



OPTOMETRIST AND OPTICIAN INITIAL REGISTRATION CHECKLIST

The following list identifies what supplemental documentation is required for initial registration.

Additional information pertaining to registration policies and procedures can be found in the applicable *Registration Guidelines* document published by the relevant Statutory Board or Council. Please refer to the Health Council's Health Professional Registration page for links to the Statutory Bodies *Registration Guidelines* documents.

Supplemental documentation **must** be uploaded and attached to your online application, unless otherwise specified below.

| Documentation | Relevant Profession(s) | Notes |
|--|------------------------|--|
| Initial Application Form | All | Health Professional Initial Registration Application (cognitoforms.com) |
| Proof of Eligibility to Work in Bermuda | All | Job Offer Letter (for potential guest workers), Bermuda passport copy with stamp, spousal letter, permanent residency card, valid work permit, etc. |
| Registration Fee Payment | All | An invoice will be sent by e-mail once completed application is submitted. Payment must be made before your application can be reviewed. |
| Proof of identification | All | Notarized copy of passport or birth certificate. |
| Proof of true likeness | All | Provide a digital head shot photo. You can take yourself, as long as image of likeness is clear. |
| Resume/C.V. | All | Must reflect most up-to-date information |
| Two Letters of Professional Reference | All | All references must be current (dated within the last 12 months) and on an official letterhead. |
| Certificate of Professional Education (COPE) | All | COPE form must be completed and sent directly from the institution where professional educational qualifications were obtained. Download COPE Form . Please advise if getting the institution to fill out the COPE form is not attainable in e-mail to hpadmin@gov.bm , as we can accept notarized copies of degrees instead |



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| Certificate of Professional Standing (COPS) | <ul style="list-style-type: none"> • Visiting optometrist and opticians applying for work permit • Optometrist and opticians licensed or registered outside of Bermuda. | Certificate of Professional Standing must be sent directly from regulatory authority within the jurisdiction you have recently practiced in. |
| Professional Certification | All | Where applicable |
| Name change verification documentation | All | Only required if name changed and differs on application and supporting documentation. Copy must be notarized . |
| Proof of competency to practice. | All | Where applicable Refer to applicable Registration Guidelines document for specific requirements. |