

Apprentice Application

TO APPLY ONLINE PLEASE FOLLOW THE INSTRUCTIONS BELOW:

- All license and registration applications must be submitted online. [CLICK here for more information](#).
- We recommend using Google Chrome.
- You must register to create a new user account when you apply for a license or registration for the first time.
 - If you never applied for a license or registration to the Optical Dispensers Board or with any other board in Ohio, CLICK “I Don’t Have a License” to create a new user account.
 - If you have applied previously or currently hold a license in Ohio with the Optical Dispensers Board or any other board, CLICK “I Have a License” when creating a new user account. You will also need your Security Code. See below for instructions to obtain your Security Code.

Fill out Personal Information

ensure you select and click save for the mailing and public address

Click Save and Continue

Click ADD AFFILIATION

Fill out supervisor name (will populate when you start typing the first name, then last name)

Click Supervisor dot just below supervisor name

Fill out all other information to include average hours worked, business name, phone, address, city, state, zip code, START DATE IS REQUIRED, Primary work setting (this is spectacle apprentice, etc.) and type of affiliation (from drop down).

Click ADD

CLICK SAVE AND CONTINUE

Click ADD ATTACHMENTS, this is where the [Supervision Agreement](#) will be uploaded.

Click SAVE AND CONTINUE

Read Attestation and click I ACCEPT

Type your name EXACTLY as it appears below the signature block

Click SUBMIT

Select the License Fee

Click CONTINUE

Verify amount in Cart is correct for application type

Click CONTINUE

Enter all Payment Information

Click CONTINUE

Check all Information, Click CONFIRM

Review Receipt, you can select to print or email this receipt, Click DONE

You will be returned to the Dashboard and your application will show SUBMITTED