



ARKANSAS BOARD OF DISPENSING OPTICIANS

Post Office Box 627 | Helena, AR 72342 | Voice and Fax Line: (870) 572-2847

SUPERVISION RENEWAL REQUIREMENTS

If you are going to supervise ANY Apprentice, you **MUST** have a supervision agreement with each apprentice. You can only supervise three apprentices at a time. Immediate supervision means that the licensed person must be near enough to see and talk to the unlicensed person.

Immediate supervision in this context implies that the licensed individual must be physically present and within a proximity that allows them to directly observe and communicate with the unlicensed person.

This ensures that the supervising person can promptly intervene and provide guidance when necessary.

Supervision agreements must be signed by the apprentice and the person supervising them. When they are submitted to the board, they must be complete and each week signed by the supervisor and the apprentice. They can have no ditto marks of line drawn, and if not complete they will not be accepted and trashed.

Your education form must be signed in each spot, and must be signed at the meeting, before you leave your seat in the class.

When submitting a change of address or employment you must fax or mail the form.

If you are asking for approval of educational hours, you must complete the form and send to board office 90 days prior to the meeting, and the form must be complete.

If you are working at an optical that is required to have an Office permit, the 2026-2027 OFFICE PERMIT must displayed in the optical by July 1, 2026. If this does not occur, you are in violation of Arkansas Law.

Sincerely,

ARKANSAS BOARD OF DISPENSING OPTICIANS

Jerry Himes, Secretary
Enclosure