



ARKANSAS BOARD OF DISPENSING OPTICIANS

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RENEWAL NEWSLETTER

Arkansas Board of Dispensing Opticians – Regulatory Requirements for 2026–2027

PLEASE NOTE THE FOLLOWING REQUIREMENTS

All licensed opticians who supervise apprentices must maintain a **separate, fully executed supervision agreement** for each apprentice. A maximum of **three apprentices** may be supervised at any given time. *Immediate supervision* requires the licensed optician to be physically present and in close proximity to directly observe and communicate with the apprentice, ensuring timely guidance and intervention when necessary.

Supervision agreements must be **completed in full**, signed by both parties, and include **weekly signatures** from the apprentice and supervisor. Forms containing ditto marks, line-drawn repetitions, or incomplete sections will be rejected.

Education forms must be **signed in every designated field** and must be completed **during the meeting**, prior to leaving your seat.

Changes of address or employment must be submitted to the Board **by fax or mail** using the appropriate form.

Requests for approval of educational hours must be **submitted at least 90 days prior** to the scheduled Board meeting and must be complete upon submission.

Optical establishments required to hold an office permit must display the 2026–2027 permit by July 1, 2026. Failure to do so constitutes a violation of Arkansas law. PLEASE NOTE THE OFFICE PERMIT RENEWAL, NOW REQUIRES THE LICENSE AND APPRENTICE OPTICIAN, MUST SIGN STATING THE NUMBERS OF HOURS THEY WORK IN THE OPTICAL

The renewal fee for both licensed opticians and apprentices is **\$3.00** for the 2026–2027 period. Payments must be **received by June 10, 2026**. Cash will not be accepted. Incorrect payment amounts will result in the application being returned and may cause the renewal to be considered late.

Updated tracking and reporting forms, including revised signature requirements, will be available from aropticians.org

Thank you for being part of the Arkansas Board of Dispensing Opticians!

Sincerely,

ARKANSAS BOARD OF DISPENSING OPTICIANS