



NAIT/OAC OPTICAL SCIENCES REFRACTION PROGRAM

- APPLICATION PROCESS -

Before beginning the application process, please ensure you read through the course information at <https://opticians.ca/NAIT/>

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

Pages 1 and 2 provide you with detailed information about what documents and information you need to apply for enrollment. Pages 3 to 5 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

**The Refraction program will only run if there are enough applicants. Applicants will be notified after the application deadline if the intake will run.*

- Fall 2026 Intake (September 1 start) – Application period: June 19 to August 5
- Winter 2027 Intake (January 7 start) – Application period: October 15 to December 1

REQUIRED DOCUMENTATION FOR APPLICATION – REFRACTION

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.

Allowed file formats for upload are: .jpg or .pdf; maximum file size allowed is 4 MB. Incomplete applications will be denied. If your application is denied, you will be required to re-do the online application process again.

- ✓ A completed, witnessed, Contract of Practicum Form(s) – you will receive this form by email after your preceptor has 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, or individuals who have not been an Optical Sciences student for over 3 years
- ✓ Proof of registration as a current Licensed Contact Lens Optician (*or Licensed Optician in British Columbia, Ontario or Quebec*) with the Provincial Regulatory College of Opticians in your province.



You must upload this during the online application process. **Allowed file formats for upload are:**
.jpg or .pdf; maximum file size allowed is 4 MB.

Some examples of acceptable forms of proof are: image of license Certificate with a current renewal sticker or date, image of license badge or card that includes the current year, screenshot from Provincial Regulator website that shows current date, copy of receipt of registration/license dues that includes current date of active licensure, letter or email from Provincial Regulator confirming active licensure with a current date

TUITION FEES (subject to change)

Refraction Course (OPSC617) - \$1250.00

Refraction Clinical (OPSC695) - \$250.00

Tuition does not include applicable application fees, textbooks, workshop fees and supplies that may be recommended or required.

TEXTBOOK & SUPPLY LIST

Tuition does not include the cost of textbook(s) and supplies. It is the responsibility of the student to purchase the textbook(s) and supplies in time for course commencement. See list below. Students can purchase textbook(s) and supplies through the NAIT Bookstore (<https://shop.nait.ca>), or an alternate source.

TEXTBOOK:

- **Clinical Procedures in Primary Eye Care, 5th Edition** - David B. Elliott, PhD, MCOptom, FAAO
ISBN: 9780702077890 (*Required for course OPSC617*)

SUPPLIES:

- Retinoscope
- Trial lens kit
- Bernell schematic eye (minimum one; two is preferred)
- Phoropter

– STEPS TO APPLY –

Before proceeding with the online application, you **must** have all required documents 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

(only required if you are enrolling in the Refraction Clinical)

To be eligible to apply for the Refraction Clinical course you require an approved supervisor(s) (called 'Preceptors'). 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 must be a licensed, practicing Optometrist, Ophthalmologist or COMT.

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

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 or already have an account with OAC (e.g. you may have an account as an OAC member, or for continuing education or OAC event purposes)

Applicants outside of the province of Alberta and Territories, you must 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!
**IF YOU ARE ENROLLING IN THE REFRACTING CLINICAL COURSE,
DO NOT PROCEED WITH ANY FURTHER STEPS UNTIL
YOUR PRECEPTOR HAS BEEN PRE-APPROVED.**

STEP 3 – APPLY FOR ENROLLMENT

1. Go to: <https://opticians.ca/NAIT/>
2. Under *Refracting* 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. 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
4. Once 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.
5. 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 page 1 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.
- If applying for enrollment in the Refracting Clinical course and 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.



6. 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

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

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

WITHDRAWAL POLICY

Upon acceptance into the Refraction Program, students will receive an invoice for their Semester tuition and fees. Tuition fees are due a minimum of fourteen (14) days prior to the Semester start date.

Students who wish to withdraw from the Refraction Program must fill out a NAIT Distance Education Withdrawal Form. These forms are available through the OAC office. Contact us at education@opticians.ca

For the Refraction program, students who withdraw (submit a NAIT Distance Education Withdrawal form) a minimum of ten (10) days prior to the program semester start date will be provided with a full refund of tuition fees, minus a withdrawal fee of \$100.00.

NO REFUNDS ARE PROVIDED AFTER THE ABOVE DEADLINE.

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. It is the responsibility of the student to ensure we have received your withdrawal form on time.