

The Apprentice Orientation Class

(Optical Seminars Course # HS-05)

by



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Course Objectives

Upon successful completion of this course, the apprentice will be able to:

1. Describe the historical development of opticianry and the evolution of apprenticeship as a recognized pathway to licensure in Florida.
2. Explain the structure, hierarchy, and purpose of the Florida statutes and administrative rules that govern the practice of opticianry, including FS Chapters 484 and 456, and FAC Chapters 64B12 and 64B29.
3. Identify and differentiate the approved methods for earning apprenticeship credit, including sponsor-supervised training, accredited opticianry education, approved continuing education, and Board-approved career progression programs.
4. Apply Florida apprenticeship rules to real-world scenarios by determining whether supervision, documentation, and training activities comply with Board requirements.
5. Analyze the roles and responsibilities of apprentices and sponsors in maintaining a compliant and effective mentor–protégé relationship, including communication, recordkeeping, and professional conduct.
6. Evaluate common apprenticeship pitfalls and professional risks and formulate strategies to support timely progression toward licensure and long-term professional success.
7. Achieve a minimum score of 70% on the 50-question Final Assessment.

I Introduction:

So, you've decided you want to be an optician. You better get ready when you tell other people about your career choice. Many are likely to get a funny look on their face and ask you about your interest in the female anatomy. It's a common mistake a lot of people make. You say "optician" and they automatically hear or think "obstetrician." That's when you're going to inform them that your only interest in anatomy has to do with eyes, or more specifically, correcting any vision disorders by using spectacle or contact lenses. The tools you will be using do not include a speculum, ventouse, or forceps; rather, you will be learning to use things like a lensometer, a lens clock and axis pliers. Those will be just a few of the tools of your new trade...opticianry.

All kidding aside, you have chosen what can be a noble career. Just as there are good lawyers and bad lawyers, good doctors and bad doctors, there are good opticians and bad opticians. Hopefully, you are resolved to become the former. You may also find that opticianry can provide a good, stable income for you and your family, and there is still much opportunity for even greater success in many different aspects of the profession. As we begin this journey, let's set some ground rules regarding nomenclature. In the state of Florida, people may only legally hold themselves out to the public as and use the term "optician" if they are registered with the state. There are only two types of people who fit into that category: Florida-licensed opticians, and Florida-registered apprentices. However, for the duration of this module when the term "optician" is used it may mean one or the other, or it may simply be used in a more general way to refer to a person performing the duties and tasks usually associated with opticianry. Generally, as you probably already know, an optician is a professional who specializes in the design of, and fits, repairs, and dispenses spectacle lenses and frames for visual correction in accordance with the written prescription from an ophthalmologist (MD), optometrist (OD), or doctor of osteopathy (DO). An optician also works with the fitting and adapting of contact lenses, usually under the direct supervision of a prescriber, but sometimes independently.

Additionally, there is sometimes quite a debate about we call the people we serve as opticians. Some practitioners prefer to use the word "patient," while others prefer "client." Sometimes they are even referred to as "customers." Again, for the purpose of this module and our time together, those three words will be used interchangeably - always simply referring to the optical consumer - the person who is the recipient of our goods and services as Eye Care Professionals (ECPs), as opticians are also sometimes referred.

If you have any questions during or after taking this module, feel free to e-mail me at the following address: anthony@opticalseminars.com. I am always happy to help any way I can, and I will usually reply within 24 hours. So...welcome to the world of opticianry, and all it has to offer.

II The History of Opticianry

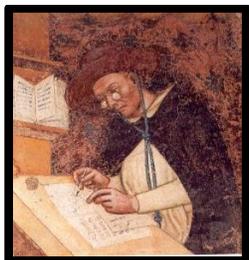
In a real sense, the history of opticianry is, in fact, the history of eyeglasses and contact lenses. Here is a brief timeline, featuring more than 65 hallmark events:

5th century BC	Some historians believe that the earliest known reference to eyeglasses appears in an ancient Egyptian hieroglyph. It depicts a simple, glass, meniscal lens that could have been concave (minification) or convex (magnification).
1st century AD	The earliest known written reference to eyeglasses appears in the writings of Seneca the Younger, a tutor to the Roman Emperor Nero. He wrote, "Letters, however small or indistinct, are seen enlarged and more clearly through a globe or glass filled with water." Nero is also said to attend gladiatorial games wearing some sort of green (most likely emerald) glasses.
1021	The use of a convex (plus power) lens to magnify is written about in <i>The Book of Optics</i> by ibn-al Haythram, better known by the singular name Alhazan (965-1040), a Muslim scientist, astronomer, and mathematician. The translation of his book from the Arabic in the 12th century to Latin paved the way for the invention of eyeglasses in 13th-century Italy.
1263	Roger Bacon first mentions that lenses are useful to people with "weakness of sight."
@ 1286	The first eyeglasses probably originated somewhere in Italy in the late 13th century. (It should be noted that some modern anthropologists insist that they may have appeared a bit earlier both in China and India, though much of that evidence is anecdotal.)
1300	The term "eyeglasses" used for the first time.
1301	Guild regulations in Venice, Italy are instituted for the sale of eyeglasses.
1306	In a sermon that took place on February 23, 1306, Giordana da Pisa (1255-1311) said, "It is not 20 years since there was found the art of making eyeglasses, which make for good vision...and it is so short a time that this new art was discovered...I saw the one who first discovered and practiced it, and I talked to him." Giordana's colleague, Alessandro della Spina (1260-1313), also of Pisa, and like Giordana, a Dominican friar, was soon also making eyeglasses. <i>The Ancient Chronicle of the Dominican Monastery of Catherine in Pisa</i> noted, "Eyeglasses, having first been made by someone else who was unwilling to share them, he [Spina] made them and shared them with everyone, with a cheerful and willing heart."
1319	Rules developed to regulate the eyeglass-making trade in Italy, requiring craftsmen to meet certain standards regarding materials and workmanship.
1352	A portrait by Tomasso da Modena depicts Cardinal Hugh de St. Cher wearing what look like modern-day spectacles.
@ 1440	The invention of the Gutenberg printing press brings books to the masses.
1475	The first-known illustration of spectacles in print appears.
1535	German Spectacle Makers Guild is formed in Nuremberg.
1629	The Worshipful Company of Spectacle Makers is formed in London by Charles I.
1724	London optician Edward Scarlett, Sr. advertises "Sidearms for spectacles."
1752	James Ayscough (died 1759) invents a double-hinged temple piece.

1761	Benjamin Franklin (1706-1790) conceives of the idea of a split, bifocal lens.
1783	Addison Smith is granted the first patent for "double spectacles."
1797	John Richardson invents four-lens spectacles with lenses that rotate in from sides.
1801	Thomas Young (1773-1829) discovers astigmatism.
1806	John McAllister makes round, Franklin bifocals for President Thomas Jefferson, who had designed the lenses himself.
1825	Robert Bates invents a spring mechanism for the traditional lorgnette.
1825	George Airy corrects his own astigmatism with a pair of sphero-cylindrical lenses.
1827	John Isaac Hawkins of London devises and patents trifocals.
1833	American Optical (A.O.) formed in Southbridge, Massachusetts, when William Beecher makes coin-silver spectacles.
1862	Hermann Snellen (1834-1908) develops test types and eye charts to measure visual acuity. (Think 20/20, 20/30, 20/40, etc.)
1883	A.O. produces first ophthalmic lenses in the United States.
1887	Swiss ophthalmologist Adolph Fick first conceives of the contact lens.
1894	First school for refracting opens in Boston. Eventually it will become the New England College of Optometry.
1898	Formation of the American Associations of Opticians. Name changes in 1910 to the American Optical Association. In 1919 it becomes the American Optometric Association.
1904	British scientist, Dennis Taylor, develops a process to artificially age ophthalmic lenses for the purpose of reducing reflections, marking the genesis of the anti-reflective technology of today.
1926	The Opticians Association of America (OAA) is founded. Originally it was known as the Guild of Prescription Opticians.
1935	Introduction of Anti-Reflective (A.R.) coatings developed by Alexander Smakula of Zeiss.
1939	Plastic contact lenses introduced by Theo Orbig and John Muller. PMMA (polymethyl methacrylate) was originally discovered in 1915 as a paint binder.
@ 1942	Acrylic lenses pave the way for modern plastic lenses of today.
1947	Armorlite introduces the first ophthalmic, plastic (CR-39) lenses.
1949	The state of Florida's legislature makes opticianry a licensed profession in the state, creating the Board of Opticianry and the parameters within which it must operate – Florida Statute 484, part I.
1953	Polycarbonate discovered by Dr. Hermann Schnell while working at Bayer.
1959	Working at Essilor, Bernard Maitenaz creates Varilux lenses, the first commercially successful progressive lens.
1959	Zeiss releases ophthalmic, glass lenses with an A.R. coating.
1962	First lightweight, plastic ophthalmic lenses were made.
1964	The first commercially successful photochromic, glass lenses – Photogrey – are introduced by Corning.
1965	National Eye Institute (N.E.I.) established.
1971	The Food and Drug Administration (FDA) approves Bausch and Lomb's soft contact lens design.
1972	Essilor introduces Varilux II – a classic mono-designed progressive lens.

1974	Bausch and Lomb begins marketing contact lenses to the public.
1974	Zeiss releases plastic, ophthalmic lenses with an A.R. coating.
1976	The American Board of Opticianry (ABO) and the National Contact Lens Examiners (NCLE) are formed.
1978	Rigid Gas Permeable (RGP) contact lenses introduced
1981	FDA first approves some soft contact lenses for extended and overnight wear.
1983	Zeiss Gradal progressive lenses with identical visual conditions for both eyes in all directions released.
1983	Polycarbonate ophthalmic lenses formally enter the marketplace under the trade name Gentex.
1987	Introduction of disposable contact lenses.
1989	Optima produces higher-quality polycarbonate lenses.
1990	Transitions, headquartered in Pinellas Park, Florida opens its doors.
1991	Transitions offers is First-Generation of Transitions – plastic, photochromic lenses.
1992	Transitions introduces its Second-Generation of Transitions lenses.
1993	Varilux Comfort lenses introduced, featuring swift adaptation and comfort.
1996	Introduction of 1-Day disposable contact lenses.
1997	Transitions releases its Third-Generation Transitions lenses; also begins to offer Transitions in polycarbonate material.
2000	Essilor introduces the Panamic progressive lenses, touting them as the widest field of any progressive lens available up to that time.
2001	PPG releases ophthalmic lenses in a new material called Trivex. It features impact resistance that rivals polycarbonate, has a higher Abbe value for clearer optics, is not chemically sensitive, and is now the absolute lightest material available.
2002	Silicone Hydrogel contact lenses first introduced.
2006	Varilux Physio lens, high-resolution lens first introduced by Essilor; other lens manufacturers soon offer similarly designed lenses.
2007	iScription is the first lens to combine subjective refractive information and personalized wave-front technology to create a truly “individualized” lens.
2012	Varilux S series introduced by Essilor, which calls it “a premium range of progressive lenses powered by Nanoptix – a technology designed to ensure equilibrium in motion, and SynchronEyes – guaranteed to provide wide-angle vision.
2013	The latest Progressive Lens Identifier lists information on more than 250 unique progressive lens designs; two of them feature minimum fitting heights of only 11 mm.
2014	1-Day Acuvue Define lenses released.
2015	The latest industry focus is on filtering out harmful HRV/blue light, which is linked to DES (Digital Eye Strain), ARMD (Age-Related Macular Degeneration), and interruption of sleep patterns.
2018	Eye examinations resulting in an eyeglass and/or contact lens prescription written by an optometrist or ophthalmologist available from on-line providers.
2019	On April 1, Transitions contact lenses released.

2021	In March, CooperVision released MiSight lenses in the United States. They are the first soft contact lenses designed to slow the progression of myopia in children 8-12 years old.
2021	Contact lens sales exceed \$15 billion per year.
2023	A shortage of licenses in Florida pushes salaries for opticians to an all-time high.
2024	A.I. (Artificial Intelligence) is being integrated into all phases of the eye-care industry, including virtual eye exams to lens design and more.



13th Century Painting by Italian artist Tommaso da Modena, thought to be the first depiction of eyeglasses in Western art.

III The History of Apprenticeship

Apprenticeship is a system of training a new generation of practitioners in a variety of professions. Apprenticeships originally ranged from craft occupations or trades to those seeking a professional license to practice in a regulated profession. **Apprentices** (or in early modern usage, protégés) build their careers from apprenticeships. Most of their training is done while working for an employer who helps the apprentices learn their trade or profession, in exchange for their continuing labor for an agreed period after they have achieved measurable competencies. For more advanced apprenticeships, formal and theoretical education was also involved. Usually this occurred over a period of four to six years.

To be successful, the individual had to have perseverance, ambition, and initiative. And so will you. While there is nothing more gratifying than placing a pair of eyeglasses on a child for the first time and watching him or her gaze at a newly focused world, some clients can be a royal pain-in-the-neck! Like a college education, the successful completion of an apprenticeship term does not come easily but is the result of hard work on the part of the apprentice. In practically every skilled occupation, more than just a fundamental knowledge of math is essential. The ability to read, write and speak well is beneficial in any walk of life, and in opticianry that is also the case. Having the ability to communicate in understandable terms a complicated vision disorder or correction to a client who has no training in the field is a skilled art. Your ability to communicate with a patient and successfully troubleshoot problems is truly a make it or break it skill for an ECP.

Like the history of opticianry itself, apprenticeship can trace its roots further back than most people would believe. The system of apprenticeship was first developed in the Middle Ages, where it was supervised by craft guilds, and in some cases, by the government. Most apprentices were men, but women apprenticeships were available for such positions as

seamstress, tailor, and baker. Apprentices began at an incredibly early age, sometimes as young as 10 years of age, and would usually live in their master's home. Eventually, with the existence of vocational and technical colleges, apprenticeships became regulated and licensed through government agencies.

In the modern era, the number of apprenticeships has declined greatly, especially in the United States. Free traditional apprenticeship job training has largely been replaced with on-the-job training, vocational classes, or college courses, which require the student or an organization to pay for tuition. As you know, the state of Florida offers an apprenticeship in opticianry, which you have decided to be a part of. You will have the ability to work toward licensure and get paid to do it!



IV What it Takes to Obtain Licensure Using the Opticianry Apprenticeship Program in Florida

The first step to becoming a licensed optician in Florida via of the apprenticeship program is to submit to the Board of Opticianry (hereafter simply referred to as the "Board") an Apprentice Optician Application (Form DH-MQA 1180). You've probably already done just that, but on the outside chance you haven't, it is part of the Apprentice Registration Application Packet, which may be downloaded and printed by clicking on Resources at the following link:

www.floridasopticianry.gov

The packet includes everything you need to get started.

You will have to complete a minimum of 6,240 hours of documented training. You have five years from the date of your initial registration in which to complete the training. The training, or hours worked, only count toward the completion of your apprenticeship if it is conducted by the person(s) registered as your primary or secondary sponsor (more on this later).

According to Board rules promulgated in Florida Administrative Code 64B12, during your apprentice you must also, "Obtain two of the required hours by completing a Board-approved Apprentice/Sponsor Orientation Course and submitting the original certificate of attendance to the Board office within one year of registration with the Department." That's exactly what you're doing right now.

There are also other ways you can accrue some of the 6,240 hours other than by training with your sponsor(s). One way to do that is to attend classes at an approved school of opticianry, such as:

Hillsborough Community College

HCC Opticianry Program
4001 Tampa Bay Boulevard
Tampa, FL 33614
(813) 253-7430

Miami-Dade College

Medical Center Campus
950 NW 20th Street
Miami, FL 33127
(305) 237-4267

Broward Community College

Center for Health Science
3501 SW Davie Road, Building 8
Davie, FL 33314
(954) 969-2079

HCC/Edison State College

Walker Health Science Building
Ft. Myers, FL 33901
(239) 985-8321

For every credit hour you achieve at one of these institutions, you will be credited 86.67 apprenticeship hours toward the 6,240. There is no limit as to the number of hours you can achieve this way.

Another way you can gain hours is to attend continuing education classes presented by approved providers in the state. These hours count hour-for-hour toward the 6,240 hours. Over the course of your entire apprenticeship, there used to be a 100-hour limit, but no more. You may obtain as many hours as you like in this manner.

Taken directly from FAC 64B12, the training you receive from your sponsor(s) must cover the following areas:

- (a) Reading and interpreting prescriptions,
- (b) Working with lens types, optical and geometric centers, axis, prisms, powers, different types of glass, colors (tints), curves, transposing and knowing the purpose and use of lenses and contact lenses,
- (c) Working with frames and mountings and optical appurtenances, adjustments, sizes, measurements, and types of temples,
- (d) Fitting eyeglasses on individual customers,
- (e) Attaining a working knowledge of measurements, pupillary distances, basic anatomy, and physiology of the eye and attaining basic knowledge of geometric optics,

- (f) Using a lensometer or other similar instrument; neutralizing and identifying series of single vision and multi-focal lenses, power of lenses,
- (g) Assembling eyeglasses from frames and uncut lenses,
- (h) Filling contact lens prescriptions, fitting, adapting and dispensing contact lenses if the sponsor is a Board-Certified optician, Florida-licensed optometrist, or Florida-licensed allopathic or osteopathic physician. If not, the apprentice must complete a Board-approved course equivalent to 32 hours as a substitute for working experience with contact lenses. Such a course must include the following instruction:

- 1 hour – contact lens history
- 2 hours – anatomy and physiology of the eye
- 1 hour – patient selection
- 2 hours – contact lens technology
- 2 hours – basic optics for contact lenses
- 4 hours – basic fitting methods
- 1 hour – patient follow-up
- 1 hour – data collection and record keeping
- 2 hours – ordering and verification
- 2 hours – patient instruction
- 2 hours – problem solving
- 2 hours – specialty fittings
- 1 hour – ANSI Standards
- 1 hour – Florida laws and rules
- 8 hours – hands on practice

The newest way you can gain *significant* hours toward your 6,240 requirement is through Board-Approved Career Progression / Development Programs.

In addition to earning apprenticeship hours by working under your sponsor, attending approved continuing education, or taking accredited opticianry school courses, Florida apprentices may also earn a substantial block of credit by completing certain Board-approved career training programs. As of the most recent approvals posted by the Florida Board of Opticianry, the Board approved the Ophthalmic Career Progression Program (OCP) offered by the National Academy of Opticianry (www.nao.org) on January 30, 2017, and completion of that program is credited as 2,080 hours toward the apprenticeship requirement. More recently, the Board approved the Optician Development Program (ODP) offered by Optical Training Institute (www.opticaltraining.com) on May 31, 2024, and completion of that digital training program is also credited as 2,080 hours toward the apprenticeship requirement. These programs do not replace the sponsor relationship or the remaining required hours, but they can significantly accelerate your progress, especially for apprentices who want a more structured, step-by-step curriculum in addition to hands-on training in the dispensary. While these programs are costly, you would quickly recoup the expense by earning an optician's salary in two years instead of three!

You will have to meet certain other requirements to achieve your license. Most apprentices do these things concurrent with their apprenticeship. They include:

- Successful completion of the required examinations for licensure. Currently there are three:
 1. The National Opticianry Competency Exam, which is administered by the American Board of Opticianry. In the field it is commonly called being ABO certified. While this is a current requirement for licensure, you may meet some older opticians who are licensed, but not ABO certified. This requirement is a relatively new one, so many opticians were "grandfathered" in when the law changed, and
 2. The Contact Lens Registry Examination developed by the National Contact Lens Examiners. In the field it is commonly called being NCLE-certified. Like with the ABO requirement, some older opticians may be licensed, yet not NCLE certified, for the same reason as mentioned above, and
 3. A two-part, national competency examination administered by the National Commission of State Opticianry and Regulatory Boards (NCSORB), or the ABO for the Board of Opticianry.
- Successful completion of a two-hour live technical practice continuing education course on fitting and adjusting provided by a Board approved provider. In this author's opinion you will be wise in becoming as proficient as you can with this aspect of opticianry.
- Assuring the Board that there are no disqualifying factors that would not allow you to become licensed.
- Paying all necessary fees.



V A Synopsis of Florida's Rules and Laws That Govern Opticianry

To assist you in choosing the right sponsor, employer, and in your day-to-day interaction with your clients, it is important for you to have a cursory knowledge of the statutes that govern the practice of opticianry in Florida. Additionally, you will have an advantage over the average optician the more aware you are of the rules. Basically, there is a hierarchy of rules. Here is a synopsis of the statutes you should be aware of:

- **Florida Statute Chapter 484, Part I.** Don't worry about Part II, as that deals with hearing aids and audiologists. But part I is the original laws that were instituted by the Florida State Legislature more than 60 years ago. Also, anytime the actual legislature makes changes in the statutes (a relatively rare occurrence), they appear in this section. The very first part of this statute explains that the whole reason for the Board and the rules is to ensure the health, welfare, and safety of the citizenry. That's the sole reason for it all. In this section you can discover how the law *defines* things like Department, Board, Opticianry, Optician, Direct Supervision, Board-Certified Optician, Optical Establishment, Contact Lens, and Optical Dispensing. Nothing in these definitions would come as a surprise to you, with two possible exceptions: 1) The legislature says that

selecting frames, transferring an optical aid to the wearer after it's been fitted by an optician, and instructing people on basic contact lens wear are not considered part of optical dispensing, and 2) The definition of a contact lens was written to include contact lenses that are used solely for cosmetic effect, not just for visual correction.

The legislature created the Board - five opticians, two lay people, one of the seven must be 60 years of age or older. Members are appointed by the governor and serve terms of four years. The legislature required the Board to make rules establishing standards of practice, minimum equipment requirements, procedures for transferring prescription files upon going out of business, and standards of practice regarding contact lenses. Over the years the Board has done just that, and continues to do that. The legislature also made it clear that the Board could never make rules regarding six things:

1. Practitioners offering discounts
2. Practicing jointly with prescribers
3. The sale of reading glasses, toy glasses, plano sunglasses, etc.
4. Practitioners being employed by lay corporations
5. The location or number of branch offices
6. Practicing under a trade name or service mark

The legislature set up guidelines for the licensing of individuals, as well as making the business establishment itself obtain an Optical Establishment Permit. The legislature also set up parameters for license renewal including renewal fees and continuing education requirements. The legislature said that the Board could require licensees to obtain a maximum of 20 CE hours per biennium (every two years), which it has done. Your sponsor, and every other licensed optician must obtain 20 hours of continuing education every two years to renew their license.

Standards for filling prescriptions are set forth in this section of the statute. Unless otherwise restricted by the prescriber, a spectacle prescription is good for five years, and a contact lens prescription is good for two years. All prescriptions filled must be kept on file by the optical establishment for a minimum period of two years. The legislature made no restrictions on the duplicating of eyeglass lenses without a prescription.

Subsection 13 of FS 484 Part I lists general violations and penalties. Things like making fraudulent statements to the Board, working without a license, to prepare lenses without a prescription, to use the title "optician" if you're not licensed, diagnosing, or refracting, and operating a dispensary without a permit. Subsection 14 sets out disciplinary actions for these and other violations.

The legislature gives the Department the authority to inspect optical establishments for the purpose of ensuring that all the rules are being followed.

The legislature also granted the Board the authority to enter into reciprocity agreements with other states. Reciprocity means that by virtue of your Florida license you could practice in the other state as well. The Board has never entered into, nor does there exist any reciprocity agreements with Florida and any other state.

Finally, lawmakers made it clear that none of the rules and regulations of 484 apply to optometrists or physicians. Why? There are separate statutes that regulate their specific profession. (For example, optometry laws are found in FS 463, medical doctors in FS 458, and doctors of osteopathy FS 459.)

To view the entire contents of Florida Statute, chapter 484, part I, follow these instructions:

It is recommended that you now take 5-10 minutes to further study these sections of FS 484, Part I, and to view the entire Chapter. To do so, simply go to www.floridasopticianry.gov. Once there, click on Resources, then click on Florida Statutes and Administrative Codes, then click on Chapter 484 from the list on the right.

- **Florida Statute, Chapter 456** - This is the chapter of the Florida Statutes that covers all health professions and occupations. While there's nothing specific to opticianry, all licensees who are licensed by the Department of Health - like opticians - are governed by these rules. Most of the rules are common sense, but you might be surprised by a few of the regulations, as they deal with things like fraud, malpractice, insurance fraud, false advertising, sexual misconduct, etc. I would encourage you to spend 10-15 minutes perusing this section by using the following link:

It is recommended that you now take 5-10 minutes to further study these sections of FS 456, and to view the entire Chapter. To do so, simply go to www.floridasopticianry.gov. Once there, click on Resources, then click on Florida Statutes and Administrative Codes, then click on Chapter 456 from the list on the right.

- **Florida Statute, Chapter 120** - This is the part of the statute, that while it also has nothing specific to do with opticianry, is the Administrative Procedures Act. It deals with things like variances in the law, waivers, judicial review, declaratory statements from Boards, etc. I would encourage you to spend 5-10 minutes perusing this section by using the following link:

It is recommended that you now take 5-10 minutes to further study these sections of FS 120, and to view the entire Chapter. To do so, simply go to www.floridasopticianry.gov. Once there, click on Resources, then click on Florida Statutes and Administrative Codes, then click on Chapter 120 from the list on the right.

- **Florida Administrative Code 64B12** - This is the section of the rules in which you will find the details of the regulations within which you and your sponsor must practice. It is here that all the changes made by the Board throughout the years can be found. For example: In Florida Statute 484, part I (where the legislature established parameters within which the Board must operate) we find that the Board can charge up to \$500 for what is called an Optical Establishment Permit. But if you wanted to know what the current fee is for an Optical Establishment Permit, you'd have to look here in FAC64B12. By the way, you would discover that it is currently \$100. There are currently eight sections of FAC 64B12:

1. Organization, Operating Procedures, Disciplinary Guidelines
2. Examination for Licensure, Re-Examination, Examination Review
3. Standard of Practice for Licensed Opticians
4. Fee Schedule
5. Inactive Licenses; Renewal; Reactivation and Expiration
6. Standards of Practice for Board-Certified Opticians
7. Continuing Education
8. Apprenticeship

64B12-8 explains what a Probable Cause Panel is: a panel of at least two members that determines if probable cause exists to believe that a violation has occurred or not. This section also defines what constitutes an "unexcused absence" for Board members, other Board business for which compensation is allowed, licenses of spouses of members of the Armed Forces, time for the payment of administrative fines, criteria for the selection and training of investigators, security and monitoring procedures for license examination, and the most voluminous part of this entire section: disciplinary guidelines. For dozens of specific violations, the Board set out guidelines, in terms of penalties and fines for first, second, and third offenses. Fines range from \$250 to \$10,000. Penalties range from a written citation up to suspension and even revocation of a license. I encourage you to read this entire section, but you and your sponsor should pay special attention to the following subsections:

- i. Failure to properly supervise an apprentice...depending on the circumstances...the Board may require probation with the condition that the licensee not serve as a sponsor.
- j. Failure to file the proper report upon termination of apprenticeship...depending on the circumstances the Board may deny credit for hours of apprenticeship.
- k. Failure to file the proper report upon termination of the sponsorship...depending on the circumstances, the Board may require probation on the condition that the licensee not serve as a sponsor.
- l. Failure of an apprentice or sponsor to comply with Chapters 484 and 456 and the rules of the Department...depending on the circumstances the Board may require probation with the condition that the licensee not serve a sponsor, or the Board may deny credit for hours of apprenticeship.
- m. Failure to maintain accurate and complete records of time worked by an apprentice...depending on the circumstances the Board may require probation with the condition that the license not serve as a sponsor.
- n. Failure to return certificates and licenses to the Department.

64B12-9 sets forth the requirements for the examination for licensure, the application for examination and licensure, the demonstration of knowledge of the rules and laws, guidelines for re-examination, eligibility for individuals licensed in another state, and eligibility of individuals in a state where licensure is not required.

64B12-10 is where the Board set forth Standards of Practice for Licensed Opticians. Included here are details of an optician's responsibility to clients when going out of business, the disclosure of licensure status, advertising (including false and deceptive advertising), prescription files and transfer, the duplicate prescription form, minimum equipment requirements, contact lens fitting, and the requirement to notify the Board within 30 days of changing your mailing or practice address. (Of most concern for you in this section should be 64B12-10.007, which lists the Minimum Equipment Requirements for an Optical Establishment. If this equipment is not present, not only is the owner of the establishment in violation, it is likely that your sponsor will be unable to adequately perform your training. In each office where an optician practices, at the very least (minimum) the following equipment must be present: Pupillary gauges, thickness gauge, hand tools for the fitting of eyeglasses, a lensometer, a colmascope (if glass lenses are made on premises), a frame heater, a lens clock, sample frames, and a keratometer and trial soft contacts (if the optician is fitting and adapting contact lenses.)

64B12-11 is the Fee Schedule. Here is where you will find all current fees. Here it also says that if you are initially licensed in the first year of a biennium you will pay the entire renewal fee; if you are initially licensed in the second year of the biennium, you must only pay half of the renewal fee. All fees must be made payable to the Florida Department of Health. As of January 1, 2026, these are the current fees:

- Application Fee	\$100
- Active Status Fee	\$125
- Retirement Status Fee	\$50
- Renewal of Inactive Status	\$50
- Delinquent Status License Fee	\$125
- Reactivation of Inactive Status	\$200
- Change of Status Fee	\$50
- Continuing Education Providership	\$200
- Apprentice Registration Fee	\$60
- Application Fee for Board Certification	\$50
- Duplicate License Fee	\$25

64B12-12 is where you will find information about active status license renewal, inactive status licenses, reactivation of inactive licenses, delinquent licenses, and reactivation of a retired status license.

64B12-14 is the Standards of Practice for Board-Certified Opticians. Specifically, details for the application for Board-Certified status, and the requirements for the Board-Certification course requirements, which are quite specific.

64B12-15 is all about continuing education. This section lists out the continuing education requirements for license renewal, which is now 20 hours every two years, with a maximum out-of-classroom hours of 5. Other specific requirements are listed here in terms of technical, contact lens, and elective hours. The standards for continuing professional education are outlined here, as well as provider approval and renewal, requirements for approved providers, and specific guidelines for courses without classroom instruction.

64B12-16 is all about apprenticeship. This section will be covered in detail in the next main section of this module: "VI Apprenticeship Rules and Regulations."

- **Florida Administrative Code 64B29** - This final section of the opticianry administrative guidelines is comprised of only two parts. The first is all about Optical Establishment Regulation, and the second is all about what they will be looking for when investigators come to inspect the establishment. It is highly

recommended that you take 10-15 minutes reading the entire content of FAC64B12 and FAC 64B29. To do so:

Go to www.floridasopticianry.gov. Once there, click on Resources, then click on Florida Statutes and Administrative Codes, then click on FAC64B12 and FAC64B29 from the list on the right.



VI Apprenticeship Rules and Regulations

We should delve deeply into 64B12-16 - Apprenticeship. It is comprised of four parts:

1. Apprenticeship Requirements and Training Program
2. Termination of Apprenticeship
3. Enforcement
4. Required Sponsor Time Requirements

64B12-16.003 - Apprenticeship Requirements and Training Program

1. Any apprentice will only be granted credit for hours worked under the supervision of his or her sponsor or sponsors. Additionally, an apprentice may obtain hours by attending continuing education courses and certified classes. (More details on that later.)
2. An apprentice may have no more than two sponsors at one time. If you have two sponsors, one is designated as your primary sponsor, the other is called your secondary sponsor. The primary sponsor is the one who is responsible for completing and filing the Apprenticeship Sponsor Form (DH-MQA 1063). The

secondary sponsor may work with you in an office other than the primary office.

3. A sponsor may provide training for no more than two apprentices at one time.
4. An apprenticeship consists of 6,240 hours of training. Those hours must be completed within five years of your first registration with the Department. You may also attend classes at an accredited opticianry school. Each credit hour earned at the school counts as 86.67 apprenticeship hours toward the 6,240.
 - a. Within one year of registering for apprenticeship, you must attend a two-hour Board-approved Apprentice/Sponsor Orientation Class. As I said earlier, you are "attending" that class right now.
 - b. Your sponsor is not required, but "may" attend the course with you, though this is not a requirement. If he/she does, two hours of elective or law credit count toward that licensee's continuing education. **I strongly encourage you to strongly encourage your sponsor to do just that!** This will help to ensure that your apprentice/sponsor relationship starts off on the right foot! If your prospective sponsor is unwilling to do that, I would strongly encourage you to revisit the relationship you are about to embark upon. Is someone who is not willing to invest two hours of time at this early, critical part of your apprenticeship journey the person you want to be associated with for three to five years?
 - c. You may attend continuing education classes and are credited hour-for-hour for your attendance at CE seminars during the entire course of your apprenticeship.
5. No hours count unless you work them under the direct supervision of your primary or secondary sponsor, who is responsible for all your work. You may work under the direct supervision of other licensed opticians, but the hours do not count toward the required 6,240 hours. FAC64B12-16-003 clearly says that for your hours to count toward your apprenticeship, your sponsor must "be on the premises at all times that opticianry services are performed by an apprentice. The sponsor(s) must [also] personally inspect and approve any work so produced." So, **BEWARE:** If your sponsor is a doctor who sees patients all day, it seems physically impossible for the doctor to personally inspect and/or approve any work. "In practice, the supervision standard can be difficult to meet in some settings; discuss workflow realities with your sponsor. Additionally, being "on the premises" generally means to be present in the area where the work is being conducted - not in an exam room seeing patients! To comply (and to get the proper training) you should have a sponsor who is able to be on the premises, inspect and approve your work. In other words, an optician, not a doctor. Remember, the Board may scrutinize your application for licensure. Don't let this

become an issue for you. After all, If the sponsor is routinely unavailable to inspect and approve work, the hours may be denied even if the apprentice and sponsor were otherwise properly registered.

6. Your training must include work in all the areas outlined above in Section IV, above. Please take a moment to go back and review them now.

64B12-16.004 - Termination of Apprenticeship

If the apprentice/sponsor relationship is terminated, the *apprentice* must submit an Apprenticeship Sponsor Attestation Form to the Board within 30 days of termination. This form may be downloaded and printed by clicking on Resources at the following Internet link:

www.floridasopticianry.gov

64B12-16.008 – Enforcement

This portion of the rules basically reiterates that all apprentices and sponsors must comply with all the rules of the Department, the Board and all the rules in FS chapters 456 and 484. Failure to comply with any of these regulations is a violation and makes either the apprentice, the sponsor, or both, subject to disciplinary action. It is required that both the sponsor and the apprentice supply the Board all information requested. The completed Apprentice Attestation Form must be provided within six months of the apprentice's completion of the program or credits will not be counted. If said form is not properly filed the Board may not only deny credit for the apprentice, it may also initiate a complaint against the licensee who appears to be in violation.

64B12-16.009 – Required Sponsor Time Records

It is the responsibility of any optician, optometrist, or physician who undertakes sponsorship of an apprentice to maintain accurate and complete records of time worked by the apprentice, including the actual dates and times of work, as well as the location where the work was completed. The sponsor must maintain a copy of these work records for a minimum period of six years from the date the sponsor undertook the training, or for one year after the date the apprentice is licensed as an optician, whichever occurs first, even if the apprenticeship is terminated. The sponsor shall provide copies of these time records to the apprentice upon the apprentice's request. The sponsor may charge the apprentice reasonable copying costs. The sponsor must be ready to supply these records to the Board upon its request. Violation of any of these rules may subject the sponsor to discipline and denial of sponsorship status. Remember too, that the Sponsor form need not be reported annually. The form should only be submitted to the Board once the apprenticeship is complete.

VII The Apprentice – Sponsor Relationship

I received my license through apprenticeship, so I bristle somewhat when I hear someone associated with opticianry voice the opinion that obtaining licensure through apprenticeship (as opposed to formal schooling) is an inferior way to go. Were it not for apprenticeship, I might have never chosen this profession myself! For what it’s worth, the information in this section is simply this author’s own opinion. Realize though, that this opinion is based upon more than 40 years in the profession. I was an apprentice; therefore, I had a sponsor. I have sponsored apprentices and have employed many other opticians who have themselves sponsored apprentices. I have heard many wonderful stories from optician/sponsors attending my live seminars – and many horror stories as well. Like anything else in life, apprenticeship is what you make of it. You know: Fire good...and bad!

Sponsor	↔	Apprentice
Mentor	↔	Protégé
Experienced	↔	Inexperienced
Professional	↔	Amateur
Knowledgeable	↔	Uninformed
Leader	↔	Follower
Well-Paid	↔	Not Yet

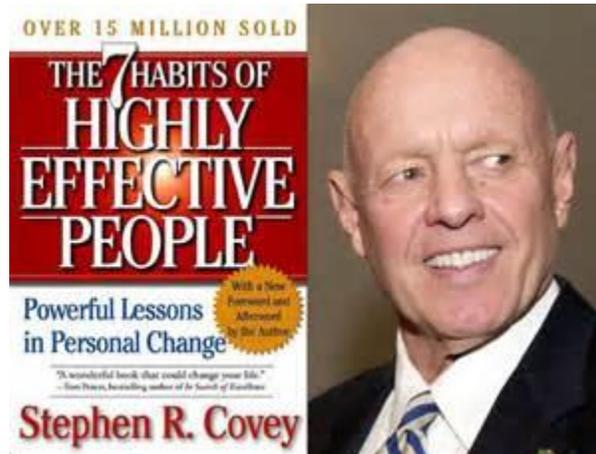
Since your sponsor is not required to participate in this course, I feel compelled to remind you what I wrote earlier in this module: I strongly encourage you to strongly encourage your sponsor to read this entire module – at the very least, this entire section. While most of this information seems to be directed at the sponsor/mentor, you as the apprentice/protégé should be aware of it too. If your sponsors are not living up to the standards discussed here, you need to be proactive and try to get them to do just that. If they are hesitant, reconsider the relationship.

I believe that the sponsor/apprenticeship relationship is one that should be entered into with much thought, preparation, and seriousness of purpose. The “horror” stories I referred to above are usually told to me by opticians and apprentices who entered the relationship in a nonchalant manner.

Even though the rules and laws use the words “sponsor” and “apprentice,” I believe it would be equivalent and proper to use the words “mentor” and “protégé” respectively. The above chart illustrates what I mean: All the words on the left-hand side of the chart are meant to describe the sponsor/mentor. All the words on the right-hand side of the chart describe the apprentice/protégé. Since the mentor is also in a leadership position, it is his or her responsibility to learn about the roles of both and develop the skills necessary to facilitate a successful apprenticeship.

“Leadership is the ability to communicate a person’s worth and potential so clearly, that he comes to see it in himself.”

Dr. Stephen R. Covey



There are many good resources for a sponsor to consider. *Mentoring 101* by John Maxwell is a good one. Maxwell is the author of the groundbreaking and wildly successful *The 21 Irrefutable Laws of Leadership*. So is *The Mentor’s Guide: Facilitating Effective Learning Relationships* by Lois Zachary is another. *The 7 Habits of Highly Effective People* is a must. Another is *The Manager’s Role as Coach*, published by National Press Publications (NPP). Its subtitle is *Motivate, Mentor, and Coach Your Most Valuable Asset – Your People – to Achieve Professional Excellence*. In the interest of full disclosure, I have no financial interest, nor do I have any professional relationships with the authors or publishers.

“Value the person and enjoy the results.”

Unknown

The mentoring role should be reserved for people whose performance and abilities are above average. Your “star” performers are the ones who should be considered for apprenticeship into the profession. If the catchwords for managing and coaching are “inspire” and “motivate,” the catchwords for mentoring/sponsoring are “instruct” and “guide.” When an optician takes on the role of a sponsor, his or her job is to teach new skills, and provide different outlooks. Typically, that is how apprentices will align their career aspirations and goals with those of the sponsor. Your mentor’s role includes providing you broader outlooks and assist in your career planning. If your sponsor does not adequately instruct and guide, I would advise you look for a new one.

You and your sponsor should like being around each other. While the law requires your sponsor to teach you certain things during your 6,240 hours together, you should also be sponsored by someone whose character, judgment, and approach you want to soak up. At the same time, and especially as you gain more experience, you will begin to apprise situations and cultivate your own way of doing things more effectively. That is the natural progression of the relationship.

You probably think of a manager or coach as walking behind, prompting an employee to better results. An apprentice should feel as though the manager/sponsor is not prompting from behind or pulling from ahead. Rather, you should begin to feel as though the sponsor/mentor is walking alongside you, giving hands-on instruction (not just verbal instruction), doing tasks together. A sponsor should lead by example, demonstrating additional ways of success for the apprentice. Effective mentors/sponsors dig deeper; involved in the whole person.

According to *The Manager's Role as Coach*: "The mentoring process requires a [significant] commitment of time and a plan. It's a process of development...not a practice of shooting from the hip. No leader arrives at work Monday morning and announces, 'I'm going to [sponsor] you now...let's go!' Instead, each mentor builds a specific approach. The successful plan builds on three components:

1. Mutual trust and commitment
2. Patient leadership
3. Emotional maturity"

Mutual trust is what will take the apprentice/sponsor relationship to a more meaningful level. Mutual trust is developed over time, by spending time together, learning about one another. The mentor should act as confidante and the apprentice entrusts the sponsor with his or her dreams and fears. Mentoring and sponsorship involves a commitment of time and energy and often extends into the evening or weekends – on your own time. The failed apprenticeships fail mostly because the sponsor/optician wrongly believed that their intentions to mentor are 90 percent of the battle, and that the other 10 percent involves the actual work. If this outlook describes you sponsor, two dangers exist: First, eventually the truth will be revealed: That formula is actually reversed – it's actually 10 percent intention and 90 percent hands-on, day-to-day effort. An unprepared sponsor will become discouraged, which will lead to the second danger. Second, you, the apprentice may become discouraged and start to believe that you are not worth the attention, and you will start to mistrust your sponsor.

Patience is extremely important in this whole process. Once you've established the commitment and trust, you maintain it through patience.

“Why can’t we have patience and expect good things to take time?”

John Wooden



As the relationship matures, your trust and comfort level begin to build. You and your sponsor should mutually set goals and discuss expectations. The more patience your sponsor has, the more attentive you will become, the more your aptitude will begin to grow, and the more quickly your sponsor will be able to “back away” a bit to help you become self-reliant.

Here is a 10-point checklist. According to *The Manager’s Role as Coach*, there are ten characteristics of an effective mentor (sponsor). By most academic standards, 70 percent is a passing grade. If your sponsor or prospective sponsor doesn’t possess at least seven of these ten characteristics, again, I would reconsider the relationship. Consider sharing this list with your sponsor and discussing any deficiencies. I have adapted the list to make sense for opticianry. Answer yes or no for each question in the space provided. Here’s the list:

1. Does your sponsor know his/her stuff? _____
2. Does the sponsor seem to be industry savvy? _____
3. Has your sponsor taken time to get to know you as a person? _____
4. Has your sponsor *learned* to be a good teacher? _____
5. Does your sponsor believe in lifelong learning? _____
6. Is your sponsor patient and kind? _____
7. Does your sponsor offer *tactful* criticism and guidance? _____
8. Does your sponsor allow you to take reasonable risks? _____
9. Does your sponsor celebrate your incremental success? _____
10. Does your sponsor encourage you to question him/her openly? _____

If you answered “yes” to seven of more of these questions...great! If not...

There are basically three key phases of successful mentoring and sponsorship:

Phase 1 – Observe

Phase 2 – Participate

Phase 3 – Conduct

In the initial “Observing” phase, you the apprentice need to observe your sponsor, or someone else, perform the job/task. As you observe, ask questions. Aside from technical, how-to questions, make sure you also ask these questions of your sponsor regarding the task(s) you are trying to learn:

- Why is this job/task important?
- What are the key components of the job/task?
- What are its cautions?
- In what amount of time should I eventually be able to perform this job/task?
- What’s in it for me learning or not learning this job/task?

The second “Participating” phase occurs after the job/task has been demonstrated by the professional, and you have observed it. This second phase is best completed by mutually determining the answer to these three things:

- How can the task/job best be shared?
- How can we make sure that the task/job has been fully understood?
- Has enough time to learn the task/job been allocated?

The final phase, which is “Conducting” occurs when you, the apprentice, can reasonably fly solo in performing the task/job. There are four questions that you and your sponsor must agree on before you enter this phase:

- How can the apprentice demonstrate competency with this task/job?
- What level of competency will be adequate?
- How much inaccuracy can be tolerated?
- When will independent work be allowed?

-



The story is told in Classical Greek mythology of Mentor. In his later years, Mentor was a friend of Odysseus. When he left to fight the Trojan War, Odysseus placed Mentor in charge of his palace and specifically his son Telemachus.

When Athena visited Telemachus she took the disguise of Mentor to hide herself from the suitors of Telemachus' mother, Penelope. Disguised as Mentor, the goddess encouraged Telemachus to stand up against the suitors and go abroad to find out what happened to his father.

When Odysseus returned to Ithaca, Athena appeared in the form of Mentor again at Odysseus' palace.

As a result of Mentor's relationship with Telemachus, and the disguised Athena's encouragement and practical plans for dealing with personal dilemmas, the personal name Mentor has been adopted in English as a term meaning someone who imparts wisdom to and shares knowledge with a less experienced colleague.

“Always two there are, no more, no less: a master and an apprentice”

Yoda

Earlier in my career, I was commissioned by Rockhurst University and National Seminars Training to help rewrite a workbook and curriculum guide. The result was *Coaching and Mentoring Skills for Leadership Success*. Here are some additional thoughts from that endeavor:

Discuss these “10 Essential How-Tos for Successful Mentoring” with your sponsor:

1. Develop a list of competencies and desired capabilities.
2. Assess your specific developmental needs.
3. Establish specific goals.
4. Establish realistic objectives for each goal.
5. Incorporate a timeline with each goal.
6. Track implementation of the plan.
7. Document progress and results.
8. Readdress areas as needed.
9. Date and sign documents.
10. Celebrate successes early and often!

I also believe there are some things that your sponsor can get involved in that can potentially sour the mentor/protégé relationship. I call them The Six Pitfalls of Successful Mentoring. If you haven't figured it out already, although the sponsor is ideally the one in the leadership position of the relationship, as an apprentice, sometimes you're going to have to “manage” up; meaning you will have to be proactive and take the lead if your sponsor ever falls into any of these pitfalls. They are:

1. Talking “at” you instead of “with” you. If this starts to happen and you feel your sponsor is not being respectful, simply confront it calmly, using “I” language. Don't say, “You need to stop screaming! You are being disrespectful!” Instead, try, “I feel disrespected and belittled when someone in a leadership positions yells at me in front of clients.”
2. Exaggerating situations or behaviors. Watch for your sponsor if he/she starts to use words like “always” and “never” to describe your shortcomings. Ask for specifics.
3. Talking about “attitude.” Again, ask for specific behaviors, events, tasks, or activities that need to be improved.
4. Assume you know problems or solutions. Do not try to communicate by telepathy. Keep the lines of communication open.
5. Not following up. Insist on follow-up and feedback.
6. Not rewarding improved behavior. Insist on being rewarded. If nothing else, insist upon positive feedback when a task/job has been learned to previously agreed upon standards.

A successful apprentice/sponsor relationship is one in which all the participants take the “soft skills” discussed in this section just as seriously – maybe even more so – as the legal requirements set forth in 64B12 and the technical things you will learn. It is best to consider all this before or at least very early in the relationship. Don't wait until problems occur.

If you have carefully chosen the right sponsor, if that sponsor has participated in this module with you, if all the record keeping and paperwork is maintained, completed, and submitted in a timely manner, if you fulfill all of the requirements set forth in FS 484, and your teacher carefully guides you in the learning of all the aspects of opticianry laid out in FAC 64B12, and finally, you both take the things discussed in this section here seriously, I feel confident that you will eventually successfully complete your apprenticeship.

As a reward for making it this far I have included two bonuses at the very end of this module:

Bonus # 1 is an Apprentice Success Checklist

Bonus # 2 is a Sponsor Success Checklist

I encourage you to print them and use them.

Good luck!



VIII Additional Suggested Resources

Books:

- *Mentoring Matters: A Practical Guide to Learning-Focused Relationships* by Laura Lipton (July 2003)
- *Coaching and Mentoring for Dummies* by Marty Brounstein (May 2000)
- *The Mentor's Guide: Facilitating Effective Learning Relationships* by Lois Zachary (October 2011)
- *The 7 Habits of Highly Effective People* by Dr. Stephen R. Covey
- *Mentoring 101* by John C. Maxwell (September 2008)
- *The Mentee's Guide: Making Mentoring Work for You* by Lois Zachary (July 2009)
- *The Manager's Role as Coach* by Various authors (NPP – August 1999)

Audios:

- *Mentoring 101* by John Maxwell (January 2009)
- *Effective Coaching and Mentoring* by Michael Angelo Caruso (August 2013)

Miscellaneous/Internet/Websites:

- Florida Board of Opticianry: <http://www.floridasopticianry.gov>
- Florida Department of Health: <http://www.floridahealth.gov>
- Rules and Laws: <http://www.floridasopticianry.gov>
- Professional Opticians of Florida www.pof.org
- Optical Seminars, Inc. - <http://opticalseminars.com/>
- Board of Opticianry Mailing Address:

X Final Assessment

1. Which of these is one of the “10 Essential How-Tos for Successful Mentoring?”
 - a. Dressing professionally to set a good example
 - b. Establishing realistic objectives for each goal
 - c. Providing modern tools and resources for instruction
 - d. Not documenting too many insignificant setbacks

2. For every credit hour that is earned by an apprentice at an accredited optical institution, how many hours are credited toward the apprenticeship?
 - a. 66.53
 - b. 76.68
 - c. 86.67
 - d. 98.89

3. Fines levied by the Board range between what amounts?
 - a. \$100 - \$1,000
 - b. \$250 - \$2,500
 - c. \$100 - \$5,000
 - d. \$250 - \$10,000

4. The failure to file the proper report upon termination of sponsorship may result in the Board:
 - a. Disciplining the apprentice by denying credit for hours worked
 - b. Taking away the sponsor’s license for up to one year
 - c. Requiring the apprentice to obtain more CE credits
 - d. Requiring the sponsor to pay higher registration fees

5. Other than by working under the supervision of his or her primary or secondary sponsor, how else may an apprentice earn hours toward his/her apprenticeship?
 - a. Pay additional fees
 - b. Demonstrate additional fees
 - c. Work longer days without supervision
 - d. Complete classes at an optically accredited institution

6. If an apprentice terminates apprenticeship with a sponsor, someone must submit to the Board a completed Apprenticeship Sponsor Attestation Form. Who must take this action, and how long do they have to actually do it?
 - a. The sponsor; 30 days
 - b. The sponsor; 60 days
 - c. The sponsor; 90 days
 - d. The apprentice; 30 days

7. Which of these are key phases in the mentoring/sponsorship process?
 - a. Observing, Participating, Conducting
 - b. Questioning, Participating, Observing
 - c. Learning, Participating, Conducting
 - d. Conducting, Participating, Celebrating

8. What is the current fee for an Optical Establishment Permit?
 - a. \$60
 - b. \$100
 - c. \$250
 - d. \$500

9. People registered with the Board of Opticianry as licensed opticians or apprentices are:
- The only people who can perform opticianry for the public in Florida
 - The only people who should use the title “optician” in the state of Florida
 - The only people who can apply for an Optical Establishment Permit in Florida
 - The luckiest people in the state of Florida
10. Disposable contact lenses were first introduced in what year?
- 1967
 - 1977
 - 1987
 - 1997
11. Transitions Optical was established in what year?
- 1970
 - 1980
 - 1990
 - 2000
12. According to FAC 64B12, the training an apprentice must receive from his or her sponsor includes:
- Reading and interpreting prescriptions
 - Working with an optometrist to learn refraction
 - Using a colmascope or similar instrument
 - Surfacing and finishing eyeglass lenses
13. Why would an apprentice be required to attend a 32-hour, Board-approved course in contact lenses during his or her apprenticeship?
- The apprentice registered with the Board in the last half of a biennium
 - The sponsor is not a Board-Certified Optician, MD, OD, or DO
 - The apprentice has exceeded 3,120 hours of the apprenticeship
 - The primary and secondary sponsors have switched roles

14. Before obtaining a license, an apprentice must attend a two-hour course on the rules and laws; and a two-hour course that covers:
- Surfacing and finishing
 - Refraction
 - The reduction of medical errors
 - Hands-on adjustment techniques
15. Before obtaining a license, an apprentice must pass a National Opticianry Competency Exam (ABO); the Contact Lens Registry Exam (NCLE), and a two-part national competency exam administered by:
- NCSORB or ABO
 - ABO
 - AOO
 - OAA
16. Currently, licensed opticians must obtain 20 hours of continuing education every biennium to renew their licenses. What is the *maximum* number of continuing education hours the Board of Opticianry could require for renewal?
- 20
 - 25
 - 30
 - 35
17. If an optician's mailing and/or practice address changes, how long does he or she have to notify the Board of Opticianry of his or her new address?
- 15 days
 - 30 days
 - 45 days
 - 60 days

18. Of the 20 hours of continuing education required for license renewal, what is the maximum an optician may receive “out of classroom,” such as through home study or Web-based classes?
- a. 3
 - b. 5
 - c. 7
 - d. 9
19. An apprentice must attend a two-hour, Board-approved Apprentice/Sponsor Orientation Class within how long of registering for the apprenticeship?
- a. 30 days
 - b. 90 days
 - c. 6 months
 - d. 1 year
20. If an apprentice being sponsored by an optician never obtains licensure, for how long must that optician/sponsor maintain the previous apprentice’s work records?
- a. 2 years
 - b. 4 years
 - c. 6 years
 - d. 8 years
21. “Why is this job important?” “What are the key components of this task?” “What’s in it for me?” These are all questions that should be addressed during which phase of mentoring?
- a. Observe
 - b. Question
 - c. Participate
 - d. Conduct

22. What is the name of a system of training a new generation of practitioners in a variety of professions which has been around for hundreds of years?
- Sponsorship
 - Apprenticeship
 - Mentoring
 - Licensure Preparation
23. The idea of apprenticeship can trace its roots back as early as:
- Ancient Greece
 - The Middle Ages
 - World War II
 - Florida in the 1950s
24. In Florida, an optical licensee must have reached what minimum age?
- 16
 - 18
 - 21
 - 25
25. The part of the Florida Statutes that deals with administrative issues such as declaratory statements and judicial review is:
- Florida Statute, Chapter 484, part 1
 - Florida Administrative Code 64B12
 - Florida Administrative Code 64B29
 - Florida Statute, Chapter 120
26. The part of the Florida Statutes that pertains to all the professions regulated by the Department of Health is:
- Florida Statute, Chapter 484, part 2
 - Florida Administrative Code 64B12
 - Florida Administrative Code 64B29
 - Florida Statute, Chapter 456

27. Most of the failed apprenticeships (referred to in the module as “horror stories”) were due to what characteristic at the outset of the apprentice-sponsor relationship?
- Professionalism
 - Nonchalance
 - Seriousness of Purpose
 - Trust
28. “How can the apprentice demonstrate competency with a given task?” “What level of competency will be adequate?” “How much inaccuracy will be tolerated?” These are all questions that should be addressed during which phase of mentoring?
- Observe
 - Question
 - Participate
 - Conduct
29. In Florida, opticians dispense spectacles and contact lenses that are prescribed by:
- Optometrists, ophthalmologists, or osteopaths
 - Ophthalmologists or optometrists
 - Osteopaths or optometrists
 - Optometrists only
30. The earliest known written reference to eyeglasses or visual correction is:
- @ 1st Century A.D.
 - @ 1286
 - @ 1440
 - @ 1761

31. Who was the first person to conceive of a split bifocal lens?
- a. John McAllister
 - b. Benjamin Franklin
 - c. Leonardo da Vinci
 - d. Dr. Allison Tandler
32. Apprentices may obtain hour-for-hour credit by attending continuing education classes during their apprenticeship. What is the maximum number of hours that may be obtained in this manner?
- a. 20
 - b. 50
 - c. 100
 - d. There is no maximum
33. Regarding the 32-hour contact lens course that some apprentices are required to participate in, which of the following areas of study is stressed the most?
- a. Anatomy and physiology
 - b. ANSI standards
 - c. Hands-on practice
 - d. Basic fitting methods
34. How long must a sponsor maintain an apprentice's time-worked records?
- a. 2 years from the start of sponsorship
 - b. 6 years from the date the sponsor undertook the training, or 1 year after licensure, whichever occurs first
 - c. 10 years from the end of the apprenticeship
 - d. Until the next biennium renewal

35. How long must an Optical Establishment maintain a copy of prescriptions it has filled?
- a. 1 year
 - b. 2 years
 - c. 3 years
 - d. 4 years
36. The sponsor – apprentice relationship is most analogous with what other relationship?
- a. Doctor-Patient
 - b. Employee-Employer
 - c. Mentor-Protégé
 - d. Optician-Eyeglass Wearer
37. One of the suggested resources for further research into the area of mentoring is *Mentoring 101*. Who is the author of this work?
- a. John Maxwell
 - b. Anthony Record
 - c. Lois Zachary
 - d. Dr. Stephen R. Covey
38. A successful plan in mentoring includes which of the following?
- a. Mutual trust and commitment
 - b. A sound financial plan
 - c. Friendship
 - d. Rules, rules, rules

39. “How can the task be shared?” “How can we make sure the task has been understood?” “Has enough time been allocated to learn the task?” These are all questions that should be addressed in which phase of mentoring?
- a. Observe
 - b. Question
 - c. Participate
 - d. Conduct
40. “Mentor” is an English term that has come down to us in a story drawn from:
- a. Greek mythology
 - b. Roman mythology
 - c. Norse mythology
 - d. Islamic mythology
41. Which company first produced ophthalmic lenses in the United States?
- a. Gentex
 - b. Bausch and Lomb
 - c. American Optical
 - d. Varilux
42. In what year was polycarbonate discovered?
- a. 1933
 - b. 1943
 - c. 1953
 - d. 1963

43. In the modern era in the United States, many apprenticeship programs have been replaced by:
- a. On-the-job training and vocational schools
 - b. On-line learning
 - c. College
 - d. Telecommuting
44. The Florida Apprenticeship Program consists of how many hours?
- a. 3,240
 - b. 4,240
 - c. 6,240
 - d. 8,240
45. According to the definitions found in the law, a contact lens that is merely used for a cosmetic effect (as opposed to correcting a visual disorder) still meets the legal definition of “contact lens.” In which section of the laws or rules would you find that definition?
- a. FS 484, part I
 - b. FS 484, part II
 - c. FS 484, part III
 - d. FS 484, part IV
46. The Board of Opticianry consists of:
- a. 5 opticians; 2 lay people; one of the seven must be 65 years of age or older
 - b. 7 opticians; one of which must be 65 years of age or older
 - c. 5 opticians; 2 lay people; one of the seven must be 60 years of age or older
 - d. 7 members; any mix of opticians and lay people; no age requirements

47. Although allowed by law, in the author's opinion which type of professional listed below would be the least effective and acceptable sponsor?
- a. An optician who received Florida licensure through apprenticeship
 - b. An eye doctor who sees patients all day long
 - c. A full-time optician
 - d. An optician who received Florida licensure by coming from another state
48. In Greek mythology, who was Telemachus?
- a. The son of Odysseus
 - b. The first person to wear eyeglasses
 - c. The grandson of Mentor
 - d. The first human apprentice
49. Under Florida's apprenticeship rule, when do apprenticeship hours count toward the required 6,240 hours?
- a. When any licensed optician is present somewhere in the building
 - b. Only when the registered sponsor is on the premises while services are performed and personally inspects/approves the work
 - c. Whenever the apprentice is clocked in, regardless of supervision
 - d. Only when an optometrist is physically in the dispensary
50. Another great resource to ensure a successful sponsor-apprentice relationship is *The 7 Habits of Highly Effective People*. The author of this work is:
- a. John Maxwell
 - b. Anthony Record
 - c. Lois Zachary
 - d. Dr. Stephen R. Covey

Bonus # 1:

Apprentice Success Checklist

A practical guide for navigating your Florida Opticianry Apprenticeship

Use this checklist as a living document throughout your apprenticeship. Review it monthly—and revisit it whenever you change sponsors, locations, or responsibilities.

1. Administrative & Compliance Checklist

- I am properly registered with the Florida Board of Opticianry as an apprentice.
- My primary sponsor (and secondary sponsor, if applicable) is properly registered with the Board.
- I completed the Board-approved Apprentice/Sponsor Orientation Course within one year of registration.
- I understand that only hours worked under my registered sponsor(s) count toward the required 6,240 hours.
- I know what form must be filed if my apprenticeship or sponsorship is terminated, and the 30-day deadline.
- I understand how long time-worked records must be retained and who is responsible for keeping them.
- I periodically verify current rules, fees, and requirements on the Florida Board of Opticianry website.

2. Sponsor Relationship Checklist

- My sponsor is able to be on the premises when opticianry services are performed.
- My sponsor personally inspects and approves my work, as required by rule.
- My sponsor understands their legal responsibilities as a mentor and trainer—not just an employer.
- I feel comfortable asking questions without fear of embarrassment or retaliation.
- Expectations, learning goals, and performance standards have been clearly discussed.
- Feedback is given regularly, constructively, and with specific examples.
- I periodically evaluate whether the sponsor relationship continues to serve my professional development.

3. Learning & Skill Development Checklist

- I actively participate in all three learning phases:
 - Observe
 - Participate
 - Conduct independently (when approved)

- I understand why each task is performed—not just how.

- I ask questions such as:
 - Why is this task important?
 - What errors should I avoid?
 - How will my performance be evaluated?
 - How long should this task eventually take me?

- I am gaining hands-on experience in all required training areas, including:
 - Prescription interpretation
 - Lens materials and designs
 - Frame selection and adjustments
 - Measurements (PDs, fitting heights, etc.)
 - Lensometer use and verification
 - Assembly and repairs
 - Contact lens fundamentals (when applicable)

4. Documentation & Professional Habits Checklist

- I keep my own copy of time-worked records whenever possible.
- I track my accumulated apprenticeship hours regularly.
- I document new skills learned and tasks mastered.
- I note questions or problem cases to review with my sponsor later.
- I maintain professional behavior with patients, coworkers, and supervisors at all times.
- I treat confidentiality, accuracy, and patient safety as non-negotiable priorities.

5. Education & Advancement Checklist

- I understand all approved ways to earn apprenticeship hours, including:
 - Sponsor-supervised work
 - Accredited opticianry school credit
 - Approved continuing education
 - Board-approved career progression programs (if applicable)
- I plan ahead for required licensure examinations (ABO, NCLE, and practical exams).
- I understand the continuing education requirements I will face once licensed.
- I seek out learning opportunities beyond minimum requirements when possible.

6. Self-Assessment & Accountability Checklist

- I take responsibility for my own success as an apprentice.
- I seek clarification early rather than letting problems grow.
- I am open to feedback and willing to improve.
- I understand that apprenticeship is a professional commitment, not just a job.
- I periodically ask myself:
“Am I becoming the kind of optician I would want to work with—or be trained by?”

Final Reminder to the Apprentice

Your apprenticeship is not something that simply happens to you. It is something you actively build. When both apprentice and sponsor take their responsibilities seriously, apprenticeship can be one of the most effective, rewarding paths into the profession of opticianry.

Bonus # 2:

Sponsor Success Checklist

A practical guide for fulfilling the legal and professional responsibilities of sponsoring an apprentice in Florida

This checklist is intended for licensed opticians, optometrists, and physicians who have agreed to sponsor an apprentice. Sponsorship is not merely employment - it is a legal, educational, and professional obligation.

Sponsors are encouraged to review this checklist periodically and to discuss it openly with their apprentice.

1. Legal & Regulatory Compliance Checklist

- I am properly licensed and in good standing with the Florida Board of Opticianry (or applicable Board).
- I am officially registered with the Board as the primary or secondary sponsor for this apprentice.
- I understand that only hours worked under my direct supervision may be credited toward the apprenticeship.
- I am able to be on the premises whenever opticianry services are performed by the apprentice.
- I personally inspect and approve all opticianry work performed by the apprentice.
- I understand the 6,240-hour requirement and the five-year completion window.
- I know which form must be filed if the apprenticeship or sponsorship is terminated, and the required timeline.
- I understand that failure to comply with apprenticeship rules may result in discipline, fines, or loss of sponsorship privileges.

2. Record-Keeping & Documentation Checklist

- I maintain accurate, complete, and contemporaneous records of the apprentice's time worked.
- My records include dates, times, and locations of training.
- I understand the required record retention period and comply with it.
- I provide copies of time-worked records to the apprentice upon request.
- I am prepared to produce records promptly if requested by the Board or investigators.

- I understand that incomplete or inaccurate records may result in denial of credit for apprenticeship hours.

3. Training & Skill Development Checklist

- I provide training in all subject areas required by rule, not just those most convenient to my practice.
- I ensure the apprentice gains hands-on experience—not just observation.
- I gradually progress the apprentice through:
 - Observation
 - Participation
 - Independent performance (when appropriate and approved)
- I clearly communicate performance expectations for each task.
- I correct errors promptly and constructively, emphasizing patient safety and accuracy.
- I verify that required minimum equipment is available in the practice for proper training.

4. Mentorship & Professional Development Checklist

- I recognize that sponsorship is a mentorship role, not merely supervisory.
- I model professional behavior, ethical decision-making, and respect for patients and staff.
- I make time for questions, discussion, and explanation; not just instruction.
- I provide regular, specific feedback, not vague criticism.
- I encourage curiosity, critical thinking, and problem-solving.
- I foster an environment where mistakes are used as learning opportunities, not punishments.

5. Communication & Relationship Checklist

- Expectations regarding learning, conduct, and accountability have been clearly discussed.
- I avoid talking AT the apprentice and strive to communicate WITH them.
- I address performance issues with specific examples, not generalizations.
- I follow up on training, feedback, and agreed-upon goals.
- I acknowledge progress and celebrate incremental successes.
- I remain open to feedback about my effectiveness as a sponsor.

6. Self-Assessment & Accountability Checklist

- I periodically assess whether I am truly available—physically and mentally—to sponsor an apprentice.
- I understand that good intentions do not replace hands-on involvement.
- I am willing to invest time beyond routine work hours if necessary.
- I recognize when it may be in the apprentice’s best interest to seek a different sponsor.
- I remember that my actions shape not only a licensee, but the future of the profession.

Final Reminder to the Sponsor

Sponsorship is both a privilege and a responsibility. A successful apprenticeship reflects well on the sponsor, the apprentice, the profession, and the public we serve. When done properly, sponsorship strengthens opticianry one professional at a time. Your willingness to be present, to teach deliberately, and to insist on accuracy and patient safety help ensure that the apprentice does not simply earn hours, but earns competence. In the end, the Board may issue the license, but it is the sponsor who helps shape the optician behind it.