education@opticians.ca](mailto:education@opticians.ca) to request a form.**

Students who withdraw (submit a NAIT Distance Education Withdrawal form) a minimum of five (5) days before a semester start date will be provided with a full refund of fees (not including application fee, if applicable), minus a withdrawal fee of \$100.00. Students who withdraw (submit a NAIT Distance Education Withdrawal form) between four (4) days before the semester start date and seven (7) days after the semester start date will be provided with a full refund of fees (not including application fee, if applicable), minus a withdrawal fee of \$300.00.

**NO REFUNDS ARE PROVIDED MORE THAN SEVEN (7) DAYS AFTER THE START DATE OF A SEMESTER.**

**NAIT Distance Education Withdrawal Forms** are to be sent to the attention of the Education Department at the Opticians Association of Canada office and can be sent by email to [education@opticians.ca](mailto:education@opticians.ca). It is the responsibility of the student to ensure we have received your withdrawal form on time.